



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

---

The Port Huron Police Department was very busy this March investigating 29 (twenty-nine) crimes of an unusual or serious nature. This is just a preview of this month's occurrences.

On March 6<sup>th</sup>, Port Huron Police Department officers received a call of a subject armed with a gun inside a residence in the 1500 block of Kearney Street. Officers arrived and with the assistance of the Major Crimes Unit, Criminal Investigative Division, and Special Response Team arrested two residents, a 20 year old male and a 41 year old female for assault and possession of a stolen handgun. They were both lodged in the St. Clair County Intervention Center.

On March 8<sup>th</sup>, a Port Huron Police Department officer discovered a vehicle in the 1700 block of Military that had left the road, crashed into a sign and the United Way building. The driver, a 39 year old Port Huron resident, was arrested for Operating While under the Influence of Drugs and treated for minor injuries at Lake Huron Medical Center. He was eventually lodged in the St. Clair County Intervention Center.

On March 8<sup>th</sup>, a Port Huron Police Department officer observed a vehicle disregard a stop sign at Military and White, and drive off at a high rate of speed. The driver, a 32 year old Port Huron resident, refused to pull over. The driver fled to the area of Beard near Military and stopped. He was subsequently arrested for Fleeing and Eluding and Operating While Intoxicated. When he was lodged in the St. Clair County Intervention Center, he kicked an officer and was also charged with Assaulting a Police Officer.

On March 9<sup>th</sup>, Port Huron Police Department officers were called to the 800 block of Oak Street for a 911 call. Officers found a 37 year old male resident was being attacked by a 36 year old female resident. Officers had to force entry and found the combative female was armed with a knife. She resisted arrest and was lodged in the St. Clair County Intervention Center for Felonious Assault and Resisting and Obstructing.

On March 10<sup>th</sup>, Port Huron Police Department officers responded to the 1100 block of Myrtle Street regarding a 26 year old female resident who assaulted the 27 year old male resident by hitting him over the head with a bottle. The female then threw an object at a cab driver as the male half tried to leave. A warrant request was initiated for the female with the charges of Felonious Assault and Malicious Destruction of Property.

On March 10<sup>th</sup>, Port Huron Police Department officers were called to the Speedy Q lot at 1301 10<sup>th</sup> Street. The victim, a 42 year old Kimball Township resident, advised he was getting his wallet out of his vehicle when a male approached him with a knife. The suspect took the victim's money and keys and fled in a van. The PHPD Major Crimes Unit investigated this and within three days were able to track down the van and the suspects who reside in Port Huron Township. The Port Huron Special Response Team executed a search warrant along with MCU and MSP in the 4500 block of Lapeer where the 37 and 34 year old male suspects were arrested. They were lodged in the St. Clair County Intervention Center for Robbery.

On March 14<sup>th</sup>, Port Huron Police Department School Resource Officer Huisman was notified of a threat by a student to bring a gun to Port Huron Northern High School. Officer Huisman spoke to the 14 year old Port Huron resident and his family. The student said it was just a joke, but was charged with Terroristic Threats.

On March 21<sup>st</sup>, Port Huron Police Department officers were called to the 1200 block of Glenwood on a report of Domestic Violence against two 19 year old female residents. The 47 year old resident is the ex-boyfriend of their mother. He was fighting the females when his pit bull attacked the females causing multiple injuries. The victims were treated in Lake Huron Medical Center, the dog was quarantined, and the suspect was arrested for Domestic Violence.

On March 21<sup>st</sup>, Port Huron Police Department officers responded to a 911 call from a 21 year old female Roseville resident, who was being threatened in a vehicle driven around the north end of Port Huron. Officers caught up to the vehicle and the 25 year old male driver from Port Huron. The driver fled from officers at slow speeds while they tried to stop it near Glenwood and Erie. The driver eventually stopped and after a short foot pursuit was arrested for Domestic Violence, Fleeing and Eluding and Operating under the Influence of Drugs. He was lodged in the St. Clair County Intervention Center without bond.

On March 26<sup>th</sup>, a Port Huron Police Department officer observed a Chevy Impala driving in a suspicious manner and began to follow it. The driver eluded the officer and the vehicle was later found in a collision with a parked vehicle at 12<sup>th</sup> & Division. A K-9 track provided a scent and led to a residence in the 900 block of Oak Street. A possible occupant was interviewed and evidence was collected from the suspect vehicle along with evidence of drug activity. The investigation continues.

