



# City of Marquette 2011-12 Annual Report



*Photo by Yvonne Bonsall, Marquette City Employee*

# **Executive Department**

# Executive Department



*Pictured above (left to right): Executive Assistant Wendy Larson and City Manager Bill Vajda. Not pictured: Recently retired, Darlene Inch, former Executive Assistant.*



## **EXECUTIVE DEPARTMENT**

### **2011-12 ANNUAL REPORT**

In accordance with Section 2-80 of the City Code, the Annual Report highlights the accomplishments of the Executive Department over the past year, and provides insights to other on-going activities. Citizens can find detailed information about department operations, awards, and statistics that illustrate how their tax dollars are being used.

#### ***Serving Residents and Volunteers***

- Substantial efforts were undertaken to enable broad access to local government information. In addition to expanding the use of “traditional” media channels (radio, television, press, City websites, and reading rooms), City management added several new venues and capabilities (Skype, Google+, NIXLE, expanded radio interviews). All meetings of the City and City Charter Commission were broadcast live on Channel 21 or recorded for posterity and are available on-demand through the City website.
- The City Manager maintains an open-door policy, and entertained visits by hundreds of residents, employees, Commissioners, and visitors who sought to discuss specific issues and concerns. He also hosted 12 monthly *Community Office Hours* at the Peter White Public Library, which elicited over 50 individual visits regarding a variety of matters and interests before the City. In addition, six issues of the *Marquette Matters* newsletter were published during the year.
- City officials met with students at Marquette Area Public Schools and Northern Michigan University to address their interests and views. The sessions were attended by dozens of students and administrators. In addition, the City co-hosted and facilitated visits from visiting elementary school children, charitable organizations, Sister City delegations, and other federal, state, and local officials interested in discussing issues with the residents of Marquette.
- A 24-hour response rule continued to support residents seeking information about City activities, projects, or issues of interest. Over 150 such contacts were completed during the course of the fiscal year, demonstrating exceptional responsiveness to individual information needs.

- In response to conversations with current and out-going board and committee members, and at the request of the City Commission, six (6) Committee “Boot Camps” were conducted during the year, serving 114 volunteer City officials. Volunteer committee and board members were provided with an overview of local government, ethics, parliamentary procedure, and state laws governing meeting and record management. They were also introduced to staff liaisons and peers. The response has been highly positive, particularly for people with no prior government experience.

### ***Community Outreach and Leadership***

- The City and County worked positively together on a variety of mutual interests and improved cooperation. Specific examples include activities and efforts associated with the County Brownfield Authority, the County Land Bank, Sawyer International Airport, Regional Planning, Marquette County Solid Waste Management Authority (MCSWMA) and Recycling, Regional Law Enforcement, and other issues associated with recreation, culture, and economic development.
- Regional Recreation Planning. In order to reconcile complimentary aspects of City Recreation, Surplus Land Sales, and Financial Management policies, the City Manager worked with the City Commission to initiate a regional recreation planning study.



- Waterfront Safety remained a key focus issue. A video was created supporting local awareness that was broadcast through the City’s public access television channel, and won the Michigan Municipal League Region 7 best-practice Award for community innovation. The “Marquette Water Safety Model” has subsequently been adopted by other Great Lakes communities and the Michigan Parks and Recreation Association as the basis for their programs, and has been incorporated as the basis for pending water safety legislation by the Michigan Senate.



- The Marquette Farmer's Market continued to thrive and grow. The program received a \$50K USDA Grants for Local Food and Farmers Market promotion which greatly enhanced service delivery and community opportunities. Much of the effort was undertaken through public/private partnerships between the City and the Marquette Food Co-op, which enhanced local policy focus on agriculture issues and our local food supply.



## Property Sales

- Strong private interest continued for the purchase of City surplus property. In addition to several routine property license and easement agreements, the City received offers totaling \$1.254M for approximately 695 acres of land, including:  

09-2011	Marquette Township - \$700,000 for 560 acres of Heartwood
09-2011	Private Party - \$23,000 for 2,450 sq ft of vacant property
11-2011	MCSWMA - \$180,000 for 100 acres of Heartwood
04-2012	Private Party - \$300,000 for 4.67 acres - Founders Landing
04-2012	NTN - \$51,000 - 30 acres of Heartwood
- As a result, the City Commission chose to confirm two (2) offers for total sales of \$201,565.89 associated with 100.2 acres of land.

## Budget

- In addition to qualifying for 100% of available state revenue sharing through the Economic Vitality Incentive Program (EVIP), steps were taken to formalize the establishment of economic development practices within staff. The City pursued Federal, State, and local grant opportunities that successfully captured awards of \$1,362,448 from a wide variety of organizations, including the US Department of Commerce, US Department of Justice, Michigan Department of Transportation, National Endowment for the Humanities, Environmental Protection Agency, US Department of Energy, US Department of Homeland Security, MSHDA, Michigan Department of Natural Resources, Michigan Justice Training Fund, and the Michigan State Police. The total amount represents approximately 7.5% of the General Fund, or approximately 2.3 mils if captured through taxable value instead. The benefits of these rewards have been demonstrated through improvements to City services, greater fostering of arts and recreational opportunities, as well as direct benefits to home and property owners seeking greater energy efficiency and improved property values.
- The City successfully adopted a budget for FY2012-2013 that did not raise taxes, and continued a trend of lowering long-term debt by 40% per annum, while concurrently lowering the operating budget by 2.6%. In parallel, City services were expanded, and several examples demonstrate improved quality of service to the residents of Marquette, including increased water safety operations, fire protection, facility operation, and telecommunications infrastructure and services. The budget includes a \$4M Capital Improvements Plan for reconstruction of major road, water, and sanitary sewer infrastructure, as well as funding for the maintenance and improvement of other City assets and capabilities. As a result, residents continue to receive high-quality services at the same time as the City takes steps to mitigate the risks of a turbulent global financial marketplace and potential period of State and Federal austerity.

# **Administrative Services**



# Administrative Services Department FY 2011-2012 Annual Report



*Pictured (left to right) Front Row: City Clerk Dave Bleau, Director of Administrative Services Susan Bohor, and IT Director Dan Frederickson. Back Row: Deputy City Clerk, Kris Hazeres, Payroll Clerk Phyllis Johnson, Human Resources Assistant Tina Tregembo, IT Specialist Jen LePage, and IT Specialist Todd Carruth.*



**ADMINISTRATIVE SERVICES DEPARTMENT**  
2011-2012 Annual Report

**Department Overview**

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Administrative Services Department (which includes Human Resources, Information Technology, and the City Clerk's Office) for the 2011-2012 fiscal year. The department, under Department Head Susan Bohor, provides administrative support to the City Manager's office, City departments, and citizens by ensuring that staff has the information, technology, and human resources necessary to provide the best possible service to both employees and the public.

**Human Resources**

This past year produced an unprecedented amount of legislation concerning public employees. Over 14 Public Acts and six federal laws impacted payroll, unions, or benefits in the public sector. The most significant laws were those regarding the Governor's Economic Vitality and Incentive Program (EVIP) and Public Act 152 of 2011 which capped the amount a public employer could pay for health insurance. By successfully complying with the components of EVIP, the City successfully qualified for its maximum EVIP funding (approximately \$200,000). Changes made to the City's health plans to comply with PA 152 will also result in significant savings to the City in the coming fiscal year. In addition, we have utilized over \$40,000 in Early Retiree Reinsurance Program (ERRP) dollars this year to offset increases in retiree health costs to the City.

Significant progress has been made, and work is still ongoing, in developing succession plans for key positions in all City departments. Plans were developed for Public Works, Water/Wastewater Treatment, Community Development, and Finance. While we had 11 retirements during this past year, we are looking at another 43 who are eligible to leave within the next five years. With this level of possible turnover we are looking at replacing 28% of the current workforce over the next five years. Continued work on succession plans will play a crucial role in filling key positions.

## **Human Resources Accomplishments**

- **Employment**: Supported the City's workforce needs in recruiting, hiring, on-boarding, promoting, and processing employees for all full-time and part-time positions; continued the use of validated testing where appropriate. Continued utilization of non-traditional recruitment sources such as Facebook, Monster, and other websites in addition to traditional advertising.
- **Open Enrollment**: Held city-wide meetings to explain benefit options during open enrollment window for health insurance, 457 deferred compensation, and Section 125 cafeteria plans. This year a new debit card for the Health FSA was introduced along with benefit caps. Several employee meetings were held to explain the premium co-pays required by PA 152 (for employees who were not covered by a current labor contract).
- **ERRP**: The Early Retiree Reinsurance Program (ERRP) paid the City's claim for plan year 2011-2012 in the amount of \$15,805.42. This reimbursement is the third and final payment the City will receive. Including the latest reimbursement, the City has received a total of \$131,282 to date. It has utilized over \$40,000 of this reimbursement to off-set increases in retiree health insurance costs to the City.
- **EVIP**: The Governor's Economic Vitality and Incentive Program (EVIP) replaced the state's statutory revenue sharing program. The department was responsible for developing plans for both the second and third component of EVIP and certifying the plans with the state treasurer. This was completed and the City qualified for its full EVIP payment for the year.
- **Labor Relations**: Administered five collective bargaining agreements; three AFSCME Local #1852 units (DPW, City Hall, and Supervisors), Marquette Professional Police Association, and the Firefighters Association Local #643. There were two special conferences held with the unions that resolved the issues discussed. No grievances or arbitrations were filed. One pending grievance from the previous year was dismissed by the union with no further action taken.
- **Contract Negotiations**: Entered contract negotiations with two AFSCME bargaining units in May; City Hall, and Public Works. Negotiations are ongoing.
- **Legislation**: Throughout the year, six federal and 14 state laws were passed or amended which impacted payroll, insurance, workers compensation, or other labor laws. In addition, PA 142 of 2011 added a claims assessment tax to fully insured group health plans. This has added an additional .75% to the City's health premiums.

- **NMPSA:** Provided assistance to the Northern Michigan Public Service Academy (NMPSA) in the recruitment and hiring of a part-time Coordinator for the organization. The Director also served as the voting member for the City of Marquette on the NMPSA Board.
- **Title VI and LEP Plan:** Wrote the City’s Title VI Non-Discrimination Plan and Limited English Proficiency Plan (LEP) as required for governmental entities receiving federal-aid highway funds. A training program for staff is also under development and will be presented annually to staff.
- **Internship/Fellowship:** Administered the City’s internship and new Fellowship program. The City placed six interns in various City departments for on-the-job experience in their field and for course credit. The City and Northern Michigan University partnered to fund a paid Fellowship program for graduate students interested in careers in local government. Northern contributed approximately \$4,000 toward the Fellowship.
- **Succession Plans:** Worked with the Community Development and Finance Departments to develop succession plans. This is an on-going project with Administrative Services, Police, and Fire to be completed next year. As previously mentioned, within the next five years, the City could see up to 28% of its workforce retire.
- **Public Housing and Library:** Provided payroll and benefits administration services for the Marquette Housing Commission and the Peter White Public Library.
- **Charter Lease:** Worked with Charter Communications to negotiate a lease for their equipment housed in the Lincoln Water Tank building for \$2,400 a year. Previous lease agreements had been for \$100 per year.

**Division Statistics\***

<i>Human Resources</i>			
	<u>Full-Time</u>	<u>Part-Time</u>	<u>Temporary**</u>
<b>Number of Employees</b>	175***	21***	62***
<b>New Hires</b>	6	6	91
<b>Terminations/Retirements</b>	11	4	80
<b>Internships/Fellowships</b>	N/A	N/A	7
<b>Promotions/Postings</b>	19	N/A	N/A

\*Excludes Public Housing and Peter White Public Library personnel.

\*\*Includes 68 election workers who are now classified as temporary employees.

\*\*\*Average number of employees over a 12 month period.

## **Information Technology**

The Information Technology division made significant progress in several areas during the past fiscal year to save money, become more efficient, and to protect cyber security. More than 100 desktop and laptop computers were replaced with new, leased computers and onsite support that reduced costs and improved efficiency. New and faster internet service, the migration of messaging services and moving the web site to the internet further reduced dependence on aging server platforms.

Data security was another area of emphasis during the year starting with the segmentation of the City network. To further enhance security, a project was initiated to replace the aging finance, payroll and utility applications with newer applications that utilize current technologies and enhanced security without high maintenance costs. The department also published security newsletters to increase staff awareness about cyber security.

Costs of service delivery were further reduced during the year by leveraging WiMAX wireless service as an alternative to traditional telephone circuits. Circuits for pumping stations were replaced with WiMAX resulting in savings of \$19,000 per year.

Delivery of core services continued including operating and managing IT infrastructure, data security, help desk services, IT application development and support, project management, and hardware and software management. Managing the City's web presence and web content, government access programming, and social networking tools continued to play an increasing role in effective communications with internal staff and the public. Replacing software applications and legacy communications with current technology and reducing the server fleet will continue during the next year with the goal of further reducing overall IT costs.

## **Information Technology Accomplishments**

- Installed fiber and network switch at Fire Hall #1 for connection on the fiber ring. Installed network switch for the Peter White Public Library where existing WAN communications were inadequate for Voice over Internet Protocol (VoIP) telephones. Configured VoIP on the switches at Fire Hall #1, Fire Hall #2, and Peter White Public Library.
- Rerouted fiber along Lakeshore Boulevard to WE Energies from the utility poles and routed it through underground conduit.

- Purchased and installed a firewall and content filter in preparation for City and County network segmentation. Segmented the City and County data networks that improved security, reduced bandwidth, and improved performance.
- Migrated GroupWise e-mail to Google that improved data reliability and eliminated reliance and support on an internal server. Upgraded cell phones that improved compatibility and synchronization with Google mail while increasing device security.
- Relocated the City website to a hosted provider on the internet that eliminates support for the internal server and provides better uptime.
- Replaced more than 100 desktops and laptops throughout the City using a multi-year lease.
- Installed WiMAX wireless communications at pump stations to replace existing telephone circuits resulting in savings of \$1,600 per month.
- Initiated a project to replace the Gems finance, human resource/payroll, and utility billing applications and upgrade existing property-based applications to SQL Server.
- Provided technical support for deployment and reporting of the rip current meter at Picnic Rocks. Data results are being posted on the City website and reformatted for the National Weather Service at scheduled intervals.
- Provided technical support for the initial testing and configuration of laptops and printers for elections as well as Election Day support for poll workers.
- Migrated the Field Manager database used in Engineering from Oracle to SQL Anywhere as required by the State Department of Transportation and converted data to new database.
- Continued work to enhance disaster recovery planning for City systems involving mission-critical systems, servers, and backup requirements. The project encompasses protection of information assets, security processes, and disaster recovery planning.
- Implemented a city-wide IT security newsletter for employees. The periodic publication focuses on protecting City information through education, detection, and prevention.

- Added functionality to the website that routes user comments and feedback to an e-mail address for review by staff. The link was added to the 'Contact Us' page and encourages electronic public comments and suggestions.
- Initiated discussions with Charter Communications which resulted in the City gaining exclusive programming control of channel 21 (the City's PEG channel).

### **Division Statistics**

<b>System Availability</b>			
	<u>Incidents</u>	<u>Hours Down</u>	<u>Available (%)</u>
Network	2	10.00	99.8%
Server	28	54.50	99.4%
Software Applications	3	4.25	99.8%
Web Site	0	0.00	100.0%
Telephones	7	19.00	99.8%
Internet/Charter	5	23.50	99.7%
Mail	7	5.00	99.9%
MQTV21	0	0.00	100.0%
	52	116.25	

<b>Help Desk Calls</b>	
Open Calls Beginning of Year	27
Calls Opened During Year	1,326
Open Calls End of Year	86

<b>Web Site</b>						
	<u>Total Visits</u>	<u>Average Per Day</u>	<u>Unique Visitors</u>	<u>Average Per Day</u>	<u>Total PageViews</u>	<u>Average Per Day</u>
<b>Total Page Views</b>						
Home Page	197,407	541	119,277	327	537,413	1,472
Visits by mobile devices	21,208	58				
Number of countries	129					

<b>Channel 21</b>		
	<u>Hours Aired</u>	<u>Percent Of Total</u>
	2,674	100.0%

<b>Online Auction</b>		
	<u>Number</u>	<u>Amount</u>
Assets Sold For Year	12	\$ 940
Assets sold since inception:	217	\$128,690

## **City Clerk**

The City Clerk's office conducted two elections during FY 2011-2012, one general election in November, and the presidential primary in February. In addition, for the first time in over fifty years, the City Charter is undergoing a major revision. In July of 2011, the City Commission appointed a Charter Study Group which made a recommendation to elect a Charter Commission to draft a revised City Charter. At the November election, nine candidates were elected and subsequently drafted a revised document that was submitted to the State Attorney General for approval in May. The City Clerk functioned as the Clerk for both the Study Group and the City Charter Commission. The State has 90 days to review the Charter and if it is approved, language can be drafted and added to the November, 2012 general election ballot.

