



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

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The Port Huron Police Department kept busy this September investigating 19 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On September 1<sup>st</sup>, Port Huron Police Department Officers were dispatched to Lake Huron Medical Center for a 26 year old Port Huron resident that was injured in the 3100 Block of Electric Avenue. The male said he fell on a knife but the investigation revealed he had assaulted and injured a 27 year old female resident who had stabbed him in self-defense. The male was arrested for domestic violence.

On September 2<sup>nd</sup>, Port Huron Police Department Officers were dispatched to the St. Clair River for a boating accident. The boat ran into the shore at the foot of Griswold and the 40 year old Port Huron resident fled on foot. Witnesses advised the boat was airborne and traveling in circles for a period of time. Officers located the operator who had significant facial injuries. He was treated at McLaren Hospital and Operating While Impaired charges were sought.

On September 4<sup>th</sup>, Port Huron Police Department Officers were dispatched to a 29 year old Port Huron resident (mother) pouring water on her one month old child in the 3100 block of Electric. Officer interviewed the mother and found her to have limited mental capacity. The baby was naked, crying and shivering. The child was taken to McLaren and then Children's Hospital. Child Protective Services was involved with the investigation as well.

On September 5<sup>th</sup>, Port Huron Police Department Officers were dispatched to the 1000 block of Michigan on an Assault w/Intent to Murder complaint over a Domestic Violence incident. Officers discovered a 28 year old Port Huron Township resident (son) had assaulted his 49 year old mother and stabbed his mother's live-in boyfriend, a 57 year old male, at their apartment. Officer Chad Smith and K9 Blaze tracked the suspect approximately a mile and located the suspect in an alley where he was taken into custody and lodged in the St. Clair County Jail.

On September 12<sup>th</sup>, Port Huron Police Department Officers were dispatched to the 1300 block of 14<sup>th</sup> Street for a 12 year old Fort Gratiot resident who was attacked by one or two pit bulls. The child was with her father who was visiting the dog's owner for a surprise birthday party. The child was transported to McLaren and then Children's Hospital. Port Huron Police Department Animal Control Officer was called in and the dogs were taken to the Animal Shelter to be quarantined. The child was in stable condition, but required surgery.

On September 13<sup>th</sup>, Port Huron Police Department Officers were dispatched to the 1300 block of 7<sup>th</sup> Street regarding a landlord-tenant dispute where the tenant pulled a handgun on the landlord, a 58 year old Port Huron resident. The gun was recovered and the tenant, a 23 year old Port Huron resident, was charged with Felonious Assault.

On September 24<sup>th</sup>, a 16 year old Port Huron Township resident was lying in the area of 24<sup>th</sup> & Griswold Street after being tackled by her boyfriend who was chasing her. The female sustained a major femoral fracture and was transported to Lake Huron Medical Center and later St. Johns Hospital

in Detroit. The male, a 23 year old Port Huron resident, was lodged at the St. Clair County Jail for Aggravated Domestic Violence.

The number of reported drug overdoses in the month of September was ten (10). Seven (7) were related to heroin, one (1) related to prescription drugs, one (1) related to methamphetamines, and one (1) related to fentanyl. Of the ten (10) overdoses, two (2) of them resulted in death which was suspected to be related to heroin. Toxicology reports are pending.

Calls for service overall in September 2018 (2500) decreased by 15% from August 2018 (2887).

In the month of September, the Fire Department responded to 310 calls for service, including 11 fires, 188 medical emergencies, 12 vehicle accidents, 9 rescues, and 27 hazardous conditions.

Fire related calls for service included a dwelling fire at 2703 Electric Avenue on September 11<sup>th</sup> which resulted in a female patient being treated for smoke inhalation, as well as several of the resident's pets being administered oxygen on scene. A working fire September 13<sup>th</sup> at 1507 Griswold St. which also resulted in a resident being treated for smoke inhalation. A porch fire on September 23<sup>rd</sup> at 1403 Bancroft resulted from the careless disposal of smoking materials.