On March 27<sup>th</sup>, the Major Crimes Unit had a suspicious vehicle pulled over at the Speedway at 2318 Oak Street. Methamphetamines, ammunition, and a stolen Glock handgun was located inside the vehicle. The 23 year old female driver from Port Huron Township was arrested and lodged in the St. Clair County Jail. The gun was taken from a Larceny from Auto complaint in the city and this investigation continues as other suspects may be involved.

On March 28<sup>th</sup>, the Port Huron Police Department was called to a fight at Lynch's Irish Pub at 210 Huron Avenue. A 31 year old resident formerly of Wales, MI, but now believed to be relocated in Port Huron, was being disorderly and refusing to leave. After the suspect was told to leave by officers, he actively fought the officers causing minor injuries. The suspect had already been kicked out of another Port Huron bar prior to this incident and suffered some minor facial injury in another fight at an unknown location. He was checked out by Tri-Hospital EMS and lodged in the St. Clair County Intervention Center for Assault on a Police Officer and Disorderly Conduct.

On March 29<sup>th</sup>, a repossession company out of Lapeer attempted to repossess a white 2010 Ford Expedition in the 1300 block of Carleton Street. As this vehicle was about to be towed away, a male grabbed the repossession employee and threw him to the ground outside the vehicle. The suspect had the keys in hand and took off at a high rate of speed dragging the tow truck behind it

until it broke free near 15<sup>th</sup> Street and Water. This resulted in damage to the tow truck and another tow truck assisting at the scene. The suspect vehicle fled the scene and the carjacking is still under investigation.

The number of reported drug overdoses in the month of March was zero (0) compared to ten (10) last month. Calls for service overall in March 2019 (2323) increased 15% from February 2019 (1977).

In the month of March, the Port Huron Fire Department responded to 309 calls for service, including 4 building fires, 6 cooking fires, 210 medical emergencies, 5 vehicle accidents and 9 hazardous conditions.

Calls for service included two simultaneous building fires on March 17<sup>th</sup>. The first occurred in the 2500 block of Military Street, with extensive fire showing throughout the home that extensive damage. The other occurred in the 600 block of Minnie Street and was later deemed an arson fire and is currently under investigation. These fires required mutual aid for our surrounding communities, including the City of Sarnia, as well as multiple emergency call-in crews.

Fire Companies completed 445 hours of in-house training during the month of March. Training continues on the rescue swimmer/SCUBA program and the use of the Rapid Diver Units at the YMCA. Further training included, EMS continuing education, pre-fire planning, NIMS refreshers, Rapid Intervention Team and use of Emergency Reporting software.

The Fire Marshal conducted five plan reviews, four fire investigations, and ten fire inspections. Fire companies completed twenty-one life safety and pre-fire inspections.

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.

The engineering staff has completed the design and development of contract documents for 13<sup>th</sup> Street Reconstruction Project (Lapeer Avenue to Water Street). MDOT has advertised the project and has a bid opening date of May 3<sup>rd</sup> with construction most likely will begin in June. The Blue Water Bridge Plaza Area CSO Project continues along with permanent easements being secured with two property owners. 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). DPW administration staff continues to work with the County for future bicycle path routes.

Contractors were issued their Notice to Proceed for the Quay and Michigan Street Reconstruction project, Scott/Poplar and Water Street Pump Stations Standby Generators project, 2019 Annual Sidewalk Contract, Painting of the DPW Warehouse and Salt Storage Buildings, Lawn Mowing Services, and the Knox Field Gazebo.

The streets maintenance staff continued to perform the typical month-to-month duties which included the repair of potholes with approximately 30 tons of cold patch throughout the

City. Staff plowed one snow event and applied minimal amounts of salt as well as shoveled and salted the sidewalks on three bridges. Staff continued cleaning the cold storage building. Two-thousand tons of road salt was received and stacked in the salt barn. Streets staff assisted with opening of the three bridges to allow for the icebreaker to reach the ice jam on the Black River at the train bridge. In addition, sand bags were prepped and delivered to the canal area during the Black River ice jam.

The River Street Marina docks were inspected after the ice flow left the Black River. There are approximately a dozen docks that are in need of minor repair. A bid document is being put together for to complete these repairs. It is anticipated to cost approximately \$10,000 which is much less than last year's cost to repair damage which was close to \$100,000. Now that the ice is gone, BMJ Engineers & Surveyors is scheduled to take depth soundings to see if any dredging is required.