In addition, the Clerk also participated in several boot camp sessions held for appointed boards and committees of the City Commission by presenting information on both the Open Meetings Act (OMA), and the Freedom of Information Act (FOIA). Work is on-going in records management and digitization. The Clerk's Office has continued a partnership with the State Archivist, Marcus Robyns, of Northern Michigan University (NMU). A grant project with NMU and the County was completed this spring that has preserved the City's oldest records in the regional records depository at NMU. The records in this depository have been digitized, and are available to the public on a website hosted by NMU. A joint grant application with NMU and the County of Marquette has been re-submitted to the NHPRC for the preservation of born-digital records. In addition to increasing public access to City records through digitization, the implementation of agenda management software this past year will greatly enhance public access to City government.

### **Clerk's Office Accomplishments**

- **Business Licenses:** The Clerk's office issued fifty-eight business licenses (up nine from the previous year). Business license sales generated \$5,565.00 as compared to \$5,203.00 in the previous fiscal year.
- **Dog/Cat Licenses:** This was the third complete fiscal year of the County Treasurer's new program for issuing dog licenses in the County. The last two years the new procedure reduced sales at the City Clerk's Office significantly. Pet license sales for the fiscal year were \$565.50 (dog) and \$78.00 (cat).

- **Off-Leash Area (OLA)**: The OLA at the City's Tourist Park continues to be a very popular service to the community. The area opens November 1<sup>st</sup> of each year, and closes on May 1<sup>st</sup> of the following calendar year. This past season, 171 OLA permits were sold for a total of \$2,197.00 for the fiscal year.
- **Elections**: The Clerk's office conducted two elections (the general election was held in November and a presidential primary was held in February). The City will be reimbursed for the Presidential Primary by the State of Michigan.
- **Election Outreach**: Pre-election outreach efforts continue with voters residing at assisted living facilities and nursing homes within the City of Marquette. This service is critical to those elderly who wish to vote and are not able to attend the polls on election-day.
- **Absent Voter (AV) Ballot Applications**: Each year, City voters who qualify have the opportunity to vote using AV ballots. Two years ago the list was initiated and we started with just over 30 voters on the list. Now there are 365 City voters on the permanent AV list.
- **Military/Overseas Voter Empowerment (MOVE) Act**: The MOVE Act has been in the works for some time and last year became a reality. In the 2011 Primary and General elections we received several MOVE Act applications to vote and all ballots were received in time to be counted.
- **State Qualified Voter File (QVF)**: During this fiscal year the Clerk's Office completed 3,421 transactions on the QVF system. This is an average of nearly 66 transactions on a weekly basis. A new ID card is required for the bulk of the QVF transactions. New ID cards cost the City approximately \$1,000 annually.
- **Records Management**: We have continued our partnership with the State Archivist, Marcus Robyns, of Northern Michigan University (NMU). A grant project with NMU and the County was completed this spring that preserved the City's oldest records in the regional depository at NMU. Those same records have been digitized, and are available to the public on a website hosted by NMU. Also, in cooperation with NMU and the County of Marquette, a joint grant application has been re-submitted to the NHPRC for the preservation of digital born records. In addition, the Clerk's Office has completed digitization of minutes (that were not part of the NMU project), ordinances, and agreements.

- **Legistar Legislative Management Software:** In May, the Clerk initiated the implementation of new agenda management software. At the end of May we held on-site training for staff so that they could create agenda items and manage the approval tracking process.
- **Charter Study Group and Charter Commission:** In July of 2011, the City Commission appointed a charter study group which recommended that the charter be revised. The City Charter Commission (CCC) was elected by the voters in the November general election. Following an extensive information gathering process, the Commission drafted a revised charter which was submitted to the Governor’s Office and the State Attorney General in late May of this year with the goal of adding it to the ballot in November. The Clerk was the administrative liaison to the Charter Study Group and the CCC and attended all meetings and recorded the minutes.
- **Boot Camp:** The Clerk also participated in the several boot camp sessions held for appointed boards and committees of the City Commission. At each session, the Clerk presented information on both the Open Meetings Act (OMA), and the Freedom of Information Act (FOIA).

### Division Statistics

#### *City Clerk*

<b>Commission Meetings Attended</b>	<b>34</b>
<b>Study Group/CCC Meetings Attended</b>	<b>21</b>
<b>OLA Permits Issued</b>	<b>171</b>
<b>OLA Sales</b>	<b>\$2,197</b>
<b>Business Licenses Issued</b>	<b>58</b>
<b>Business License Sales</b>	<b>\$5,565</b>
<b>FOIA Requests</b>	<b>17</b>

#### *Elections*

<b>Total Active Registered Voters 6/30/12</b>	<b>12,695</b>
<b>Number of Elections</b>	<b>2</b>
<b>Number of Votes Cast-Primary</b>	<b>1,112</b>
<b>Number of Votes Cast-General Election</b>	<b>3,421</b>
<b>Average Number of Precinct Workers</b>	<b>55</b>
<b>Number of Precincts</b>	<b>7</b>
<b>Number of QVF Transactions</b>	<b>3,421</b>

# **Community Services**

# Community Service Department Annual 2011/12 Report

## Arts and Culture



## Parks and Recreation



## Senior Center





## **COMMUNITY SERVICE DEPARTMENT**

### **FY 2011-12 Annual Report**

#### **Executive Summary**

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Community Service Department for the 2011-12 fiscal year. This past year can be considered a successful year meeting operational, new initiatives and budget objectives. Community Services has had several accomplishments worthy of mention in the annual report. The more notable accomplishments are:

#### **Facilities**

- Lakeview Arena – privatized concessions for the ice season to Vango’s Restaurant
- Marina – implemented five year fee structure to make the fund whole by FY 2015-16.
- Worked to establish standard signage at McCarty’s Cove, Kaufman Sports Complex, Tourist Park, Presque Isle Marina, and Lakeview Arena.
- Evaluated Presque Isle Marina Project – amended USCE permit to reflect outcomes.

#### **Capital Improvement Projects**

- Lakeview Arena – completed locker room project, began process of installation of soft start on compressor units, removed marquee, and ordered standard City facility signage (to be completed Spring 2013).
- Marina – applied for permits for phase I and II for Presque Isle Marina. Phase I, dredging is scheduled to be bid out in Spring 2013.

#### **Grants/Awards**

- Sprite Spark Park grant for the Shiras Park basketball court improvements - \$20,000 (completed and closed out Summer 2012).
- Michigan Department of Natural Resources – Waterways Division: Presque Isle Marina applied for phase II - \$201,000 (Fall 2013 project).
- Michigan Department of Natural Resources – applied for capital improvement dollars for McCarty’s Cove - \$120,000 (Summer 2013 dependent upon funding).
- Michigan Council for Arts and Cultural Affairs: Operating Support \$4,500.00.
- Michigan Council for Arts and Cultural Affairs: Mural Project \$2,500.00.
- Reynolds Foundation: Dance Floor Fund - \$500.00.
- Marquette Community Foundation: Electronic Equipment - \$1,685.00.
- Marquette Community Foundation: Anishinabe Workshop - \$565.00.
- National Recreation and Park Association – Gold Medal Application (March 2012).
- Michigan Municipal League Regional Award – Community Excellence Region 7 – Waterfront Safety
  - Made presentation at October Michigan Municipal League State Conference.

#### **Planning**

- Parks and Recreation – completed process of updating Five Year Recreation Master Plan completed on schedule and submitted and approved by the Michigan Department of Natural Resources.
- Organized annual community-wide meeting with Special Event Coordinators working through expectations and process.

- Regional Planning Initiative - worked with staff and elected officials to facilitate discussion on Regional Recreation Authority. Discussions have led to City Commission establishing a community appointed work group to engage with neighboring municipalities.
- Waterfront Safety Plan - worked with Fire Chief on promoting and realizing identified deficiencies on the Marquette waterfront, an ongoing effort.
- Senior Service Task Force - renewal of the Senior Millage for four years at .3500 (November 2011), evaluation of the current Senior Center, and future service needs based on the 2010 US Census data; report submitted February 2012.
- Presque Isle Marina – worked with Harbor Advisory Committee and community interests in evaluating the Presque Isle Marina project (report forthcoming August 2013).
- Initiated community-wide Waterfront Use Planning session (three sessions of data gathering to be completed by August 2013).

### Operations

- Hired new Community Service Manager – Arts and Culture Director.
- Transitioned Youth Theater to standalone non-profit.
- Worked with local group in establishing location for community roller derby.
- Transitioned waterfront operations to the Fire Department.
- Added waterfront safety protocol to include personal watercraft purchase and development of operation procedure.
- Worked with Police Department and community interests in developing operational criteria for the lower harbor mooring field.
- Personal care for seniors who are home bound was established and implemented.
- City-wide Communication Plan – published issues of the bi-monthly newsletter, *Marquette Matters*.
- Open House – coordinated and implemented community-wide open house.
- Community Service staff acted as contract administrator for over 43 community events that will occur in the City’s community park system.
- Promotional Fund – worked with staff in soliciting promotional fund requests, evaluating and presenting budget for Commission consideration
- Total transactions occurring in the Parks and Recreation office was \$43,880.
- Total dollars collected was \$1,172,255.74 in fees in Parks and Recreation divisional office.



**City of Marquette Arts and Culture Division  
Annual Report  
Fiscal Year 2011-2012**

Accomplishments

- 19,575 community members served.
- Hired new Arts and Culture Manager.
- Youth Theater graduated into standalone 501C3 organization.
- 20 art exhibits.
- Over 150 artists showcased in gift shop.
- 65 workshops.
- 11 Senior Center art classes.
- 11 concerts.
- Blueberry Dance Festival - in partnership with Second Skin Shop.
- Holiday art sale - featuring 27 artists.
- Annual City arts awards - nine recipients.
- Promotion and marketing for City Band concert & Music in the Park.
- Dandelion Cottage Month Art Contest - in partnership with Peter White Public Library and History Center.
- Published five City newsletters - *Marquette Matters* – web: 3,859 page views.
- Published three youth newsletters - *Art Smarts* – 4,500 distributed.
- Published two quarterly calendars - web: 6,986 page views, print: 8,000 distributed.
- 222 rentals by local arts and culture organizations.

Artists Served

Division offers economic opportunities to local artists by contracting with them as workshop instructors, performers, and selling their work in the gift shop, gallery, and at the holiday art sale: \$21,322.30 for FY 11-12.

Grants

Michigan Council for Arts and Cultural Affairs	Operating Support	\$4,500.00
Michigan Council for Arts and Cultural Affairs	Mural Project	\$2,500.00
Reynolds Foundation	Dance Floor Fund	\$500.00
Marquette Community Foundation	Electronic Equipment	\$1,685.00
Marquette Community Foundation	Anishinabe Workshop	\$ 565.00

Operations

Grants Received	<b>\$19,591.00</b>	\$9,750.00
Gift Shop Consignment		\$7,524.94
Gift Shop Sales	\$4,774.02	\$4,251.87
Workshop Registration Fees	\$14,662.20	\$14,307.50
Photocopies	\$1,230.25	\$3,027.90
Room Rentals	\$7,110.50	\$4,635.00



**Parks and Recreation**  
**Annual Report 2011/12**

Overview:

The Community Service Department – Parks and Recreation is responsible for the planning, development, management, and operation of all parks facilities as well as all City-sponsored and co-sponsored recreation programs. Total dollars collected for FY 2011-12 through the Community Service office was \$1,141,251.63 with total transactions of \$43,880.

Park Facilities

- Presque Isle 323 acres
- Tourist Park 40 acres
- Mattson Park 22 acres
- Shiras Park 31 acres
- Beaches 10 acres
- Fit Strip 5 acres
- Mount Marquette 40 acres
- Ball Fields 26 acres
- River Park 40 acres
- Heartwood Forestland 2243 acres
- Other Parks 26 acres
- Green Space 5 acres
- **Total 2,811 acres**

Athletic Fields

- Kaufman Sports Complex
  - Four (4) baseball/softball fields
  - Three (3) soccer fields
  - BMX track
- North Marquette Ballfield Complex
  - Four (4) baseball/softball fields
- Tourist Park/Setter Field (not in use FY 11-12 (scheduled for decommission))
- Hurley Field

Program Statistics Hours:

<u>Facility</u>	<u>Hours Rented</u>	<u>Time Period</u>
Baraga Gymnasium	838	FY 11/12
Presque Isle Pavilion	580	FY 11/12
Senior Pavilion	60.50	FY 11/12
Island Store Pavilion	105.50	FY 11/12
Bandshell	255.50	FY 11/12
Gazebo	124.50	FY 11/12
Picnic Sites	11 days	FY 11/12
Baseball Fields	1672	FY 11/12
Soccer Fields	1364	FY 11/12
Contract/Permit Administration		43 (Special Events)

## Lakeview Arena Annual Report 2011/12

### Overview:

Lakeview Arena is a multi-purpose facility with a primary function of providing artificial ice seven months of the year. The facility is utilized by trade shows, circuses, concerts, conventions, banquets, wedding receptions, and other entertainment related activities during non-ice periods. Lakeview Arena is home to the offices for the Community Service - Parks and Recreation Division, United Way, Marquette County Community Foundation, Marquette Junior Hockey, Marquette Figure Skating Club, Marquette Electricians, and the Noquemanon Trail Network.

### Operational Hours:

Hours of operation vary depending on the season.

- Ice season: September 15 through April 1. The facility is open seven days per week 7:00 a.m.-1:00 a.m.
- April 1-September 15 the facility is open Monday-Friday 7:00 a.m.-5:00 p.m.
- The facility is open nights and weekends for scheduled events.

Lakeview Arena has hosted six new events this spring. These were either new events that were not previously in Marquette County or events requiring larger spaces that had been at other locations. All the events have realized capacity attendance.

### Capital Projects:

- |  |           |                   |
|--|-----------|-------------------|
| • Replace Russell Arena Scoreboard                               | \$35,810  | (Completed)       |
| • Replace Russell Arena Sound System                             | \$12,559  | (Completed)       |
| • Replace Russell Arena hallway, bathroom & locker room lighting | \$23,790  | (Completed)       |
| • Ice System compressor upgrade (soft starts and controls)       | \$107,426 | (To be completed) |
| • Replace Russell Arena locker room flooring                     | \$22,328  | (To be completed) |
| • Russell Arena locker room updates (paint, benches and showers) | \$14,000  | (To be completed) |

<u>Operation Statistics: Ice Sales</u>	Hours	\$ Amount
Marquette Junior Hockey	1465	\$221,091.66
Marquette Figure Skating Club	279	\$ 38,857.50
Marquette Senior High School	199.50	\$ 17,520.00
Marquette Old Timers Tournament	63	\$ 10,480.00
NMU Varsity Hockey	15	\$ 4,800.00
Misc (public, drop in, various small groups) 1000 approx.		<u>\$ 21,658.00</u>
Total Ice Sales Revenue		\$314,407.66

### Other:

- Renewed the United Way multi-year contract.
- Assumed administrative control over Community Forum Room.
- Privatized concessions to Vango's Restaurant.
- Provided space for roller derby during non-ice periods.
- Worked on shared labor arrangement with Department of Public Works to share heavy and special equipment operators lowering labor costs and increasing value to the City.

