



*Office of the City Manager, Chief Administrative Officer*  
*Monthly Administrative Report*  
*March, 2018*

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Although calls for service decreased during the month of February, the Police Department kept busy investigating crimes of an unusual or seriousness nature.

On February 2<sup>nd</sup> the Neighborhood Enforcement Team provided information to the U.S. Marshalls Fugitive Task Force Northern Florida Division that lead to a traffic stop on I-75 near Jasper, Florida. Rick Bud Currie, from Rick Currie Master Goldsmiths, who was wanted on several felony warrants was taken into custody without incident. A large amount of stolen property was recovered in his vehicle. Since his arrest, Rick Currie has been extradited back to Michigan by detectives from the Port Huron Police Department Criminal Investigative Division and Neighborhood Enforcement Team. A full confession was obtained from Rick Currie and over 700 pieces of stolen property was recovered. On February 27<sup>th</sup>, Rick Currie plead guilty to six counts of Larceny by Conversion of More Than \$20,000. Over 171 victims have been identified in this investigation. The Criminal Investigation Division and Neighborhood Enforcement Team are spending a tremendous amount of time identifying the stolen property and getting it back to the rightful owners.

On February 9<sup>th</sup>, the Police Department was contacted by a concerned citizen regarding a post on a social network site from a person posting a video of a rifle barrel moving through a hallway with a statement that the suspect was shooting up a school. The Police Department immediately started investigating this threat and it was found that suspect who posted the video was located in New York. The Port Huron Police Department Criminal Investigative Division, while working with the Rochester, New York Police Department, was able to identify this suspect and the Rochester, New York PD took over the investigation.

On February 12<sup>th</sup>, the Neighborhood Enforcement Team assisted the Marysville Police Department with a search warrant execution regarding child pornography that was found on a computer. The suspect was taken into custody without incident. The suspect has since been arraigned on charges of child sexually abusive activity, using a computer to commit a crime, disturbing or promoting child sexually abusive commercial activity. This investigation is still ongoing by the Neighborhood Enforcement Team and Marysville Police Department.

On February 12<sup>th</sup>, the Police Department responded to the vacant Marydale Center at 3147 10<sup>th</sup> Avenue regarding four apartments that were broken into and damaged. Over \$20,000 worth of damaged was caused. From evidence gathered at the scene, Port Huron Police Department Officers conducted numerous follow-up investigations to identify and locate two suspects. Both suspects were located the same day the crime was reported and both suspects confessed to their involvement in the felony breaking and entering and felony malicious destruction of property. Both suspects were lodged at the St. Clair County Intervention Center.

On February 23<sup>rd</sup>, the Police Department responded to Port Huron McLaren Hospital regarding a subject being treated for a stab wound to his abdomen. The victim stated that he was in the area of the 1000 block of Lapeer Avenue when he was approached by an unknown male suspect. The suspect demanded the victim's money. A struggle ensued between the victim and the suspect, which ended up with the victim being stabbed, robbed, and the suspect fleeing the area. The suspect has not been identified and the investigation has since been turned over to the Major Crimes Unit.

Since the school shooting in Broward County Florida on February 14<sup>th</sup>, the Police Department has responded to three separate school threats. These threats have either been posted on social media sites or written on walls inside of the schools. The Port Huron Police Department takes each of these threats very seriously. These threats are investigated thoroughly by road patrol and the Criminal Investigation Division and when a suspect(s) is identified, a warrant request is sent to the St. Clair County Prosecutors Office for review. Chief Baker and Captain Platzer have met several times with Jamie Cain and Theo Kerhoulas from the Port Huron Area School District regarding school safety, continuing ALICE training, and allowing Port Huron Police Officers to use both high schools for active shooter training which will take place on April 14<sup>th</sup> and 21<sup>st</sup>.

The number of reported drug overdoses in the month of February was three. Two of the overdoses were related to heroin. Road patrol officers have responded and arrested a female subject who is huffing "dusk off". This occurred at least five times in the month of February with the same female subject.

The Police Department completed their annual in-service training for all members of the department. The areas of training the members received were legal update, diversity, weapons of mass destruction, methamphetamine awareness, dealing with the mentally ill, tactical first aid, defensive tactics, Naxolone update, mobile field force, felony stops, traffic crash update, electronic insurance verification, and weapons qualifications.

The Police Department gave conditional offers of employment to Cadet Nathan Robinson and Jason Burge. Cadet Robinson is currently in the Macomb Police Academy and is expected to graduate in May 2018. Jason Burge is currently in the police academy through Ferris State University in Big Rapids, MI. and is expected to graduate in May 2018. Both Nathan and Jason will be starting their careers with the Port Huron Police Department the week of May 21<sup>st</sup>.