Fire companies completed pre-incident surveys and company walk-throughs at the Ballentine Lofts on Huron Avenue. Fire extinguisher training was conducted with Doubletree Hotel staff by fire crews and the Department's Training Officer. Additionally, 17 commercial fire inspections and 2 new/renovated building plan reviews were completed by Fire Department staff.

With equipment purchased by the City Manager, the Fire Department began installing carbon monoxide detectors in conjunction with the already established smoke detector installation program. Fifteen CO detector installations and 5 smoke detector installations were conducted in City residences.

Fire Department members conducted over 600 hours of training related in confined space and high angle rescue, air monitoring, boat operations, and aerial ladder operation and maintenance. Probationary firefighters attended a multi-day Advanced Pump Operations class in Washington Township, MI. In a collaboration with Tri-Hospital EMS, Fire Department members completed mandated EMS continuing education classes while on duty. The Department's Training Officer delivered a Trench Rescue refresher course to on-duty staff.

The Clerk's office handled normal responsibilities of processing FOIA requests, voter registration changes, scheduling cemetery burials and preparing proclamations and general correspondence for the Mayor. Over 6,500 voter ID cards were mailed out to voters to notify them of their permanent polling location change approved by City Council in July. The polling location for Precinct #1 has been permanently changed from Holland Woods Middle School to Colonial Woods Missionary Church, 3240 Pine Grove Avenue. The polling location for Precinct #3 has been permanently changed from Crull Elementary to the Port Huron Area School District's Administration Building, 2720 Riverside Drive. The polling location for Precinct #9 has been permanently changed from Roosevelt Elementary to Griswold Street Baptist Church, 1232 Griswold Street. Staff has also started some of the initial work for the November 6, 2018, General Election.

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 early spring of 2019;
- Reconstruction of Michigan Avenue from Quay to Grand River and Quay from Huron to Merchant, anticipated start date early spring 2019;
- Placement of LED up-lights on the Military Street Bridge, an agreement, along with drawings will need to be approved by MDOT;
- Started design work for the ACT 51 project on reconstruction of 13<sup>th</sup> Street from Lapeer to Water, including new water main, anticipated construction starting July 2019;
- Assembling contractor documents for the final CSO project, which is in the Blue Water Bridge Plaza area, 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 of 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 flocc building roof replacements;
- Master meter replacement at Gratiot and Kewadin intersection;
- Painting Bancroft Street warehouse.

A pre-construction meeting for resurfacing Pine Street from Military to 7<sup>th</sup> Street, and the three parking lots, Military, 6<sup>th</sup> and Pine Street, took place this month. Work is anticipated to start next month and be complete by November 15<sup>th</sup>.

The large pavilion project (for the Recreation Department) is scheduled to begin next month and the work is to be finished before Memorial Day 2019. The notice to proceed was signed September 27<sup>th</sup>.

The Mausoleum roof was approved by Council on June 11<sup>th</sup> and work is scheduled to begin next month. This work is scheduled for completion by the end of October.

The Water Filtration Plant Maintenance Garage project was given a notice to proceed on September 27<sup>th</sup> and will be complete before Memorial Day 2019. Work should begin next month.

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

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 9 days and removed 97 cu. yards of debris. Crews closed roads for 1 special event and poured cement around repaired catch basins at 10 locations. Crews hauled street sweepings to the land fill and repaired asphalt at 8 locations using 51 tons of asphalt. Crews graded many alleys and placed radar trailers at different locations each week. Crews cut grass and trimmed bushes at several locations.

Crews also hauled and placed fill and top soil behind falling wall on Armour Street. Crews dug a ditch on west side of Armour to improve drainage.

The motor vehicle pool began annual inspections on snow removal equipment replacing a rotted oil pan on one vehicle and a broken spring on another as well as maintaining the PM list.

The traffic section removed the summer traffic control at Lakeside Beach, painted parking tees, and repaired lighting along the parkway. Crews repaired and installed several one way signs in town that were damaged or missing.

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. Staff completed the cleaning of all catch basins along MDOT roadways under the trunk line maintenance agreement. The contractor for the sewer lining project has begun and the lining should be completed by mid-October. Staff had to make an emergency repair to a sewer as a result of the sewer lining contractor getting their equipment stuck. The contractor will be invoiced for our cost to do so. Staff also repaired/replaced a couple of water main valves.

