



*City of Marquette
Annual Report
Fiscal Year 2021*



EXECUTIVE DEPARTMENT



Pictured above (left to right)

Sean Hobbins, Assistant City Manager; Wendy Larson, Executive Assistant;
and Karen Kovacs, City Manager;



EXECUTIVE DEPARTMENT

2021 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 2021 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 the WE Energies plant, 702 Lakeshore Boulevard, 505 Lakeshore Boulevard, Founders Landing-Parcel 2a, and the Ore Dock Brewing Company. Stormwater easements on private property were also required to benefit the Marquette Drive project slated for construction next summer.

Greater Transparency and Open Communication for Residents and Taxpayers

- *Community Office Hours:* The City Manager hosts monthly office hours at the Peter White Public Library. These two-hour open sessions provide residents, employees and Commissioners the opportunity to ask questions, discuss concerns, or to make suggestions regarding any City interests.
- *Art in City Hall:* City Hall Art Galleries (“The People’s Gallery,” the “City Manager’s Suite” and the “City Walls of Art”) 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.

- *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.
- *Labor Negotiations/Contracts:* The Assistant City Manager participated in labor negotiation sessions with four of the City’s Labor Unions – the Department of Public Works Supervisors, Department of Public Works, City Hall and Police. Three of the four contracts have been settled at the time of this report.

Economic Development

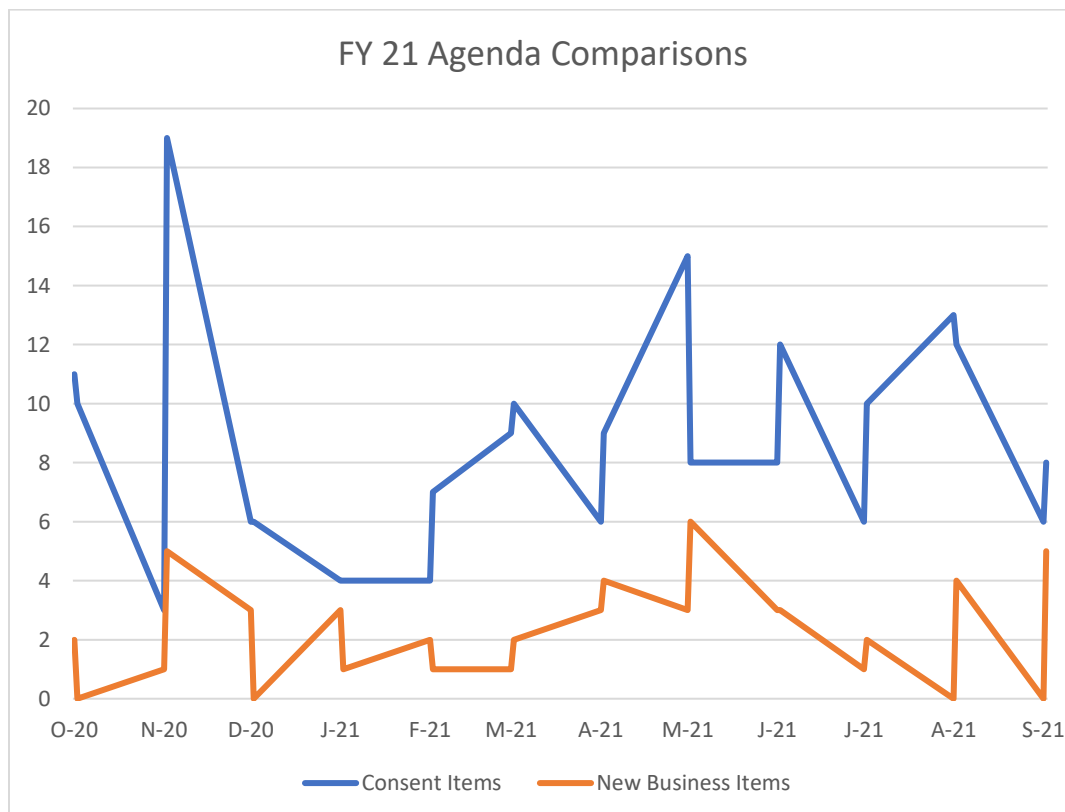
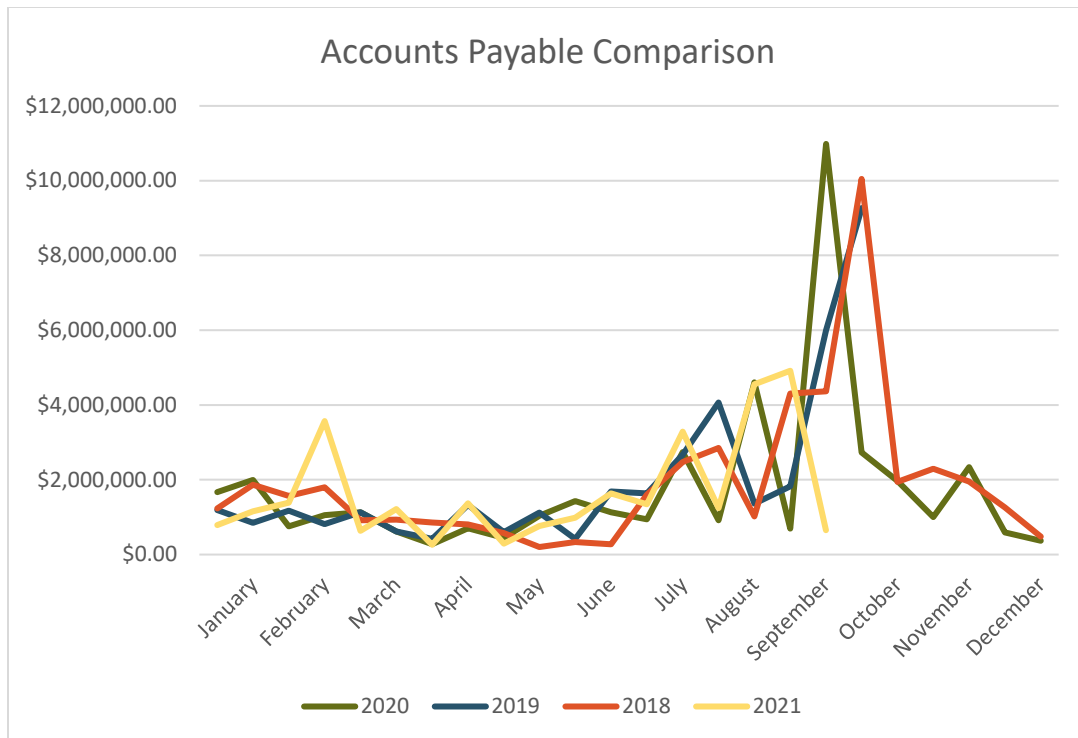
- *Local Brownfield Development Coordination:* The City remained a supportive partner with the Marquette Brownfield Redevelopment Authority and provided active coordination and support to a number of existing developments within the City, including the Founders Landing, Duke LifePoint/UP Health System replacement hospital, 231 West Patisserie, Customs House and Upper Peninsula State Bank projects, as well as the new Vault project.
- *Marquette County Intergovernmental Housing Task Force:* On behalf of Marquette County, the Lake Superior Community Partnership has invited local governments to participate in intergovernmental discussions on housing solutions. One result of those discussions is the proposed creation of a Marquette County Intergovernmental Housing Task Force that would formalize participation in a collaborative group to advance local housing efforts regionally and statewide.

One result of those meetings is the proposed creation of a Marquette County Intergovernmental Housing Task Force that would formalize participation in a cross-jurisdictional effort in order to advance efforts regionally and statewide and a formal request to participate under a Memorandum of Understanding between all partnering jurisdictions will be forthcoming. The Assistant City Manager has been appointed to this task force by the City Commission.

- *Economic Development/Redevelopment Ready Community Certification (RRC):* The Assistant City Manager created a City Marketing Plan as the last component of the RRC certification. Final certification was achieved over the summer.

Manager Communications

- *Agenda Coordination:* The City Manager, along with the Mayor and two Commissioners, review upcoming agendas prior to publishing a meeting agenda. The Manager then submits a brief of the meeting to the Commission.
- *Commission Meetings:* Total Number of Commission meetings supported (regular, special, work sessions, joint): 40
- *Public Service Announcements:* Total number of public service announcements approved during the reporting period: 363
- *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 fall and spring meetings were canceled due to the COVID-19 pandemic.
- *Adult Use Marijuana:* The Assistant City Manager, in coordination with the City Clerk and Community Services Director, drafted a Commission policy for temporary marijuana events in the City of Marquette.
- 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 2021. The amount of accounts payable can be seen to be consistent over the year with an annual deviation occurring after tax collection and subsequent fund distribution. The comparison of consent to new business items shows the general length of Commission meetings (excluding appointments, public hearings, and presentations) and the efficiency gained by using the consent agenda process.



ADMINISTRATIVE SERVICES DEPARTMENT



Pictured above (left to right)

Top Row: Mike Adams, Network Specialist; Jen LePage, Director of Administrative Services; Kyle Whitney, City Clerk

Middle Row: Michelle Schroeder, Human Resources Administrator; Taylor Hedmark, IT Specialist II; Lisa McGuire, Administrative Assistant-Clerk's Office

Bottom Row: Rachel Quayle, Deputy Clerk; Todd Carruth, IT Manager; Tim Raich, Payroll Clerk

Not Pictured: Kylie L'Huillier, Clerical/Election Support Aide



ADMINISTRATIVE SERVICES DEPARTMENT

2021 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 2021 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 Fiscal Year started and ended during the continuing COVID-19 climate and related challenges. Although the Stay Home, Stay Safe executive order from the Governor that had previously sent the majority of our administrative staff home to work remotely, was ruled unconstitutional, Michigan OSHA quickly stepped in and developed emergency rules requiring employers to continue practicing safety measures related to workplace mitigation and prevention of the virus and thus, the Director continued to maintain the City's COVID-19 Emergency Policy and related Preparedness and Response Plan as national, state and local guidelines surrounding COVID-19 evolved throughout the year. Staff continued to work remotely as required, where able, and because of this - the City administration continued to work toward more effective digital and hands-off business practices to ensure continued efficiency in our work in many cases without a physical presence in the workplace and/or without bringing the public in the building.

The HR division implemented a new online benefits enrollment platform – Bswift – in an effort to continue digitizing operations. In late 2020 and early 2021, much of our essential City staff members became eligible for COVID-19 vaccinations due to the nature of their positions and working with the public. By May, all staff was eligible and had the opportunity locally to become vaccinated by their choice. After roughly 14 months closed, on June 1, City facilities were opened back up to the public with increased sanitation and social distancing guidelines for visitors and staff alike. City administration timed the opening of our facilities in correlation with the growing vaccination rate in City staff and the local community; however, the date coincided unfortunately with the first day of retirement for former City Manager Mike Angeli. As far as records show, Mike was likely the City of Marquette's longest serving City employee with nearly 45 years of service between his career in the Police Department and City Manager role. The Director worked alongside the City Commission's subcommittee to determine the process for filling this critical role, from requesting proposals for a recruiting firm throughout the onboarding process of our now City Manager Karen Kovacs.

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 just one election during this fiscal year, the November 2020 Presidential Election. Although only one election was physically held during the period, it was easily the most challenging and largest in terms of voter turnout experienced in quite some time—both in-person and by absentee voter ballot. Almost a calendar year later, the Clerk's Office continues to manage follow-up from just that election. The Clerk's Office continued to adapt to the election changes caused by the passage of Proposal 3 the previous November and saw an influx of recreational marijuana business license requests. In addition to election-related tasks, they had 62 Freedom of Information Act (FOIA) requests. Furthermore, the City Clerk maintained his responsibility with the City Commission via Zoom until April of 2021 when meetings went back to being held in-person in Commission Chambers at City Hall.