Calls for service overall in February 2018 (2024) decreased by 18 percent from January 2018 (2392).

To date in the month of February, the Fire Department has responded to 183 medical emergencies, six fire calls for service, and 53 miscellaneous calls which include false alarms, downed power lines, unauthorized burning, and related public assistance. Included are a vehicle fire at 837 Division Street that was caused by a mechanical problem. The exterior of 1417-21<sup>st</sup> Street sustained minor damage caused from a trash fire in bags of refuse stored against the side of

the dwelling. A fire from trash inside of the garage at 1227-16<sup>th</sup> Street caused minor damage to the interior of the garage. There were no injuries reported at any of these fires.

Rapid thawing of the Black River due to unseasonably warm temperatures and extensive rainfall caused moderate flooding in the Canal, Riverwood, and Woodstock Drive neighborhoods. Port Huron Public works crews deployed over 2000 sand bags to predetermined staging locations in these neighbors for use by residents to protect properties. Fire command coordinated ice breaking operations as in past years to provide for adequate river flow. After approximately 48 hours of rising water, ice damming at the I-94 Bridge broke free and water levels began receding.

Fire crews began training for rapid response dive rescue in the Blue Water YMCA pool. The Fire Department received a grant for the purchase of four self-contained SCUBA tanks and buoyancy compensations vests. This equipment will allow firefighters to submerge to depths less than 30 feet to make quick rescue of drowning victims that have slipped beneath the surface greatly enhancing our water rescue response capabilities.

Fifty-two inspections of commercial businesses have been completed to date this month. The Fire Marshal has attended four school weather drills and fire crews have begun conducting floor by floor walk through familiarization of the McLaren Hospital expansion project.

The Clerk's office continued with record management activities this month. Staff continued inputting historical information into the past City Councilmembers and Mayors database and began gathering information for a new database to organize legal opinions. Initial preparations for the Mayor's Annual Prayer Breakfast event on May 3, 2018, has begun along with the clerk's office accepting nominations for the Spirit of Port Huron Awards scheduled for June 11, 2018. In preparation for this year's elections, the Clerk and Assistant attended an Election Inspector Training class hosted by the State's Bureau of Elections (BOE).

The engineering staff continued to work on the design and development of contract documents for the following:

- Small and large pavilion for Lakeside Park (for the Recreation Dept.);
- Developing a plan for a kid trike path at Palmer Park (for the Recreation Dept.);
- Parking and restroom facilities for Pine Grove Park (for the Recreation Dept.);
- Rehabilitating the mausoleum roof (for the Recreation Dept.);
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant;
- Recoat the Sanborn Pools (for the Recreation Dept);
- Roselawn Area resurfacing.
- Solid Waste Contract (new five (5) year contract for services starting 1 July 2018).

Ward Construction placed the steel on the footings for the small pavilion at Lakeside Park. The structure will be finished in spring of 2018.

Refurbishment of the MOC's west-side elevators has a few punch list items remaining. We are retaining a sum of money from Otis Elevator for completion of these items.

Anlaan continues to work on the \$1.4 million 10<sup>th</sup> Street Bridge Rehabilitation project. The bridge refurbishment started January 8, 2018, and is to be opened to traffic by April 1, 2018. The month of April the 10<sup>th</sup> Street Bridge will have punch list items worked on and will have intermittent lane closures for the work.

The streets maintenance crews continue to perform the typical month to month duties. These duties include the repair of pot holes with hot and cold patch at various locations, Crews plowed and salted 23 snow events and applied 1,395 tons of salt. Crews shoveled and salted the sidewalks on the bridges and after each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event. Crews closed roads and set up lane tapers for utilities repair and filled and delivered sand bags.

The motor vehicle pool kept busy maintaining the PM list. Put two new pickups into service and has been working on one major breakdown rebuilding the rodder pump on vactor #236 and should be completed in less than a week.

The traffic section assisted in snow removal operations as well as repairing damaged signs and fabrication of non-readable signs for the downtown area.

Utilities Services continued to perform the typical month to month tasks. These tasks include water meter reading, sewer cleaning and assistance to the Water office for turn-ons and shutoffs for non-payment of water bills. Utilities Services staff repaired multiple water main breaks throughout the City. Staff also made sewer repairs including one on Arch Street as well as one in the alley bounded by 11<sup>th</sup> Street/12<sup>th</sup> Street and Howard Street/Pine Street. DPW administrative and the Utilities Services Foreman met to discuss what sewers to include in the bid documents for the 2018 Sewer Lining Contract. Draft documents are being developed and will be advertised within the next month.