The Wastewater Treatment Plant (WWTP), DPW administrative staff and our engineering consultant met to discuss the natural gas standby generator projects for the Scott/Poplar pump station and Water Street pump station. These two stations are the only remaining large stations that do not have a standby generator installed. Last month engineering staff mailed a request for proposal (RFP) to six firms for the professional engineering services for both the rehabilitation of the grit channels and replacement of the odor control system. Three firms conducted a site visit and met with various staff to discuss the project. Of these three, two firms responded and the selection team has begun to review the proposals. A recommendation on which firm was selected will be forthcoming. The contractor for the Elmwood Street pump station rehabilitation project has begun their work. They anticipate being done by October 31<sup>st</sup>

The Water Filtration Plant (WFP) and engineering staff advertised the bid documents for the raw water intake stabilization project. The due date for bids was September 27<sup>th</sup> at which time none were received. The WFP Superintendent and Utilities Manager will begin the process of researching potential contractors that might have not have been aware of the project or why there were no bidders.

During the month of September and continuing in to October, the Human Resources Department are accepting employment applications for the following full-time positions: Police Officers and Solids System Operators.

Additionally, we are accepting employment applications for the following part-time positions: School Crossing Guards. We are also gearing up for the fall events at McMorrان and are accepting part-time applications for the Box Office, Food & Beverage (Concessions), General Cleaning, General Event Staff, Operations, Security, Theater Operations and Pro Shop.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City.

The United Way Campaign Kick-off was held on September 6, 2018 at Alexander's in Marysville. The City's employee campaign will be held during the month of October as normal.

Code enforcement held 75 hearings during the month of September. Enforcements opened totaled 151 and \$920.00 in fines and fees were collected. Single-lot special assessments totaled \$12,614.62.

The Rental Inspection Department completed 104 inspections and certified 73 rental units in September. Staff responded to eight rental complaints. Six new rental properties were registered in the month of September.

The Inspection Division issued 125 permits with a revenue of \$68,246. Staff responded to 18 inspection/zoning complaints. Staff worked through existing fire and meth properties to come up with an action plan for the next steps and started two garages as code cases.

Community Development received 2018 funds for CDBG and HOME and bid out the 2018 CHDO project. The annual CAPER was also submitted to HUD. The rehab project at 913 Michigan Street was completed in September and will be put on the market this month. The Port Huron Neighborhood Housing Corporation closed two vacant lots to a builder who plans to build homes on the properties and one demolition occurred. One urban Pioneer Grant closed and four applications were received during the month but are still in the pending status. Two façade grants were completed, one is in progress, and six applications are pending. One rental rehab application is in progress and one emergency repair grant is pending.

In Planning, items were prepared for a Special Use Permit for 1215 8<sup>th</sup> Street to allow short term vacation rentals and Special Use Permit for a sober living home at 1219-1220 Lapeer Avenue. Maps were created for the following:

- Map identifying buildings for 26 feet in height (Fire Department)
- Torch Run map (Police Department)
- Optimist Park grant maps (Parks and Recreation)
- Cemetery Map updates (City Clerk)
- McMorran patio grant (McMorran)
- All park maps to show existing playground equipment and any water and/or electrical connections

Signs were also printed for the McMorran Happy Horcrux Hunt event. Planning staff also continued to work on incentive policies for tax incentives such as OPRA, NEZ, and Brownfield Redevelopment. The policies are soon to be complete and brought to City Council in the near future. Staff also continued to meet with stakeholders for development projects such as the City Flats Hotel, The Harrington Inn, and Blue Water View Condos.