**Cinder Pond and Presque Isle Marinas**  
**Annual Report 2011-12**

Overview: The City of Marquette operates two marina facilities which are available for public use. The Presque Isle Marina which is currently capable of mooring 60 vessels, has daily launch ramps and a parking area monitored by marina staff. The second marina facility operated by the City of Marquette is the Cinder Pond Marina providing mooring for over 100 vessels, and also has a double boat launch and a travel lift equipped with a mast boom, coordinates the mooring facilities located along the Mattson Park seawall and the new four seasonal slips located at the Founders Landing boardwalk.

Operations: The 2011–2012 Marina operations involve the assistance of seven part-time marina attendants and one marina manager. All marina attendants were responsible for keeping the facilities clean and well maintained, docking assistance, pump outs, fueling duties, and coordinating transient arrivals and departures.

Operation Statistics:

Cinder Pond	Seasonal Slips	\$110,850.81
Cinder Pond	Transient Slips	\$ 9,617.31
Cinder Pond	Fuel	\$ 53,473.29
Cinder Pond	Diesel	\$ 41,340.62
Cinder Pond	Miscellaneous	\$ 7,551.70
Cinder Pond	Daily Launch	\$ 3,553.00
Presque Isle	Seasonal Slips	\$ 74,732.50
Presque Isle	Transient Slips	\$ 1,073.00
Presque Isle	Fuel	\$ 17,748.50
Presque Isle	Diesel	\$ 4,732.14
Presque Isle	Miscellaneous	\$ 1,723.00
Presque Isle	Daily Launch	\$ 4,250.00
Both	Seasonal Launch	\$ 8,186.00

Season's Highlights:

- Seasonal slip holder annual rate was increased by six percent. This annual increase will continue for five years ending fiscal year 2015-2016.
- New mooring field is taking shape and will accommodate 21 total vessels of various lengths. Test moorings are in current use in the mooring field.
- Facility updates at Cinder Pond Marina include the replacement of gate closers, new shower heads, and toilet modifications.
- Facility upgrades at Presque Isle Marina include repaired finger piers and electrical breaker upgrades.
- New seasonal dock space is available near the new boardwalk to accommodate two 38-foot vessels and two 30-foot vessels.
- The pump-out system at Cinder Pond Marina has been replaced and upgraded.
- Staff trained on the Coast Guard de-watering pump at Cinder Pond Marina.

## Tourist Park Campground Annual Report 2011-12

### Overview

Listed below is a summary of activities for Tourist Park Campground in the City of Marquette, Michigan for the 2011-2012 fiscal year. This annual report does not necessarily follow the operating season of the campground, which falls from mid-May through mid-October each year. Therefore, this report will cover the operating season of May 18, 2011 to October 16, 2011.

Tourist Park office hours for spring (May 15-mid June) and fall (mid September-November) were 9:00 a.m. – 7:00 p.m., and for summer were 8:00 a.m. to 10:00 p.m. The office is staffed by two park attendants during the summer season, and one to two attendants during spring and fall. The total staff includes seven to nine park attendants and one park manager for the season.

### Costs and Revenues

The following illustrates the parks revenues and expenditures:



Total Revenue:	\$164,093	- 2.9% from 2010
Total Concessions:	\$8,570	- 4.6% from 2010
Camper:	13,720	+15.5% from 2010 (highest camper numbers in 10 yrs of tracking)
Season Capacity:	36%	- 1.0% from 2010

### Accomplishments

The following were accomplished during the 2011 season:

- Installed lighted Greenways and Tourist Park Campground map bulletin board at park entrance.
- Maintaining high camper satisfaction while the Board of Light & Power Dam project was in progress.
- Installed new shower and sink faucets in east bathhouse.
- Completed faucet updates in west bathhouse.
- Repaired back fence.
- Painted new pavement site markers.
- Developed flyer on dam restoration project and future beach area.
- New signage and landscaping.
- Cleared hazardous trees and limbs in campsites, especially after September 30, 2011 storm.

**Senior Services**  
**Annual Report 2011/12**

**Overview:** The Marquette Senior Services Center has a long history of serving seniors in our community and takes pride in doing so. The service area responsible by the Center covers the City of Marquette, the townships of Marquette, Chocolay and Powell. Those seniors ages 50 + are welcome to take part in educational/recreational/leisure activities offered by the Center. However, only seniors 60+ are eligible for homemaking services as well as social work services which are comprised of case management, outreach and financial services (including Medicare Part D).

The Center has three main funding sources - County millage (.4474 mills, a six year millage which expires in 2012), an UPCAP annual contract and a City millage (.3500 mills, a four year millage which expires in 2015). It is with those funding sources the following data is comprised:

**County Millage Allocation:**

Contract Year: January 1, 2011 – December 31, 2011  
Contract Amount: \$251,364  
Staff: Senior Center Coordinator, Social Work Coordinator, two Social Workers, seven Homemaker Aides, two part-time Clerical Aides.

Service Area:	City of Marquette	Marquette Township	Chocolay Township	Powell Township
• Clients Served:	330	87	44	6
• Units (Hours)	8614.75	1011.75	322.25	18.00

**UPCAP:**

Contract Year: October 1, 2010 – September 30, 2011  
Contract Amount: \$25,797 (Unit Rate: \$15.50)  
Staff: Seven Homemakers  
• Clients Served: 94  
• Units (Hours) 1664

**2011 Homemaking Suggested Donation:** \$16,093.50

All homemaking donations are voluntary and do not effect services received. All proceeds are put back into homemaking services.

**Senior Millage Renewal:** In November 2011 general election, a four year dedicated Senior Millage Renewal (.3500 mills) was on the ballot. The Millage Renewal passed 2206 / 719. The anticipated revenue is approximately \$200,000 annually.

**County Millage Renewal:** In August 2012, the County Millage will request the voters consider a renewal of their dedicated county-wide Senior Millage. The ballot language will be .4474 mills for six years. These County millage dollars are dispersed to four senior centers based on population served and square miles of service area. This year the City of Marquette received \$251,364.00.

**Senior Task Force:** In December 2010, the Senior Task Force made its final report to the Commission. Feeling they had not accomplished all of the goals assigned, the members requested a one-year extension. The taskforce will be helping steward an evaluation of the Senior Center facility. The objective is to provide a final report to the City Commission in December 2012.

# **Financial Services**

# Financial Services



*Pictured above (left to right), front row: Customer Account Clerk/Cashier Katie Haglund, Treasurer Diane Giddens, Utility Billing Clerk Tim Raich; back row: Staff Accountant Mary Schlicht, Accounts Payable Clerk Vicky Smith, Water Meter Reader Melanie Coats, Chief Financial Officer Gary Simpson, Deputy Treasurer Linda Poole, and Customer Account Clerk/Cashier Stacie Stone.*



# FINANCIAL SERVICES ANNUAL REPORT FISCAL YEAR 2012

**Mission Statement:** Through teamwork, Financial Services is committed to achieving excellence in the accounting of all financial transactions, and in providing knowledgeable and courteous customer service to residents, businesses, visitors, City departments, and other governmental agencies.

*In accordance with Section 2-80 of the City Code, listed below is a summary of activities for Financial Services for the 2011-12 fiscal year.*

## Department Description

The Financial Services Department provides administrative support to the City of Marquette government and is comprised of three divisions: Finance, Treasury, and Utility Billing.

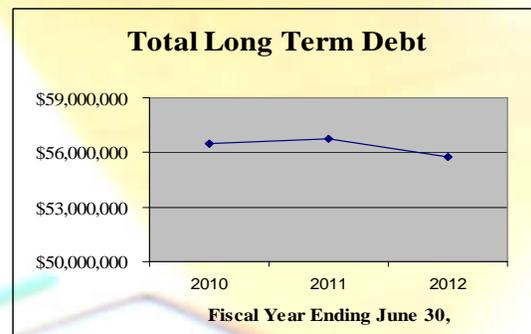
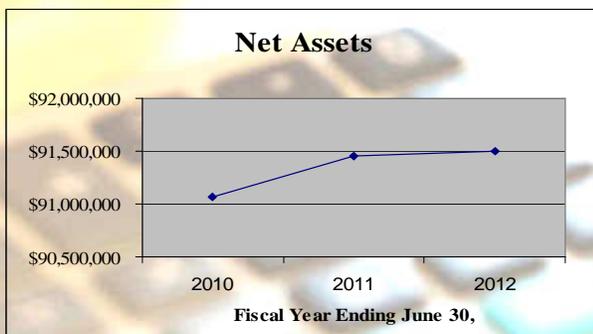
Some of the core functions of the department are preparation of the comprehensive annual financial report (CAFR), accounting for the City's various funds and grants, accounts payable, preparation and monitoring of the budget, cash management and debt management, tax billing and disbursements, billing of utility services, notification of parking ticket violations, collection of the City's revenues, administration of the Police and Fire Retirement System, and providing accounting services for the Peter White Public Library.

## Services

**Finance** – Accounts payable, accounts receivable, central office supplies, bid administration, general accounting, fixed asset accounting, budget administration, financial reporting, cash management, and debt management.

	Fiscal Year Ending		
	<u>6/30/10</u>	<u>6/30/11</u>	<u>6/30/12</u>
<b><u>Finance Program Statistics:</u></b>			
# of Accounts Payable checks issued:	5,414	5,345	5,283
\$ of Accounts Payable checks issued:	\$ 34,451,623	\$ 32,091,902	\$ 33,944,983
# of Accounts Receivable invoices issued:	2,102	1,635	1,496
\$ of Accounts Receivable billings:	\$ 1,293,338	\$ 1,692,843	\$ 1,146,661
# of Bids and RFP's administered:	30	53	52
# of Fixed Asset records maintained:	1,078	1,116	1,153 *
\$ of Fixed Asset records maintained:	\$ 176,701,025	\$ 181,596,755	\$ 187,403,855 *
# of Funds maintained:	31	38	37
\$ of Net Assets maintained:	\$ 91,065,645	\$ 91,452,064	\$ 91,500,000 *
\$ of Long Term Debt maintained:	\$ 56,505,866	\$ 56,727,435	\$ 55,734,581

\* - estimate



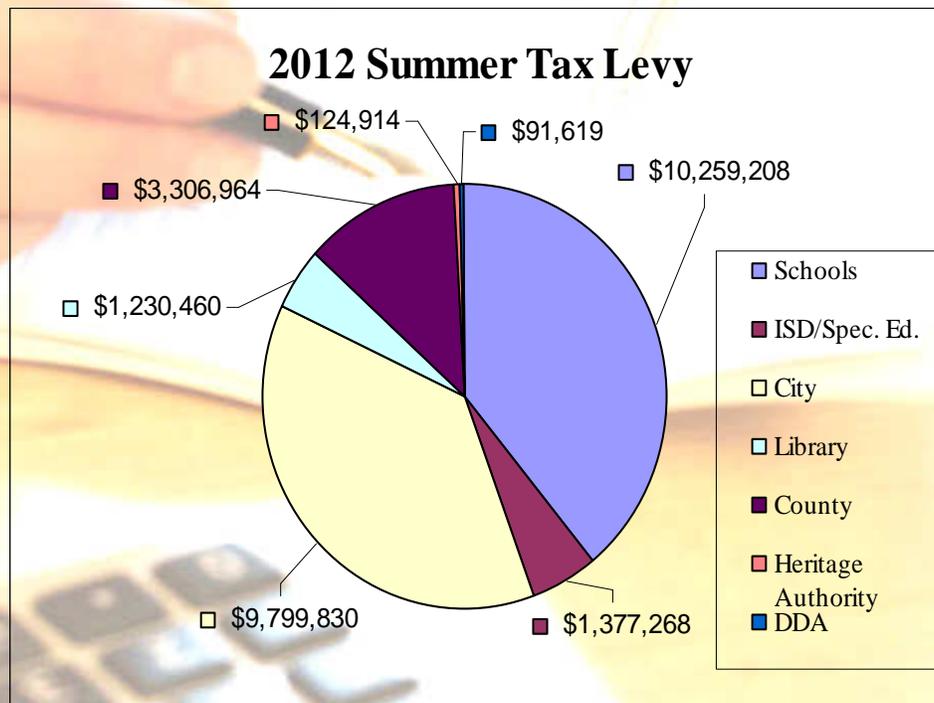
**Treasury** – Summer and winter property tax collection and administration, special assessment billing and collection, parking ticket and civil infraction notification and collection, and police & fire retirement system administration.

Treasury Program Statistics:	Fiscal Year Ending		
	6/30/10	6/30/11	6/30/12
\$ Total Cash Receipts:	\$ 49,489,420	\$ 50,601,467	\$ 51,711,882
\$ Parking Ticket payments received:	\$ 267,497	\$ 147,688	\$ 108,831
# of Property Tax parcels billed:	6,987	7,654	7,518
% of Tax Billings collected:	95%	95%	96%
# of Landfill Permits (Commercial/Residential):	51	61	80
\$ of Landfill Permits (Commercial/Residential):	\$ 3,315	\$ 3,140	\$ 3,165

Because the City bills and collects taxes on behalf of other governmental units, it is important to note that the City does not keep all of the taxes that are billed out. When a taxpayer receives the summer tax bill, for instance, the City's portion is actually only a little over one-third. The rest is distributed to the other taxing jurisdictions that the City bills. The following chart and graph illustrates this.

2012 Summer Tax Levy

Schools/SET	\$ 10,259,208	39.21%
ISD/Spec. Ed.	1,377,268	5.25%
City/Sr. Millage	9,799,830	37.41%
Library	1,230,460	4.69%
County	3,306,964	12.62%
Heritage Authority	124,914	0.47%
DDA	91,619	0.35%
	<u>\$ 26,190,263</u>	<u>100.00%</u>



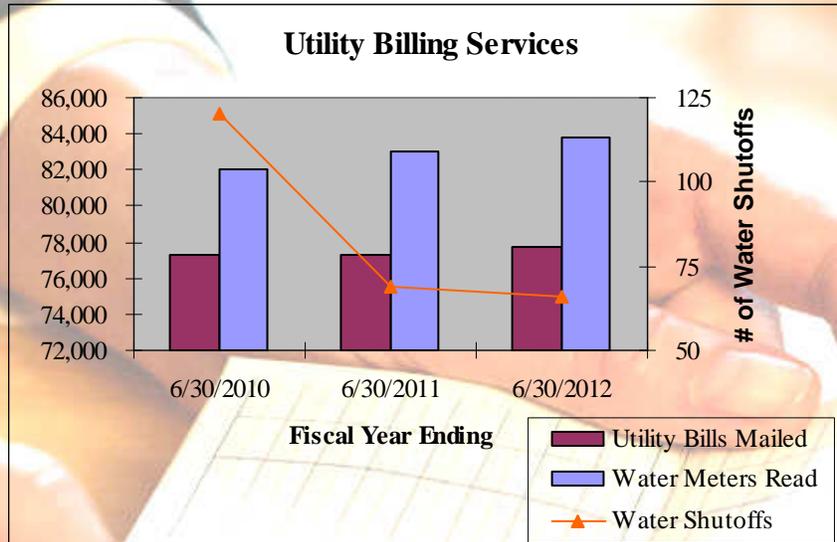
**Utility Billing** – Monthly meter reading and billing of all water/sewer, stormwater, refuse collection, and landfill bond fee accounts.

Utility Billing Program Statistics:

# of Utility Bills mailed:  
 # of Water Meters read:  
 # of Water Shutoffs (non-payment):

	Fiscal Year Ending		
	6/30/10	6/30/11	6/30/12
# of Utility Bills mailed:	77,252	77,281	77,738
# of Water Meters read:	82,000	83,000	83,800
# of Water Shutoffs (non-payment):	120 <sup>^</sup>	69	66

<sup>^</sup> - implemented door hanger shut off notice



**Accomplishments in Fiscal Year 2011-2012**

The focus of the Financial Services Department is to provide excellent service to both its internal and external customers. Internal customers are the City departments who rely on the Financial Services Department for financial information including the Mayor, City Commission, and others charged with developing, adopting, and monitoring the City Budget. External customers are the taxpayers, users of the utility system, potential business owners, and others.

The Financial Services Department is continually reviewing processes and procedures in order to provide accurate and timely financial information as well as excellent service to all of its customers.