The Waste Water Treatment Plant (WWTP), DPW administrative staff and the City's engineering consultant performed a final project closeout walkthrough with the contractor for the Solids Handling Control Panel (CP-6) Replacement and Emergency Generator. The contractor for the installation of manifold pipework in biosolids tanks numbers 5 and 7 has begun their work and are nearing completion. WWTP DPW administration and the City's Master Electrician produced bid specifications for the replacement of the existing defective automatic transfer switch at the 16<sup>th</sup> Street sanitary pump station. The bid opening for this project is March 28, 2018. As a result of November's MIOSHA visit, WWTP staff has addressed all the issues that were identified in the final document from MIOSHA. DPW administration submitted a *Petition for Modification of Abatement Dates* seeking an extension of time to address the few items that could not be completed. The extensions were approved and WWTP and DPW administrative staff submitted the final documentation for the corrective actions for those items that had an extension date of March 1<sup>st</sup>. The piping within the three aeration tanks have begun to fail as a result of pipe deterioration. Staff is in the process of attempting to make temporary repairs so that the tanks can stay operational and not affect the treatment process of the WWTP. Addressing this issue has become the number one priority so to address this issue it will be proposed to delay another capital

project in the current budget and use those funds to replace the deteriorated piping. The Residuals Specialist position was filled and the new employee began working this month.

The Water Filtration Plant (WFP) and DPW administrative staff developed draft bid documents for the replacement of the three boilers at the WFP. The current budget includes funds for their replacement. The project will be advertised in March and a recommendation will be forwarded to City Council in April.

During the month of February and continuing into March the Human Resources Department is accepting employment applications for the following full-time positions: City Treasurer, Equipment Operator II - Utilities, Fire Fighters, McMorrان Operations Coordinator, Police Officers, Animal Control Officer and Records Supervisor. Additionally we are starting to accept part-time employment applications for our seasonal/summer positions and they are as follows: Concession Worker, Kids Day Out to Play Leader/Assistant Leader, Lifeguards, Parking Booth Attendants, Seasonal Laborers, Summer Day Camp Leader 1 & 2 and Summer Sports Aide.

The H.R. Department is busy conducting clerical testing and interviewing for several open clerical positions, as well as conducting new hire orientations and health & safety training for all new hires.

The H.R. budget was prepared and submitted to Finance for the Human Resources Department and the Health & Safety Division.

Union negotiations with the Fire Fighters was conducted during the month of February and a tentative agreement was reached. Union negotiations with the Utility Workers and Utility Workers Supervisory group will be held during the 2<sup>nd</sup> and 3<sup>rd</sup> weeks of March. These are the last two of the bargaining units.

The Code Enforcement Unit had 87 new complaints opened and the Administrative Hearing Bureau heard 29 cases. \$610.00 was collected in payments this month and an additional \$4,614.16 was declared as single lot assessments.

The Rental Inspection Division completed 91 inspections and certified 51 rental units in February. Staff responded to nine rental complaints and continued to focus on those properties that appear to be rentals but that are not registered nor certified. Rental clerical staff went through properties on BS&A to make sure all the proper information was included/correct for rental billings to be processed next month. Three new rentals properties were registered during the month. A form was created for landlords to fill out with their contact information. The goal is to have as many ways to contact a landlord on file in order to streamline the process and not rely as heavily on first class mail for contacts about complaints, etc.

The Inspection Division is working on making the permit process easier by cleaning up permit applications and creating guidebooks for type of projects. In February, a development guidebook was created for direction on this such as additions and new construction. The expired permit list was worked and final inspections were completed to minimize the expired permit list.

\$11,308.00 was collected in permits fees and inspectors responded to six inspection complaints throughout the month.

In Community Development, as an annual requirement by HUD, the Minority Business and Women's Own Business publications were completed and published. Four Urban Pioneer Program grants closed and five began the pending stage. Adjustments were made to the Annual Action Plan and old project files were eliminated since the required holding period was complete.

The Planning Department staff continued to work on some of the fine details for the Sober Living Homes. At the beginning of the month, the Planning Commission approved a special use permit to allow sober living homes at 1034/1036 Wall Street and 924 Wall Street. Deeds and lot combinations were processed for those lots approved to be sold by City Council. Staff worked on various development projects, toured buildings of potential development sites, and assisted several customers regarding land size, zoning, and ownership requirements. The Planning Technician updated/created the following maps and drawings:

- Vacant lot maps for land to mow for the DPW
- Cemetery maps for the fertilizer bid
- Drawings for a McMorran grant
- Tri-fold brochure for RV storage
- Map for possible rezoning in the Court Street neighborhood
- Park maps for Recreation

Additionally, staff worked on the creation of a Principal Shopping District and items needed for variances requested for a parking lot at 1014 Military Street. Zoning codes were also updated in BD.net for the new numbers generated from the 2017 lot splits and combinations.