During September, the Recreation Department has been gearing up for our fall schedule. Our first ever Happy Horcrux Hunt, a scavenger hunt that sent 300 participants all over the downtown Port Huron area, took place on September 29<sup>th</sup> finishing off our month on a productive note. The event involved 10 prominent Port Huron businesses and provided revenue for our downtown area. This Harry Potter-themed event was sold out. This month our staff has been busy putting class lessons together and planning special events. We have completed registrations for our Adult Volleyball leagues which start up next month and completed all our program wrap-ups for this past summer to reference next year. Our fall brochure came out this month and fall registration officially opened up. With September come to a close, we look forward in prep for the next big fall event: our annual Halloween Stroll. Halloween Stroll applications have been arriving from the many businesses participating in the event

next month. Our stroll is slated to draw in more than 1000 participants and we are prepared to provide fun for thousands.

In the Month of September, McMorran Place hosted a Frank Sentara tribute, Miss Michigan / Miss Michigan Teen, USA Hockey Referee Clinic, and the Happy Horcrux Hunt.

Painting of the Locker Room Showers was completed. Boilers are being cleaned for inspection before starting up. The new ice compressor cooling tower has been installed. Ice compressor will be turned on and we will have ice 1st week of October to kick off the hockey season. McMorran is taking applications and conducting interviews for staffing the upcoming Prowlers season and theater season.

The Parks Department has been busy cutting grass and catching up on loose ends from the summer of projects. We also worked on getting beaches and parks ready for the long holiday weekend. Parks has also been busy changing out banners downtown from summer to high school football season. We also have been slowing shutting down bathrooms and irrigation, along with splash pads to get ready for winter. Parks has also been very busy helping at Lakeside Cemetery with burials.

Forestry Department released the first round of bids for tree removal and a contractor will be starting very soon, meanwhile city forestry has been trimming trees in Pine Grove Park, and also have handled some blight cases and vision obstructions. The Forestry Department also went through two days of arborist training to better skills in the Department.

Storm work has kept us very busy. High winds caused many limbs and trees down that had to be removed. Forestry will be trimming at Sanborn Nature Trail clearing low, overhanging limbs and brush. We also had brush drop off this month as well, the day was very busy with residents bringing in brush to the Forestry Department.

For the month of September, the Cemetery Department had 13 services with 5 being full burials and 8 being cremains services. Fall footing orders are currently being accepted until October 1st with a tentative pour date of October 16<sup>th</sup>. The Allied Veterans Council has secured TNT Electric to install new LED lights at our Allied Veterans portion of our Cemetery that will shine on our columbariums and the flags behind them. The Veterans Council has arranged for this to be completed by Veterans Day on November 11<sup>th</sup>, this will allow us to fly our flags 24 hours a day. Water will be shut off and winterized in the first couple weeks of October and will be off until spring.

The Information Technology Department was involved in a number of activities, among them was deploying a Microsoft Surface Tablet for the Fire Department to use in conducting inspections, installing an upgraded network switch to serve as our primary inter-connection to the county network, and completing the configuration of our new data servers and storage, and in conjunction with AT&T, moved our inbound telephone service to a 20 MB circuit.

During the past month the Income Tax Division continued the preliminary process of converting our data to the new Windows-based program approved by the City Council in March. We also continued the process of bringing various records and delinquent accounts up-to-date.

The Accounting Division spent a large portion of their time during September involved with the year-end audit. The audit team from Plante Moran was here for much of the month of September working on the audit of all City funds. We have worked with the auditors throughout the month to get

them any and all information they have requested. Also, we worked to update our spreadsheets for the various construction projects having activity during the year. This includes working with the Engineering Division in order to properly allocate the project costs to various funds, such as Streets, Water and Wastewater. In addition, we continued to perform the typical month-to-month duties, which include processing payroll, expense checks and other usual monthly work such as posting journal entries, updating various spreadsheets, balancing accounts, etc.

The Assessing Division has filed our 2018 IFT and OPRA reports with the State. These reports are due every October 15<sup>th</sup>. In addition, we are continuing 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 document other information including fences, sheds, sidewalks, pools and patios. We have visited about 1,590 houses to date during 2018. We have also continued logging historical information into our BS & A software which is an on-going process.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. We also continue to perform the monthly accounting for BWATC. We are also collecting summer taxes, however this has slowed somewhat since the July due date. This allows us to review some of our old water files and prepare them for storage. Also, collections for the boat launches will be ending soon.

Sincerely,



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