



*Office of the City Manager, Chief Administrative Officer
Monthly Administrative Report
October 2019*

In the month of September, the Clerk's office attended free Election Day training in Mt. Pleasant sponsored by the Michigan Municipal Association of Clerks. Presentations were provided on QVF Refresh, Proposal 3 implementation, electronic poll book updates and new requirements, election security and the 2020 Census. On September 21, the Blue Water Area Chamber hosted a Volunteer Recruitment Fair at the SC4 Welcome Center to assist individuals to find the perfect community cause for their time and talent. The City Clerk's office attended this fair to recruit Election Inspectors for the upcoming 2020 Elections. Over 25 individuals stopped by our station and took information packets, with five individuals submitting completed Election Inspector applications.

Other items of significance worked on this month included preparing five proclamations, scheduling 10 burials, photos of all columbaria plaques were taken and uploaded into the cemetery database and preparations for Beautification's Tree Celebration Program were completed.

The Engineering Department staff continues to work on the design for the replacement of the master water meter located at Gratiot Avenue and Keewahdin Road as well as the McMorran Boulevard Reconstruction project (Huron Avenue to Merchant Street).

Riverside Boat Launch Parking Lot project was awarded on July 8th. Work began on September 23rd with pavement removals. The Bathroom Renovation project is still under review.

The contractor has completed most of the work on the Quay and Michigan Street Reconstruction project. Street lighting is being installed and expected to be completed by mid-October with final paving scheduled in the spring. The contractor continues to work on the 13th Street reconstruction between Lapeer and Water Street. Watermain work has been completed and road grading will be starting early October. The anticipated completion of this project is mid-November.

Work has been completed on the Trail Head Buoy construction area at Lighthouse Park, with the exception of final restoration.

The streets maintenance staff continued to perform the typical month-to-month duties which included crack sealing most days and applied over 13,000 pounds of hot rubber throughout the City and street sweeping 20 days with 121 cubic yards of material being removed from the streets. The asphalt crew put down 10 tons of asphalt at six locations and poured new concrete curbs at 21 locations. Radar trailers were placed at different locations for the Police Department each week. Streets were closed for two special events. On rainy days street sweepings were hauled to the landfill.

The motor vehicle pool staff maintained the preventative maintenance list and began annual inspections of the snow removal equipment.

The traffic section completed the no-turn line stripping on Gratiot Avenue at Lakeside Park as well as removing the temporary channelizers. Work began on the removal of the traffic signals at Court and Union on 7th Street as well as repainted the crosswalks and stop bars at these locations. Staff also performed Miss Dig at various locations and repaired all knocked down signs.

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. For the month of September the Utilities Department had 51 scheduled meter appointments and had 307 addresses on the shutoff list of which 240 addresses were shutoff for non-payment. Utilities staff also completed numerous catch basin repairs to the local and major roadways.

The Wastewater Treatment Plant (WWTP) staff continued their normal operation and maintenance procedures. The Department of Environment, Great Lakes, and Energy (EGLE) has enforced increased PFAS sampling at the plant and from industrial users. Influent, effluent and biosolids in the storage tanks are being tested. The environmental technician is remaining diligent in meeting the reporting requirements.

The biosolids storage tanks are near empty with the land application program wrapping up for the season. The gator equipment has had a few failures that have been repaired by City mechanics.

The two odor control fans are both broke down causing foul odors to escape from time to time. Quotes were obtained and a new fan and motor are on order. Tetra Tech and City staff are working together on a design for a long-term odor control system upgrade. Plans for rehabilitation of one of the grit channels in the primary process are near complete and will be put out for bid. Utilities staff will assist in bypassing sanitary flow at the 16th Street pump station for the second (north) half to be cleaned. Issues with pumps and the flow meter have significantly decreased since the south half was cleaned. The stationary gas standby generators for the Scott/Poplar and Water Street pump stations will soon be delivered. The contractor, J. Ranck Electric, will pour concrete pads, install the generators and coordinate with SEMCO Energy for a new service at Water Street and new meters at both stations.

