



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

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The police department kept busy this July with boat week where luckily there were minimal issues. On July 11<sup>th</sup> (International Day Parade) one Assault and Battery complaint was investigated and on July 12<sup>th</sup> (Family Night) one Operating While Impaired arrest was made. On July 13<sup>th</sup> (Boat Night) one Operating While Impaired on a Watercraft, one Disorderly Intoxication and two Disorderly Conduct/Resisting and Obstructing arrests were made. Four arrests in total on Boat Night are down from eight arrests made during 2017 and 2016 Boat Nights. Besides these isolated incidents this year, the crowds were well-behaved which made the week enjoyable to most residents and visitors.

In addition to these festivities, the Port Huron Police Department investigated 14 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On July 3<sup>rd</sup>, Port Huron Police Department Officers were dispatched to the 2700 block of Stone Street on a report of a firework accident. A 27 year old Port Huron resident placed a large missile-type rocket in his hand and it immediately exploded prior to taking flight. The victim sustained visible injury to his face, chest, abdomen, and both hands. Officer Chad Smith applied a tourniquet to the man's upper arm to control bleeding. The victim was transported to McLaren and later to Detroit Receiving Hospital.

On July 4<sup>th</sup>, a water rescue occurred at the Municipal Office Center waterfront where a 31 year old homeless man with ties to Canada was screaming for help. A Good Samaritan had thrown him a rope and was bringing him back to safety when police arrived. Officers suspected he was trying to swim to Canada as he had all his belongings with him contained in a garbage bag. U.S. Border Patrol was contacted. He was not in violation of immigration laws and was released at the scene.

On July 5<sup>th</sup>, Lake Huron Medical Center called the Port Huron Police Department to respond after a 10 month old baby was brought into the hospital with an extremely dangerous blood alcohol level after being feed vodka in the 2900 block of Sturges Street. The child was transported to St. Johns Hospital and the Department of Human Services was contacted. The mother of the child claimed to mix her formula with what she thought was water, although another person had placed vodka in the disposable water bottle. An investigation continues.

On July 12<sup>th</sup>, Cadet Joey Holzberger was on patrol at the foot of Griswold for the upcoming fireworks presentation. He observed a 9 and 13 year old girl in the St. Clair River in distress. As they called for help, Cadet Holzberger swam out to them past the sandbar and was able to bring them both to safety. No parents were around and the Department of Human Services was contacted.

On July 12<sup>th</sup>, the Tobacco Outlet at 1122 10<sup>th</sup> Street and the Veterans of Foreign Wars Hall at 1711 Pine Grove Avenue were broken into and safes were stolen. The Major Crimes Unit along with the St. Clair County Drug Task Force conducted a joint investigation and arrested a 34 year

old Ruby resident for these crimes the following day.

On July 13<sup>th</sup>, Port Huron Police Department Officers were sent to the 500 block of River Street on a body floating in the river near a boat. The victim was later identified as Lynn Preston, a 43 year old Port Huron resident. She had left a Detroit mental health facility the day prior and had a history of mental health issues.

On July 18<sup>th</sup>, the family of Sulejman Murgic, a 23 year old Port Huron resident from the 2800 block of 15<sup>th</sup> Avenue, reported him missing. Police are investigating but do not believe foul play is suspected.

On July 22<sup>nd</sup>, officers were called to the 1100 block of Military Street from a hit and run accident. The suspect left the scene, but struck another vehicle in the 1000 block of Howard Street. A 23 year old Burtchville resident was found at the scene slumped over the wheel. The vehicle was in reverse gear and was running. Officers were able to secure the vehicle and administer naran after determining the driver was in respiratory arrest after injecting himself with a narcotic. Medical treatment was provided and an arrest was made thereafter.

On July 24<sup>th</sup>, members of the Port Huron Police Department were called to a personal injury accident in the 3200 block of Military Street where a vehicle had struck a house. The driver claimed her brakes failed and bailed out of her vehicle while it was in motion. She was treated at Lake Huron Medical Center for minor injuries.

On July 26<sup>th</sup>, the Major Crimes Unit assisted Almont Police Department by arresting a 54 year old Almont resident at his workplace in Marysville for criminal sexual assault of his biological teenage daughters.

On July 30<sup>th</sup>, a Port Huron resident came to the Municipal Office Center stating her son had called her from Lansing stating he had killed his roommate. We worked with Eaton County Sheriff Department to track down the son's location and Eaton County Deputies discovered a homicide had occurred. An arrest was made and we aided Eaton County in their investigation.

The number of reported drug overdoses in the month of July was eleven (11). Five (5) were related to heroin, four (4) related to prescription drugs, and two (2) were unknown. Of the eleven (11) overdoses, one (1) of them resulted in death which was suspected to be related to heroin. Toxicology reports are pending.