The Information Technology (IT) division consists of three full-time employees. In December, we had the pleasure of hiring our new IT Specialist II, Taylor Hedmark. Taylor has a Bachelor's degree in Management Information Systems from Michigan Tech. University where he worked in the IT Department providing help desk support to all campus users. Taylor has been a great addition to our department and City organization.

IT staff continues to focus on security and mitigating threats, maintaining a fiber network and server farm, and supporting the expanding City mobile device fleet—including cellphones, tablets, laptops, meter readers, Trimble, and more. IT staff provides training and support to City employees who utilize information technology to perform their job duties. IT staff studies and implements ever-changing industry standards including emerging security improvements and critical updates, maintaining a lifecycle of hardware, and updating software to maintain compliance, security and functionality of applications and programs. Throughout the year the IT division continued to focus on the stability, functionality and security of systems and data, while planning for future needs and capabilities.

Cybersecurity awareness training is utilized to help employees recognize security threats and notify the IT staff safely. Users are provided baseline testing to discover or assess their "phish-prone" percentage through a simulated phishing attack. This baseline provides critical information that allows IT staff to target weaker areas during the year's training. Training includes modules from the world's largest library of security awareness training content and includes videos, games, posters, and other interactive modules. Quizzes are frequently used so users can assess their own level of security awareness, strengths, and weaknesses. Random and fully automated phishing attacks are used to probe for areas of weakness, where more training can be provided.

HUMAN RESOURCES

Division Accomplishments/Statistics/Remarkable Events

Administrative Policies:

- The Director updated several administrative policies throughout the year. The only brand-new policies implemented were the Flexible Work Schedule and Telecommuting policies as requested by the City Hall labor union. 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 2020, 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 220 Form 1095-C's in February of 2021 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 \$1,427.48.

- **Board Memberships:** The Director served as vice chair for 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 August.

- **Employment:** The Department supported the City's workforce needs in recruiting, testing, hiring, onboarding, 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, Indeed and social media in addition to traditional advertising. Human Resources hired 23 full-time, five part-time, 92 temporary/seasonal employees and 44 election workers during Fiscal Year 2020-21. This is compared to five full-time, four part-time, 79 temporary/seasonal employees and 110 election workers during Fiscal Year 2019-20.
- **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 five interns in Fiscal Year 2019-20 as well.
- **Labor Relations:** Administered five Labor Agreements with three different unions: AFSCME, Police Officers Association of Michigan and the Marquette Firefighters Association. Last year, two of the AFSCME units, City Hall and Department of Public Works, signed letters of agreement to extend their then expiring contracts by one year until September 30, 2021. As a result, negotiations were opened and held with the City Hall, Department of Public Works, Supervisors and Police Officers' Unions this past summer and fall. The City signed a new three-year contract with the Firefighters' Union in February of 2021 after their prior agreement had expired last September 30th. In conjunction with the unions, the Director negotiated 10 Letters of Agreement or Understanding. No grievances were received in the last 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 Director applied for 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. We have not yet been notified if the waiver was approved.

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, 2021 resulted in a decrease in premium rates for health insurance compared to the previous year's 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 2021, the State hard cap increased by 3.3% (compared to the previous year's 2%). The renewal rates we received in March for our health/prescription drug/dental and vision plans resulted in a 1.39% average decrease in premiums due mainly to a lower number of submitted charges and a much lower number of high cost claims.

- **Prescription Drug Plan:** The City continues to use ARORx/Maxor for pharmacy/prescription drug claims through our self-funded plan. 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. With July's renewal, the City was projecting a 31% decrease for prescription drug costs over the last renewal period.
- **Vision Plan:** The City continues to use Eye Med for vision coverage as well. The renewal rates remained the same this year.
- **Dental Plan:** The City remained with Blue Cross Blue Shield for Dental and saw a 4.4% decrease in rates for the plan year beginning in July.
- **Bswift:** The City introduced online benefits enrollment through Bswift as a part of our agreement with 44North.
- **Retiree Health Plans:** This year the retiree health plans also saw an average 1% 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 2021 (instead of July with the other health insurance plans).
- **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. As of January 1, 2021, the Michigan minimum wage remained the same.
- **OPEB Accounting Report:** The City received its Other Post Employment Benefit (OPEB) accounting report in early 2021 for the fiscal year ending September 30, 2020. 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 report two years ago, the actuarial net OPEB liability for the City has increased just slightly. Prior to last year, it had been dropping significantly over the 10 years prior due to changes the City has made to funding 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 six regular retirements and three full-time resignations/terminations. We also had five part-time employees resign and processed 10 promotions/transfers. This is compared to eight regular retirements, one duty disability retirement, five full-time employee resignations/terminations, two part-time employee resignations as well as 31 promotions/transfers in Fiscal Year 2019-20. 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 May 1-April 30 (sidewalk café licenses expire at the end of October). In 2021, 71 business licenses were issued, up from 37 during the 2020 pandemic year, and up from 53 during Fiscal Year 2018-19.

It can be assumed that many businesses continued their outdoor dining, which was put into place during the pandemic to accommodate social distancing. We also saw an increase in Mobile Food Vendors. With business operating closer to normal during the 2020-21 business license year, we began a more hard-line approach to non-compliance, issuing a small handful of tickets.

Revenues did rebound like predicted on standard business licenses from Fiscal Year 2019-20, which was - like many things, impacted by COVID-19.

- **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. Adapting to COVID impacts, our office began offering pet licenses through the City's website. Individuals were then able to email or mail in their license application, in return we would then mail them their pet license and tag. We found many individuals utilized this new service.
- **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.). Permits issued were significantly down from last season and the sales may have been impacted by any office closures. The City Clerk's Office did add the option to apply for a permit online, similar to the dog/cat license process. 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:** 2018's statewide Proposal 3 made several changes to the state constitution related to voters' rights. In summary, Prop 3 instituted automatic voter registration and allowed voters to register up to (and on) Election Day and to 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.

The increase in number of absentee ballots, caused a demand for an increase of Absent Voter Counting Board workers.

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 three years, this list has expanded from fewer than 1,500 names to more than 5,000. This statistic alone seems to indicate a major permanent expansion of our absentee balloting population, which will require more time and resources.

While absentee voting has its benefits, it also serves to increase the in-office workload. As the numbers of absentee ballots increase, 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, a year-round part-time position was established a couple of years ago. The position was created originally to assist with this planned increase and other projects throughout the year.

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, the Clerk's Office established a satellite office, located on Northern Michigan University's campus, with two temporary employees. This setup is likely only something that will need to be done in the lead-up to busy elections – likely in even years.

- **Election Outreach:** During the 2020 Presidential Election, the satellite office was open 32 hours a week for a month leading up to the election. This office offered additional outreach to college students, but was also open to the general public, providing convenient access to register to vote, request an absentee ballot and receive general election information.

The goal of the satellite office was to help reduce the number of same day registered voters, on election day, where the impact was initially felt during the March Presidential Primary. In the thirteen days leading up to the November Presidential Election, the Clerk's Office received 126 new registrations, however, there were also 152 same-day registrants, for a total of 278 new registered voters in a 14-day period.

Locally, the League of Women Voters (LWV) has gained traction 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 questions (about candidate opinions and platforms) can't, by law, be addressed by our staff.

- **2020 Elections:** The March 2020 Presidential Primary saw a 35.5 percent voter turnout; in the August 2020 Primary Election, 32 percent of voters cast ballots. The November 2020 Presidential Election saw a turnout of 70.46 percent, with 10,649 votes cast.

The Clerk's Office issued more absentee ballots during the Presidential Election than ever before, with 7,473 sent and 7,231 returned. This is a 96.76 percent return rate for absentee ballots. Absentee ballots accounted for 70 percent of votes cast. These were historic absentee numbers attributed to the COVID-19 pandemic, the nature of the election and Proposal 3 of 2018.

- **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 six workers in it and ballots were processed through two ballot tabulators in a single room. In the November Presidential Election, there were 12 Counting Board workers and four tabulators. These 12 workers dedicated 19 hours on election day into the next morning processing absentee ballots.

To help process the growing number of absentee ballots, workers and tabulators, the AV Counting Board has expanded into two rooms for the November 2, 2021 General Election. The Clerk will also be implementing shifts for the election workers to help alleviate burnout from the long day.

	<u>Aug. 2020</u>	<u>Nov. 2020</u>
Total Active Registered Voters	14,290	15,119
Number of Votes Cast	4,582	10,649

- **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 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 plans to change 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. In the last two years, this list has grown from 1,691 to more than 5,000. Those looking to be added to the list can contact the Clerk's Office by mail or phone.
- **Post-Election Audits:** The City of Marquette was randomly selected for a State of Michigan procedural audit following the November 2020 Presidential Election. Each County in the state has at least one jurisdiction involved in Michigan's Bureau of Election (BOE) procedural audit. This process is conducted after each statewide election and the state uses these audits to verify that local clerks and election officials are following the State's procedures and processes before, during and after Election Day.

In follow-up to these random procedural audits, Michigan's Office of the Auditor General scheduled a second round of review. During this process, the AG staff reviewed the procedural audits done in 25 random precincts statewide. The main purpose was to evaluate the processes used by the Michigan Bureau of Elections (BOE), as they assist the Secretary of State in the administration of statewide elections.

According to their website the goals of this performance audit are:

1. *To assess the sufficiency of BOE's efforts to maintain the integrity of the QVF (Qualified Voter File).*
2. *To assess the effectiveness of selected application access controls over QVF and the Electronic Poll Book.*
3. *To assess the sufficiency of selected BOE post-election review procedures to help ensure the integrity of elections.*
4. *To assess the sufficiency of BOE's efforts to establish and provide training to the county, city, and township officials who are responsible for conducting elections.*

They will report their findings back to the BOE, in hopes to improve the BOE's support given to local governments when conducting elections.

One City of Marquette voting precinct was selected for a state audit, and it was again selected for the second-level audit. In both cases, there were no questions or issues.

As an additional level of election security, clerks throughout the state have recently been helping to conduct Risk-Limiting Audits (RLAs) of state elections. This statistical audit provides a way to validate election results and further verify Michigan's election results. The City of Marquette was also selected to participate in the RLA.

The RLA takes a statistical sample of ballots and compares the results to the tabulated statewide total. Statewide, approximately 18,000 ballots were randomly selected. Most counties and jurisdictions in the state had at least one ballot selected. A formula is used to calculate a sufficient sample size. This statistical review is used to gauge the accuracy of the reported totals.

- **Meeting Materials/Minutes:** During Fiscal Year 2020-21, the City Clerk's Office attended and transcribed minutes for 30 regular meetings and four special City Commission meetings. Staff also recorded and published the minutes from 14 City Commission work sessions. For citywide meeting materials, the Clerk's Office formats documents for publication on the City's website, disseminates the materials to the public, staff, and City Commissioners.
- **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 2020-21, the Clerk's Office received 62 FOIA requests, up from 46 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.

There was a noticeable interest in the Center for Tech and Civic Life grant that was awarded to the City during the 2020 Presidential Election, as the Clerk's Office has seen a total of four FOIA requests on this specific topic.