Parks staff set and removed all the Chillyfest boxes, picked up straw and assisted with the event. The crew has been coming in regularly for snow plowing and salting of all downtown locations, sidewalks at all parks and city owned properties. The parks guys also removed all winter banners and snowflakes from downtown and installed pub crawl and shamrocks downtown for St. Patrick's Day. We also have started to pick up trash and debris in to parks. We are also removing all bad wood on the docks at riverside boat ramp and replacing it with new. Currently we are assisting the streets department in filling pot holes in all areas of the city.

In Forestry, dead trees were trimmed and removed on Goulden Street and picked up a major brush pile from a land clearing project at Schumaker. Forestry has also been working at the North Service Center clearing trees and overgrowth from the ground storage tank and safety tank in anticipation of the tank being repainted in the spring. The bucket crew assisted in repairing the cemetery flag pole in front of the chapel. They installed new rope and top on the pole.

In the Cemetery, there were nine total services with five being full burials and four being cremains services. Request for proposals will be sent out for the Mausoleum roof with contractors expected to return bids in March. Staff continues with snow plowing and removal operations in the Cemetery as well as assisting with downtown parking lots and McMorran lots. Staff will begin the process of prepping equipment for the upcoming spring and summer seasons.

At McMorrان, there were five Prowlers games this month. Currently they are in first place. A theatrical performance of "Snowcus Pocus" did a school show with over 500 participants and an evening performance on March 2<sup>nd</sup>. Werth Productions performed a dinner theatre of "Manopause" on March 9 and 10. St. Clair County Community College held their annual Hall of Fame evening in the theatre. Decades Rewind performed songs from the 60s, 70s and 80s. Nancy Grace was the featured speaker for Town Hall this month. The Recreation Department held their annual Daddy/Daughter Dance in the Lounge on February 15<sup>th</sup>. Blue Water Woman held their annual recognition in the theatre honoring our own Nancy Winzer for Blue Water Woman Civic Leader of the Year. "Brass Transit" a Chicago tribute band performed to a crowd of almost 500. Flames Gymnasium held their annual Wildfire Gymnastic meet here on March 22, 23, 24 and 25 for boy and girls. The McMorrان Authority met in a joint session with City Council and will become McMorrان Commission on April 1<sup>st</sup>.

This month Recreation hosted several special events and leisure classes. We hosted our annual Daddy Daughter event at McMorrان. The night included a DJ for the dance party, a selfie photo booth, crafts and snack stations. We have also had three Cabin Fever Fridays full of themed nights with fun crafts and crazy activities to go along with the themes. Each night kids enjoyed the activities along with pizza and a movie on the big screen. Our themes were Emoji, Camp Out and Carnival. Our Malt Shop themed party was cancelled due to weather.

Several programs have been going on for families as well, including our Kids' Cook Off, Cool Kids Art Series, Play with the Pros, Little Ninjas and Power Karate have taken place this February. Finally, Recreation kicked off a new Snowshoe/Cross Country ski club this month. Each Sunday morning our group met at various locations to get some fresh air and enjoy the great outdoors. The summer brochure is in the process of being finalized and the hope is to have that posted on the website within the next month. Brochures will be going out in the mail in the middle of April.

The Information Technology Department was involved in a number of activities. Of note were printing the Assessment Change Notices, creating initial worksheets as part of the budget process, releasing an upgrade to H.R. Department application.

During the past month the Income Tax Division shifted to primarily focusing on 2017 tax returns that have begun to be filed. In addition, staff is reconciling tax withheld with the informational returns filed and performing other annual compliance as time permits.

The Accounting Division continued to perform the typical month to month duties. These include processing payroll, expense checks and other usual monthly work such as posting journal entries, updating various spreadsheets, balancing accounts, etc. In addition, we have begun to work on the annual property tax closeout. Analysis of the budget worksheets has begun. This is a process that will continue into the month of April.

The Assessing Division has finalized all assessments, lot splits and combinations. Assessment change notices have been mailed out. The Board of Review has been scheduled for the second week of March. Personal property statements have been finalized and recorded. Assessment rolls have been completed and the required reports have been prepared.

The Treasurer's Office and Water Office continue to be busy with collection of water payments and especially tax payments, this being the last month before delinquent taxes are turned over to the County. The monthly accounting for BWATC continues to occur.

Sincerely,

A handwritten signature in black ink, appearing to read 'James R. Freed', written over a horizontal line.

James R. Freed  
*City Manager*  
*Chief Administrative Officer*