The motor vehicle pool staff continue to work on rebuilding the engine for Vactor #246. Salt box for #401 is being completely rebuilt which will include all new bearings, chain and gear box. Major repairs to Parks tractor #73 is also underway. Preseason work to the land application equipment used by the WWTP (Gators, semi-trucks and tankers) is underway as well as maintaining the preventative maintenance list.

The traffic section repaired and replaced many damaged signs, and assisted with MISS DIG requests.

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 also installed two new water services as well as repaired a water main break. New metering equipment has been ordered to supply the new Bluewater View Condominiums so that installation can begin when requested. Staff is working cooperatively with the IT department to complete the ITRON software/hardware upgrade project. This is the software that is used for our automated water meter reading system. It is anticipated to be completed by the end of April.

The WWTP staff continues their normal operation and maintenance procedures. The Elmwood Street sanitary pump station will be complete when the generator receptacle is installed and lawn restoration takes place. Landscaping options are being presented to the home owner and completion will occur in the spring. J. Ranck Electric will receive a Notice to Proceed for stationary gas standby generators at the Scott/Poplar and Water Street pump stations. The project includes an allowance to procure the generators through Sourcewell and an allowance for a 6' privacy fence at the Scott/Poplar station. The lead time on the generators is approximately 14 weeks. Tetra Tech and City staff continue to work with DTE for a new electrical feed for new electrical switchgear at the plant. The City accepted a proposal from CE Power to store the switchgear until the City constructs the building 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 Northern Pump Station replacement project went out for bid the end of the month. An easement has been drafted for the sanitary sewer that serves the school and adjacent property. The new pump station will be located within the Black River Canal right-of-

way. Research and design work continue on the Grit Channel rehabilitation and Odor Control Replacement project.

A pre-construction meeting was held with Dean Marine, Inc. for the raw water intake pipe stabilization project at the Water Filtration Plant. A barge and bucket will be used to place rock on the river bottom to stabilize and protect the pipe supports from the river current and wave action. This work is expected to occur in May. City staff, BMJ, and Sanctum Contracting are meeting to review final plans that BMJ drafted for the WFP Maintenance Garage. The City negotiated the brick work be re-done at the cost of the contractor while the City funds the roof redesign cost. The garage has been temporarily secured, including shoring the roof, and work has been ordered to cease until a roof design is agreed upon and the weather improves. A Notice to Proceed was issued to L&T Painting Inc. for the south elevated tank wet interior painting and repairs project. A pre-construction meeting will be scheduled next month.

Bids for the annual purchase of chemicals for each of the plants were received.

During the month of March and continuing into April the Human Resources Department is accepting employment applications for full-time Fire Fighters and Police Officers.

Additionally, we are accepting part-time applications 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 McMorrان and they include: Box Office, Concessions and General Cleaning. We have also added Police Cadet to our list.

The Human Resources Director and a representative from our Recreation Department conducted a Job Fair during the first week of March at Port Huron Northern, Port Huron High and Harrison Center. The Job Fair was held during the scheduled lunch hours at each of these schools. Students were very eager to hear about our current summer job openings and learning how to apply for them.

We continue to negotiate with the Utility Workers, Local 532 union in an effort to reach an agreement. We are scheduled to meet again on April 4, 2019.

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

In the Planning Department, code enforcement opened 177 new enforcements, with \$1,040 in collections received. Eighteen cases were also held at the Administrative Hearings Bureau.

The Rental Inspection Department completed 217 inspections and certified 51 rental units in March. Two new rental properties were registered during the month. Staff responded to six rental complaints during the month.

The Inspection Division issued 87 permits with a revenue of \$52,199. Fourteen complaints were responded to throughout the month and five sets of building plans were reviewed. Guidebooks for additions, signs, and decks were completed and are now available to the public to assist in the procedures required by the Inspection Department. Due to an increase in FOIAs, March included a lot of research and coping for these requests.

In March, Community Development awarded the rehab of 1804 17<sup>th</sup> Street to the contractor. 3217 30<sup>th</sup> Street was purchased for demolition, as it was destroyed by a fire recently. The Annual Action Plan was finalized. One Urban Pioneer Program grant was closed with seven pending in the pipeline. Façade grants are also getting underway. One façade grant was completed, four were contracted, and six are in the obtaining bids process. Two rental rehab grants are also in progress.