INFORMATION TECHNOLOGY

Division Accomplishments/Statistics/Remarkable Events

- The City transitioned from G-Suite to Microsoft Outlook to provide users with enhanced features and integrated tools to boost productivity and a better immersive experience through application familiarity. As part of this project an internal mail server was configured to allow mass emailing for billing purposes. This has enhanced City resident bill paying experience and provided an efficient method of billing for the City utility and tax billing cycles.
- 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 cellular equipment, point of sale equipment, phones and network for the City's marinas and campground. The previous reservation system was replaced by a new point of sale and reservation system and worked with the new vendor to ensure the functionality of the software and the card processing configuration were successful.
- As needs arise, IT staff continue to implement security cameras. In the past year, fiber and security cameras were installed in the bike path tunnels, and other locations that see repeated vandalism. IT staff continues to install and maintain multiple high-definition security cameras at City-owned locations. Security video is monitored by the City Police Department.
- IT and Police Department staff worked together to successfully maintain the Michigan Law Enforcement Information Network (LEIN) security compliance. This allows the police to securely access their information network. Every three years compliance requirements are updated to meet the security demands of the current technology environment. Each cycle the security requirements become stricter and compliance becomes increasingly more challenging. IT and Police staff began working together on this audit early in the process and were successful making the necessary updates so that the City was in 100% compliance when audited.
- IT staff continues to monitor and maintain the City server data center. The issues experienced in previous years with the old server management software have not been seen since the purchase of another management software the previous fiscal year. The current software has proven much more stable.
- Firmware and software updates on all computers, laptops, ruggedized laptops, tablets, and all mobile equipment are kept current to maintain adequate security standards, compatibility and functionality.

- The City firewall and improved network security on switches, servers, and computers is updated and maintained frequently to ensure protection from evolving targeting, brute force attempts, hacks, and other attack points.
- 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 works together with Marquette County to configure Fire Department tablets that work in conjunction with both City and County applications to improve communication and data access.
- Configured and currently maintain six Dell ruggedized laptops for the Police Department.
- Converted the Fire Department's file sharing system, which utilized shared user accounts, to one where files are hosted in the cloud on Microsoft 365's OneDrive. With the change, firemen login to their own user accounts to access files in their OneDrive such as their Daily Logs.
- IT staff assisted Wastewater with equipment purchases for their new SCADA system. This involved choosing the correct specifications for the computers and other equipment to meet Wastewater's needs.
- IT staff continued to record and broadcast City Commission meetings to Channel 191 and YouTube. Adjustments were made during the COVID-19 pandemic to accommodate for remote meetings.
- IT has begun utilizing a new Mobile Device Management software for Apple devices. This is used to remotely configure devices, apply policies, and update software. This software can also be used to remotely lock and wipe devices in the event a device is lost or stolen.
- IT staff has worked with the Fire Department to replace equipment for their vehicles. This includes choosing tablets/computers with specifications that meet their needs as well as new vehicle antennas and mounting systems.

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

2021 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 2021 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 Technician I/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 2020-21:

- *Municipal Property Sales:* The Director has served as the lead for negotiating the sale of 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

- *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 completed the Certification during the summer of 2021.
- *Strategic Planning*: The Director led the effort to facilitate several work sessions which led to the adoption of the Fiscal Year 2021-22 Strategic Plan.

PLANNING, ZONING AND CODE ENFORCEMENT

The following is a synopsis of the major projects the Planning division was responsible for in Fiscal Year 2020-21:

- *Redevelopment Ready Communities (RRC)*: Staff completed work 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. The guide went through two major revisions with the guidance of the RRC staff, and the final product is a concise and elegant 20-page document containing all the essential information needed by homeowners, consultants, developers and anyone else that is interested in understanding our land/property development and permitting processes.
- *Land Development Code (LDC)*: The most recent amendments to the LDC were adopted in February 2021 and included updates to eight out of fifteen Articles. Staff continually annotates portions of the codes that should be considered for amendment. Developing the next proposed raft of amendments and the process of discussing these potential amendments with the Planning Commission has begun. It is estimated that by January another set of amendments will be prepared for a work session between the Planning Commission and City Commission.
- *Municipal Property*: A project was initiated to update the Municipal Property Inventory (MPI), is being finalized, and should be completed by the end of calendar year 2021. The MPI was last updated in 2015, and a project to update it was begun in 2020 but with the COVID-19 pandemic and loss of a staff member the project had to be paused, and it was resurrected this year.

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:

- 16 - Planning Commission meetings - (eight canceled)
- 24 - City Commission meetings
- 1 - Joint City Commission/Planning Commission work sessions
- 6 - Board of Zoning Appeals meetings – (six canceled)
- 3 – U.S. 41/M-28 Corridor Management Team Meetings
- 2 – Quarterly meetings of the Climate Adaptation Task Force
- 9 – 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.

The total permits and applications processed by this office during Fiscal Year 2020-2021 was 570.

Permits Issued/Approved:

Permit Type	FY 2020-2021
Zoning Compliance	182
Zoning for Curb Cut and Driveway Permits	58
SGN and FNC	113
- liability release: signs above & upon right-of-way	4
Home Occupation	2
Residential Limited Animal Keeping	1
License Rain Garden/Plants in ROW	0
Total	362

Applications Approved:

Application Type	FY 2020 - 2021
VAR	6
CAN	0
SUP	9
REZ	6
SPR	12
SKT	0
PUD	2
Rental Registration – Zoning Portion	173
Total	208

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

In addition to the permits and applications processed by staff, the City Planner also processed 75 address assignments and coordinated the review process for seven 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 493 total recorded code violations in Fiscal Year 2020-21.

VIOLATION CATEGORY	10-01-20 to 9-30-21
Noxious Weeds	94
Property Numbering	16
Front Yard Parking	81
Prohibited Accumulation	38
Household Furniture	63
Sign Infraction	2
Property Maintenance Code	16
Garbage/Rubbish	87
Zoning Infraction	43
Inoperative/Unlicensed Vehicle	18
Fence Infraction	21
CM Abatement	1
Curb cut/driveway violation	7
Total	493

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. During the winter, Front Yard Parking violations are usually the most persistent violation that we deal with.

ENGINEERING

The Engineering division designed and managed nine projects, bundled into various bid packages during the 2021 fiscal year. The projects, consisting of annual maintenance, and reconstruction 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 can extend the pavement life by 10-15+ years. Crack sealing can extend the pavement life by 3+ years. A crush/shape, such as what was used for three streets in Shiras Hills, is expected to last for 10-15+ years. This year's SIMP project resulted in heavy maintenance activities on 1.5 miles of street and preventive maintenance crack sealing on five miles of street. In addition, sanitary sewer laterals that were found to be in poor condition or consisting of Orangeburg material were replaced during the SIMP. Over 425 feet of storm sewer was also extended on LaSalle Road. This extension was done in anticipation of possible future projects in the area that will require a storm sewer outlet location. A total of 16 sanitary sewer laterals were either replaced or had minor repairs. The total cost of the SIMP was \$885,000.
 - Heavy street maintenance and sanitary sewer lateral replacement locations:
 - Norway Avenue – Center Street to South End
 - Grove Street – Homestead Street to McClellan Avenue
 - Pine Street – YMCA Entrance to ~640' north
 - Tourist Park – Various Locations
 - Brule Road – Joliet to Hennepin
 - Hennepin Road – Brule to W. Nicolet
 - LaSalle Road – W. Nicolet to Hennepin
 - Multiuse Path – Grade adjustments at Customs House
- *Sidewalk Replacement and Repair Project/100 Block – Washington Street Enhancement Project*: This year, the sidewalk replacement portion of this project replaced over 650 feet of sidewalk. The Washington Street portion of this project replaced all the sidewalk, brick pavers, street lighting, festoon circuits, curbing, trees, and the top layer of asphalt roadway on the E. 100 Block. The work was done to upgrade the deteriorating brick boulevard, create ADA compliant walkways and boulevard (by raising the curb-line) and replace aging electrical circuits and trees. The project was substantially completed in June at a cost of \$652,077.

- 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, is a candidate for root control, a candidate for the cure-in-place lining process due to potential failure, excessive root intrusion, or infiltration. Approximately 20,000 feet of sanitary sewer main is being televised at a projected cost of \$47,000 along with 10,000 feet of storm sewer main at a projected cost of \$27,000.

Reconstruction/Construction Projects

- Shiras Drive Upgrade: This project consisted of the reconstruction of Shiras Drive from U.S. 41 to Schoolcraft Road. The project included replacement of the street structure, curbing installation, water main extension, storm sewer placement and sanitary sewer service replacements. Infrastructure was upgraded to meet current standards and water main was extended to increase fire-flows in the Shiras Hills area. A water main was directionally drilled under U.S. 41 as part of this project which will help with system redundancy and water quality in the surrounding areas. The project was substantially completed in September at a cost of \$414,000.
- Newberry Street Upgrade: This project consisted of the reconstruction of Newberry Street from Division to the East dead end. The project included replacement of the street structure, curbing installation, water main extension, storm sewer placement and sanitary sewer main replacements. Infrastructure was upgraded to meet current standards. Water main was extended to replace a shared water service line that was in poor condition. The project was substantially completed in September at a cost of \$194,000.
- Hewitt Avenue (Pine to Spruce) and Pine Street (Hewitt to Prospect) Reconstruction: This project consisted of the reconstruction of Hewitt Avenue from Pine Street to Spruce Street. The project included replacement of the street structure, curbing, water main, storm sewer and sanitary sewer mains. Existing infrastructure was up to 134 years old and needed an upgrade to meet current standards. This project will also allow residents to disconnect from outdated backyard sewers. This project was substantially completed in September at an approximate cost of \$824,000.
- Front Street Reconstruction (Magnetic to Fair), College Avenue Reconstruction (Presque Isle to Front): This project consisted of the reconstruction of Front Street from Magnetic to Fair. The project included replacement of the street structure, curbing, water main, storm sewer and extension of a sanitary sewer main. This project will allow residents to disconnect from outdated backyard sewers. Existing Infrastructure was up to 130 years old and an upgrade was needed to meet current standards. This project also helps with long term plans to eliminate the “cross country sewer main” that runs diagonally across the east side of the City under homes and is located partially under many buildings. The project was substantially completed in October at an approximate cost of \$1,369,000.

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 for utility work ensure that connections to the public system are inspected for conformance with City standards and specifications. The Engineering division also coordinates, and issues permits for community events which occur within the City right-of-way such as races, block parties, and parades. Community event permits are reviewed and approved by Public Works, Community Services, Police, Fire and the Downtown Development Authority. The Engineering division issued 248 permits during this fiscal year totaling \$51,015 in permit fees.
- 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 eight 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 the Marquette County Conservation District performed 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 third of five and fieldwork was performed by the Marquette County Conservation District 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 37 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

- The City of Marquette owns specific 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 of Marquette Engineering Department also owns computer software that models the City's potable water system. So yearly this model is updated, calibrated and valuable data such as pressures and flows are uploaded into the City's GIS system. This model is valuable in that it can show weak spots and bottle necks that can be fixed via our Capital Outlay projects. In addition, the model also is the functional record of the fire flows available at every hydrant in the City.

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 Technician, and with the help of paid/nonpaid Northern Michigan University GIS student interns, the GIS program has developed over a hundred different data layers.

- The City is transitioning from a desktop GIS environment to cloud based. Some 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.
- Engineering and Department of Public Works Water/Sanitary 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, locate 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 sanitary/storm 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.