During the month of July, the Port Huron Police Department promoted Sgt. Jason Barna to Lieutenant; Detective Karen Brisby to Sergeant; and Officer James Gilbert to Detective. We also welcomed to the family: Officer Kevin Dombek of St. Clair who was sworn in as a Police Officer this month. Officer Samm Chauvin of Columbus Township who began working as the new Detective Bureau Secretary and Property Technician this month. Melissa Jacobs was selected for the Crime Analyst position. A conditional offer of employment was given to Mackenzie Alvae for the position of police officer and a background investigation is underway.

Calls for service overall in July 2018 (2885) increased by 6% from June 2018 (2716).

In the month of July the Fire Department responded to 203 medical emergencies, 20 fire calls for service, 15 motor vehicle accidents, 8 rescues, and 103 miscellaneous calls which include: rescues, false alarms, downed power lines, unauthorized burning, and related public assistance.

Fire calls for the month of July included a dwelling fire at 2723 Peavey Street, a mutual aid request by Fort Gratiot Township for a dwelling fire, an industrial fire at Domtar Paper, and a dwelling fire at 435 17<sup>th</sup> Street.

Fire Department members completed over 460 hours of training in topic areas including apparatus operation, confined space rescue, high-rise operations, and building pre-planning. Selected Fire Department members also completed a rigorous rescue swimmer qualification process.

The Fire Department's aerial ladder truck returned to service after a lengthy repair and refurbishment by the apparatus manufacturer and dealer to correct chronic operational issues. Electric and hydraulic controls were replaced with more robust systems. Ladder 3 is currently assigned to Station #3 on Sanborn Street.

The month of July has been very busy in the Clerk's office. We, of course, continued our focus on preparing for the August 7 election and have issued over 981 absentee ballots. We also completed our training of all Election Inspectors for the upcoming two-year cycle, as required by the State, and currently have about 75 Inspectors available for assignment in August and November. Future training sessions will be held when the need arises.

On July 30, the City of Port Huron hosted the Mayor's Exchange with the City of Holland. We have not held a Mayor's Exchange in nearly twenty years, so collectively we had come up with new fresh ideas for the day. The Clerk's office met with the Mayor and scheduled different activities to do during the exchange. Preparation for this event included designing a brochure, selecting a menu and coordinating catering services for breakfast and lunch, arranging presentations and tours, developing signage, shopping for gifts and supplies, and coordinating dates and times with the City of Holland. This year's event was a huge success with both cities enjoying their day spent together exploring the city.

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

- Parking and restroom facilities for Pine Grove Park (for the Recreation Department). Plans are almost complete and are awaiting approval from MDEQ to bid the project. Work should begin in late fall 2018 or early spring 2019;
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant, anticipated start date early spring 2019;
- Pine Street resurfacing from 7<sup>th</sup> to Military, to Council early September for work starting in October;
- Military Street, Pine Street and 6<sup>th</sup> Street parking lot resurfacing, to Council early September for work starting in October;

- Placement of LED up-lights on the Military Street Bridge;
- 4<sup>th</sup> Street additional angled parking (currently on hold, possibly to vacate the street like Superior Mall);
- Started working on the ACT 51 project on 13<sup>th</sup> Street from Lapeer to Water, anticipated construction starting June or July 2019;
- Assembling contractor documents for the final CSO project, which is in the Blue Water Bridge Plaza area. Will take to Council in August. Anticipated start of work is spring 2019;
- Started budgetary and conceptual design work on a bike path from the Flag Plaza to Light House Beach. Anticipated funding from the Wilson Foundation. Work could begin in spring or early summer 2019;

Projects requiring Fall design for work to start in the Spring are:

- Water Filtration Plant Main building roof replacement and the low lift and floc building roof replacements;
- Master meter replacement at Gratiot and Kewahdin intersection;
- Painting Bancroft Street warehouse.

The large pavilion bid (for the Recreation Department) was opened on July 25<sup>th</sup>. One bid was received. Negotiations for value engineered scope reductions will be scheduled in August.

The Mausoleum roof was approved by Council on June 11<sup>th</sup> and work is scheduled to begin in September. This work is scheduled for completion in October.

The Water Filtration Plant Maintenance Garage bid opened on June 25<sup>th</sup>. One bid was received. Negotiations for value engineered scope reductions will be scheduled in August.

The Roselawn Street project was finished in early July. A few punch list items remain.

The new solid waste contract started July 1<sup>st</sup> with Emterra.