Some of the more significant accomplishments of the Financial Services Department in fiscal year 2011-2012 include the following:

- **Economic Vitality Incentive Program (EVIP):** Successfully complied with the new requirements of the statutory portion of State Revenue Sharing as outlined by the Governor’s EVIP program to help improve accountability and transparency of municipalities to the public. By complying with all three phases, the City should receive approximately \$308,000.
- **GASB 54 Implementation:** The Financial Services Department fully integrated the new standards of financial reporting of fund balances. This new pronouncement allows the City to express fund balances in portions that are non-spendable, restricted, committed (by the Commission), assigned, and finally, unrestricted. This type of presentation gives a better ‘picture’ to the reader of the financials as to what the City intends to do with it’s fund balance reserves.

- Project Financing: Closed on one bond issue during the fiscal year. On September 22, 2011, the City issued \$2,690,000 in bonds for 2011 Capital Improvements. The purpose of these bonds is paying for major street and/or local street improvements, construction of the Lake Street bike path, and the construction and installation of sanitary sewer lateral replacements. Maintained the current AA bond rating for the City through consultations with Standard & Poor's Rating Agency. Began the process for issuing bonds for the fiscal year 2012 capital improvement projects, currently estimated to be approximately \$4 million. The projects included for fiscal year 2012 are for street improvements, including the extension of McClellan Avenue, Mattson Park Lift Station construction, Sanitary Sewer Lateral replacements and Slip Lining. These bonds are expected to be issued in August 2012. Have also been involved in discussions with the Founders Landing Development Group and Marquette Brownfield Authority for the next phase of development and financing of the Founders Landing project.
- Audit Services: Completed the RFP process for annual audit services for the next three fiscal years. The Financial Services Department recommended, and the City Commission approved, the services of Anderson, Tackman and Co. PLC, of Marquette for a three year contract.
- Grant Administration: The Financial Services Department, working in conjunction with other City Departments, assisted in the financial reporting requirements for over \$1.2 million in grant money received by or passed-thru the City, including the Better Buildings for Michigan program supported by DELEG.
- Lost Files: A significant amount of time has been spent rebuilding and recreating files and spreadsheets that were lost during the file server crash of November 2011. Information Technology Services was able to restore some of the files from backup tapes and in some cases restored older versions that we were able to rebuild from. But by and large, a tremendous amount of time has been devoted to this effort.
- City Charter Review: Participated in the City Charter revision project by reviewing the current City Charter, providing language for suggested changes, and attending several City Charter Review Committee meetings to supply information and answer questions.
- Joint Water Rate Study: Participated in the Joint Water Rate Study between the City and Marquette Charter Township by reviewing and supplying information, participating in conference phone calls, and attending meetings in conjunction with the City's Water Department, Township staff, and the consultants from Baker Tilly.
- Electronic Tax Payments: There are five (5) mortgage companies, banks, and financial institutions paying customer tax bills via electronic payment. The two (2) largest institutions are paying between 400 and 500 tax bills electronically.
- Check-by-Phone: City customers can now make a quasi-electronic payment on parking tickets and civil infractions, pay invoices or utility bills, and pay summer and winter taxes by calling the Treasurer's Office and requesting to pay "check-by-phone."

## **Ongoing Projects:**

- **Financial Software:** Financial Services, in conjunction with assistance from Information Technology Services, went through an extensive RFP process to replace our current Financial Management System. A Michigan vendor, BS&A Software, was selected. The City Commission has approved the selection and provided a budget of an amount not to exceed \$300,000 to convert to the new Financial Management System and upgrade other programs provided by BS&A that are currently utilized by the City. This conversion is scheduled to take place in the fiscal year 2012-2013. Significant security upgrades will also be a part of this project.
- **Over the Counter (OTC) Debit/Credit Card Acceptance:** Treasurer seminars are addressing solutions to the dilemma of municipalities accepting OTC credit card payments as more and more customers prefer using their debit/credit cards instead of cash or check.

## **Appreciation**

Within the context of the ongoing budget challenges, members of Financial Services have done an extraordinary job of “doing more with less” and are to be commended for their accomplishments during the past fiscal year and their continuing commitment to deliver exceptional service to the public, businesses, taxpayers, and City employees. In this vein, Financial Services has been recognized for its outstanding efforts in financial reporting by the Government Finance Officers Associate of the United States and Canada. The Department has received the Certificate of Achievement for Excellence in Financial Reporting for the past 26 consecutive years.

## **Contact Information**

Website: [www.mqtcty.org](http://www.mqtcty.org)

### **Address:**

City Hall  
300 W. Baraga Ave.  
Marquette, MI 49855

### **Phone:**

Finance -	228-0415
Treasury -	228-0475
Utility Billing -	228-0420

# **Fire Department**

## Marquette City Fire Department – July 2012



Shift 1 - Left to right: Captain Steve Hodgins, Lieutenant Jeff Green, Sergeant Tom Dunleavy, Engineer Brian Naze, Engineer Brian Anderson, Relief Engineer Michael Gwinn, Firefighter Jim Feliciano, Firefighter Brett Beaudry.



Shift 2 – Left to right: Captain Dan Lancour, Lieutenant John Koshorek, Sergeant Greg Guertin, Engineer Brian Talvensaari, Engineer Brian Phillips, Relief Engineer Ben Wilder, Firefighter Matt Jackson, Firefighter Kris Shirtz.



Shift 3 – Left to right: Captain Geoff Weston, Lieutenant Dean Mallos, Sergeant Ian Davis, Engineer Jeff Haile, Engineer Dan Pruner, Relief Engineer Kurt Hillier, Firefighter Kirk Vogler, Firefighter Dustin Hennessy.



# MARQUETTE FIRE DEPARTMENT

## 2011-2012 Annual Report

In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Fire Department for the 2011-2012 fiscal year.

### Fire Department Remarks

- Captain Scott Weymouth retired after 25 years and 10 months of service.
- Geoffrey Weston was promoted from Lieutenant to the position of Captain on January 16, 2012.
- John Koshorek has been promoted from Engineer to Lieutenant effective January 16, 2012
- Brian Phillips was promoted from Relief Engineer to Engineer effective January 16, 2012
- Michael Gwinn has been promoted to the position of Relief Engineer effective January 16, 2012.
- Dustin Hennessy has accepted the position of Firefighter with the City of Marquette effective February 7, 2012.
- Ms. Christina Moffett was hired as the head lifeguard, overseeing 16 lifeguards.
- Firefighter Ben Wilder was voted recipient of the Kiwanis Firefighter of the Year award. Ben was selected for his extra effort in support of the Waterfront Safety Program.

- The Department had a unique opportunity to utilize old Carey Hall, on the campus of NMU to conduct live fire training during the month of June. Taking part in live fire training was firefighter/recruit William Vajda. The recruit, Vajda, acquitted himself admirably in all phases of fire operations.
- The Department was inspected by the Insurance Services Offices on July 25, 2012. The inspection is conducted every ten years and is used to determine the public fire protection classification for the City. Results of the inspection should be delivered within six months.

### **Department of Rental Code Inspection**

- Rental Inspectors are wrapping up their third three (3) year inspection cycle. The percentage of structure fires in rental units remain in the low 40%. This number represents nearly the exact percentage of rental habitations available. Considering that the majority of our transient rental groups, college age students, are higher risk, the effectiveness of the rental code is evident.

### **Department of Waterfront Safety Remarks**

- The Fire Department was assigned complete waterfront safety program responsibility in February 2012 (Park Patrol was assigned to the Police Department). Managing this program has been challenging at times; however we continue to learn, and act upon those learning events. To date there have been seven (7) swimmer/bather rescues, all at McCarty's Cove, and there have been approximately sixty (60) interdictions of swimmers attempting to reach Picnic Rocks. We will be able to furnish more in report form for the upcoming budget request cycle.
- The lifesaving stations and the life ring poles will be stained by Adam Smith. Adam is performing this work in conjunction with his Eagle Scout project. The work will take place approximately the second week of August.

CITY OF MARQUETTE  
2011-2012 ANNUAL ACTIVITY REPORT (July - June)

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
<b>ALARMS</b>													
Fire	4	3	3	6	5	2	4	3	2	4	3	1	40
Vehicle Fire	0	0	0	1	1	0	1	0	4	2	0	0	9
Rescue/EMS	45	49	43	35	49	52	42	41	27	43	41	34	501
Scare	5	3	6	1	5	2	7	3	0	4	4	3	43
False Calls	8	11	4	4	7	1	5	4	4	7	6	10	71
Good Intent	3	3	4	2	2	2	2	2	5	4	3	8	40
Hazardous Condition	10	5	28	10	4	4	3	4	9	3	10	6	96
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0
Stand-by	0	2	1	1	0	1	0	0	0	2	3	1	11
<b>TOTAL RESPONSES</b>	<b>75</b>	<b>76</b>	<b>89</b>	<b>60</b>	<b>73</b>	<b>64</b>	<b>64</b>	<b>57</b>	<b>51</b>	<b>69</b>	<b>70</b>	<b>63</b>	<b>811</b>
<b>FIRE RELATED CALLS, SPECIFY</b>													
Residential/Homeowner	8	6	25	1	6	2	0	0	0	0	0	0	48
Rental	1	10	8	0	8	0	0	0	0	0	0	0	27
Business	13	7	10	0	9	1	0	0	0	0	0	0	40
State Facility (New 01/11)	3	5	4	0	4	1	0	0	0	0	0	0	17
								0					
<b>FIREFIGHTER INJURIES</b>													
Emergency Related	0	0	1	0	0	0	0	0	0	0	0	0	1
Other On-duty	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INJURIES</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>								
<b>CIVILIAN</b>													
Fire Injuries	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire Fatalities	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL INJURIES</b>	<b>0</b>												
<b>RENTAL CODE ENFORCEMENT</b>													
# of Structures Inspected *	0	0	0	0	0	0	0	0	0	0	0	0	0
# of Units Inspected	99	38	43	36	43	55	44	43	38	43	37	58	577
Re-inspections	11	17	15	5	13	27	6	12	13	9	11	7	146
Letters and Notices	44	38	39	33	32	51	42	36	43	41	26	28	453
Citations	3	0	2	0	0	0	0	0	0	0	0	0	5
Plan/Code Review	0	0	0	0	0	0	0	0	0	0	0	0	0
Meetings/Training	1	0	0	0	0	0	0	0	0	1	0	0	2
Public Assistance	0	0	0	0	0	0	0	0	0	0	0	0	0
Contacts	64	65	73	73	64	65	56	62	61	75	41	55	754
Miscellaneous Activities	2	0	0	0	1	2	0	0	0	3	1	0	9
<b>TOTAL</b>	<b>224</b>	<b>158</b>	<b>172</b>	<b>147</b>	<b>153</b>	<b>200</b>	<b>148</b>	<b>153</b>	<b>155</b>	<b>172</b>	<b>116</b>	<b>148</b>	<b>1946</b>
<b>FIRE PREVENTION</b>													
Daycare Class (#Students)	0	123	0	50	0	0	0	0	0	0	0	0	173
Daycare Class (Man Hrs)	0	6	0	6	0	0	0	0	0	0	0	0	12
Elementary Class (#Students)	0	0	30	347	25	0	0	0	0	60	0	0	462
Elementary Class (Man Hrs)	0	0	6	35	3	0	0	0	0	6	0	0	50
Babysitting Class (#Students)	0	0	0	0	57	56	0	0	46	0	0	0	159

CITY OF MARQUETTE  
2011-2012 ANNUAL ACTIVITY REPORT (July - June)

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
Babysitting Class (Man Hours)	0	0	0	0	1	1.5	0	0	6	0	0	0	8.5
MSSH Class (#Students)	0	0	0	0	0	0	26	0	0	0	231	0	257
MSSH Class (Man Hrs)	0	0	0	0	0	0	1	0	2	0	16	0	19
Extinguisher Trng-Reg (#Attend)	63	94	35	0	0	0	0	8	12	0	0	46	258
Extinguisher Trng-Reg (Man Hrs)	9.5	12	6	0	0	0	0	7	3	0	0	8	45.5
Extinguisher Trng-MSSH (#Students)	0	0	0	135	0	0	0	0	0	0	130	0	265
Extinguisher Trng-MSSH (Man Hrs)	0	0	0	20	0	0	0	0	0	0	21	0	41
ECI's (# Visited)	0	0	0	0	0	0	0	76	206	42	0	0	324
ECI's (Man Hrs)	0	0	0	0	0	0	0	45	84	24	0	0	153
Smoke Detectors Distributed	6	0	2	6	4	1	0	2	2	2	0	0	25
Smoke Detectors Installed	0	0	0	3	1	2	0	1	2	0	0	0	9
Smoke Detectors Checked	0	0	0	10	2	0	0	2	3	0	0	0	17
Company Computer Drawings	0	0	0	0	0	0	0	0	0	0	2	0	2
Fire Drills Attended	0	1	1	0	0	1	0	0	0	1	0	0	4
Fire Drills Man Hours	0	3	3	0	0	3	0	0	0	1	0	0	10
Juvenile Firesetter (Contacts)	0	0	0	0	0	0	0	0	2	4	0	0	6
Children's Museum Inspections	0	0	2	4	2	0	0	1	1	1	3	3	17
Station Tours (#People)	28	7	34	0	35	12	0	3	7	10	7	2	145
Station Tours (Man Hours)	4	5	6	0	5	2	0	1	2.5	1.5	1.5	1	29.5
<b>PERSONNEL TRAINING</b>													
In-House (Man Hrs)	25	4	84.5	0	8	8	70	112	91	105	44	24	575.5
Remote (Man Hrs)	17	80	37	108	1	28	45	93	34	16	196	518	1173
Specialized (Man Hrs)	16	26	151	12	37	15	12	36	0	6	16	8	335
Haz-Mat WMD (Man Hrs)	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Maintenance (Man Hrs)	22	20	14	23	47	46	18	43	17	59	30	20	359
Property Maintenance (Man Hrs)	10	1	5	13	126	52	36	15	16	83	48	24	429
Hose Testing (Man Hrs)	120	6	0	0	0	0	0	0	0	0	0	6	132
Service Testing (Man Hrs)	0	29	0	0	0	0	0	0	0	0	0	0	29
Hydrant Testing (Man Hrs)	0	30	65	0	0	0	0	0	0	0	0	0	95
Hydrant Testing (# Tested)	0	0	32	0	0	0	0	0	0	0	0	0	32
Meetings (Man Hrs)	2	2	4	4	2	0	0	0	2	6	16	1	39
<b>TOTAL (MAN HOURS)</b>	<b>212</b>	<b>198</b>	<b>360.5</b>	<b>160</b>	<b>221</b>	<b>149</b>	<b>181</b>	<b>299</b>	<b>160</b>	<b>275</b>	<b>350</b>	<b>601</b>	<b>3166.5</b>
<b>COMMUNITY SERVICE COVERAGE</b>													
On-Duty (Man Hours)	40	25.5	6	12	0	2	0	0	39	0	0	9	133.5
Off-Duty UNPaid (Man Hours)	12	0	0	0	0	0	0	0	33	0	0	15	60
<b>TOTAL (MAN HOURS)</b>	<b>52</b>	<b>25.5</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>193.5</b>
<b>MISCELLANEOUS</b>													
Car Seats Installed	8	4	6	6	3	6	1	1	2	3	6	6	52
Car Seats (Checked)	5	3	1	0	2	3	0	2	0	1	0	0	17
Fire Investigations	0	0	0	0	0	2	0	0	0	0	0	0	2
Learn Not To Burn (#Students)	0	0	0	0	80	117	0	34	72	75	42	132	552
Learn Not To Burn (Man Hrs)	0	0	0	0	6	6	0	2	4	2	2	7	29
Fire Safety House (#Students)	0	0	0	339	0	0	0	0	0	0	0	0	339
Fire Safety House (Man Hrs)	0	0	0	84	0	0	0	0	0	0	0	0	84

CITY OF MARQUETTE  
2011-2012 ANNUAL ACTIVITY REPORT (July - June)