Lakeshore Boulevard Shoreline Restoration – Phase 2

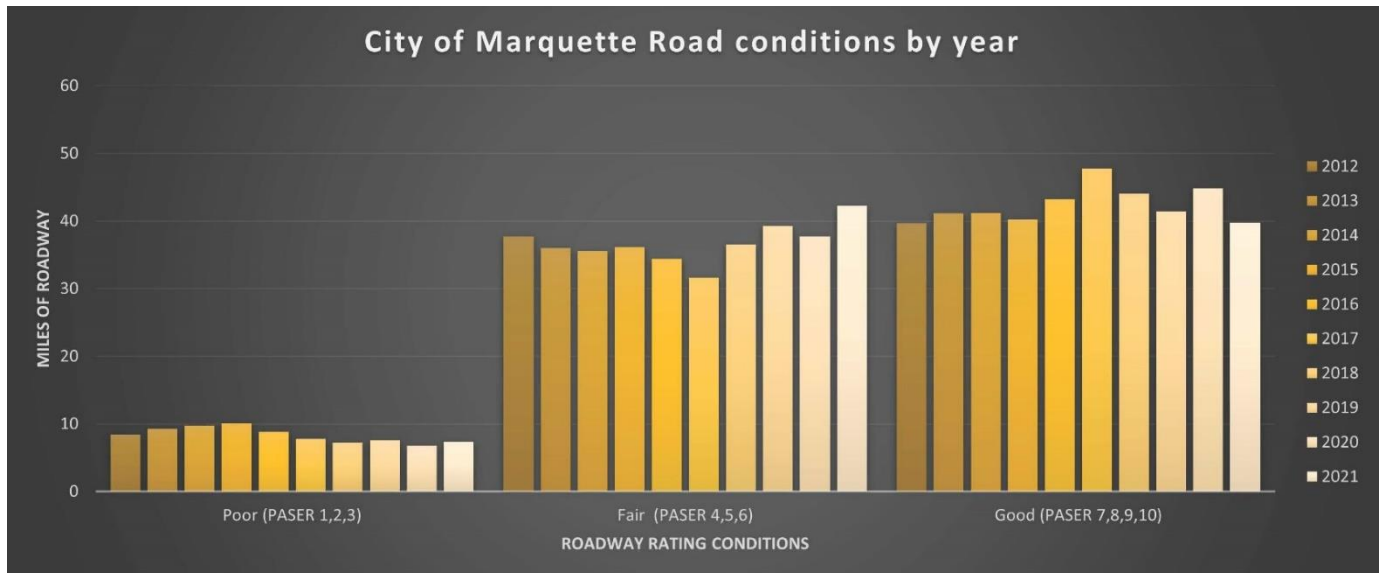
Engineering staff has continued to meet weekly or bi-weekly with a consulting team made up of Baird, Foth and RES throughout the past year. The project design is currently being finalized and is being reviewed by EGLE and the Army Corps of Engineers. Engineering has provided design support, technical review of plans and specifications along with permitting assistance. Engineering has also worked on providing all necessary documentation to FEMA to close out the grant for Phase 1 of this project.

Surveying Projects

- Continuing Support of Engineering Projects: Design mapping and construction staking for the engineering projects.
- Tourist Park Land Use Plan: Staff Surveyor is surveying Tourist Park to aid in the design of the planned improvements.
- UP 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, Lakeshore Boulevard Right-of-Way Relocation, and Bottomlands Conveyance Parcel.

Street Administration - Capital Improvements Plan (CIP)

The Engineering division is responsible for facilitating the capital improvement process. The plan is adjusted annually to account for funding changes and project backlogs. Streets are an important component of the CIP. Engineering annually collects data on the City street network which is vital to future project planning. Below is a graph showing the status of the entire City street network on a yearly basis. This is helpful in determining the effectiveness of current and past asset management strategy.



Recommended Maintenance for Streets in Good Condition

Crack sealing used to maintain streets in Good condition

Cost = \$2/ ft - Increases life of road in this category by 3+ years

Recommended Preventative Maintenance for Streets in Fair Condition

Surface Milling and Repaving - Improves roadway from Fair to Good: Cost = \$130/ ft

This is done with annual SIMP project - Repair expected to last 10 to 15+ years

Recommended Repair for streets in Poor Condition

Roadway Reconstruction/ Full depth resurfacing - Improves roadway from Poor to Good: Cost = \$260/ ft to \$700/ ft based on amount of utility replacements

Preventative maintenance is likely required 25 years after reconstruction - Amount of commercial truck traffic has a significant impact on this

COMMUNITY SERVICES DEPARTMENT

ARTS AND CULTURE - PARKS AND RECREATION - SENIOR SERVICES



Pictured above (left to right)

Andrew MacIver, Assistant Director of Community Services;
Jon Swenson, Community Services Director; Justina Hautamaki, Secretary;
Dan Atkins, Parks and Recreation Laborer;
Michael Anderson, Parks and Recreation Coordinator

Not pictured: Kim Eliassen, Administrative Assistant and Joe Speruzzi, Arena Custodian

ARTS AND CULTURE



Pictured above (left to right)

Maren Doughty, MARESA Intern; Amelia Pruiett, Marketing and Promotions Assistant; Tiina Morin, Arts and Culture Manager and Tristan Luoma, Arts and Senior Services Coordinator

SENIOR SERVICES



Pictured above (left to right)

Lisa Balko, Social Work Coordinator; Gail Hermann, Social Worker;
Maureen McFadden, Senior Services Manager;
Michelle Marzac, Administrative Assistant and
Victoria Bullock, Social Worker



COMMUNITY SERVICES

2021 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 2021 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 – Design underway and Marquette Playgrounds For All has begun fundraising.
- Michigan Department of Natural Resources Trust Fund Grant – \$160,000 – Williams Park ADA accessibility and resurfacing of the tennis and basketball courts – Construction nearly complete. Park to reopen in spring 2022.
- Michigan Department of Natural Resources Passport Grant - \$45,000 – Tourist Park Playground – Design underway, construction in spring Fiscal Year 2022.
- 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 – Construction to be completed in spring 2022.
- Hurley Field Playground – Design complete – Construction to be completed, including mural installation, in spring 2022.

Capital Improvements

- Presque Isle Pier Replacement – Project completed
- Lakeview Arena Olson Glass Replacement – Project completed
- Lakeview Arena Lobby Floor Replacement – Project completed
- Lakeview Arena Lobby Renovation and Skate Shack – Project completed

<u>Facility</u>	<u>Fiscal Year 2020/21 *</u> <u>Hours Rented</u>
Baraga Gymnasium	43
Presque Isle Pavilion	550
Senior Pavilion	157
Island Store Pavilion	143
Bandshell	65
Gazebo	74

<u>Facility</u>	<u>Revenue</u>
Baseball Fields	\$4,875
Soccer Fields	\$5,695
Superior Kayaking Co. (four-months)	\$588
U.P. Community Rowing Club	\$2,697
Island Ice Cream Store-Vango's	\$1,800

<u>Special Events</u>	
Event Contracts/Permit	64
Administration	
Promotional Fund	(\$6,027.50)

** Fiscal Year 2020-21 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.
- Rebuilt aged and damaged docks.

Grant Administration

- Michigan Department of Natural Resources Waterways – Presque Isle Marina pier replacement project completed.

- Michigan Department of Natural Resources Waterways – \$262,100 – Presque Isle Marina parking lot replacement, pier demolition and utility decoupling – funding secured, 2022 project.

<u>Presque Isle Marina</u>	<u>Fiscal Year 2020/21</u>
Seasonal Slip Rentals	27
Transient Slip Rentals	102
Launch - Daily	1,166
Waiting List	14

<u>Cinder Pond Marina</u>	<u>Fiscal Year 2020/21</u>
Seasonal Slip Rentals	91 incl Bulkhead
Transient Slip Rentals	458
Launch - Daily	1,308
Launch - Seasonal	190
Fuel Sales	\$136,962.53
Waiting List	42
Mooring Field	19
Winter Storage	\$3,709.48
Promotional Fund	(\$352.00)

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, 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. The Russell ice was removed in April, but the Olson was kept in until the end of June. There was a high demand for ice into June as the facility was closed due to COVID-19 for several month during the ice season.

- Ice Season: September 28 – June 27, from 7 a.m. – 12 p.m. (midnight)
- Summer: April 15 – September 30, from 8 a.m. – 5 p.m. (or later for events)

Planning

- 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.
- Purchased and installed new dasher boards for the Russell Arena.
- Completed new skate shack.
- Several summer dry floor events returned after taking last summer off due to COVID-19. These events include Kiwanis chicken barbeque, Ore to Shore, and multiple weddings.

	<u>FY 2020/21</u>	
	<u>Hours</u>	<u>Revenue</u>
Marquette Junior Hockey	854	\$170,675
Marquette Figure Skating	214.5	\$44,262
Marquette Senior High School	182.5	\$22,275
Marquette Mutineers	0	\$0
Old Timers Tournament	0	\$0
Public/Open Skate – all types	0	\$0
Drop-in Figure/Hockey/Curling	0	\$0
Senior Skate	0	\$0
Skate and Skate Aid Rental	0	\$0
Citizens' Forum	24	\$750
Dry Floor/Parking Lot Events	4 events	\$0
Dead River Derby Dry Floor	0	\$0
Promotional Fund		(\$8,050)

	<u>FY 2020/21</u>	
	<u>Rent</u>	<u>Revenue</u>
Marquette Junior Hockey	\$532.50/mo.	\$6,390
Marquette Mutineers	\$0	\$0
Marquette Figure Skating	\$50.00/mo.	\$600
Noquemanon Trail Network	\$463.5/mo.	\$5,562
YMCA	\$1/year	\$1
Marquette Junior Hockey	\$0	\$0
Concessions		
Superior Hockey	\$1,358/mo.	\$16,300
Marquette Senior High School	\$478.83/mo.	\$5,070
Superior Watershed Partnership	\$1,095/mo.	\$2,190
Dead River Derby	\$50/mo.	\$600

Tourist Park Campground

The Tourist Park Campground consists of 110 campsites, two shower/washroom facilities and office building. The operating season was May 21, 2021 to October 17, 2021 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 Playground – Michigan Department Natural Resources Grant Funded – Design Underway, construction in Fiscal Year 2021.
- Dump station replacement and repair.

Events

- Hosted concert events including a Hip-Hop Festival and an Art Week concert.
- Hosted a virtual Hiawatha event (actual Hiawatha Music Fest canceled due to COVID-19).
- Guts Frisbee Tournament

Accomplishments

- The campground reported record revenues.
- A new bike park was installed by the 906 Adventure team.

	<u>Fiscal Year 2020/21</u>
Camping Days Open	149
Season Capacity Average	74%
Total Campsite Revenue	\$491,045
Total Concessions/Sales	\$29,095
Special Events/Picnic Sites	\$6,136.22
Promotional Fund	(\$1440.00)

ARTS AND CULTURE

The Arts and Culture Center consists of Community Services Arts and Culture Manager, full-time Arts and Senior Services Coordinator and a part-time Marketing and Promotions Assistant. The Center located in the lower level of Peter White Public Library, includes a gallery and two studios. The Office serves to support, facilitate, and grow an empowered and vital arts, cultural, and creative community.

