



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

The Port Huron Police Department hoped for a better start to the New Year, but were met with 16 crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On January 1st, Port Huron Police Department officers were dispatched to Pine Grove Avenue north of Thomas Edison Drive for a one car accident. Front seat passenger, Emily Knox, an 18 year old Port Huron Township resident and graduate of the Port Huron Police Department Youth Academy, was ejected from the vehicle and was pronounced dead at the scene. The driver, a 20 year old male from Port Huron, along with two backseat passengers were treated and released at McLaren Port Huron Hospital. The accident remains under investigation by PHPD's Traffic Accident Investigation Unit and Criminal Investigative Division. A Youth Academy Scholarship fund was established in Emily's honor.

On January 5th, Port Huron Police Department officers were dispatched to a suspect with a knife who was stabbing himself at the McDonald on Pine Grove. The suspect, who had just attempted to carjack a patron, proceeded south to the 2500 block of Pine Grove where officers met him. The suspect, who was bleeding profusely, charged at officers while armed with a knife and was shot. The suspect was immediately rendered first aid and transported to McLaren Port Huron by EMS. Luckily, no other citizens or officers were injured during this incident. This suspect, a 21 year old Lexington resident, was treated for his injuries and eventually lodged in the St. Clair County Intervention Center.

On January 7th, Port Huron Police Department officers were dispatched to the 3100 block of Electric at the Arbors of St. Clair apartments for a shots fired disturbance call. Officers found a home invasion occurred and the tenant's sister shot the suspect. The suspect, a 38 year old Port Huron resident, responded to Lake Huron Medical Center for a gunshot wound to his leg. He was treated and later lodged in the St. Clair County Intervention Center. The sister, a 30 year old Detroit resident, was also arrested and lodged for Felon in Possession of a Firearm.

On January 9th, Port Huron Police Department officers were send to the 2800 block of Maple and five minutes later to the 1100 block of Oak on separate heroin overdoses. A 36 year old male and a 34 year old female, who were Port Huron residents, were administered Narcan and revived. Both were transported to local hospitals by EMS and were released.

On January 10th, Port Huron Police Department officers were dispatched to a robbery at the Speedy Q at 1301 10th Street. The suspect, described as a black male in his 50's, grabbed cash from the counter and fled. Two patrons gave chase. The Major Crimes Unit (MCU) assisted patrol along with K-9 but were unable to locate the suspect. On January 15th, the suspect, a 48 year old Port Huron resident, was arrested by MCU. He confessed and was lodged in the SCC Intervention Center.

On January 11th, Port Huron Police Department officers responded to the Blue Water Bridge on an intoxicated suicidal subject. This 45 year old Port Huron Township resident, had climbed half way up a bridge support on the north span between Gratiot Avenue and Stone Street

and threatened to jump. PHPD Crisis Negotiators were called out along with a SCC Corrections Officer. The subject eventually agreed to come down. Marysville Fire Department supplied their ladder truck and the subject came down without incident. He was taken to McLaren Port Huron Hospital for an evaluation. This is the second time this subject has climbed up on a bridge support threatening to jump off.

On January 11th, Port Huron Police Department officers were dispatched to Lake Huron Medical Center for a 25 year old bleeding from the head. The victim had her small children with her and explained she was stabbed by her 52 year old mother in the 1100 block of Vanderburgh. A PHPD Officer responded to the residence, but the suspect refused to answer the door. A PHPD Detective obtained a search warrant and the PHPD Special Response Team (SRT) was called out. The suspect was taken into custody without incident and lodged in the St. Clair County Intervention Center.

On January 13th, Port Huron Police Department officers responded to the 1200 block of Lapeer to a recovery home. They met with the victim, a 38 year old case manager, who heard she was poisoned with heroin by two residents, a 22 year old and 40 year old. These suspects were recovering addicts and wanted the case manager out of the home. The victim said she was served macaroni and cheese that tasted odd on January 11th. Luckily, she didn't finish it and threw it away. She was treated at McLaren Port Huron Hospital and a detective was called in to assist. Both suspects were interviewed and lodged in the SCC Intervention Center.

On January 18th, Port Huron Police Department officers were dispatched to the 1200 block of Garfield Street for the breaking and entering of a garage. The 28 year old homeowner and his dog confronted the suspect. The dog bit the suspect and the suspect punched the homeowner in the face. Officers tracked footprints in the snow to a few residences and eventually located the suspect hiding in a vehicle in the 2500 block of Stone. MCU was called out to assist and the suspect, a 41 year old Port Huron resident confessed. He was lodged in the SCC Intervention Center for B&E, A&B, Larceny from auto (1000 block of Riverview) and possession of burglary tools.