The streets maintenance crews continue to perform the typical month-to-month duties. These duties include the repair of potholes with hot and cold patch at various locations. Crews swept streets for 18 days and removed 287 cubic yards. Closed roads for four special events, along with placing and removing cement barriers around the Bluewater Fest footprint. Crews cleaned downtown areas with leaf blowers, street sweepers, and emptied trash throughout the Bluewater Fest footprint after each event. Closed some roads and set-up lane tapers for Utilities Division and the cement contractor. Crews graded many alleys and all gravel roads. Crews cut grass and trimmed bushes at several locations, repaired missing/broken bricks in the crosswalks on Huron. Placed radar trailers at different locations throughout the City. Crews also repaired trip hazards along the Black River. Crews also removed graffiti from 7<sup>th</sup> Street and Military Street bridge tunnels.

The motor vehicle pool helped with special events, completed the dump box replacement on truck #401, and installed a clutch in unit #403.

The traffic section was busy working on all of the special events with traffic control. Crews installed gateway signs, painted parking tees, painted bump outs on Huron Avenue, as well as responding to normal day-to-day problems with signals and hit signs.

The city's concrete contractor completed 175 linear feet (lf) of 4" (thick) sidewalk, 67 lf of 6" sidewalk, 90 square feet (sf) of driveway approach, 83 lf of curb & gutter, 228 sf of ADA ramps, 72 lf of sidewalk curb and 136 square yards of other roadway pavement this month.

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. A preconstruction meeting was held with the contractor for the 2018 Sewer Lining. They intend to start their work in August and be completed within two weeks. Staff completed multiple catch basin repairs and installation for both City-owned catch basins as well as MDOT under the annual trunk line maintenance agreement. A sewer complaint investigation led to a sewer repair and manhole installation by City staff in an alley located east of Stone Street south of Scott Avenue. Staff also assisted Fort Gratiot Township with an emergency repair to one of their major sanitary force mains that discharge to the City collection system at the city limits.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and engineering consultant met again to discuss the various projects that are included in the FY2018-19 budget. The Cleaning of Biosolids Tanks #2, 3, 4 & 6 project was advertised as well has a mandatory prebid meeting was conducted. The bid opening for this project is August 1st. An onsite meeting was conducted with DTE to discuss the main electrical switchgear project to seek their input and their requirements of the project. As a result of a recent retirement, interviews where held and a new employee was hired to fill the position of Environmental Quality Tech II. The main duties of this position are to administer the City's industrial pretreatment program as well as the cross-connection program. Both of these programs are mandated by the MDEQ.

The Water Filtration Plant (WFP) Superintendent and Supervisor conducted interviews for two WFP Operator positions. The positions were created by a voluntary resignation as well as an upcoming retirement. Both new employees have started and are in the process of being trained. It is anticipated that they will be operating on their own sometime in early September.

During the month of July, the Human Resources Department accepted employment applications for full-time Police Officers and Tree Trimmers for our Forestry Division. We continue to take part-time applications into the month of August for School Crossing Guards, Police Cadets and for a part-time Recreation Clerk.

The Code Enforcement Unit had 213 new complaints opened. The Administrative Hearing Bureau heard 47 cases. \$340.00 was collected in payments this month.

The Rental Inspection Division completed 108 inspections and certified 37 rental units in July. Staff responded to eight rental complaints and continued to focus on those properties that appear to be rentals but that are not registered nor certified. July also welcomed a new rental inspector, Chris Jerlecki.

In July, the Inspection Department collected \$31,529.00 in permits fees and inspectors responded to 24 inspection complaints throughout the month. Thirteen sets of plans were reviewed.

In Community Development, two façade grants were completed with eight underway and eight pending. Staff also completed the annual CAPER and prepared house specs for the next rehab project at 918 Vanderburgh Place. The rehab at 1515 7<sup>th</sup> Street was completed in July and will be put on the market in the beginning of August. Foreclosed properties were purchased from the St. Clair County Treasurer to put in the pipeline for future rehabs through the Port Huron Neighborhood Housing Corporation.

During the month of July, the Planning Director attended the ICSC (International Council of Shopping Centers) conference to promote development in the City. Staff prepared packets and display boards for the event. Staff reports, maps, etc. were prepared for a variance request at 3920 Military Street and a rezoning request for the Wall to Griswold Street neighborhood. Signs, maps, and/or posters were created for Blue Water Fest, a Knox Field grant, parking plans for the Harrington Hotel, and the Mayor's Exchange Day. Neighborhood maps were also created for the Utilities Department. Preliminary plans were reviewed for a possible memory care unit behind Lake Huron Medical Center, a possible addition at 1915 Dove Street, a zoning variance at 4030 Gratiot, proposed addition with a variance at 2611 Ravenswood, and expansion of a parking lot at 1912 24<sup>th</sup> Avenue. The zoning ordinance was also amended to accommodate for elderly living and will be presented to the Planning Commission in August. Tax incentive guidelines are also being created and reviewed in order to have an even playing field for all developers.