Grant Administration

- Michigan Council for Arts and Cultural Affairs, \$9,940, Art Week Fiscal Year 2021
- Michigan Council for Arts and Cultural Affairs, \$7,600, Art Week Fiscal Year 2022
- Michigan Native American Heritage Fund, \$57,500, Cultural Trail
- National Endowment for the Arts Our Town Grant, \$100,000, Cultural Trail (submitted-pending notification April 2022)
- Innovate Marquette SmartZone, \$2,500, Art Awards

Planning

Completed

- Marquette Compass (formerly Marquette365) website rebranding and launch
- Community Services Department rebranding
- Street Performer Ordinance
- Art Week rebranding, with online magazine and event map

In Progress

- Marquette Public Art Commission
 - Maintenance Policy
 - Public Art Directory
 - Creative Parks Project
 - Cultural Trail – Indigenous Art
 - Public Art Signage
 - Hurley Basketball Court Mural Installation (July 2022)
- Wayfinding Kiosk Design Project
- Cultural Trail (Phase One 2021-22, Phase Two 2022-23)
- Upper Peninsula Arts and Culture Alliance
 - Economic Impact Study (2022-23)
 - Artist Directory with Marquette Compass
 - Advocacy and Outreach
- Marquette Compass Outreach, Development, and Marketing
- Michigan Arts Access-Marquette, Accessibility Assessment

Additional Accomplishments

- Managed Marquette Senior High School Internship
- Attended Americans for the Arts Virtual Conference
- Attended Webinars
- Handcrafted Holidays Gift Guide
- Marquette Art Quest – Free Art Activity Booklet in partnership with DeVos Art Museum

Events, Programs and Placemaking

- Sixth Annual City of Marquette Art Week - 80 unique events, installations, and exhibits; 43 partner organizations; 2,849 attendees
- 24th Annual Art Awards - new location, Marquette Mountain Resort; 150 attendees
- Three Gallery Exhibits - Deo Gallery reopened June 2021
- Senior Visual Arts
- Art classes resumed in person August 2021; four classes held, average 19 students/class

- Take and Go Art Kits distributed curbside in February and June 2021; 53 kits distributed
- Senior Theatre Experience
- Theatre/Acting classes resumed in person September 2021; two classes held, average six students/class
- *Letters from Home* creative writing and storytelling project; monthly writing prompts sent out March-September; stories to be recorded and shared via podcast in Fiscal Year 2022

Artist Consultations and Support Services

Staff consulted with over sixty individual artists and arts and culture organizations. Aided in marketing and promotion, organizational and business development, grant writing, event coordination and general project support.

Events and Projects

- *Power of Words* - Third Street Mural
- First Thursdays Marquette Art Walk – event development, marketing
- Art on the Blocks – event development, marketing
- Art on the Mountain – administrative and marketing support
- U.P. Land Conservancy Bayou Nature Preserve Art Walk – event development, marketing
- *Gift of Water* - Third Street Mural with Peter White Public Library – identified mural location and connected partners
- Lake Superior Art Association Silent Art Auction – coordination
- Holiday Art Sale – design and publicity

Organizational Consultation

- Poet Laureate Committee
- Friends of Marquette Public Art Commission – branding
- Revolve Creative Conference
- Pine Mountain Music Festival – organizational restructuring

Business/Nonprofit Startup Consults

- Aerialist Performer - business startup consult
- Songbird Creative - business startup consult, branding
- Zero Degrees – nonprofit startup consult

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 (2021-2025) .3500 mills	UPCAP Contract
2021 Contract: \$400,775	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 2020 and (\$700) 2021 - Silver Sampler Program
- Marquette Community Foundation grant recipient of \$1,649.50 for 2021 to offset expenses from COVID-19
- Created an email marketing platform for our *Horizons* Newsletter to better serve our senior population and increase savings for the overall Senior Center budget
- Reestablished the Home Injury Control Program. Keeping older adults safe and independent in their own homes. It had been shut down three years previous due to a lack of staffing at the county level. Marquette Senior Center is the first center in the Upper Peninsula to reinstate the program
- Social Work staff assisted in saving older adults in our area around \$187,436.04 in health insurance costs. Serving a combined 312 clients in a five-week time frame
- Continued virtual and in person programming in response to the COVID-19 pandemic
- Created a Senior Dance Program and the Letters from Home project to further develop the Senior Arts programs
- Registered Seniors for the COVID-19 vaccine
- Facilitated Tax assistance to 100+ older adults in partnership with AARP
- Delivered fresh food to 33 families over four months through the Families and Farmers Program in partnership with Community Action Marquette as a part of the CARES act

Statistics:

- Visitors/Phone Inquiries and Walk-ins/Registrations: 1,917
- Silver Sampler Program: 274 Seniors participated in regularly scheduled recreation adventures
- Total average of seven homemaker staff to accommodate 200+ clients

Fiscal Year 2020/21		
Service	Unduplicated Clients	Hours
Information and Referral	839	1431.75
Outreach	217	128.50
Health Related	229	114.50
Financial Management	373	254.25
Case Coordination and Support	248	1719.25
Homemaking	230*	2917.25
UPCAP Contract	230*	4459.75
	*Clients split among contract.	



Lighthouse Park Sunrise

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

2021 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 2021 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 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 just finished its second year and is well on track in meeting our energy reduction goals. All equipment is working as designed. City staff continue to work with Johnson Controls engineers to further improve our building systems to help drive additional energy savings. By reducing our overall energy consumption, the City has made a great first step in minimizing our carbon footprint. As technology advances, additional energy projects will be considered to further reduce our energy usage.

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

FORESTRY DIVISION

- One in-house Arbor Day tree planting (see picture below)
- 80 street-side and park trees were planted via contractor
- Zero trees transplanted
- 304 small (diameter less than 10") trees were pruned
- 115 large (diameter more than 10") trees were pruned
- 218 dead, dying, diseased or otherwise dangerous trees were removed
- 73 stumps were ground out
- 25 Ash trees treated to protect against Emerald Ash Borer

PARK CEMETERY

- 15 traditional burials
- 45 cremains burial
- 59 grave space sales
- 24 monument foundations placed
- 232 genealogy searches

MOTOR VEHICLE EQUIPMENT DIVISION

Below is a list of equipment approved for purchase for Fiscal Year 2020-21:

- Five Public Works vehicles - \$196,000
- Two Police patrol vehicles - \$85,000
- Two loaders - \$480,000
- One snowplow truck - \$350,000

Equipment in Fleet

- Small equipment - 159
- Sedan/pickups – 99
- Large equipment – 86

Marquette City Online Auction

- The City of Marquette surplus online auction generated \$9,874 worth of surplus equipment revenue last year. Most of these items are purchased by local residents.

Maintenance

- Tune-up – 42
- Brakes – 46
- Suspension work – 39
- Drive train – 12
- Engine work – 1
- Oil changes – 422
- Restoration work (average restoration takes 120 hours) – 4
- Equipment painting – 3
- Snowplow under body changes – 130
- Schedule maintenance (above routine oil change) – 171
- New equipment outfitted – 9

Fuel Usage

- Wastewater Treatment Plant – 870 gallons
- Marquette Housing – 568 gallons
- Downtown Development Authority – 2,906 gallons
- Lakeview Arena – 1,097 gallons
- Motor Pool – 98,408 gallons
- Northern Michigan University – 29,229
- AMCAB – 209 gallons
- Powell Township – 37734 gallons
- Peter White Public Library – 4 gallons

FACILITIES MAINTENANCE DIVISION

- Storm damage over the past winter was very light this year, with minor the debris scattered throughout the parks and beaches.
- 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.
- Hurley playground project was started. We removed the old playground and found that the soils needed to be removed and clean drainable sand brought back in. We installed new footings, clean sand, fabric, and playground equipment. The playground will be open to the public in the Spring of 2022.
- The bleacher replacement project was started at Hurley field. The upper two rows of bleacher seats were replaced with additional replacements coming in 2022.
- Several memorial benches were installed throughout the park system.
- Renovations at the Senior Center took place during the winter. Painting of walls, doors, and some ceiling tiles. The project was completed in the spring.
- Presque Isle marina had some major damage again from the winter storms. The main dock shifted and tore the electrical wires for the power panel. It also broke off the ramp from the bulkhead. We called the contractor and had them repair the problem. The Cinder Pond marina had some minor shifting of the piers and needed to have the pier pilings pulled, repaired, and set back in place.
- 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 installed new boards and glass at the Lakeview arena's Russel area. The crew worked with the manufacture to insure correct placement of the boards.

- We continued to have problems with vandalism in the parks last year. Crews were busy cleaning graffiti and repairing drinking fountains and soap dispensers that were destroyed.

Maintenance Statistics

- Playgrounds with woodchip replacement – 3
- Toys that were replaced – 10
- Toys that were repaired – 32
- Playground inspections – 240
- Trash cans maintained – 230
- Dog boxes maintained – 36
- Picnic tables maintained – 119
- Flagpole-maintained occurrences – 81
- Gravel parking lots graded occurrences – 29
- Barrier post replacement – 40
- Lift station pump repairs – 4
- Fish cleaning station grinder repairs – 8



2021 Arbor Day Planting on Third Street in front of Frosty Treats

FINANCIAL SERVICES DEPARTMENT ANNUAL REPORT



Pictured above (left to right)

Top Row: City Assessor Miles Anderson, City Appraiser Amanda Winter, Assessing Technician Christina Tyynismaa, Utility Billing Clerk Janell Irie, Customer Account Clerk/Cashier Sherry Sullivan

Bottom Row: Staff Accountant Katie Burnette, City Treasurer Terra Bahrman, Chief Financial Officer Mary Schlicht, Customer Account Clerk/Cashier Whitney Young, Accounts Payable Clerk Leah LaCasse



FINANCIAL SERVICES DEPARTMENT

2021 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 2021 fiscal year.

Department Overview

The Financial Services department provides administrative support to the City of Marquette government. It maintains excellence in the accounting of all financial activity and provides support to City departments with financial, budgetary and procurement issues. The goal of the department is to provide relevant, timely and accurate financial reporting, and to exhibit fiscal accountability in accordance with Generally Accepted Accounting Principles (GAAP).

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

FINANCE

The Finance division provides a wide range of services which include accounts payable, accounts receivable, central office supplies, bid administration, fixed asset accounting, budget administration, financial reporting, cash management and debt management. This division is also responsible for the annual preparation of the CAFR.

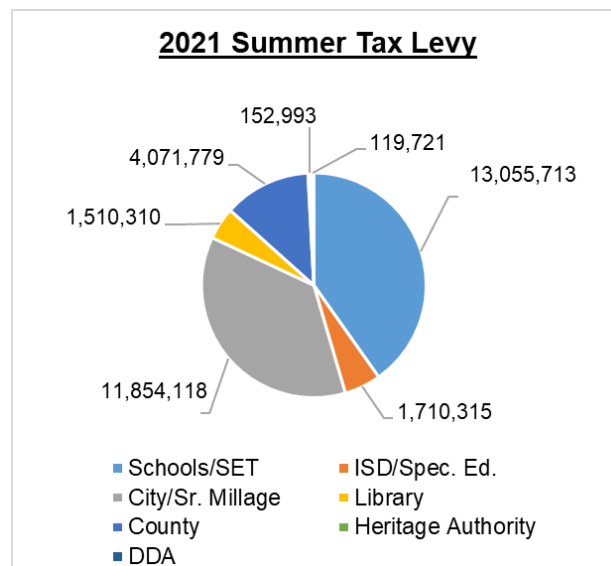
Finance Program Statistics:	
# of Accounts Payable checks issued:	4,878
\$ of Accounts Payable checks issued:	\$45,835,712
# of Accounts Receivable invoices issued:	1,862
\$ of Accounts Receivable billings:	\$2,341,922
# of Bids and RFP's administered:	14
# of Fixed Assets records maintained:	1,420*
\$ of Fixed Asset records maintained:	\$342,000,000*
# of Funds maintained:	42
\$ of Net Assets maintained:	\$81,000,000*
\$ of Long Term Debt maintained:	\$58,475,489
*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.

<u>Treasury Program Statistics:</u>	
\$ Total Cash Receipts:	\$69,141,366
\$ Parking Ticket payments received:	\$65,677
# of Property Tax parcels billed:	6,396
% of Tax Billings collected:	96%
# of Landfill Permits (Commercial/Residential):	136
\$ of Landfill Permits (Commercial/Residential):	\$4,165

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 only a little over one-third. The rest is distributed to the other taxing jurisdictions that the City bills. The following chart and graph illustrate this.