On January 29th, Port Huron Police Department officers were dispatched to the 800 block of Willow Street for a 24 year old Port Huron resident who was struck by a vehicle in the 500 block of Erie Street. The suspect vehicle was a red GMC pickup truck with an older white male driver. It is believed the pickup was southbound Erie Street and turning into an SC4 parking lot in from the 500 block of Erie Street when the crash happened. The victim was transported by Tri-Hospital to McLaren Port Huron Hospital for treatment. The investigation is ongoing.

On January 30th, PHPD officers were dispatched to the 1500 block of Jones Place for a possible home invasion. The 47 year old resident/victim stated he allowed the suspect, an 18 year old Detroit resident, to stay with him. The victim eventually told the suspect he had to leave and an argument ensued over money owed for drugs. The suspect ended up chasing the victim with knives and cutting him multiple times. The victim was able to flee to his car and called 911. Officers arrived and took the suspect into custody. He was arrested for Felonious Assault/Possession of Cocaine with intent to deliver and lodged in the SCC Intervention Center.

The number of reported drug overdoses in the month of January was nine (9). Two (2) had an unknown cause, one (2) was related to prescription drugs, and six (6) were related to heroin.

One of the prescription overdoses resulted in death. Calls for service overall in January 2019 (2187) decreased 14% from December 2018 (2502).

In the month of January, the Fire Department responded to 284 calls for service, including 10 fires, 213 medical emergencies, 10 vehicle accidents, and 4 hazardous conditions.

Calls for service included an industrial fire at HP Pelzer on January 15th, resulting from an electrical arc igniting combustible debris that had collected on roof bar joists. A dwelling fire on January 17th in the 1800 block of 9th Street resulted in a Mayday situation. A firefighter was temporarily trapped by burning debris while retreating from an untenable position in a basement fire. He was uninjured and remained on duty for the remainder of his shift. A fire on January 31st in the 500 block of 12th Street was caused by a homeowner's attempt to thaw frozen water pipes. Again on January 31st, a faulty chimney resulted in a dwelling fire in the 1100 block of Stanton Street. Fire companies battled the blaze in -4 F temperatures while dealing with a running attic fire with multiple areas of extension.

Fire companies completed over 400 hours of in-house training during the month of January. Members started over-winter training on the new Rapid Diver Units at the YMCA pool. Companies also completed MIOSHA and State EMS annual required training. The Department also welcomed two new probationary firefighters, Taurean Knight and Noah Lackowski, who will complete 80 hours of in-house instruction with the Division Chief of Training prior to being assigned to suppression shifts.

The Fire Marshal conducted six plan reviews, 21 fire inspections, eight fire investigations, and completed NFPA Inspector I certification. Fire companies completed 18 life safety and pre-fire inspections.

This past year we received Civil War Veteran burial records from local Historian Ed Weichsler. Many years ago, Ed's grandfather, Ben Hyde, requested copies of these burial records from the State Historical Society. Ed recently came across these records and requested the City Clerk's office to organize and distribute the appropriate records to numerous cemeteries throughout St. Clair County. In total, we distributed these historical records to 29 cemeteries. Everyone that received records was appreciative to have a piece of history back in their community.

We also continued to input information into our record keeping database programs as time permits with heavy emphasis being placed on updating our cemetery records. This process includes transferring cemetery records listed on old index cards, scanning and uploading all cemetery forms on file pertaining to burial rights, foundations and headstones. This updated information is then given to Rita Ernest in the Planning Department to update the corresponding cemetery maps. Seventeen of the 30 blocks are completed (57% done). This database program helps to streamline the organization of numerous cemetery records in the City Clerk's office for current use and future historical reference.

The Engineering staff continues to work on the design and development of contract documents for 13th Street Reconstruction Project (Lapeer Avenue to Water Street) and the Blue Water Bridge Plaza Area CSO Project. The design work was started for the replacement of the master water meter located at Gratiot Avenue and Keewahdin Road, Riverside Boat Launch

Parking Lot Reconstruction and the McMorran Boulevard Reconstruction Project (Huron Avenue to Merchant Street).

Bids for the Pine Grove Park Restroom and Parking Improvements Project, Quay and Michigan Street Reconstruction Project and 2019 Maintenance Dredging Downtown & River Street Docks were opened. Recommendations to City Council will be forthcoming for these projects except for the 2019 Maintenance Dredging as a result of receiving no bids.

The Mausoleum Roof Replacement Project is put on hold as the Contractor has not been responsive as well as weather limitations.

The streets maintenance staff continued to perform the typical month-to-month duties which included the repair of potholes with cold patch throughout the City. Staff applied 1,500 tons of salt to the trunk lines and majors during 18 snow events as well as removed snow and salted the sidewalks on three bridges. After each snow event the trucks were emptied of salt, washed, blades changed and prepped for the next snow event. Staff closed roads for two special events and pressure washed and painted the interior walls of the rear equipment room of the DPW Warehouse.