July has been a month of summer activity for the Parks and Recreation Department. Our programs like Popsicles in the Park and Splash Pad Fun Days have continued throughout the month as well as our many sports programs. Sanborn and Court Street pools were open for swim and we continue to maintain them as we begin prep for their closing in August. Our Senior Picnic took place on July 10<sup>th</sup>, done in collaboration with the St. Clair County Council on Aging. The seniors were served and entertained with assistance from our own Junior Recreators. Our very own Harry Potter style Lakehenge Wizarding Camp took place this month with 40 kids as well as our CSI Camp which also hosted a multitude of local children looking to hone their deduction skills. We hosted multiple Splash Pad Fun Days at Knox Park with themes from "Campout" to "Kid's Cookoff." Other programs like our free Backyard Karate class at Cleveland Elementary and our Big Screens in the Park took place. Our Big Screens program offered one free movie, Justice League, down at Kiefer Park. One of our biggest programs, Walk MI, offered a themed mile walk every Tuesday this month. This month's Walk MI included such themes as Stars & Stripes, a walk full of patriotic décor and spirit, and the Mutt Strut which called for those walking to bring their canine companions along. While our summer was in full swing this month, we started looking forward and prepping for our fall events and programs.

The McMorran Civic Center played a big part of the Blue Water Fest. The Radio First County Concerts were held in the South West Parking lot. McMorran supplied beverage tents, security, stage hands, and operations for set-up and clean-up at the country concerts. McMorran staff assisted set-up, and tear down of footprint for Blue Water Fest. Our operations staff assisted in beverage distribution.

We also continue to do offseason painting and repair in the arena area. This includes bathrooms and locker rooms and touch-up of arena playing area. Also in process is the updating of lighting on stage in our theater.

Beaches have kept the Parks Department very busy with heavy volumes of trash, we have been running extra crews on the weekend to keep up with crowds. Grass cutting is in full swing with us running a regular schedule. Baseball is also in full swing for the summer.

Parks have been busy as well, we have been doing regular inspections of parks, also added new mulch to south end parks. We also have started to remove the Optimist Park playground to get ready for new playground to be installed in August.

Parks helped with set up of boat week. We delivered cement blocks for tents and brought down small equipment to use for trash cleanup. Parks employees worked in the early morning to clean up each day.

In the Cemetery for the month of July we had 19 total services with 6 being full burials and 13 being cremains services. Staff continue to elevate trees and remove overgrown shrubs to preserve the decorum and dignity of the Cemetery. Staff is also grinding stumps from trees cut down over the years with seasonal staff following behind removing grindings, topping with black dirt, and new seed in order to enhance the natural beauty of our Cemetery. Reasonable Roofing is expected to start our Mausoleum roof replacement project soon and are currently awaiting information from mason companies specializing in historical buildings. A bid has been requested from National Restoration for repairs on the Mausoleum interior after the roof replacement has been completed.

The Forestry Department had a few days of small storm cleanups from rain and wind. Crews are working in zones doing normal tree trimming. We also have removed some very dangerous trees this month.

The Information Technology Department was involved in a number of activities. Of note were implementing changes to the Forestry application; ordering and receiving the server and storage hardware for the pending upgrade; and participating in workflow design discussions regarding the income tax software upgrade project.

During the past month the Income Tax Division finished sending follow-up correspondence on annual tax return problems. We continued reconciling withholding payments with the annual information returns filed by employers and sending correspondence on any inconsistencies. We continued the preliminary process of converting our data to the new Windows-based program approved by the City Council in March.

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. We also updated our list of automatic monthly accounting entries for the new fiscal year. These entries include budget

transfers, administrative charges, and automatic wage splits for those salaried employees whose wages are charged to more than one fund or activity. We are also working on updating our purchase orders for the new fiscal year and reconciling the annual physical inventories taken by various departments.

The Assessing Division is continuing the process of updating the sales history and entering it into our computer files in anticipation of our 2019 sales study. In addition, we have begun the fourth year in a process of verifying assessing information for all City properties. This program will ultimately take five years to complete. During that time, we will re-measure all buildings and structures as well as documenting other information including fences, sheds, sidewalks, pools and patios. We have visited 1,259 houses to date during 2018. We have gone through the July Board of Review process.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. In addition, we are handling deposits from the pools, boat launches, and beach parking lots during the summer months. We also continue to perform the monthly accounting for BWATC. During the month of July we collected over \$11.3 million in property taxes. However, it should be noted that approximately two-thirds of that amount is collected for other taxing entities such as the State, County, School District and RESA. We also processed numerous Board of Review adjustments as well as handling the normal water billings and shut offs for nonpayment during the month.

Sincerely,



James R. Freed

*City Manager*

*Chief Administrative Officer*