A pre-construction meeting was held with Murray Underground for the Northern Sanitary Pump Station. The existing station will be demoed and a new one built within the canal right-of-way to serve the school and adjacent properties. A design meeting for the Hancock Street Sanitary Pump Station Rehabilitation project was held. Plans will be put out for bid this winter for spring/summer construction. The construction for a new switchgear building and switchgear installation is underway with RCL Construction as the prime contractor. Coordination with DTE has begun for a new primary electrical service to the WWTP in relation to the switchgear project. A new, upgraded service is required for reliability and connection capabilities to the new

switchgear. The City is working with the County for an easement agreement for DTE and the City to install electrical equipment on County property across from the WWTP.

The Water Filtration Plant (WFP) staff continues their normal operation and maintenance procedures. Dean Marine, Inc. is under contract to stabilize the raw water intake pipes for the WFP. The work will commence in October. Sanctum Contracting has nearly completed the maintenance garage. The new mason did a notable job re-bricking the building. The roof is on, the concrete floor is poured, and the overhead door installation is complete. A service door and few punch list items remain. Reasonable Roofing will begin re-roofing the main building, floc building, and low lift building this fall. Materials were reviewed and the energy efficient thermoplastic polyolefin (TPO) was selected for use on all three roofs. Staff has begun compiling a preliminary inventory for lead services per the latest lead and copper rules for public water supply systems. Procedures are in place for notification and possible replacement.

During the month of September and continuing on into the month of October, the Human Resources Department is accepting employment applications for full-time Police Officers. We are also accepting applications for part-time Police Cadets, School Crossing Guards, and for a Code Enforcement Inspector.

Additionally, during the month of September we accepted applications for the following part-time positions at McMorrان as they are gearing up for their fall events: Food & Beverage (Concessions), General Cleaning, General Event Staff, Security and Theater Operations/Stagehands.

Union negotiations will begin with all six (6) bargaining units during the month of October. Several sessions have already been scheduled over the course of the next couple of months. The purpose of negotiations is to close out our existing pension plans and create a new plan for new hires.

The United Way Campaign Kick-off meeting was held on September 9, 2019. The City's employee campaign will be held during the month of October as normal.

Health & Safety training is ongoing. We continue to train new employees as they come on board at the City. Additional Automated External Defibrillators (AED's) have been purchased and will be placed on each floor of the MOC. Once they have been installed, training will be available for employees that are interested.

The Code Enforcement Unit had 128 new enforcements opened and the Administrative Hearing Bureau heard 66 cases. \$660.00 was collected in payments this month and \$6,966.80 was sent to taxes through single-lot special assessment.

The Rental Inspection Division completed 43 inspections and certified 100 rental units in September. Staff responded to five rental complaints and three new rentals properties were registered during the month.

The Inspection Division issued 137 permits and collected \$33,690.55 in permits fees. Inspectors responded to 33 inspection complaints throughout the month.

In Community Development, there were three façade grants that have been completed and one first-time homebuyer that took advantage of the Urban Pioneer Program. The CAPER was approved by City Council and submitted to HUD for review.

The Planning Department prepared one item for Planning Commission. This item was for the Sheridan Real Estate & Insurance Agency site plan review. Also prepared was a recycling & leaf map for a flyer, the cemetery map has been updated, and the flood map changes were added as a notification on the water bill.

In the Recreation Department, swim buoys at the beaches are out for the season and water shut off is scheduled for early October. Fall programming has begun at the Palmer Park Recreation Center. Some of the new programs include Drums Alive, Beginners Belly Dance, Senior Fitness, Self-Defense classes and Stop the Bleed.

Recreation staff are busy preparing for Halloween Stroll which will be held on Saturday, October 26 from 10am-1pm. We will have trick or treating, a petting zoo, a trackless train, magician, DJ, and cider and donuts.

The Palmer Park Super Slide closed for the season on September 30th. We had a great first season and look forward to next year.