<u>2021 Summer Tax Levy:</u>		
Schools/SET	13,055,713	40.20%
ISD/Spec. Ed.	1,710,315	5.27%
City/Sr. Millage	11,854,118	36.50%
Library	1,510,310	4.65%
County	4,071,779	12.54%
Heritage Authority	152,993	0.47%
DDA	119,721	0.37%
	32,474,949	100.00%

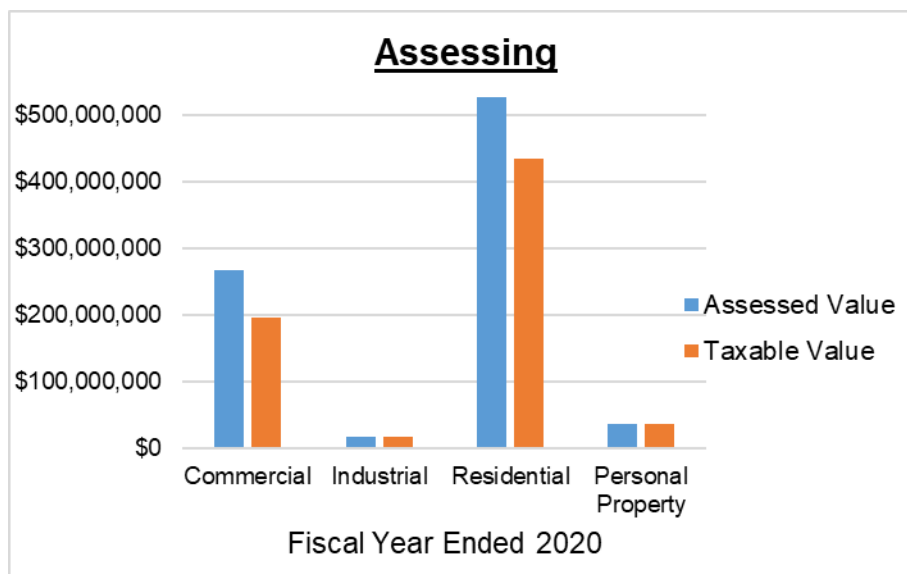
ASSESSING

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:	76,448
Water Meters Read:	88,452
Water Shutoffs:	0

Department Accomplishments/Statistics/Remarkable Events

Assessing Department: We continue to work on implementing the new Computer Assisted Mass Appraisal statewide requirements into our assessing practices in 2021 and 2022. Many new requirements are coming online in 2022 and 2023 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 2021, 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 \$224,000 in expenditures for various grant programs the City was awarded. We also successfully applied for and began receiving the estimated \$2.1 million in ARPA funding in effort to stabilize the City budgets.

Project Financings: Maintained the City's AA bond rating as issued by Standard & Poor's. During Fiscal Year 2021, closed the process for financing Fiscal Year 2021 Capital Improvement Plan projects and refinanced the 2011 and 2012 capital improvement bonds for savings.

Budget/Audit: The budget for Fiscal Year 2022 was formulated and adopted and the Fiscal Year 2021 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 2020 Comprehensive Annual Financial Report (CAFR), the 35th 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 are continuing into Fiscal Year 2022:

- 1) Chief Financial Officer Gary Simpson retired after 20 years of service to the City.
- 2) City Treasurer Mary Schlicht was named the Chief Financial Officer.
- 3) Deputy Treasurer Terra Bahrman was named the City Treasurer.
- 4) Whitney Young was hired as a Cashier.
- 5) Cashier Amber LaMarre resigned and was replaced by Utility Billing Clerk Sherry Sullivan.
- 6) Janell Irie was hired as the new Utility Billing Clerk.
- 7) Cashier Whitney Young is training to become the new Deputy Treasurer.
- 8) The process will soon begin to hire a new Cashier.

FIRE DEPARTMENT



Shift #1 (pictured left right)
Battalion Chief Jeff Haile
Captain Ben Wilder
Lieutenant Brett Beaudry
Engineer Matt Jackson
Engineer Ken LaMarre
Relief Engineer Kevin Serkowski
Firefighter Pete Windsor
Firefighter Logan Triest

Shift #2 (pictured left to right)
Battalion Chief Brian Talvensaari
Captain Brian Phillips
Lieutenant Kirk Vogler
Engineer Dan Pruner
Engineer Kris Shirtz
Relief Engineer Ben Gardner
Firefighter Chase Stevens
Firefighter Brandon Morey



Shift #3 (pictured left to right)
Battalion Chief Greg Guertin
Captain Kurt Hillier
Lieutenant Mike Gwinn
Engineer Dustin Hennessy
Engineer Garrett Fuller
Relief Engineer Ryan Slifka (absent)
Firefighter Paul Zybert
Firefighter Brandon Cory



Administrative Staff

(pictured right to left)
Fire Chief Ian Davis
Fire Marshal Jeff Fossitt
Rental Inspector Brian Anderson
Admin. Asst. Jen Jakubowski





MARQUETTE CITY FIRE DEPARTMENT

2021 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 2021 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 2020-21 fiscal year the department responded to 2,223 emergency incidents representing a 1.5% or 32 incident increase, over 2019-20. Of these responses, 1,709 were emergent medical incidents representing 77% of all responses. The department also responded to 39 fires of all types during the year with the remainder of the alarms classified as general responses and totaling 475 incidents. There were one reportable civilian fire injury 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 2020-21 fiscal year occurred at:

A multi-family rental property at 326 Summit Street on April 6, 2021, with an estimated property loss of \$10,000 and a single-family property at 1614 Wilkinson Avenue on September 12, 2021, with an estimated property loss of \$8,000.

Aside from these, estimated fire losses for the year totaled \$41,860 in real property and personal property losses.

A total of 2,755 hours of firefighter training were conducted, including but not limited to:

- Water rescue
- Vehicle extrication
- High Angle rescue
- Company Officer Training
- Vent, enter, isolate, search
- Lifeguard certification
- Lifeguard Instructor certification
- Five firefighters attended advanced vehicle extrication training
- Two firefighters attained high angle rescue technician certification
- Two firefighters attended live fire and rapid intervention training
- Seven firefighters attended critical incident stress management training

Firefighter Tom LaTourneau resigned on May 9, 2021 after five years of service and Firefighter Brandon Morey was subsequently hired.

Jeff Fossitt became our new Fire Marshall in July 2021 after Thomas Dunleavy retired from the department with twenty-seven (27) years of service.

Jen Jakubowski became our new Administrative Assistant in August 2021 after Teresa Locknane's last day in office on July 23, 2021 after almost five years of working in the Fire Department.

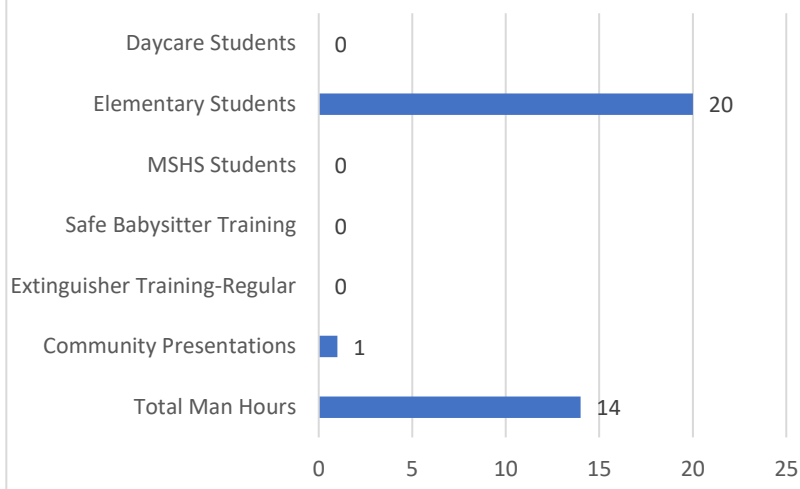
The 2021 Pigs-N-Heat hockey game was canceled due to COVID-19.

The 2021 Fill the Boot event raised \$11,693 for the Muscular Dystrophy Association.





Community Safety Training (# of attendees)



Miscellaneous Fire Safety Education Services

Learn Not to Burn # Students	N/A	Car Seats Installed	N/A
Learn Not to Burn # Man Hours	N/A	Car Seats Checked	N/A

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.



EMERGENCY INCIDENTS	FY 20/21
100-Fire	39
200-Overpressure Rupture/Explosion/Overheat no fire	3
300- Rescue/ EMS/ Standby	1709
400-Hazardous Condition/Life Flight Standby	84
500-Service Call	45
600-Good Intent/ Canceled	227
700- False Alarm/ False Call	113
800- Severe Weather/ Natural Disaster	1
900-Special Incident Type	2
TOTAL RESPONSES	2,223

FIRE PREVENTION	FY 20/21
Daycare Class (# Students)	N/A
Daycare Class (Man Hours)	N/A
Elementary Class (# Students)	20
Elementary Class (Man Hours)	3
Babysitting Class (# Students)	N/A
Babysitting Class (Man Hours)	N/A
MSHS Class (# Students)	N/A
MSHS Class (Man Hours)	N/A
Extinguisher Training-Reg (#Attend)	N/A
Extinguisher Training-Reg (Man Hours)	N/A
Community Presentations	1
Community Presentations (Man Hours)	1
ECI's (# Visited)	3
ECI's (Man Hours)	23
Smoke Detectors Distributed	9
Smoke Detectors Installed/ Checked	26
Company Computer Drawings	20
Fire Drills Attended	0
Fire Drills Man Hours	0
Juvenile Fire-Setter (Contacts)	0
Children's Museum Inspections	1
Station Tours (#People)	37
Stations Tours (Man Hours)	10

PERSONNEL TRAINING/MISC.	FY 20/21
Driver Training	361
Facilities Training	0
Hazardous Materials Training	0
Officer Training	51
Company Training	1766
EMS Training	532
Specialized Training	41
Other	0
TOTAL (MAN HOURS)	2751
PERSONNEL / OTHER	FY 20/21
Vehicle Maintenance (Man Hours)	344
Property Maintenance (Man Hours)	216
Service Testing (Man Hours)	67
Meetings (Man Hours)	128
TOTAL (MAN HOURS)	755

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.

There have been 1,083 rental inspections with 336 re-inspections this fiscal year.

A review of the properties on the approved short-term rental list was completed and approximately 19 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 2020-September 2021	FY 20/21	FIRE CODE ENFORCEMENT October 2020-September 2021	FY 20/21
Inspections	1083	Inspections	145
Re-Inspections	336	Re-Inspections	20
Letters and Notices	332	Letters and Notices	684
Citations	40	Citations	0
Code Review	186	Plan Review	143
Meetings/Trainings	93	Meetings/Trainings	71
Public Assistance	256	(131 long-term, 19 short-term, 14 updates)	
Contacts/Miscellaneous	690		
Rental Registrations	164		

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 a combination of online learning with in-person classes. Lifeguard training courses for 2021 were conducted by the Fire Department. These classes enabled participants to obtain a Red Cross waterfront certificate upon successful completion. This made them eligible to work on the beachfront for the City of Marquette.