The Planning Department filtered many inquiries and communications regarding the rezoning of 723 Court Street. Site plan review was completed and put on the Planning Commission agenda for a possible Dollar General store on Water Street. Planning staff also assisted in grant applications for the McMorran Park and Optimist Park. Drawings and maps were created for sign drawings for the Inspection Department's guide book, the City Council photo in the lobby of the MOC, and updates on land use maps for 2019. Parcels were revised on AutoCad and GIS maps from 2018 lot splits and combinations. Staff worked with a few developers on the next steps for their projects downtown. The Historic District Commission met on various façade changes for 908 Military Street. Staff prepared information for the meeting including taking pictures of the Water Street side of the buildings and passing them on to the Assessing office for files.

The Recreation Department facilitated its shift into spring this month through multiple updates. The summer brochure is on its way with the last proof sent to the printer. While summer prep took place, our programs and events this month of March saw many participants from the City of Port Huron and surrounding counties. Our annual dance recital catered to more than 300, while our Princess Tea held two sessions of 100 each. Taking place this month was also our hockey-centered Family Night, keeping sports a featured and important part of our spring offerings. Our spring season continues to ramp up as we move into April, facilitating and improving programs and processes before the summer of 2019 begins.

In the month of March, McMorran Place hosted the Lion King Jr., Port Huron Figure Skating Show, Town Hall – Mike Emrik, ABBA Tribute Band and the Comedy Series “Geechy Guy.”

The Port Huron Prowlers had home games on March 8<sup>th</sup>, 9<sup>th</sup>, 15<sup>th</sup>, 16<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> and 31<sup>st</sup>. The Prowlers will also be in the Playoffs on April 12<sup>th</sup>.

In the Parks Division, crews helped install the floor at McMorran Place for the bfigure skating event. Parks crews worked along with Forestry Division clearing the shore line along the Black River and 10<sup>th</sup> Street Bridge to better enhance the edge for viewing the river. They also spent time at the Sanborn pool and tennis house clearing over growth from tennis courts and opening up paths in the nature trails. Crews cut and moved trees that had fallen and brush hogged around all the City-owned properties. They also repaired bikes from Lakeside Beach and built a ramp to the

shed for the golf cart. Crews repaired the swinging bridge at Lighthouse Beach Park with new wood, brackets, and chain. Parks crews also repaired docks and replaced rub rails at the Water Street boat ramp and installed docks for the summer. Crews helped in Lakeside Cemetery on a regular basis performing burials.

In the month of March, the Cemetery Division had 15 total services with seven being full burials and eight being cremains services. Reasonable Roofing has completed the Mausoleum roof project clearing the way for National Restoration to come in and do interior repairs and painting. Winter wreaths, grave blankets and other prohibited items will be removed beginning April 1<sup>st</sup> in preparation for the upcoming spring. Staff is currently removing snow removal equipment and preparing lawn maintenance equipment for the upcoming spring and summer months.

In the Forestry Division, crews cleared the shoreline along the Black River and 10<sup>th</sup> Street Bridge by trimming and removing overgrowth. Crews trimmed and cleared trees at Sanborn Park's tennis house and pool, and they also removed limbs and trees hanging in woods around properties. Our tree trimmers are starting to get on a regular trim schedule now with the weather breaking. Forestry crews also helped install docks at the Water Street boat ramp. The Forestry Division is getting calls for brush pickups on a regular basis now that the weather is improving.

The Information Technology Department was involved in a number of activities. Of note were: Completing the evaluation and recommendation process for the Finance, Payroll and Human Resources software upgrade, beginning the requirements gathering process for a new website design, and installing the new RecPro Recreation Management application.

During the past month, the Income Tax Division focused primarily on the thousands of 2018 tax returns we have received so far. We are essentially up-to-date on the processing of tax due returns. We have approximately a 14-day backlog for processing refunds.

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 continued our analysis of the budget worksheets. This includes checking all of the budget worksheets for such items as wage amounts, proper calculation of fringe benefits, equipment rental and all other budgeted amounts. This is a process that will continue into the month of April. In addition, we have completed the annual property tax closeout.

Following the completion of the March Board of Review, the Assessing Division reported all final assessments to the St. Clair County Equalization Department and the State Tax Commission. We also processed all needed reports for values after the Board of Review. We mailed copies of each Board of Review decision to the petitioner. We also prepared our master list of IFT properties.

The Treasurer's Office and Water Office continue to be busy with collection of income tax payments and water payments. We continue to perform the monthly accounting for BWATC. During the month of March, we settled our Real Property tax collections with the County. We

mailed invoices for rental inspection fees and have begun to collect them. We are beginning to sell boat launch permits.

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*