In the Month of September, McMorran Place hosted Stayin' Alive – One Night of the Bee Gees Tribute Concert, Langhorne Slim & The Law, the Miss Michigan and Miss Teen Michigan Pageant, and Garth Brooks & Shania Twain Tribute Concert. McMorran also hosted two wedding receptions.

In the Parks division, crews continue grass cutting on a regular basis. Rules signs were installed at some of Port Huron's tot lots. Crews closed the beach for the winter, emptied coal bins, removed the ADA walkway, removed overflow trash cans, and shutdown the splash pads at Lakeside and Knox parks. Baseball field maintenance continues for the fall leagues. Crews installed the buoy at Lighthouse Beach for the new bike trailhead.

In the Cemetery for the month of September we had 13 total services with seven being full burials and six being cremains services. Fall footing orders are being taken until October 1st and are scheduled to be poured on or around October 15th. Water service will continue until mid-October and then will be turned off and winterized. Staff continues to landscape areas and black dirt and seed areas as needed.

Forestry division crews continued with the brush pickup program, assisting many residents in cleaning up properties. Crews processed tree reports for both removal of trees and trims. Brush drop-off occurred on the last Saturday of the month. Crews also helped set the buoy at Lighthouse Beach for the bike trailhead.

The Information Technology Department was involved in a number of activities. Of note were completing the installation of the replacement telephone system for the MOC, beginning the removal of the television equipment in the PMR and replacement with HD technology for streaming and live broadcast, and launched the replacement City and Police Department web sites.

During the past month the Income Tax Division continued reconciling withholding payments with the annual information returns filed by employers and sending correspondence on any inconsistencies. We have also been sending delinquent notices and assessments using our new software. We continue to use information previously received from the State to help with our compliance efforts. In addition, we are looking at partnership returns in order to assess any of the partners who haven't filed a return.

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. These 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 finished the process of updating the sales history and entering it into our computer files in anticipation of our 2020 sales study. In addition, we have begun the fifth year in a process of verifying assessing information for all City properties. This program will ultimately take several 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 now begun measuring the exempt properties according to State requirements. In total we have visited over 450 properties to date during 2019. The exempt properties take somewhat longer as this is a new State requirement and we have very limited data on them. We have also continued logging historical information into our BS & A software which is an ongoing process. Also, we have begun working on our 2019 IFT and OPRA reports with the State. These reports are due every October 15th.

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. Collections for the Riverside Boat Launch has now ended due to the construction project.

The Port Huron Police Department employees were very busy in September with 26 (twenty-six) crimes of an unusual or serious nature compared to 15 (fifteen) in August. The following is a preview of this month's occurrences.

On September 1st, Michigan State Police attempted a traffic stop in the area of 12th & Union but were unable to catch up to the vehicle. Port Huron Police Department officers began checking the area while St. Clair Police Department followed-up at the registered owner's residence. It was discovered that the vehicle had been stolen. The suspect may have been involved in a stabbing as well. MSP Dispatch then received a call of a hit and run accident that had just occurred in the 1000 block of Wall Street. A witness described the same vehicle MSP had been pursuing. PHPD located the suspect vehicle parked and unoccupied at the First Presbyterian Church. Leads were developed by St. Clair P.D., the SCCSD, and PHPD officers and the suspect, a 19 year old Fort Gratiot resident, was located nearby and taken into custody. He was lodged in the St. Clair County Intervention Center for Fleeing and Eluding, Felonious Assault, UDAA, and Hit and Run PDA.

On September 2nd, a PHPD officer conducted a traffic stop at Vanness and 28th Street. The driver, a 39 year old Port Huron male, failed sobriety tests and was arrested for Operating While Impaired. The driver was also informed he had a warrant for a parole violation. The driver began to walk away and fought with officers prior to being tasered. The Taser gave officers an opportunity to place handcuffs on the driver. He was lodged in the St. Clair County Intervention Center charged with OWI (High BAC), Resisting and Obstructing and Parole Violation.