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE	TOTAL
<b>PAUL CD ENFORCEMENT</b>													
Inspections	15	9	9	12	3	9	19	3	12	21	7	5	124
Inspection Reports	0	0	0	0	0	0	0	0	0	0	0	0	0
Re-inspections	5	8	5	7	16	11	19	15	12	5	7	6	116
Letters and Notices	18	7	6	16	6	4	11	7	8	17	17	12	129
Citations	1	0	2	0	1	0	0	0	0	0	0	0	4
Plan/Code Review	12	9	11	9	7	9	9	6	11	12	8	11	114
Meetings/Training	2	3	6	5	0	2	1	3	2	2	3	8	37
Public Assistance	1	4	1	0	0	2	0	3	1	0	1	0	13
Contacts	21	38	13	22	18	24	22	24	16	13	12	16	239
Miscellaneous Activities	57	56	34	55	36	53	47	40	41	45	42	37	543
<b>TOTAL</b>	<b>132</b>	<b>134</b>	<b>87</b>	<b>126</b>	<b>87</b>	<b>114</b>	<b>128</b>	<b>101</b>	<b>103</b>	<b>115</b>	<b>97</b>	<b>95</b>	<b>1319</b>

Loss													
Property Loss	\$0	\$17,350	\$0	\$6,500	\$311,875	\$200	\$11,223	\$0	\$4,000	\$5,000	\$0	\$0	<b>\$356,148.00</b>
Content Loss	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0.00</b>
Vehicle Loss	\$0	\$0	\$0	\$750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$750.00</b>
	\$0.00	\$17,350.00	\$0.00	\$7,250.00	\$311,875.00	\$200.00	\$11,223.00	\$0.00	\$4,000.00	\$5,000.00	\$0.00	\$0.00	<b>\$356,898.00</b>

# **Planning & Community Development**

# PLANNING & COMMUNITY DEVELOPMENT



Pictured (left to right) Front Row: Ellen Britton Appraiser, Dan Salmon Engineering Technician II/Senior Drafter, Andrea Landers Planning/Zoning Official, Dennis Stachewicz Director of Planning and Community Development, Pam Greenleaf Administrative Assistant, Amanda Forslund Assessing Assistant  
Back Row: Jim Compton Hydrology Engineer, Greg Borzick Assistant City Engineer, Matt Koss GIS/CAD Technician, Keith Whittington City Engineer, Mik Kilpela Staff Engineer, Jared Kangas Engineering Aid/Inspector, Kyle Karwowski Zoning Code Enforcement Official, David Stensaas City Planner/Zoning Administrator



## PLANNING & COMMUNITY DEVELOPMENT DEPARTMENT

### 2011-12 Annual Report

The City of Marquette Code of Ordinances per Section 2-80 "Reports and Records" requires an annual report be filed with the Manager within 60 days after the end of the fiscal year. To meet these requirements an annual report for the Community Development Department has been created for your review and submission to the City Commission, per your discretion.

#### **Personnel**

**Planning, Zoning, and Code Enforcement Division:** Four full-time employees – Director of Planning and Community Development, City Planner and Zoning Administrator, Zoning and Planning Official, and Zoning/Code Enforcement Official. One half time employee – Administrative Assistant.

#### **Planning, Zoning, Code Enforcement, and Strategic Development Division Report**

##### **Long-Range Planning Projects:**

The initiation of an update to the Community Master Plan was the primary long-range Planning project this fiscal year. Beginning in late summer of 2011, the Planning Commission began to consider the need to update the Master Plan, as well as the status of the Land Development Code (LDC) project. By the end of the calendar year the Planning Commission had decided that proceeding with the update of the Master Plan was going to become the priority for long-range planning, as the plan is the basis for the LDC project (which will update, consolidate, and replace the current zoning, sign, fence, and subdivision ordinances) and strategic development efforts.

The Community Master Plan update, being called "A Superior Vision for Marquette," was publicly kicked-off during late May 2012 with a series of three workshops that began the visioning process for planning. An opinion survey was launched in May as well, and a website was established to share information about the master plan update schedule and progress notifications. A photo contest was also launched in May as a tool for public engagement with the plan update process. The Planning Commission began review of the master plan document in May and has set a goal to be done with a draft of the updated plan by the end of the calendar year. Staff is taking the lead role in making amendments to the actual plan document.

Progress was made on the LDC during FY 2011-12. That progress was sporadic but becoming steadier toward the end of the fiscal year as the consultant and staff put more time into the project. The Planning Commission did initiate amendments to the City Zoning Ordinance to address some of the most common issues that were driving variance requests. Six zoning ordinance amendments, dealing with required yards and light manufacturing uses, were adopted into the zoning ordinance in December 2011.

## **Special Planning and Economic Development Projects:**

- Project Management for the Cliffs-Dow property site investigation and initiation of planning activities, including facilitating multiple work sessions for the City Commission, correspondence with MDEQ, and interpretation of how the site might be affected by changes to State Statute.
- Project Management for the Lakeshore Boulevard Shoreline Restoration Project.
- Implementation of software that facilitates identification and tracking of funding opportunities for City departments.
- Continued development of a “pipeline” style economic development opportunity tracking system.
- Assisted in the drafting and submission of several grant opportunities for community-wide projects.
- Successful in securing over \$158,000.00 worth of grant funding for land use planning projects (Third Street Village Planning and Lakeshore Boulevard/Cliffs-Dow).
- Continued oversight of the Safe Routes to School project grant for South Marquette.
- Provided staff support to the Downtown Development Authority in evaluation of proposals to conduct a parking study.
- Coordinated two geographic information systems intern positions that enabled the zoning map and the property inventory map and database to be updated. This will be an ongoing partnership with Northern Michigan University.
- Investigation of METRO Act payments from AT&T to the City of Marquette.
- Review and evaluation of section 80.80 of the City Zoning Ordinance (Towers).
- Appraisal evaluation and marketing of parcel two of Founders Landing (ongoing).
- Property sale request evaluation (Heartwood Forestland and parcel two of Founders Landing).
- Drafting and release of RFP for consulting assistance related to economic development planning.

## **Day-to-Day Planning Activities**

Most of the day to day activities for the Planning Division include providing oversight and assistance to the Zoning and Code Enforcement operations, as well as planning technical assistance for the review of many permit applications during the year. The City Planner acts as a staff liaison for various boards and commissions and the Planning/Zoning Official is the staff liaison for the Board of Zoning Appeals. In the past year, staff attended 24 Planning Commission meetings, 24 City Commission meetings, 12 Board of Zoning Appeals meetings, 12 Downtown Development Authority meetings, 8 MDOT US-41/M-28 Corridor Management Team Meetings, and various other community meetings.

## Zoning Permits and Applications

Processing permits and applications, whether they are to be reviewed by the Planning Commission, Board of Zoning Appeals, or administratively approved, constitutes a majority of the day-to-day activities of the Zoning and Code Enforcement Division staff. The total number of permit applications for zoning activity in FY 2011-12 increased from the two previous fiscal years for our most common permit types, as shown in the following chart. Fence permits in particular jumped last year, possibly due to latent demand during the previous year.

Permit Type	FY 2009-2010	FY 2010-2011	FY 2011-2012
HOP	4	2	0
ZCP	134	125	142
SGN	40	32	38
FNC	59	44	72
<b>Total</b>	<b>237</b>	<b>203</b>	<b>252</b>

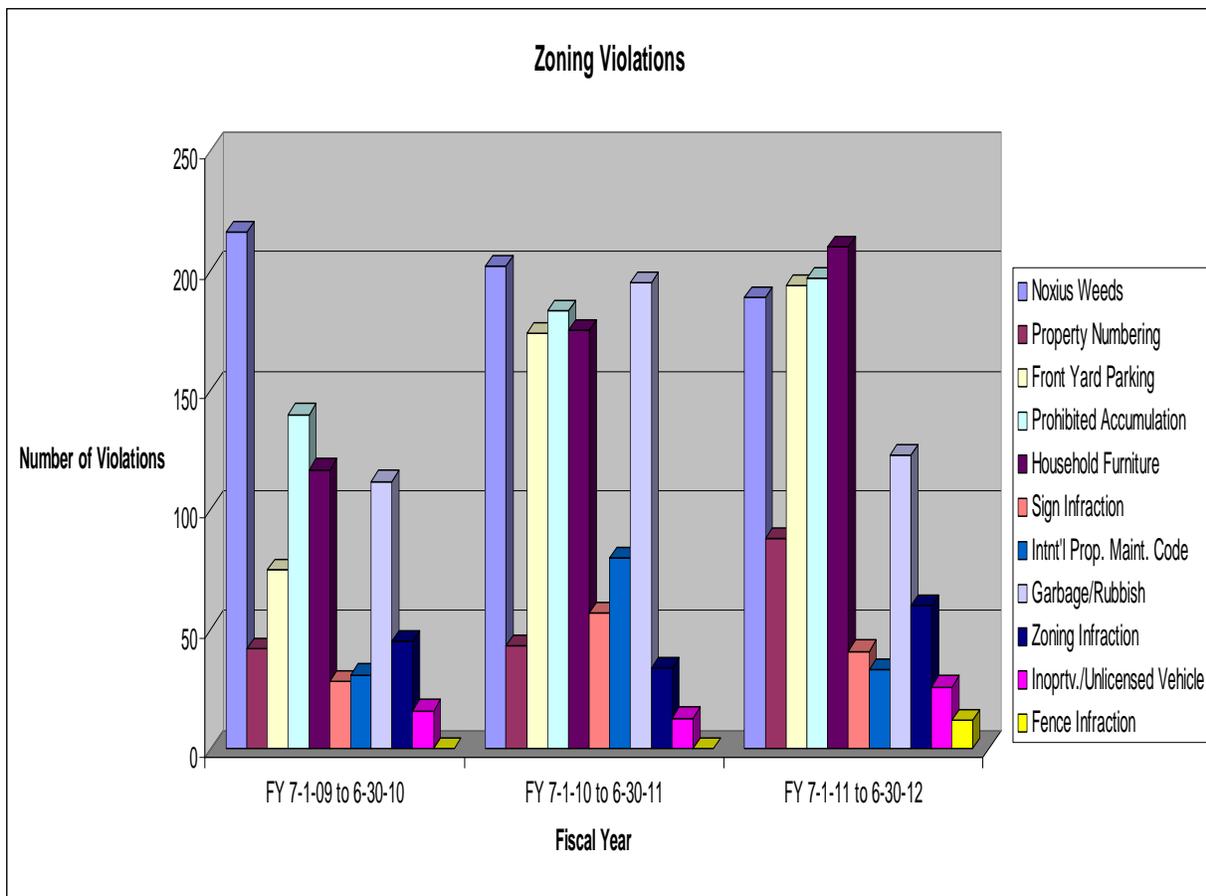
HOP- Home Office Permit                      FNC- Fence Permit  
 ZCP- Zoning Compliance Permit  
 SGN- Sign Permit

The table below shows three years of data for special applications. The number of conditional use permits (CUP), site plan review (SPR), and planned unit development (PUD) applications were higher. SPR applications were significantly up from prior years. Variances (VAR) requested were up slightly, while rezoning requests (REZ) were stable, and Class A Non-conforming requests were down from previous years. The overall increase may be due to pent-up demand during the previous years.

Permit Type	FY 2009-2010	FY 2010-2011	FY 2011-2012
VAR	36	24	26
CAN	2	2	1
CUP	4	3	6
REZ	3	2	2
SPR	11	14	22
PUD	2	4	5
<b>Total</b>	<b>58</b>	<b>49</b>	<b>62</b>

## Enforcement

The City Code of Ordinances is supported by a solid enforcement program, which in turn protects property values and provides high-quality places to reside, conduct business, and recreate. The Zoning/Code Enforcement Division is responsible for enforcement of many of the City Codes including those involving Zoning (e.g. front yard parking), Garbage and Rubbish, Household Furniture, Inoperative/Unlicensed Vehicles, the Intonation Property Maintenance Code (IPMC), Noxious Weeds, Prohibited Accumulation, Property Numbering, and Signs. The following graph shows violation recorded from the past three fiscal years.



There were 1173 total recorded violations in FY 2011-2012, up from 1152 during the previous fiscal year, and up from 822 in FY 2009-2010. There has been turnover of code enforcement staff in each of those years, but this past year has been the most stable year for staffing.

## **Engineering Division Report**

The fiscal year does not necessarily follow the sequence in which construction projects are planned, field information gathered, designed, bid, approved by the City and Planning Commissions, and then ultimately constructed. Due to the time that the fiscal year ends and our short construction season, projects approved from one fiscal year tend to overlap into the following fiscal year. That being said, this report will cover the progress of those construction projects approved for the 2011-2012 as well as the McClellan Avenue Extension project. Other areas of the Engineering Division such as the administration of our storm water fee, permitting, site plan review, and GIS system will also be discussed.

It has been another busy construction season due to the 2011-2012 fiscal year funding for capital improvement type projects and the long awaited McClellan Avenue Extension project. There is over \$1.41 million of annual maintenance type projects and over \$3.37 million in reconstruction projects in progress or soon to be. We are still seeing great savings in construction costs due to the extremely competitive nature of the bidding process and the static state of the economy. These projects will be discussed in the following sections along with those projects with unique circumstances that were either not originally planned for or were delayed due to funding mechanisms out of our control.

### **Annual Maintenance Projects:**

**Sidewalk Replacement and Repair Project:** This program is mandated by the City Ordinance. This project is anticipated to start on July 23, 2012 and will replace over 650-feet of sidewalk and construct 16 ADA ramps at a cost of approximately \$65,000.

**Sanitary Sewer Cleaning and Televising Project:** This project is proactive in determining piping that may be close to failure and require immediate repair, a candidate for root control, or a candidate for the slip lining process due to potential failure, excessive root intrusion, or infiltration. This project was completed on June 29<sup>th</sup> and included over 17,000 feet of main cleaned and televised at a cost of \$24,671.

**Sanitary Sewer Root Control Project:** This project treats roots in the most maintenance intensive areas as determined by past televising projects and with the assistance of the Department of Public Works (DPW). This project was delayed until next year due to internal reassessment on location priority and condition.

**Sanitary Sewer Slip Lining Project:** This project rehabilitates pipe in the most maintenance intensive areas as determined by past televising projects and as determined by DPW. This project is scheduled to start in August and when complete will line over 15,435 feet of main line at a cost of \$342,302.

Sanitary Sewer Lateral Replacement Project: This project replaces Orangeburg laterals that are notorious for failing due to their material make up. Most laterals replaced are in the same areas as those for the street improvement and maintenance project. This not only cuts cost but is more efficient. This project will start on July 23, 2012 and will replace approximately 66 lateral locations at an estimated cost of \$304,000.

Street Improvement and Maintenance Project: This project extends the useful service life of our street pavement structures by heavy maintenance or preventive maintenance methods. Our current method of mill and overlays for streets rated a 4 or 5 can extend the pavement life by 10-15 years. The method of crack sealing for streets rated a 6 or 7 can extend the pavement life by 3+ years. This project will start in August and provide heavy maintenance on 2.5 miles of street and provide preventive maintenance on 4.7 miles of street at an estimated cost of \$676,000. As a means to become more “sustainable” and provide a substantial savings, the City will be incorporating the use of recycled asphalt shingles into the asphalt mixture design.

### **Reconstruction/Construction Projects:**

Wilson Street Reconstruction: This project is substantially complete and consisted of the reconstruction of the street structure, curbing installation, extension of storm sewer and the replacement/upgrading of the sanitary sewer and water main from U.S. 41 to a point 550 feet south. This project came in at a bid cost of \$160,000.

Forest Park Drive Reconstruction: This project is under construction and will upgrade the street structure, place curbing where none currently exists, and replace sanitary sewer Orangeburg laterals from Wilson to Grove Street. The storm sewer system will be extended from Westland Drive to Grove Street. This project came in at a bid cost of \$482,192.

Mildred Avenue Reconstruction: This project is under construction and will upgrade the street structure. Existing curbing will remain unless replacement is warranted due to condition. The water main and sanitary sewer main are being extended from McClellan to Gray Avenue and from Elm Street to the west end cul-de-sac. Storm sewer will be extended from McClellan Avenue to West Avenue. This project came in at a bid cost of \$352,529.