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>* May 29– Sept. 6, 2021 (101 days)</i>	FY 20/21*	Tourist Park <i>* May 29– Sept. 6, 2021 (101 days)</i>	FY 20/21*	South Beach <i>*Closed for season due to inadequate staffing.</i>	FY 20/21*	Clark Lambros' Beach <i>*Closed for season due to inadequate staffing.</i>	FY 20/21*
Attendance	10,222	Attendance	1,044	Attendance	n/a	Attendance	n/a
Days Recorded	101	Days Recorded	59	Days Open	n/a	Days Open	n/a
Average Attendance	101	Average Attendance	18	Average Attendance	n/a	Average Attendance	n/a

DEPARTMENT OF MUNICIPAL UTILITIES



Pictured above (left to right)

Mark O'Neill, Director of Municipal Utilities; Melissa Erkkila, Administrative Assistant;
Dan Johnston, Wastewater Treatment Facility Supervisor

Not pictured: Neil Traye, Water Filtration Plant Supervisor



DEPARTMENT OF MUNICIPAL UTILITIES

2021 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 2021 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

763.120 Million Gallons

Total Wastewater Treated

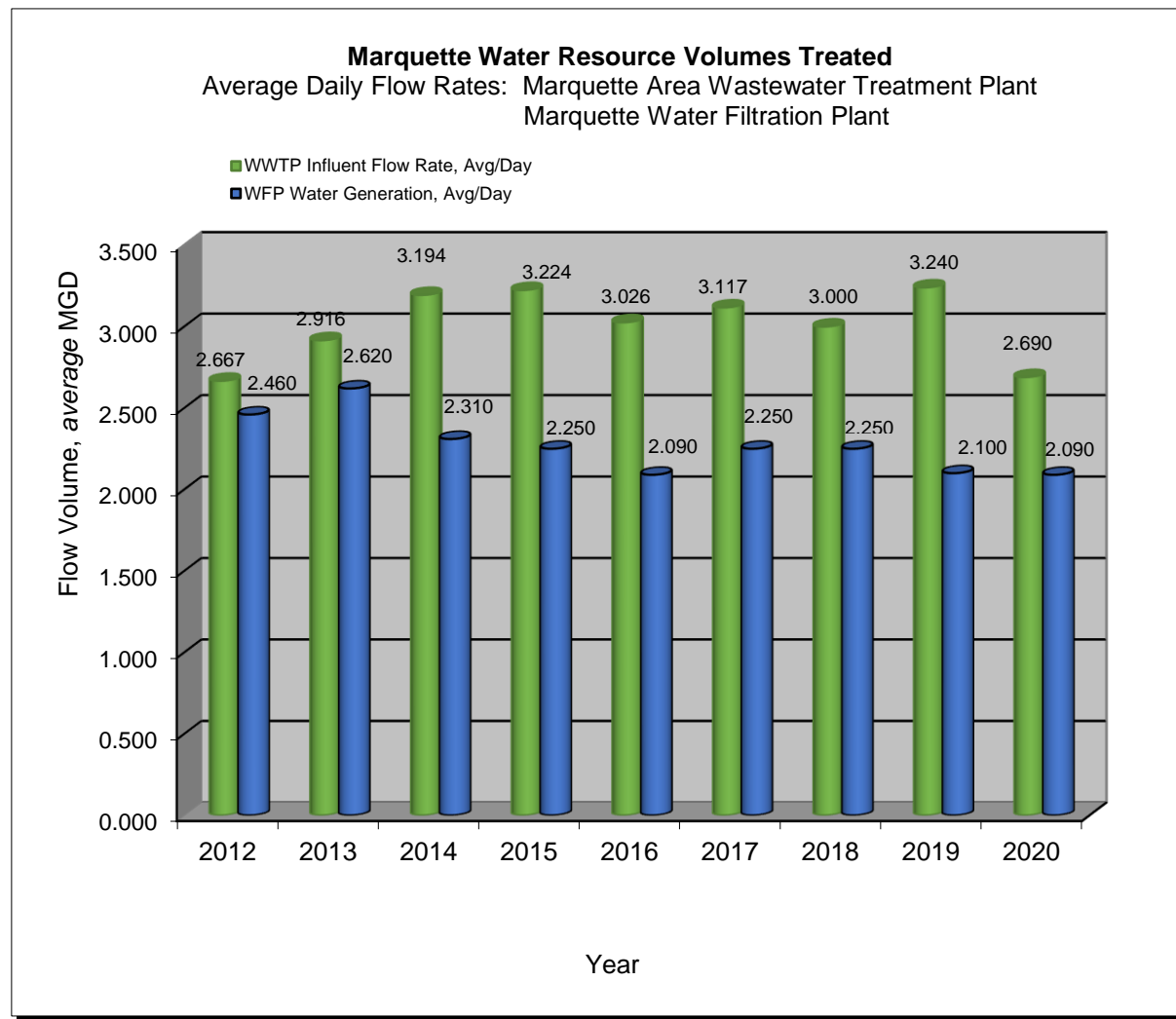
982.5 Million Gallons

Industrial/Trucked Wastewater Treated and Revenue

1,193,112 Gallons treated and \$52,779 in revenue



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



Lift Stations

- Pine Street Lift Station – A large inoperable discharge valve was replaced.
- Lake Street Lift Station – The final pump was rebuilt.
- The system control data acquisition (SCADA) software and hardware that operate and monitor the stations was upgraded.

WATER FILTRATION PLANT

- Corrosion Control Improvements Evaluation - The Michigan Safe Drinking Water Act has created new rules for lead and copper. We are in a 12-month monitoring phase maintaining a higher pH set point to reduce corrosion.
- Beach Monitoring – The Department continues to participate in the Great Lakes Beach Monitoring Program. The Environmental Assessment and Coastal Health Act of 2000 (Beach Act) has made funding available to continue the program on an annual basis.

- The 23-year-old shingled roof was replaced.
- Chief operator/supervisor Jim MacDonald retired after 37 years of service to the City in October. His experience and knowledge will be missed.
- Wastewater operator Neil Traye has been promoted to fill the position.
- The system control data acquisition (SCADA) software and hardware that operate and monitor the lift stations have been upgraded.
- We are starting the planning process for next year's membrane changeout. A total of 720 membranes will need to be replaced.



WASTEWATER TREATMENT FACILITY

- Administrative Assistant Pam Greenleaf has retired. We wish her the best and we will all miss her and the huge help she has been to all of us. We welcome her replacement, Melissa Erkkila from the Public Works Department. It is great to have someone to continue to fill this invaluable role for us.
- On a similar note, Neil Traye, a Wastewater Treatment Plant operator since 2002, has taken the role of Water Filtration Plant Supervisor. His absence at our facility will be significant. The gap left in handling the biosolids removal program alone will be a tough one to fill. In the meantime, he will continue to assist us in this role.
- The system control data acquisition (SCADA) software and hardware that operate and monitor the wastewater plant has been upgraded.
- 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.
- Wastewater staff in partnership with Northern Michigan University, Marquette County Health Department, and Marquette Branch Prison have been monitoring for COVID in the wastewater collection system.

- A State Revolving Fund loan application was submitted to the State to finance a solids handling improvement project. The bids came in nearly 2 million over the estimated budget. We are currently re-evaluating the project and hope to use a 2023 State Revolving Fund loan to finance the project. The goals of 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 Fiscal Year 2020-21 the Marquette Area Wastewater Treatment Facility applied 268.53 dry tons of biosolids as a fertilizer/soil amendment at the following properties:

- Cliffs Natural Resources – reclamation
- Various agricultural fields

Cost for disposal was \$93,628.78

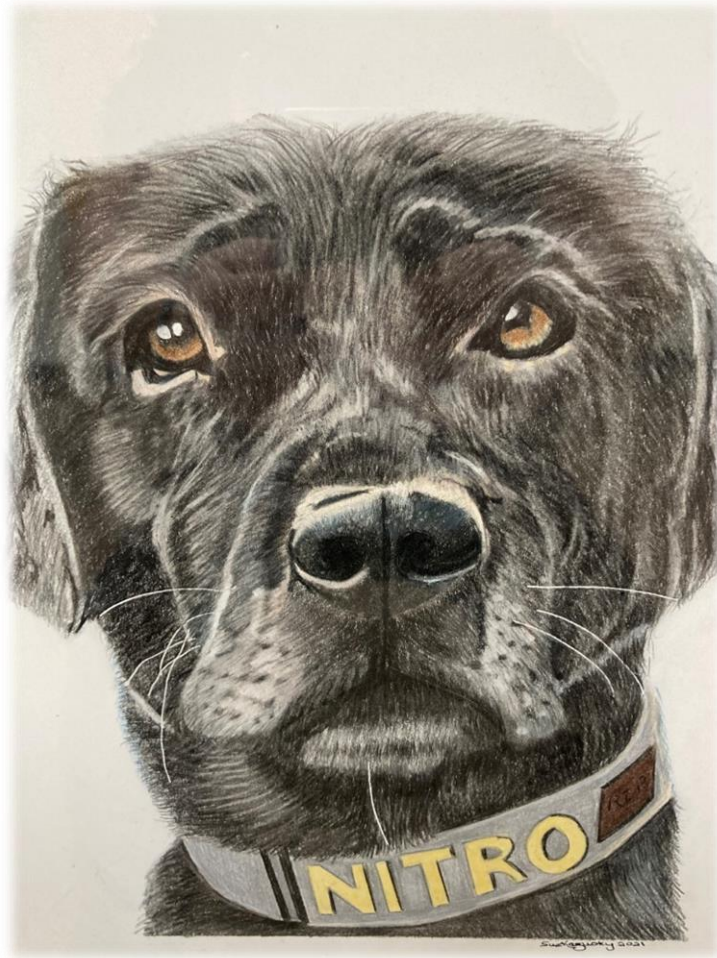


Training and Professional Development Attended by Staff

Due to the COVID-19 pandemic, training was a mixture of in person and via teleconference.

- Michigan Environment, Great Lakes and Energy, numerous online training events.
- Michigan Water Environment Association wastewater exam training.
- Michigan Water Environment Association U.P. operators conference.
- Michigan Water Environment Association Administrators conference.
- Michigan American Water Works Association, U.P. operator conference.
- Minnesota American Water Works Association state conference.

POLICE DEPARTMENT



K9 NITRO
June 28, 2013 – June 28, 2021
Artist Sue Kazusky



MARQUETTE CITY POLICE DEPARTMENT

2021 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 2021 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 one enforcement bomb 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.

Lieutenant Mark Wuori retired from the department with over 32 years of service. The department hired one new temporary Patrol Officer; Samantha Cangemi. Clerical Dispatcher Samantha Cangemi successfully completed Northern Michigan University's Regional Police Academy and began her temporary assignment in September. Nathan King was also hired as a full-time Police Officer. Sergeant James Finkbeiner was promoted to Lieutenant, Corporal Rob Hanson to Sergeant and Patrolman Mike Roth to Corporal.

Accomplishments/Statistics/Remarkable Events

- Most spring, summer and fall festivals resumed after being canceled the year prior because of the COVID-19 pandemic.
- The department conducted annual trainings including firearms, first aid and CPR, to name a few.
- 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 37 hours to patrol the trail systems in and around the city of Marquette. This patrol is funded through a grant issued by the Department of Natural Resources, and the City was awarded \$2,000 to cover expenses. Seven hundred and sixty (760) contacts were made, five warnings issued, and zero snowmobile complaints 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 November 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 Marquette Board of Light and Power.
- Captain Mike Laurila and Captain Greg Kinonen attended the Regional Police Academy interviews at Northern Michigan University.
- Chief Blake Rieboldt and Captain Mike Laurila met with City officials to design and erect beach signs along Lakeshore Boulevard prohibiting certain activities.
- Captain Mike Laurila received grant funding from the Bulletproof Vest Partnership to offset costs for ballistic vests for all sworn officers.

Marquette Police Department Statistics	
Calls for Service	14,504
Incidents	1,028
Arrests	602
Citations	2,005
Accidents	567
Parking Citations	5,529
Booted Vehicles	16

K9 UNIT

Handler Officer John Waldo – K9 Nitro and K9 Zepp

During Fiscal Year 2020, the K9 unit had a total of 68 deployments and searches. K9 Nitro passed away on June 28 of this year. Officer Waldo and K9 Zepp completed a four-week K9 academy at Mid-Michigan where a certification in narcotics, detection and tracking was completed.