On September 6th, Lake Huron Medical Center received a call from a male voice stating a bomb would be exploding in the surgical center. PHPD responded immediately and the surgical center was evacuated. K-9 teams who happen to be training nearby did a sweep of the entire hospital. Nothing suspicious was detected by staff. The Major Crimes Unit began investigating and interviewed a potential suspect who they later took into custody. A search warrant was executed at the Port Huron residence of the 61 year old male suspect and crucial evidence was obtained. The suspect was lodged in the St. Clair County Intervention Center.

On September 7th, PHPD officers were sent to the 2600 block of Krafft Road for two males fighting in a parking lot. The caller stated one male had a handgun. Officers arrived and found a 20 year old male Port Huron Township resident injured and uncooperative. No weapon was found and the other male had left the scene.

On September 8th, PHPD officers were sent to the 3100 block of Electric Avenue for a Domestic Dispute. An 18 year old Inkster resident would not reveal what had occurred. A couple of hours later, PHPD officers were called back and the victim revealed she was sexually assaulted and the suspect had left. Officers eventually tracked down the suspect hiding inside an apartment at the same location. The 21 year old male Port Huron resident was interviewed and lodged in the St. Clair County Intervention Center for Criminal Sexual Conduct.

On September 11th, PHPD Officers were dispatched to the 800 block of Military in reference to a male walking down the middle of the roadway. Officers located this 30 year old male Port Huron resident in the 200 block of Huron Avenue. The male had broken out a storefront window and was holding a piece of glass to his throat threatening to kill himself. The male was bleeding, very agitated, and telling police to shoot him. Officers were able to get him

to drop the glass and tackled him. He was handcuffed and transported to McLaren Port Huron where he was petitioned for psychiatric evaluation. A warrant request was submitted for Malicious Destruction of Property regarding the broken window.

On September 12th, PHPD officers responded to the area of 9th and Beard for a possible attempted abduction. An 8 year old stated she was enroute to school when a man possibly in his 40's ran up behind her. She ran to a neighbor's porch for help. Several officers were in the area immediately, but were unable to locate the suspect or anyone matching his description. The Criminal Investigative Division is investigating.

On September 15th, PHPD officers were sent to the 1600 block of Poplar on a breaking and entering of a vehicle in progress. The suspect fled away from the area after he was confronted by the victim. A PHPD officer located the suspect on the north side of the McLaren Hospital property off of Pine Grove Avenue. Officers located methamphetamines, drug paraphernalia, and over a dozen cell phones on the suspect. The investigation revealed that the suspect was attempting to "hot-wire" the victim's pick-up truck. The 23 year old male suspect from Port Huron Township was lodged in the St. Clair County Intervention Center without bond.

On September 21st, a citizen called Central Dispatch advising a drunk driver was at a drive-thru restaurant in the 2800 block of Pine Grove Avenue. PHPD officers responded and located the black SUV on Pine Grove Avenue near Krafft Road. Open intoxicants were observed and four occupants were removed from the vehicle. The 26 year old female Port Huron resident driving was arrested for Operating While Intoxicated. A 22 year old female passenger from Detroit was arrested for an outstanding warrant. The two remaining 26 year old male Port Huron residents, were both found to be armed with handguns. They were charged with CCW and Felon in Possession of a Firearm. All four occupants were lodged in the St. Clair County Intervention Center pending arraignment.

On September 22nd, a citizen called Central Dispatch requesting PHPD respond to the 800 block of Court Street for a suspicious male walking around a house knocking on doors and windows. Officers arrived and found a 31 year old Port Huron resident who stated he was trying to get his belongings out of a home. The male was incoherent and intoxicated. He had reached for a pair of urine soaked shorts by the entry door to the apartment. Officers stopped him when they observed a handgun inside the shorts. The male was lodged in the St. Clair County Intervention Center pending arraignment for Carrying a Concealed Weapon, Felon in Possession of a Firearm, Possession of a Firearm While Intoxicated and Possession of Analogues.