McClellan Avenue Extension Project: The months of obtaining approvals from the various permitting agencies have come to fruition and this long awaited project is currently under construction. This project will extend McClellan Avenue from Fair Avenue to Wright Street. Water, sanitary sewer mains, and services have been placed to allow for future development. We have incorporated different storm water control techniques for not only water quality but as a cost savings on piping materials. Techniques such as bio swales, blind catch basins, and retention ponds have been incorporated into the construction process. An item of note was the wetland mitigation process that allowed the City to recreate two acres of the original wetlands near the Presque Isle Bog area. In addition, the stream channel for Raney Creek that had been

altered and redirected into a ditch has now placed back into its original stream channel. Traffic signals will be incorporated at the intersections of Fair Avenue and Wright Street. The total estimated cost of this project is \$1.9 million, of which \$1.16 million is grant funded.

**Garfield Avenue and Mountain Street Upgrade:** These projects are scheduled to start in August. The street structure on Garfield Street will be upgraded from Cleveland Street to the northerly dead end. The street structure on Mountain Street will be upgraded from Albion to Mesnard Street. The main reason for these projects is due to their street surface condition being rated a 3 or below and requiring only minor utility work. These projects were combined with the SIMP project to take advantage of lower unit costs due to the size of the contract and came in at a bid cost of \$248,128

**Mattson Park Sanitary Sewer Lift Station Replacement:** This project replaced the outdated and undersized sanitary sewer lift station and piping that serviced Mattson Park and the Cinder Pond Marina. This project will restore reliable service to these facilities that have experienced numerous sewer backups and pump failures over the years. This project was finished in June at a cost of \$217,000.

**Mesnard and Altamont Streets Safe Route To School Project:** This project will construct sidewalk along Altamont Street from Genesee to Mesnard and along Mesnard Street from Altamont to Tierney Street. Currently no sidewalk exists for the safe passage of school children to the Bothwell Middle School and Superior Hills Elementary School. In addition to sidewalk construction, signage and pavement markings will be installed to heighten the visual awareness of the driving public. Partnering with the City on this project is the Bothwell Middle School, Marquette County Health Department, State of Michigan, and the Marquette Board of Light and Power. The State has provided a grant in the amount of \$180,000 for this project in which most of these funds will be used for construction; other funds will be used for school safety programs and public awareness.

### **Permitting and Site Plan Review:**

Right-of-way permits ensure that activities performed in the City right-of-way are done in a manner that protects the safety and welfare of the public. Permits also ensure that utilities connected to the public system are inspected for conformance with City standards and specifications. The Engineering Division issued 258 permits during the last fiscal year totaling \$18,000.

Engineering, in cooperation with the Zoning Division of Community Development, reviews site plans to ensure above-ground structures such as driveway openings and below-ground structures such as sewer, water, and storm water utilities are planned per City standards and specifications. The Engineering Division reviewed 33 site plans during the last fiscal year. Site plan review fees are collected by the Zoning Division of Community Development.

## **Geographic Information System and Global Positioning System:**

The City of Marquette's Geographic Information System GIS/GPS program began in 1998 and provides various geographic analysis and mapping services to City departments throughout the year. The GIS/GPS program is also responsible for the daily and long-term maintenance and development of the City's GIS. Duties include: integrating, storing, editing, analyzing, sharing, gathering, and displaying information. Other duties include the training of personnel in the use of GIS/GPS.

The backbone of the City's GIS is the data or layers. The City has approximately 80 different layers, which are continually being updated. These layers include, but are not limited to sanitary mains, sanitary manholes, water mains, water valves, fire hydrants, storm mains, storm catch basins, storm manholes, parcels, easements, park benches, street signs, street centerlines, sidewalks, street ratings, fiber optic lines, building footprints, and orthophotography. The digital orthophoto is one of the most useful layers in our GIS. Digital orthophotography provides all of the visual content of a photograph while being as accurate as a map for measurements. This spring we hired Ayres Associates to produce a highly accurate orthophoto of the City. We will use the orthophoto for infrastructure mapping, property management, tax assessment, flood mapping, planning/economic development, and emergency response planning/modeling.

The main focus of the City's GIS program has been to update the City infrastructure layers. The sanitary and water main layers stand at 99% complete with new updates coming in daily. The two layers of the sanitary and water system that need further mapping are the sanitary cleanout and water shut off locations. These geographic features are being collected by DPW utilizing global positioning systems and will be complete within the next few years. The storm layer stands at 95% complete and will be completed over the next couple of years.

A top priority in the near future will be to move the City of Marquette's GIS from a desktop to an enterprise application, which will provide staff, council, and the community with a "one stop" source for municipal information. In order to manage and use location based data effectively, systems integration with enterprise GIS is needed. Implementing enterprise GIS and integrating GIS applications with other systems requires additional GIS software licensing at a substantial cost. The City of Marquette will be taking advantage of the ESRI Small Local Government Enterprise License Agreement (ELA); the City will have unlimited access to a full suite of GIS software for a flat annual rate. The ELA includes maintenance on all software, technical support, services and training during the term of the agreement. The ELA also provides software that will give the city the ability to create, manage, and distribute GIS services over the Web to support desktop, mobile, and web mapping applications.

## **Assessing Division Report**

The assessment cycle is based on December 31<sup>st</sup> being tax day. Whatever is located on a parcel as of December 31<sup>st</sup> is what is set as the value for the following calendar year.

Listed below is the change in assessed value for the different property classification types from the 2010-2011 fiscal year to the 2011-2012 fiscal year. The assessed value is 50% of the true cash value, or market value, of the property as determined by the assessor.

Property Type	2010-2011	2011-2012	% change
Commercial	\$177,890,400	\$171,901,600	0.97%
Industrial	\$100,514,900	\$103,563,200	1.03%
Residential	\$423,573,050	\$437,744,000	1.03%
Personal Property*	\$37,527,900	\$37,777,600	1.01%
TOTALS	\$739,506,250	\$750,986,400	1.02%

Listed below is the change in taxable value for the different property classification types from the 2010-2011 fiscal year to the 2011-2012 fiscal year. The taxable value is the value the calculation of each parcel property tax is based on.

Property Type	2010-2011	2011-2012	% change
Commercial	\$137,126,007	\$139,348,994	1.02%
Industrial	\$100,267,964	\$103,327,959	1.03%
Residential	\$330,425,847	\$344,238,272	1.04%
Personal Property*	\$37,527,900	\$37,777,600	1.01%
TOTALS	\$605,347,718	\$624,692,825	1.03%

\*Personal Property includes most machinery, equipment, furniture, fixtures, etc., which is utilized in business operations.

There are four properties which are currently receiving Industrial Facilities Tax (IFT) abatements. These properties are owned by Pioneer Laboratories. Two of the abatements expire on December 30, 2017 and the other two expire on December 30, 2019. Listed below are the changes in assessed and taxable valuations for fiscal years 2010-2011 and 2011-2012.

Assessed value changes:

Property Type	2010-2011	2011-2012	% change
Industrial Real	\$3,358,300	\$3,442,200	1.02%
Industrial Personal	\$2,041,900	\$1,871,700	0.92%
TOTALS	\$5,400,200	\$5,313,900	0.98%

Taxable value changes:

Property Type	2010-2011	2011-2012	% change
Industrial Real	\$3,263,190	\$3,351,295	1.03%
Industrial Personal	\$2,041,900	\$1,871,700	0.92%
TOTALS	\$5,305,090	\$5,222,995	0.98%

### **New Construction:**

There were a total of 143 parcels visited in 2011 based on permits obtained for new construction. Of the 143 parcels, 103 were residential properties and 40 were commercial properties. The calculation of new construction value resulted in an increased taxable value of \$2,009,400 for residential properties, \$2,127,000 for commercial properties and \$3,019,100 for industrial properties.

### **Board of Review:**

The Board of Review meets three times during each calendar year. The first session is held in March with the organization meeting on March 14<sup>th</sup>. The public protest sessions were on March 28<sup>th</sup> from 9:00 a.m. to noon and 1:30 p.m. to 4:30 p.m., March 29<sup>th</sup> from 1:00 p.m. to 4:00 p.m. and 6:00 p.m. to 9:00 p.m.

The second and third sessions of the Board of Review meet in July and December, respectively. These sessions are for the appeals of Principal Residence Exemption (PRE) Affidavits or Qualified Agricultural Property, correcting of clerical errors and mutual mistakes of fact, and appeals for poverty exemptions. There are no public protests of value permitted by law at either of these sessions. The July Board of Review met on July 9<sup>th</sup> at 9:00 a.m. the December Board of Review met on December 13<sup>th</sup> at 9:00 a.m.

### **Reappraisal:**

The reappraisal cycle runs on a calendar year. Field work begins as soon as the weather allows staff to view a property from the front and rear without obstruction. In 2011 approximately 909 parcels were viewed which comprised two Economic Condition Factor (ECF) neighborhoods. Economic Condition Factor neighborhoods are areas broken down based on like types of construction, density, age and location. The two neighborhoods viewed were the Southeast neighborhood which has 790 parcels and the Historic neighborhood which has 119. The viewing of these neighborhoods resulted in a discovered value of \$147,402, or an additional tax of \$4,891.84.

## Property Classifications

The following assessment classifications make up the City of Marquette. Prior year is listed in parenthesis.

- » 5 DNR agricultural properties (5)
- » 541 commercial improved properties (538)
- » 78 commercial vacant properties (79)
- » 6 industrial improved properties (6)
- » 5 industrial vacant properties (5)
- » 1 residential land bank PA 260 property (0)
- » 5,088 residential improved properties (5,073)
- » 228 residential vacant properties (238)
- » 20 residential buildings on leased land (2)
- » 7 commercial buildings on leased land (7)
- » 1,377 commercial personal properties (1,345)
- » 2 industrial personal properties (1)
- » 5 utility personal properties (5)
- » 6 federal exempt properties (6)
- » 31 state exempt properties (31)
- » 159 county or city exempt properties (162)
- » 64 public school & college exempt properties (64)
- » 77 other real exempt properties (77)
- » 35 personal exempt properties (25)
- » 48 religious exempt properties (48)
- » 5 non-profit education exempt properties (5)

This listing represents 7,788 total parcels. There are 7,363 taxable parcels and 425 tax exempt parcels. The tax exempt parcels represent about 5.46% of the total. However, the acreage parcel size of the tax exempt properties is approximately 53% of the total area within the City of Marquette.

# **Police Department**

# Police Department



**New K9 "Scud"**



**New K9 "Frodo"**





# Police Department



In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Marquette City Police Department for the 2011-12 fiscal year. The following are points of interest and highlights for the past fiscal year 2011-2012.

- K9 Nero was “retired” in May due to health issues after eight years of service. Nero and K9 Handler Sgt Mathias Munger served together as the first Marquette City Police Dept. K9 Unit.

Due to the extraordinary success of the K9 program, a fundraising campaign was initiated to replace Nero and add a second K9 Unit to the Marquette City Police Department. Over \$48,000.00 was raised through donations to replace Nero and purchase a second K9.

Sgt Munger and Officer Todd Collins were selected as the two K9 handlers and spent over five weeks training with the newest additions to the Marquette Police Department, two-year-old Dutch Shepard, “Frodo,” and one and one-half-year-old Belgium Malanois, “Scud.” We look forward to many years of service from these new additions.

As for Nero, he is enjoying retired life. He spends his days lounging around the station and takes occasional rides “on patrol” with various officers.

- Chief Angeli and Captain Rieboldt attended the Michigan Associations of Chiefs of Police Conference in Grand Rapids, Michigan. Both Chief Angeli and Captain Rieboldt attended breakout sessions dealing with issues such as bath salts and meth lab disposal issues.
- Captain Rieboldt and Sgt Ryan Grim attended the Michigan Traffic Safety Summit in East Lansing, Michigan. Breakout sessions dealt with issues associated with traffic safety throughout Michigan. Sgt Ryan Grim also attended a DNR Snowmobile Grant Conference in Gaylord, Michigan.
- Chief Angeli, Captain Warchock, Lt Wuori, Lt Laurila and Det/Lt Wasie attended the U.P. Law Enforcement Administrators Conference held in Escanaba, Michigan. This conference allows U.P. Law Enforcement the opportunity to discuss issues and crimes pertaining to U.P. communities.
- The department investigated a criminal sexual conduct case which led to the arrest of Elysha Metivier, 19, of Marquette. The investigation revealed that Metivier had sexual contact with a 13-year-old boy. Metivier met the victim through the Big Brothers Big Sisters program which the victim and Metivier's husband participated in. The husband was away on active duty when the sexual assaults occurred. Metivier was charged with Criminal Sexual Conduct in the 1<sup>st</sup> degree.

- On September 21, 2011 the department investigated the homicide of John Bradbury. At approximately 2:00 a.m., officers responded to 1005 W. Ridge Street on the report of a shooting. Upon arrival, Bradbury was found lying in the hallway with a gunshot wound to his chest. Through investigation, it was determined that Tyler Wolf was the prime suspect. After additional interviews and searching, Wolf was located hiding in a car in the vicinity of the crime scene. Wolf eventually confessed to his involvement and is serving a lengthy prison sentence. Wolf's girlfriend, who was also shot during the incident, suffered a serious wound to her leg but recovered from her injuries. The incident occurred over a suspected drug disagreement involving meth.
- The department became involved in the investigation into a breaking and entering of a hunt club located in central Wisconsin. During the break-in, numerous weapons had been stolen from the club along with cash and a vehicle. Wisconsin detectives alerted Marquette officers to the possible presence of the suspects in the Marquette area. Detectives identified a suspect vehicle the wanted individuals were operating. The vehicle was located, but upon seeing the police a chase ensued that reached speeds of 100 plus miles per hour. The vehicle finally was stopped in Southern Marquette County. One suspect was arrested and the other fled. Eventually all three defendants were found and turned over to Wisconsin authorities. Also turned over to authorities were some of the weapons that had been stolen from the hunt club.
- The department investigated a drive by shooting that occurred in the 500 block of Center Street on January 22 at approximately 3:20 a.m. Officers learned that a red Dodge pickup had driven by the residence that was occupied by two male individuals and had fired a shotgun at the residence breaking the window. The victim in the incident and his friend had an argument with the suspects earlier in the night over the phone regarding a girl. Through interviews, Phillip Swanson and Dylan Olli were established as suspects. Later that night, patrol officers located the suspects' truck in South Marquette and both subjects were taken in custody and charged with numerous felony crimes.
- A lengthy investigation into the distribution of synthetic drugs resulted in the execution of a search warrant on the Backroom/Obsessions business located at 215 S. Front Street in December of 2011. The investigation, conducted by UPSET and MPD, revealed that the owner of the business, Mike Jestila, was selling synthetic drugs from his business to numerous individuals. The department had seen the unprecedented explosion of synthetic drug use starting in January of 2011 and believed that the Backroom was the main source for the drug. The investigation resulted in the arrest of Mr. Jestila, the forfeiture of his building, and the closure of the business. Mr. Jestila pled guilty to reduced charges with the stipulation that he is never to do business in Marquette County again.
- Detective Lieutenant Mike Wasie attended the following training seminars: Legal Update, Explosive Response Training, and Active Shooting Training.

- Detective Sergeant Mike Kohler attended the following training seminars: Criminal Intelligence Systems Operating Policies Training, Advanced Topics in Using Social Networks as an Investigative Tool, U.S. Department of Justice F.B.I. Interview and Interrogation, and Active Shooting Training.
- Detective Sergeant Doug Heslip attended the following training seminars: U.S. Department of Justice F.B.I. Interview and Interrogation, Using Social Networks as an Investigative Tool, and Medical Legal Investigation of Death.
- Detective Sergeant Steve Snowaert was assigned to the F.B.I. Cyber Crime Unit in July of last year. Steve has worked on several cases with the F.B.I. during this past year and has been sent to several training seminars which included: Secret Service Computer Training, Child Interview Techniques, Microsoft Investigative Training, and Using Social Networks as an Investigative Tool. Steve has also been able to assist other agencies in the area and continues to gain knowledge and resources for working on departmental case assignments.
- Dispatcher Pat Fowler attended the 2011 Sex Offender Registry and Enforcement Training held at the Holiday Inn of Marquette.
- On July 26, 2011 a triennial audit of the department's Michigan Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) was conducted by Michigan State Police Auditor, Ann Vogel. The audit consisted of a review of agency procedures for compliance with LEIN and NCIC regulation, an examination of selected LEIN and NCIC records, and a review of the agency's information and personnel security.
- On August 16, 2011 and May 22, 2012, Dispatcher Fowler attended the LEIN TAC Basic refresher course.
- On May 24, 2012, a follow-up audit was conducted to assess compliance with LEIN/NCIC policies and regulations.
- Clerk Barb Grutt and Stenographer Yvonne Bonsall were audited by Monica Jenkins of the Michigan State Police Crime Reporting Section. We passed the audit and were advised by Ms. Jenkins that reporting was within the top 10 agencies for the state in accuracy.
- Officers participated in an active shooter training exercise held at the Marquette Senior High School. Officers were taught the proper response to an active shooter situation and were taught proper entrance and search techniques for this type of incident. Plans are in place to annually train for this type of incident in all Marquette Schools.