The motor pool staff completed and delivered the new patrol car #24 to the Police Department, began working on unfitting new pater car #10, began major repairs to Vactor #246 which possibly has a blown head gasket, as well as maintained the preventative maintenance list.

The traffic section was busy with traffic damaged signs, fabricating missing street signs and assisted with snow removal and Miss Digs in the absence of the Master Electrician.

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. As a result of last month's investigation of a sewer backup complaint on Garfield Street, staff completed the necessary repair. Staff also repaired multiple water main breaks, responded to customers request to shutoff water as a result of frozen internal piping as well as assisted with snow removal.

The WWTP staff continues their normal operation and maintenance procedures. The Elmwood Street sanitary pump station is running independently and using cellular service for communication to the WWTP. The site restoration and project close out will be completed in the spring. A mandatory pre-bid meeting was held for stationary gas standby generators at the Scott/Poplar and Water Street pump stations. Bids will be opened on February 6. The bid includes an allowance to procure the generators through Sourcewell and an allowance for a 6' privacy fence at the Scott/Poplar station. The main electrical switchgear for the WWTP that was purchased from CE Power was re-rated and accepted by DTE. The consultant and City staff continue to work with DTE for a new electrical feed to the switchgear. A proposal was received by CE Power to store the switchgear until the City constructs the building at the WWTP that it will be housed in.

Engineering staff will coordinate new conduit installation for the switchgear and DTE with the work for the Quay and Michigan Street Reconstruction Project. The contractor for the pipework installation project in biosolids storage tanks one and three completed their work. Work continues on obtaining temporary construction and permanent utility easements for the sanitary sewer and Northern pump station that serves Northern High School and the adjacent property. The pump station and sewer line are currently on school property. The new pump station will be located

within the Black River right-of-way and an easement granted for the sewer. The contractor for the 16th Street pump station automatic transfer switch is scheduled for startup on February 7th. Dee Cramer, a sub-consultant to Tetra Tech, completed air flow monitoring at the WWTP to obtain data to use in the design of the new odor control system.

A notice to proceed was issued to Dean Marine, Inc. for the raw water intake pipe stabilization project. A pre-construction meeting will be scheduled closer to spring when the project will begin. An independent structural and masonry assessment was completed on the Water Filtration Plant maintenance garage. Work on the garage has been ordered to cease and the building secured until structural conditions are met and the weather improves. The south elevated tank wet interior painting and repairs project was awarded to L&T Painting Inc.

During the month of January and into February, the Human Resources Department is accepting employment applications for full-time Fire Fighters, Police Officers and a Solids System Operator.

Additionally, we have decided to take part-time applications early for the upcoming Spring/Summer positions and they are as follows: Beach Maintenance workers, Junior Recreator Programmer, Lifeguards, Parking Booth Attendants, Playground Assistants/Leaders, Pool Maintenance, School Crossing Guards, Seasonal Lawn Maintenance, Coaches for Sports Programs, Summer Day Camp Coordinator/Leaders and Temporary Laborers. We are also accepting them for part-time positions at McMorran and they include: Box Office, Concessions and General Cleaning. We have also added Police Cadet to our list.

January also marks the month in which the Summary of Work-Related Injuries and Illnesses (MIOSHA Form 300A) is posted at each City location in which our employees work. This summary identifies how many recordable injuries or illnesses our employees incurred during the previous calendar year and how many lost work days and/or restricted work days employees incurred for that location. This is a MIOSHA requirement and the summaries must be posted from February 1 through April 30th for the previous calendar year.

We continue to negotiate with the Utility Workers, Local 532 union in an effort to reach an agreement. We are scheduled to meet again in February, 2019.

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

Code enforcement opened 214 new enforcements, with \$60.00 in collections received.

The Rental Inspection Department completed 173 inspections and certified 81 rental units in January. Four new rental properties were registered during the month.

The Inspection Division issued 76 permits with a revenue of \$29,998. Eight sets of building plans were reviewed throughout the month.

In December, Community Development closed on the rehabilitated home at 733 White Street and accepted an offer on the rehabilitated home at 1515 7th Street. The annual action plan was prepared and notices were sent out accordingly. The QPR report for a demolition grant was

also submitted. Seven first-time homebuyers were able to take advantage of the Urban Pioneer Program and one Neighborhood Preservation Program grant was completed. Those retention files that were able to be disposed of were shredded.

The Planning Department worked on a number of items for the Planning Commission meeting. Site plan review, for the Planning Commission, was completed for an addition and parking expansion at 1915 Dove Street and for a parking lot expansion at 1026 Military Street. Staff also owners and consultants for pre-site plan review at 937 Oak Street, a possible rezoning at 1515 Griswold Street, and street vacation at 1026 Military Street. Maps were updated for the cemetery and Department of Public Works and created for all Planning Commission items. Staff also worked on possible zoning ordinance changes to allow existing single-family homes to be reconstructed if destroyed in the Central Business District.