On September 23rd, PHPD officers were sent to the 800 block of Minnie Street for a subject brandishing a firearm. A PHPD officer made contact with the 15 year old male suspect, who was found unarmed. A search warrant was drafted for the residence and the suspect was lodged in the Macomb Juvenile Detention Center. The home was reported to the landlord/Planning Department as having deplorable living conditions.

On September 24th, Officer Cook attempted to affect a traffic stop on a speeding vehicle on Pine Grove Avenue near Church Street. The driver attempted to elude her by driving through

the parking lot of the Days Inn. The driver fled on foot and Officer Cook gave chase. It was later determined the driver and passengers had fled into rooms at the Days Inn. While officers attempted to make contact, the driver and an unknown passenger fled. MSP stopped the driver trying to run from the Days Inn. The 28 year old suspect who was a Port Huron resident was lodged with Fleeing and Eluding, Operating While Intoxicated, and Driving While License Suspended, 2nd Offense.

On September 25th, U.S. Customs at the Blue Water Bridge called PHPD officers to investigate a 29 year old and 27 year old males from Illinois who accidentally tried to enter Canada and were rejected. A search at Canadian Customs showed many drivers licenses and credit cards on their person. The Major Crimes Unit was called out resulting in lodging the 29 year old male at the St. Clair County Jail for Identity Theft and Financial Transaction Device crimes.

The Major Crimes Unit also conducted many investigations outside the city including: one at RESA in Marysville for a School Threat. In the 7400 block of Jeddo Road in Grant Township after they were contacted by Traverse City's MSP Computer Crimes Unit. They arrested a 54 year old male resident on a felony arrest warrant for Child Sexually Abusive Activity, Accosting a Child for Immoral Purposes, Using Computer to Commit a Felony, and Habitual 2nd Offense. In the 1100 block of Palms Road they assisted St. Clair Police Department with a Larceny in a Building investigation at a factory that resulted in the arrest of 39 year old male, a 35 year old female resident for Burglary, and the recovery of stolen property.

The number of reported drug overdoses in the month of September was five (5) compared to thirteen (13) in August. Four were from heroin and one was from insulin. None of the overdoses resulted in death. Calls for service overall in September 2019 (2730) increased less than 1% from August 2019 (2716).

In the month of September, the Port Huron Fire Department responded to 315 calls for service, including 6 fires, 222 medical emergencies, 11 vehicle accidents, and 19 hazardous conditions.

In the early morning hours of September 9th, fire companies were called to the 2500 block of Forest Street for a dwelling fire. Companies were met with heavy fire in the rear of the structure as well as extension into the attic. The fire was extinguished by City crews, with assistance from SEMCO and DTE due to involved power lines.

On September 11th, fire crews responded to the 1000 block of Cedar Street for a report of smoke in the basement. Fire crews were met with a natural gas line rupture with fire involvement inside the structure. City fire companies responded to 30+ calls for service that afternoon due to thunderstorm activity.

On September 24th, fire companies were called to the 2700 block of Gratiot Avenue for a report of fire in a commercial building. Fire crews found an evacuated party store with an attached apartment on fire, with roof involvement. The fire was extinguished with assistance

from Fort Gratiot FD. The fire cause and origin was determined to be hot work during a roof repair.

The Fire Department Apparatus Committee visited Sutphen Towers in Hilliard, Ohio for the mid-point inspection of the quint apparatus currently in production. Some minor changes and addition were made, and final inspection is now scheduled for late October.

Fire companies completed over 400 hours of on-duty training, including industrial and commercial facility tours, pre-fire planning, aerial operations, dive rescue, rope systems, vehicle extrication and heavy lift training.

Fire companies completed 35 life safety and pre-fire inspections. The Fire Marshal completed 11 fire inspections as well as numerous on-site consults. The Fire Marshal also attended the Michigan Fire Inspectors Society Conference in Lansing. Over 400 public education contacts were made at multiple special events this month, including three smoke detector installations requested by City residents.

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