<b>ARRESTS</b>			
<b>ARREST TYPE</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Accidents/Fail to Report	21	27	13
Assault	30	34	44
Assault Domestic	44	68	60
Bond Violation	28	36	15
Breaking & Entering	13	8	10
Check Violations	11	15	17
Criminal Sexual Conduct	8	7	5
Disorderly Conduct/Drunk	21	32	35
Drugs	49	57	79
Embezzlement	0	5	3
Fleeing & Eluding	3	2	3
Fraud	24	12	7
Homicide	0	0	1
Illegal Entry	9	10	21
Juvenile Runaways	27	28	19
Kidnapping	0	1	0
Larceny	14	26	32
Liquor Violations	18	13	13
Littering	10	4	1
Malicious Destruction of Property	17	22	26
Obscene Conduct	3	5	8
Operate Without Insurance	28	34	35
Operators License Violations	128	116	109
Operating While Intoxicated	113	107	83
Probation/Parole Violations	28	15	18
Receive & Conceal Stolen Property	6	7	3
Resisting & Obstructing	20	30	18
Retail Fraud	32	19	26
Stalking	4	6	2
Trespass	22	20	16
Unlawfully Drive Away Automobile	2	0	4
Warrant Arrests	186	256	208
Weapon Violations	3	5	12
<b>TOTALS:</b>	<b>922</b>	<b>1027</b>	<b>946</b>

## CALLS FOR SERVICE

CALL TYPE	2009/10	2010/11	2011/12
Accidents (all types)	1085	1087	1032
Alarms (false)	176	200	181
Arson	1	3	1
Assaults	186	170	145
Assaults Domestic	180	203	189
Assistance	1853	2172	2087
Breaking & Entering	73	66	68
Civil Disputes	33	29	37
Conservation Violations	65	67	60
Criminal Sexual Conduct	16	35	39
Disorderly Conduct	599	748	907
Drugs	95	140	169
Drunkenness	214	319	361
Embezzlement	3	2	5
Family Offense	37	50	52
Forgery	8	6	5
General	1222	1091	935
Fire	10	15	8
Fraud (all types)	116	107	88
Hazardous Conditions	28	33	44
Health and Safety	879	775	856
Homicide	0	0	1
Illegal Entry	28	23	22
Inspections (all types)	234	747	982
Juvenile	13	20	41
Kidnapping	1	0	1
K9 Search	67	74	72
Larceny (all types)	473	539	483
Liquor Violations	174	155	99
Lost and Found	564	551	576
Malicious Destruction of Property	285	229	285
Mental	71	74	104
Missing Person	14	17	12
Natural Death	10	14	14
Obstruct Justice/Police	338	407	317
Operating While Intoxicated	113	107	89
Parking	912	996	918
Public Peace	517	340	261
Runaways	49	43	40
Retail Fraud	80	80	56
Robbery	0	3	0
Sex Offenses	6	8	7
Stalking/Intimidation	53	66	73
Suicide	3	2	1
Suicide Attempts	55	72	53
Suspicious	564	634	665
Traffic	509	510	602
Trespass	106	128	135
Unlawfully Drive Away Automobile	20	26	21
Weapons Violations	18	15	12
<b>TOTALS:</b>	<b>12,156</b>	<b>13,198</b>	<b>13,212</b>

<b>INCIDENT REPORTS</b>			
<b>INCIDENT TYPE</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Accidents (all types)	1040	1030	978
Arson	1	2	1
Assaults	74	73	69
Assaults Domestic	109	127	106
Breaking & Entering	59	53	55
Criminal Sexual Conduct	18	26	42
Drugs	57	74	77
Drug Overdose	3	9	8
Embezzlement	2	3	4
Family Offenses	13	23	12
Fire	5	8	3
Fraud (all types)	100	83	92
Health/Safety	150	131	149
Homicide	0	0	1
Illegal Entry	15	11	11
Larceny (all types)	337	352	337
Liquor Violations	146	71	75
Lost and Found	170	199	232
Malicious Destruction of Property	170	152	165
Mental	18	25	31
Missing Person	3	0	2
Natural Death	9	12	11
Obstruct Justice/Police	198	269	203
Operating Under Influence	111	101	77
Parking	106	70	54
Public Peace	150	136	162
Runaway	28	32	26
Retail Fraud	38	29	28
Robbery	1	4	6
Search (K9)	68	71	66
Sex Offenses	3	4	2
Stalking/Intimidation	23	27	20
Suicide	2	1	2
Suicide Attempts	13	30	18
Suspicious	23	24	24
Traffic	154	186	155
Trespass	20	17	13
UDAA	10	12	11
Weapons Violations	8	7	8
<b>TOTALS:</b>	<b>3455</b>	<b>3484</b>	<b>3336</b>

<b>ANIMAL CONTROL</b>			
<b>VIOLATION</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Cat at Large	20	8	10
Unlicensed Cat	7	1	0
Dog at Large	67	84	72
Barking Dog	11	12	22
Unlicensed Dog	24	14	10
Trapped Animals	47	35	65
<b>TOTALS:</b>	<b>176</b>	<b>154</b>	<b>179</b>

<b>TRAFFIC CITATIONS</b>			
<b>TICKET TYPE</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Accidents (failed to report)	11	13	11
Careless/Reckless Driving	25	35	20
Defective Equipment	181	262	330
Suspended License	76	66	87
Failed to Yield Right of Way	55	46	63
Improper Lane/Turn	75	76	225
Insurance Violations	421	508	465
Loud Noise/Music	161	165	184
Minor In Possession of Alcohol	156	152	123
Minor In Possession of Tobacco	32	27	15
Operator License Violations	245	241	186
Other Hazardous Violations	23	31	73
Other Non-Hazardous Violations	41	24	74
Operating Under the Influence	110	102	77
Registration Violations	273	323	380
Seatbelt Violations	203	195	166
School Bus Violations	7	1	2
Skateboard Violations	19	14	8
Speed	616	557	825
Stop Light/Sign Violations	160	128	217
<b>TOTALS:</b>	<b>2890</b>	<b>2966</b>	<b>3531</b>

<b>PARKING CITATIONS</b>			
<b>VIOLATION</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>
Contrary to Post	141	43	79
Expired Meter	1165	1013	1060
Fail to Display Permit	27	23	25
Handicap Zone	140	108	108
Improper Parking	207	182	198
Left Side of Street	132	110	127
Loading Zone	116	145	93
Obstructing Sidewalk	324	211	139
Over 2 Hour Limit	2396	2658	1992
Parked 7 a.m.- 3 a.m.	170	220	180
Parked in Alley	7	0	0
Private Property	436	340	351
Restricted Zone	644	696	522
Right of Way	28	13	4
Temp Sign Zone	4	12	21
Too Close to Crosswalk	17	4	6
Too Close to Driveway	99	108	112
Too Close to Hydrant	95	88	59
Winter Parking Ban	1717	1453	1153
<b>TOTALS:</b>	<b>7865</b>	<b>7427</b>	<b>6229</b>

## 2011-2012 Police School Liaison Annual Report

The 2011-2012 Youth Services Officer (YSO) Annual Report is presented for your consideration. The YSO is only available to the schools when minimum staff levels are met at the Marquette Police Department. The Marquette School District consists of four elementary schools, one middle school, two alternative schools and one high school. Also in Marquette are two private schools. Occasionally, we will serve Northstar Academy grades K-12. The total number of students in the Marquette area (public, private and alternative schools) is 3,623.

The YSO is in attendance at home football games, dances, assemblies, and graduation ceremonies. Attendance at these events serves two purposes: first, as security, and second is the relationship building between the police, community, teachers, school administrators, and students.

### COMPLAINT ACTIVITY

	2009-10	2010-11	2011-12
Criminal Sexual Conduct	3	3	3
Assault	7	10	14
Stalking / Intimidation	9	12	8
Domestic Violence	1	0	2
Breaking & Entering	0	0	0
Illegal Entry	0	0	2
Larceny Motor Vehicle Parts	0	0	0
Larceny in a Building	3	11	16
Larceny from Motor Vehicle	2	0	2
Larceny Other	4	1	7
Malicious Destruction of Property	3	6	10
Trespass	4	6	12
Suspicious Situations	11	8	2
Violation of MI Public Health Code (Drugs)	12	13	13
Alcohol Violations	1	1	2
Runaways	3	3	5
Fraud	2	1	0
Weapons	2	0	2
Embezzlement	1	0	0
Hit & Run Accidents	7	0	3
Accident Other	7	15	7
Family Abuse	3	1	3
Family Abuse Other	0	0	3
Public Peace	0	0	2
Obstructing Justice	2	1	0
General/Assistance	93	75	315
Minor in Possession of Tobacco	27	30	23
Traffic Violations	31	10	18
Alarms	17	12	26
Parking Citations	169	160	163

# **Public Works**

# Department of Public Works



*Park Cemetery's "second" pond--the largest of the three ponds and located at the center of the facility--was drained, "mucked out", and refilled in the fall of 2011. Over 800 cubic yards of accumulated organic material was removed in the effort.*

*The Fire Departments front line fire truck is being towed in by the Motor Pool Division with engine failure. One of the local tow companies wanted \$1500.00 to tow this unit four city blocks. The Motor Pool Division was able to perform this task for under \$300.00, saving the City \$1200.00.*



*Catch Basin Cleaning*



*Root Cutting*



## **PUBLIC WORKS 2011-12 ANNUAL REPORT**

*In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Department of Public Works for the 2011-2012 fiscal year.*

### **Water Transmission & Distribution**

To better protect the integrity of the water distribution system for our customers we implemented hydrant meters that have a reduced pressure zone (RPZ) backflow device incorporated in the meter that attaches to the hydrant. The RPZ prevents contaminants from tankers or other sources from being sucked back into the distribution network in the event of a loss of system pressure or a tank having more pressure than our system. We now require the request be made to a specific hydrant location and water distribution personnel install the hydrant and lock it at the requested location. The program has also helped eliminate possible damage to hydrants from untrained operators.

During the annual sewer lateral and point repair contract, we have been replacing failing/leaking galvanized water services when they are located in the same trench with the replaced orangeburg sewer laterals. The inclusion of water service replacements in the same trenches as the sewer laterals has greatly reduced the costs involved in these replacements. With the replacement of the older galvanized water services in these areas we hope to minimize potential repair work needed in the short term.

We continue to test our large meters by contract to outside vendors. This ensures that our large users and the City of Marquette are benefiting from accurately metered water consumption. Additionally we are required by contract to yearly test the meters delivering water to Marquette Township by an independent certified testing service. Completion of this year's testing found ten (10) of the thirty four (34) large meters tested not meeting the American Water Works Association (AWWA) Specification. Nine (9) of the failed meters were repaired with one (1) being replaced.

On the residential meter side, the City began implementation of the new electromagnetic meter program. The new meters will increase the City's ability to register low flows which the current positive displacement meters fail to detect. The new program uses a twenty year replacement cycle instead of a ten year test/replacement cycle. About 150 of the new meters are in service.

To ensure water quality to our customers, maintenance crews changed out water on the dead end portions of the system. Annually 150,000 gallons are used to accomplish the desired results of ensuring water quality. To document system performance we include sampling of these areas to facilitate possible frequency increase if warranted. Approximately another 950,000 gallons were used to flush through a third of the water distribution network to clean our mains. Our annual goal of one third of the total distribution system was met this year.

A project was completed this past year to improve the existing irrigation system on the soccer fields at Kaufman Sports Complex. The shallow well that supplied irrigation water was abandoned because of water hardness of the well supply. This was causing premature failure of the pump and zone valves requiring extensive maintenance. The supply was connected to the existing water main that runs through this facility. This project will benefit both the maintenance requirements to the irrigation system and also greatly improve the water quality being delivered to residents at Island Beach.

- Water main repairs – 6
- Water service line repairs – 7
- Water service line replacements – 35
- Residential meter change-out – 150
- Total cross connection accounts – 691\*
- High hazard accounts (reinspected every 36 months) – 552\*
- Low hazard accounts (reinspected every 72 months) – 139\*
- New cross connection accounts – 48\*
- High hazard reinspections completed – 184\*
- Low hazard reinspections completed – 23\*
- Cross connections found to exist during inspection – 20\*
- Cross connections corrected of the newly found connections – 14\*
- Cross connections corrective action in progress – 6\*
- Backflow prevention devices in system – 902\*
- Backflow devices tested – 363\*
- Large meters tested – 34
- Large meters not meeting AWWA specifications – 10

\* Statistics are calendar year due to the time frame that is required by the Michigan Department of Natural Resources and Environment for the Water Supply Cross Connection Report that is due yearly.

### **Street Division**

The street maintenance division of Public Works remained busy with restorations from the large number of sewer lateral replacements done during the year. Most of these required not only bituminous street paving but concrete curbing, sidewalk and sometimes driveway replacement. Our brush, yard waste, leaf collections, and the operation of the compost and rubbish site are still well liked by most residents. The volume of materials collected for disposal and recycled continues to increase. The upcoming year will be the final year of the current three year solid waste contract.

2011 marks the 19<sup>th</sup> consecutive year the City of Marquette has been awarded the “Excellence in Salt Storage Award” by the Salt Institute.

### **Street Statistics**

- Local Street Mileage – 58.75
- Non-Motorized Mileage (Bikepath) – 17.6
- Major Street Mileage – 30.95
- State Trunkline Mileage – 1.95

### **Routine Maintenance**

- Gallons of paint for pavement marking (Local Streets) – 40
- Gallons of paint for pavement marking (Major Streets) – 380
- Tons of blacktop used for sewer restorations (Local Streets) – 1,367
- Tons of blacktop used for sewer restorations (Major Streets) – 63
- Tons of blacktop used for water restorations (Local Streets) – 89
- Tons of blacktop used for water restorations (Major Streets) – 11
- Tons of blacktop used for stormwater restorations (Local Streets) – 38
- Tons of blacktop used for stormwater restorations (Major Streets) – 28
- Tons of blacktop used for street repair (Local Streets) – 49
- Tons of blacktop used for street repair (Major Streets) – 36

### **Winter Maintenance**

- Cubic yards of snow removed (Local Streets) – 6,000
- Cubic yards of snow removed (Major Streets) – 9,000
- Tons of salt used for ice control (Local Streets) – 750
- Tons of salt used for ice control (Major Streets) – 1,100
- Tons of salt used for ice control (State Trunkline) - 112
- Cubic yards of sand used for ice control (Local Streets) – 1,850
- Cubic yards of sand used for ice control (Major Streets) – 3,000
- Gallons of liquid calcium chloride used for ice control (Local Streets) – 0
- Gallons of liquid calcium chloride used for ice control (Major Streets) – 0

### **Sanitation**

- Collection from approximately 6,100 residential units, 100 small commercial and one dozen litter barrels throughout the City.
- Curbside contract service collection fee - \$7.76
- Other contract service collection fee - \$1.10
- City service collection fee - \$4.69
- Vehicles at Compost Site – Leaves/Grass – 6,838
- Vehicles at Compost Site – Brush – 2,827
- Vehicles at Rubbish Drop-Off Site – 5,584
- Tons of rubbish collected – 709
- Tons of metal collected – 69
- Cubic yards of leaves collected curbside – 9,000
- Cubic yards of brush collected curbside – 900
- Cubic yards of yard waste collected curbside – 6,000
- Estimated tons hauled directly to the Marquette County Landfill – 9,060

### **Sewer Division**

The sewer maintenance department focuses largely on sewer system cleaning and repairs for the sanitary and storm sewer systems.