The following is a breakdown of the K9 statistics:

- *K9 Zepp searches and deployments: 60*
Marquette Police Department: 49
UPSET: 3
Ishpeming Police Department: 1
Michigan State Police: 2
Marquette County Sheriff's Office: 3
Chocolay Police Department: 2
- *Explosives Detection searches, K9 Nitro: 8*
Marquette Police Department: 5
ATF: 1
Iron Mountain Police Department: 1
Forsyth Police Department: 1
- *The K9 Unit completed the following demonstration:*
Cub Scouts, Superior Hills
Elementary, Sandy Knoll
Elementary, Cherry Creek
Elementary, NMU Day Car
Northern Michigan University
NMU Criminal Justice
Spectrum Store Grand Opening
- Training sessions: 58
- 160-hour basic handlers' course, Drug Enforcement Administration tactical training, 16-hour monthly training.

DETECTIVE BUREAU

Detective/Captain Greg Kinonen
Detective/Lieutenant Chris Aldrich
Detective/Sergeant Doug Heslip
Detective/Sergeant Michael Archocosky
Detective/Sergeant Nate Dawson

Detective Bureau Investigations

- Suspect arrested and charged for homicide after stabbing the victim with a sword. The case is currently in the court system and has not been adjudicated.
- Suspect arrested for Unlawful Driving Away of an Automobile and multiple larcenies at a local campground. An intensive search in the surrounding woods was conducted where the suspect was finally located.

- A male subject was missing after an overturned kayak was found in Lake Superior near Partridge Island. The area was canvassed, including the shoreline and the nearby islands. After approximately two weeks, the individual surfaced and was recovered.
- Suspect was arrested for stabbing an individual several times in the abdomen. The case is currently within the court system awaiting adjudication.
- A male subject fell off the cliff on Presque Isle and succumbed from his injuries.
- A suspicious device was located near the Federal Court House. With assistance from K9 Nitro, the device was found to be harmless.
- A male suspect was arrested for prostitution-pandering, indecent exposure, felonious assault, and trespassing. The arrests were made after an extensive investigation of numerous complaints.
- Three individuals were charged after an explosion and fire occurred at their residence. The subjects were extracting THC from Marijuana using flammable materials to do so.
- Suspect was arrested for attempted murder after stabbing an individual during an altercation.
- Four individuals were arrested and charged with armed robbery, home invasion and felony firearms. The charges stemmed from them entering a home with firearms and robbing an individual at gunpoint.
- Three individuals were arrested after a sting operation where human traffickers were targeted after attempting to solicit sex with minors.
- During an Operating While Intoxicated investigation, approximately \$150,000 in cash was forfeited due to a drug connection. The money is currently within the court system awaiting adjudication.
- Suspect arrested for Unlawful Driving Away of an Automobile and stolen firearm.

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/Sergeant Archocosky is currently assigned to the Michigan State Police Computer Crimes Unit two days a week.
- Trainings attended: active shooter, background investigations, dive training, interview and interrogation, school resource officer training, medical examiner investigator, child abuse, evidence technician updates, child forensics, Glock armor school, AR-15 armor school, infant death investigations and celebrite trainings.

Upper Peninsula Substance Enforcement Team (UPSET)

Detective/Officer Mark Hanes

- UPSET detectives investigated two large scale crystal meth dealers in the Marquette area. Detectives obtained cell phone information regarding drug activity. Detectives monitored the progress and requested assistance from UPSET East and Homeland Security Team. Surveillance was conducted and two suspects were positively identified, along with a quantity of Crystal Meth, stolen pistol and MDMA pills.
- Detectives from UPSET investigated suspected Mexican Mafia gang members from Wisconsin involved in Meth distribution.
- UPSET investigated a suspect involved with Meth, scales, drug paraphernalia, a loaded pneumatic handgun and \$5,193 in cash. This led to two other suspects and all three were lodged in the Delta County Jail on numerous charges.
- UPSET investigated a possible human trafficking and drug distribution complaint. A search warrant was obtained on a suspect and Detectives were assisted by the Ishpeming Police. A traffic stop was conducted, and Methamphetamine was located inside the vehicle. The suspects apartment was subsequently searched and approximately one ounce of Crystal Meth, a small amount of Crack Cocaine and drug paraphernalia were seized.
- UPSET investigated a suspect from Gwinn involving the purchase of components to manufacture Meth. The person was later located, and Meth was seized on this person as well as components inside his vehicle and later at his residence.
- UPSET had a total of 107 cases in Marquette County. UPSET North had 85 felony arrests and convictions. UPSET seized over 554 grams of Fentanyl, 989 grams of Methamphetamine and over 670 grams of Cocaine.

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 2020/21 school year, the total number of students enrolled at all schools was 3,419, an increase of 22 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. Due to COVID-19 restrictions, many students opted to do online schooling and typical school presentations were restricted.
- The Youth Services Officer had 1,002 calls for service from October 1, 2020 until October 1, 2021.

- *Programs and Presentations:*
 - QPR-suicide prevention
 - Drug, Alcohol, Tobacco, Vaping
 - Leadership Academy
 - School Safety Patrol
 - Government/Bill of Rights
 - K9 School Search
 - Marijuana
 - STEP-Student Tools for Emergency Preparedness
 - Dome Days
 - NMU Bike Week
 - Redeemer Pre-School
 - Law Enforcement Career
 - Halloween Safety
 - Cyber-Bullying
 - Marquette Youth Fund
 - Child Seat Installations
 - School Bus Violation Sting
 - Shop with a Cop
 - Neighbor Night Out
 - 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 YSO:*
 - 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 2021 fiscal year, Officer Chris Cygan was responsible for Animal Control for the Police Department. The Animal Control Officer (ACO) is responsible for calls for service, animal complaints, 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 animal complaints, 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 facility. Officer Cygan serves as a Firearms Instructor, Tactical Trainer, and Active Violence Response trainer for businesses and schools. A total of 516 animal calls for service complaints were handled during the 2021 fiscal year. This compares to 455 the year prior.

Below is a breakdown of the most prevalent animal complaints:

Cat at large/unlicensed: 40
Dog at large/unlicensed/barking: 286
Deer complaints: 33
Fox complaints: 5
Nuisance skunks: 126
Nuisance raccoon: 6
Injured birds: 11
Rabbits: 1
Squirrels: 7
Woodchucks: 1

FACILITY SECURITY PLAN - MATTSON PARK BULKHEAD PIER

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

These duties specifically include developing, maintaining, and enacting duties and regulations set forth as part of the Mattson Park Bulkhead Pier – Facility Security Plan. This plan permits vessels 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 five of the current approved plan.

Mattson Park Bulkhead Pier – Facility Security Plan

Lieutenant Grim - Facility Security Officer
Corporal Forslund - Assistant Facility Security Officer
Corporal Roth - Security Officer
Patrolman Bjorne - Security Officer
Patrolman Durand - Security Officer
Patrolman Britton - Security Officer

Training Record: Corporal Roth was trained as a new Security Officer after the retirement of Lieutenant Wuori.

Quarterly Training Drills: Conducted on December 10, 2020, March 15, 2021, June 22, 2021 and September 8, 2021.

Annual Training Exercise: Conducted on September 8, 2021. This exercise was completed with the assistance of our department dive team and the Facility Security Officer of the Cleveland-Cliffs LS&I Dock, Kevin Carr.

Annual Facility Security Plan Audit: Conducted on April 16, 2021 by Chief of Police Blake Rieboldt.

Security System – Equipment Inspection and Maintenance Log: Conducted and updated June 22, 2021.

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 October 7, 2021.

MARQUETTE POLICE DEPARTMENT DIVE OPERATIONS

The Marquette Police Department Dive Team conducted the following activities during the 2021 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 a suspicious submerged object.
- Conducted a dive around the entire city of Marquette lighthouse point.
- Assisted with the third annual lower harbor cleanup event. Numerous submerged tires were removed from the harbor.
- Assisted with the freeing of a Michigan Department of Natural Resources boat which became tangled in fishing nets off the mouth of the Chocolay River.



Dive Team Member Detective Lieutenant 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

2021 ANNUAL REPORT

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Public Works Department for the 2021 fiscal year.

Public Works 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 fifth 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 45% 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 the new materials recovery facility online and is accepting single-stream recycling.
- The City of Marquette entered the fifth 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 Flink Farm has shown to be a good replacement site but does have some limitations being a noticeably smaller site. Snow storage has been adequate although the last few winters have been light.
- 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 20.1 tons of tires collected. The disposal was funded through a Michigan Department of Environment, Great Lakes and Energy scrap tire grant.
- The storm water basins that were constructed next to the bike path between Seventh Street and Fifth Street, by the Sewer Maintenance Division, have done an excellent job capturing storm water runoff. Large volumes of water runoff are generated from the parking lots on West Washington Street and collected in these basins. These basins prevent the storm system from being overwhelmed and captures oils and other toxins preventing them from entering Lake Superior.
- The installation of the George Shiras III State Historical Marker capped off a five-year cooperative effort between the City and the Shiras Foundation that also included a park entrance sign. The project was spearheaded by resident Diane Kordich who worked closely with the Director of Public Works. The City provided labor and equipment while the foundation covered the materials.



Water Transmission and Distribution

- Seven water customers thawed due to freeze-up. All were on owners' side and were billed
- Zero water customers authorized to let run to prevent freezing
- Frost index was 861, normally is on average at 1,220
- 69 new meters installed by City Meter Technicians
- 12 large meters and 32 small meters tested for accurate water consumption
- 274 meters read monthly by meter technicians
- Three new hydrants replaced
- Four hydrants repaired that were hit by vehicles
- Painting of hydrants continues
- Two large water taps installed
- Twenty-three 1" taps were done for new condos on Lakeshore Boulevard
- Six water main repairs
- 11 water service lines repaired and replaced
- 23 service lines replaced on SIMP projects
- Four water main valves replaced
- 18 check valves were taken apart cleaned and repaired
- Eight PRV's cleaned and repaired
- 220 feet of 6" main was install in the 1800 block of Center Street
- Dive team from Liquid Engineering did a five-year inspection at Lincoln and Mountain tanks
- Trees were cut and road put in at Lincoln tank for future maintenance on tank
- Three high service pumps changed – repaired at pumping stations
- Annual lead and copper testing completed and passed EGLE standards
- 845 cross connection accounts
- 1,556 backflow devices in system
- Six backflow devices need repair
- All check valves and dead ends flushed in the spring and fall
- One-quarter of total distribution system flushed. 1,594,886 gallons flushed
- Annual lead and copper testing completed and passed

Sewer Maintenance Division

Storm Sewer Maintenance

- 2,617 storm sewer catch basins cleaned
- 137.29 tons of catch basin sand hauled to the landfill
- 915 catch basin grates cleaned
- 38 catch basins repaired
- Nine storm manholes repaired
- 1,225 feet of drainage ditch cleaned
- 30 feet of storm main replaced
- 90 feet of storm main thawed
- 26 catch basins were rehabbed with geotechnical polymer

Sanitary Sewer Maintenance

- 209,505 feet of sewer main cleaned
- 239 sanitary manholes inspected
- 15 sanitary manholes repaired
- 255 feet of sanitary main replaced
- 13 sanitary lateral replacements/nine-point repairs
- 20 sanitary clean outs repaired
- 31 reported sewer backups/seven were caused by rags and wipes found in sewer main
- 49 sanitary laterals televised
- 1,203 utility locates
- Two sanitary manholes installed-one new and one replacement
- 39 grease traps inspected