This January at the Recreation Department, our team completed programs and finalized plans for the upcoming spring and summer season. Our very own Blizzard Bash took place for the first time this month. Kids were entertained at the Recreation Center while making fake snow balls and taking part in other winter-themed activities. Final prep took place this month for our upcoming annual Cabin Fever events; another chance for kids to have fun during the winter season.

More programs kicked off in January, such as our Playing with the Pros and Fencing programs. This month at the Recreation Department, the Port Huron Chess Club held a weekend long tournament that was well attended and enjoyed by many participants. With the cold temperatures came the ability to start working on our ice rink. Currently, part of Palmer Park has been flooded and an ice rink is in the works for use during the duration of the winter season. Chilly Fest capped off January's events. The Recreation Department took part with the Kid's Zone at McMorran Place. The event saw thousands of participants and the Chilly Fest Kid's Zone saw hundreds of children that were able to enjoy our magic show, games, and crafts.

The summer schedule was finalized this month which starts progress of our summer brochure. The brochure will be edited and completed during next month's prep. As we approach spring, we continue to facilitate our winter programs while organizing and preparing for what comes next in our yearly schedule.

In the Month of January McMorran place hosted Bob Seger "Lookin Back" Tour, ISO "Fiddles & Kilts", and Silver Stick Hockey Tournament.

The Port Huron Prowlers have played home games on January 12th, 18th, and 19th.

The Parks Department has been salting downtown parking lots, the police station, and fire halls on a regular basis. We also had a couple major snow events, with lots of snow plowing of McMorran Place and all downtown locations, along with all sidewalks at City-owned properties and parks. Parks staff delivered salt to fire stations for them to spread on sidewalks. We also repaired some swings at Haynes Park.

Right after Christmas, Parks staff removed the Christmas tree from McMorran, and all garland and bows from downtown light poles. Christmas banners were removed and Silver Stick banners were put in their place. We also helped set up for Chilly Fest, put out boxes for ice

sculptures and setup the tent, fire pits, cut wood. Parks also helped install a basketball floor at McMorran Arena for the Harlem Globetrotters.

For the month of January in the Cemetery we had 12 services with 9 being full burials and three being cremains services. With above average temperatures the first week of January Community Service workers were in to blow and rake leaves with city staff picking up piles of leaves the week of January 7th- 11th. Reasonable Roofing has completed 75% of the Mausoleum roof project with the remaining portion to be completed in early spring.

In the Forestry Department, the tree removal contractor has started removals on list 3 and 4 of trees deemed dangerous. The City trimmer has been busy trimming trees back on roads for snowplow routes and inspecting trees for the next bid list of tree removals. Forestry staff has been plowing snow and salting during snow events. Forestry assisted Parks and McMorran staff of the installation of the basketball floor at McMorran.

The Information Technology Department was involved in a number of activities. Of note were: Distributing W-2, 1095C, and 1099 forms; updating payroll withholding tables; and preparing projected amounts for the 2019-2020 budget process. Also, interviews were conducted with the two finalists companies for the project to replace the Finance, Payroll and HR applications; and a redesigns of City and Police Department web sites were created.

During the past month the Income Tax Division has continued their compliance efforts, sending assessments to taxpayers as needed. We mailed IRS Form 1099-G to various taxpayers who received a refund of over \$10 last year, as required by the IRS. We prepared and mailed various income tax forms for 2018 taxes to select taxpayers (Forms PH-1040, PH-941 and PH-1040ES). We began processing 2018 tax returns that have been filed.

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. Several annual items were completed this month including the processing and distribution of W-2s to all of our employees, as well as the processing and mailing of 1099s to our vendors. We have also prepared the Marina DNR Report and submitted it to the State of Michigan.

The Assessing Division has begun analyzing all lot splits and combinations prior to the preparation of assessment changes. Year-end field visits have been finished and permits are being finalized in order to be reflected in assessment changes. We are close to finishing up all of our annual sales studies (residential, commercial and industrial). The listing of proposed Board of Review members for 2018 was finalized and submitted to the City Council for approval. Personal property statements are being completed and returned and we are beginning to review those.

The Treasurer's Office and Water Office continue to be busy with collection of tax payments and water payments. The income tax receipts have increased with submission of some returns and quarterly payments. We also continue to perform the monthly accounting for BWATC. We have been updating our year-end reports to the County as time permits. In addition, we are collecting payments from the December 2018 tax bills which, except for the recycling and leaf pick up fee, consists entirely of taxes levied by the County which we collect on their behalf.

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