The total replacement of sanitary sewer laterals for houses and businesses from the right of way to the sewer main is a large part of the department excavations due to the orangeburg sewer pipe that is failing at a rapid rate. Partial replacement of sewer main pipes and structures such as manholes and catch basins on the sanitary and storm systems rounds out the excavation portion of the department's maintenance work.

Routine cleaning work that is scheduled annually in the department includes sanitary and storm main cleaning, which includes the removal of roots and grease, manhole and drainage structure cleaning, removing sediment and trash from ditches and retention basins.

Inspecting and locating services performed by the department includes televising of sanitary sewer laterals for residents as well as for engineering SIMP projects to determine condition and location of pipes and locating utilities such as water distribution pipes, sanitary sewer pipes, storm sewer pipes, and electrical lines for the Miss Dig system.

Preventative maintenance includes identifying locations in the sanitary sewer system with repeated problems for root control treatment contract, televising contract to check condition of sewer mains, the slip line contract to replace severely damaged pipe, and working with residents with sanitary sewer back-up problems to find the cause and location of problem and assist them with the proper solution.

Training consists of confined space training and atmosphere testing along with rescue training in conjunction with the fire department, trenching and shoring, proper lifting procedures, working around electrical and utilities, working around heavy equipment, personal protection equipment, MSDS, Hazwoper training, blood borne pathogens, etc.

### **Sewer Operations Maintenance**

- Sewer backups responded to – 32 (5 due to issues in the City system)
- Sewer laterals televised – 81
- Sewer main repairs – 32
- Jet rodding (linear feet of sewer) – 90,193
- Root cutting (linear feet of sewer) – 124,822
- Sanitary Sewer Overflows (SSO) – 0
- Grease trap inspections – 129

### **Sewer Capital Outlay**

- Sewer lateral taps – 5
- Sewer lateral replacements – 69
- Manhole repairs – 5

### **Stormwater Routine Maintenance**

- Catch basin repair – 50
- Catch basin replacement – 2
- Storm point repairs – 5
- Storm line thawing – 1

## **Forestry Division**

### **PLANTING**

#### **In-house**

In-house planting efforts by the Arborist and Forestry Crew included the following:

- Two Winter King Hawthorns and one Serbian Spruce were planted within the South Front Street roundabout as the City's 2011 Arbor Day observance planting.

- Two Blue Point Junipers and one Scarlet Oak were planted along the Mattson Park bike path in a continuing effort to both diversify the species composition of our urban forest and develop this area as an arboretum.
- Two White Spruces and one White Pine were planted at the Kaufman Sports Complex sign as an initiation of the site’s eventual landscaping. Two ash trees were also transplanted to the site from their previous locations on West Spring Street, where they conflicted with the MarqTran building construction.
- One hundred and eleven small evergreen trees were planted at various locations within Park Cemetery in screening, windbreak and reforestation efforts. These trees were salvaged from the Tourist Park’s Dead River basin in 2008, potted, maintained and stored behind the Municipal Service Center until ready for this season’s transplanting.

**Contractual**

The vast majority of street-side and park tree planting is administered by the Arborist and accomplished contractually. Seventy two street trees were planted by KLM Landscape of downstate Washington, Michigan, and Coryell Nursery of Munising planted 11 trees comprised of native hardwood species in the day-use picnic areas of Presque Isle Park.

**SPECIAL PROJECTS**

The City Arborist routinely addresses school, church and civic groups. Among the groups addressed this year were: the Philanthropic Educational Organization (PEO) Annual Friendship Dinner, and the Marquette Beautification and Restoration Committee’s September luncheon-- with presentations concerning urban forestry and, specifically, the City of Marquette’s tree care efforts.

When the Arborist started with the City twenty four years ago, Mattson Park consisted of a grassy field with nine trees; today, the park is home to over 180 trees. While promoting a park-like feel has always been the primary focus of these forestation efforts, the site has also acted as a proving ground in the effort to diversify the species composition of our urban forest. Sixteen tree species have first been introduced to Marquette via plantings along the park’s bike path.

**Forestry Statistics**

- |                                |                            |
|--------------------------------|----------------------------|
| • In-house tree planting – 121 | • Large tree pruning – 172 |
| • In-house transplanting – 2   | • Tree removal – 287       |
| • Contractual – 83             | • Stump grinding – 77      |
| • Small tree pruning – 119     |                            |

**Park Cemetery**

The cemetery’s “second pond” which is the larger centrally located pond, rimmed by mausoleums, was drained and cleaned of accumulated organic debris. Water quality in the facility’s three ponds is typically quite low, with associated odor and unsightliness issues.

Routine pond draining and cleaning is now scheduled and efforts are underway to pursue aeration devices for the two most visible ponds.

With the assistance of street and park division personnel, a cemetery office, complete with vault and restroom, was established in a bay of the facility's garage. Office space, mechanical room, restroom, and vault walls were framed, insulated, dry walled, and painted. Contractors performed the required electrical and mechanical installs, while Water Division personnel plumbed the facility and the Parks Division carpenter installed doors and wood trim.

### **Cemetery Statistics**

- Traditional Burial – 30
- Cremains Burial – 44
- Columbarium Burial – 5
- Grave Space Sale – 35
- Cremains Space Sale – 1
- Columbarium Sale – 6
- Infant Space Sale – 0
- Infant Burial – 0
- Vault Storage – 0
- Foundations – 60
- Perpetual Care Collection – 0

### **Motor Vehicle Equipment Division**

We have implemented a “Fleet Maintenance” program which integrates with our fueling software program, Phoenix. We have developed a maintenance due report that runs every other shift. This report determines any future service needed. At the end of every shift, vehicle fuel tanks are filled at the Municipal Service Center fuel depot. The operator enters the mileage or hours used. Every 48 hours a file is converted from Phoenix to Fleet Maintenance. From this data, a report is generated that indicates which vehicles are due for service. Maintenance work is then scheduled accordingly. This process has had a positive effect on the department. It saves on labor cost by eliminating the need for an employee to manually look at each piece of equipment. It also prevents equipment from going into an “over due” maintenance status. Timely vehicle maintenance is crucial, as it prolongs the life of expensive equipment. By being proactive in vehicle repair and maintenance, there has been a substantial decrease in equipment failure, thus decreasing vehicle downtime.

During the off season all of the plows come into the service garage. Each plow goes through a complete safety inspection and evaluation, all fluids and filters are replaced, and oil samples are taken. They are sent to an independent lab and oil reports are sent back to the City where they are analyzed for premature failure and over all driveline component condition. Any needed repairs and suggestions by operators are made at this time to reduce down time during the busy winter months. The main goal of the Motor Pool Division is to have its fleet ready for any crisis that may arise with very little or no downtime.

### **Equipment**

- Small Equipment – 157
- Sedan/Pickups – 89
- Large Equipment – 113

### **Maintenance**

- Tune Up – 70
- Brakes – 40
- Suspension Work – 44
- Drive Train – 7
- Engine Work – 6
- Oil Changes – 345
- Restoration Work (average restoration takes 120 hrs) – 4
- Equipment Painting – 2
- Snow Plow Under Body Changes – 78
- Schedule Maintenance (above and beyond just oil change) – 160
- New Equipment Outfitted – 6

### **Fuel Usage**

- Waste Water Treatment Plant – 2,054 gallons
- Marquette Housing – 1,315 gallons
- Downtown Development Authority (DDA) – 1,981 gallons
- Lakeview Arena – 1,894 gallons
- Motor Pool – 98,680 gallons
- Marquette Area Public Schools (MAPS) – 43,486
- AMCAB – 5,036 gallons
- Powell Township – 4,400 gallons
- Peter White Public Library (PWPL) – 44 gallons

## **Facility Maintenance Division**

The main goal for the department during the FY 11-12 was to complete all remaining capital improvement projects that had been approved in the previous two fiscal years. This included finishing the bonded Lakeview Arena work.

City Hall and the Lakeview Arena benefited from a majority of this year's work through the completion of several capital improvement projects. Many of these projects were driven by the need to reduce the City's energy consumption. The most notable energy reduction projects involve the replacement of Metal Halide lighting with energy efficient T8 fluorescent lighting. City personnel continue to look for ways to reduce the City's electrical and gas consumption through the use of preventative maintenance and monthly energy audits.

The following list highlights some of the major projects and accomplishments that were either completed in the fiscal year or are near completion.

- Lakeview Lighting Upgrade – One hundred and ninety two Metal Halide fixtures were replaced with high bay fluorescents over both ice surfaces. We anticipate 25% reduction in electrical usage. The project was completed by replacing hallway and locker room lighting.
- City Hall Fire Alarm Project – A new modern ADA compliant fire alarm system was deployed.
- Lakeview Scoreboard – New LED scoreboard to be installed in Russell.
- Parking Lot Sealing – City Hall and the MSC received seal coating.
- Baraga Gym Lighting Project – 18 Metal Halide fixtures to be replaced with high bay fluorescents. System included occupancy sensors and a programmable lighting control panel.

- Lakeview Arena Munters Unit - Dehumidification unit at Lakeview Arena was configured incorrectly since installation. Controller, motor overloads, and sensor errors were corrected and unit now functions 100%.
- MIOSHA visit – The City facilities received an unannounced MIOSHA inspection. Most of the hazards that were identified during the MIOSHA pre assessment at the Municipal Service Center (MSC), City Hall, Fire Departments, Lakeview Arena, Wastewater, Water Filtration, and Water Distribution Stations were corrected. The City is still waiting for the final report from MIOSHA.
- City Hall HVAC System – New circulation pumps were purchased and installed.
- Lakeview Ice Compressor Repairs and Improvements – The current ice system controller was outdated and overtaxed with other building tasks. Upgrading to a new dedicated PLC and installing VFDs and motor soft starters, significant energy reductions are expected as well as preventing wear and tear on the compressors, thereby extending their life and increasing the amount of time between compressor rebuilds.
- Russell Arena Locker Room Renovation – The project entails installing new flooring, repainting both changing areas and bathroom/shower rooms and installing new shower fixtures. The project is ongoing but will be completed for the upcoming season.
- Community Development carpeting was replaced and the office was painted.

### **Parks and Recreation Maintenance Division**

We started out 2011 much differently than in past years. Some of our normal winter work was limited due to weather, with limited ski-trail grooming and no outdoor ice rinks. The ice rinks will be returning if the weather cooperates this year.

Park staff has been replacing/establishing facility signs at Kaufman Sports Complex, Tourist Park, McCarty's Cove, Presque Isle Park, Lakeview Arena and Mattson Park. The signs are completed for Kaufman Sports Complex, Tourist Park and McCarty's Cove. The others are in progress.

In addition to the weekly maintenance duties, park staff remodeled the Assistant City Manager, Police Captain, and the City Assessor's offices, replaced concrete side walk in the entrance area off of Spring Street and Fourth Street, repaired numerous lock and door issues and completely cleaned air ducts on all three air-handlers.

Mattson Park is still a challenge keeping the large turf areas in good condition. After the four major events held there each summer, the main area west of the concession building requires aerating, reseeding and irrigation.

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| • Miles of trail plowed – 182    | • Cook stove cleaning – 3,000     |
| • Dog boxes serviced – 2,912     | • Gravel parking lot repair – 29  |
| • Toy repairs – 37               | • Flag pole/flag maintenance – 42 |
| • Irrigation repairs – 39        | • Outdoor ice rink flooding – 0   |
| • Drinking fountain repairs – 29 | • Parking lot plowing – 500       |
| • Trash cans serviced – 21,890   | • City Hall maintenance – 400     |
| • Beach maintenance – 80         |                                   |

# **Water and Wastewater**

# Water-Wastewater



*Pictured above (left to right): WWTP Operator Neil Traye, WWTP Operator Lyle Michaels, Supervisor Tom Asmus, WWTP Lab Technician/Operator Mark O'Neill, Supt. Curt Goodman, WWTP Operator Dan Johnston, WWTP Chuck Paul, WWTP Operator Bernie Stanaway, and Maintenance Mechanic & Special Equipment Operator Neil Hayward.*

*Not pictured from the plant: Supervisor Jim MacDonald, Operator Mary Maki, Operator Mark Spanton, Operator Roger Ohman, and Operator Randy Ritari*



*Marquette Water Filtration Plant*



*Marquette Area Wastewater Treatment Plant*

## **Mission Statement**

*The Marquette Water and Wastewater Treatment Department will be a leader in effective water pollution control, continuously evolving to reflect the ever-changing demands of our many customers at the local, regional, state, national and international levels. Protecting Public Health and preserving our Resources through Technology” is our focus in achieving our goals.*



## **Water/Wastewater Treatment Department 2011-12 Annual Report**

*In accordance with Section 2-80 of the City Code, listed below is a summary of activities for the Water/Wastewater Treatment Department for the 2011-2012 fiscal year.*

### ***The Year in Review***

The previous 12 months span a period of time in which staff has worked through and “unraveled” several complex technical issues. Despite moments of distress and incurring unbudgeted expenses, necessary changes have been made to improve operational reliability and have resulted in a significant knowledge base gain of the staff.

On the process side, following a long streak of smooth sailing, the operation encountered some rough seas as a result of a distressed biological treatment population. The root cause was long term pH suppression, a consequence of low alkalinity lake water, low pH chemical used for phosphorus removal, and insufficient biosolids storage space. Despite the complexities of the issue, the root cause is well understood. Measures are now in place to prevent a re-occurrence.

Variable frequency drive failures has been an ongoing issue that the department feels has been addressed. Variable Frequency Drives (VFD) are complex electrical devices that allow AC motors to operate at different speeds in response to changing process variables, i.e., changing lift station wet well levels, or variations in incoming plant flow. Re-occurring VFD failures on the plant’s three RAS pumps during the past four years prompted an in depth study by plant staff, the VFD manufacturer, the Marquette Board of Light & Power and the plant’s electrical contractor. In the end, it was determined that the VFDs had been improperly wired during the construction contract of 2008. Since this repair was made, there have been no failures or faults to report.

A second source of VFD failures has been at the Lake Street lift station. These three VFDs were installed as part of the 2004 lift station improvements project. Since startup, one VFD was replaced, a second had components replaced, before two of the three VFDs failed simultaneously. The root cause of these failures is less clear than the previously described failures. Based on research done by staff on these drives, it appears that the drives in question are prone to the type of failure observed. In the end, two of the three drives have been replaced by units identical to those successfully installed and operated at the WWTP.

Looking ahead, staff plans to continue a repair and maintenance plan that allows no loss of capacity or capability. Improvements are continually being made to the SCADA network to improve the reliability of the operation by alarming and monitoring capability of the WWTP and the lift stations. The scope of work for the wastewater treatment staff has increased. Staff has taken on two new lift stations and the grease trap/interceptor inspection program. In the area of grease trap inspections, we continue to work with the local restaurateurs to minimize grease discharges into the sanitary sewer system.

### ***Department Notable Events***

- The renewal process for the plant's NPDES permit was completed and submitted to the MDEQ.
- Two digester foam suppression pumps, one dedicated to each digester, are installed and successfully operated. There have been no foaming interferences during the past year.
- The Water Environment Associations research arm, the Water Environment Research Foundation, or WERF, selected the Marquette WWTP as a site to study digester foaming. An in-depth analysis of data and additional sampling is underway.
- Lift station bypass pumping preparedness. Staff acquired essential hardware and procedures to hydraulically bypass several of the Cities owned and operated lift stations.
- Several lift stations that did not transmit data onto the City's SCADA network, or did so unreliably, are now on the network thanks to WiMAX technology and a cooperative effort between the City and Northern Michigan University.
- WWTP staff, in conjunction with Northern Michigan Public Service Academy organized and ran the annual Water/Wastewater Administrators workshop. This course fulfills the needs for Water/Wastewater Operator Certification licenses.

- Major repairs at the WWTP include: RAS Pump No. 1 VFD Replacement. RAS pump re-wiring.
- Major repairs at the lift stations include: Pine Street lift station check valve re-build. Lake Street #2 & #3 Pump VFD replacement and Granite Street lift station impeller repaired.
- A significant non-compliance issue associated with phosphorus and pH occurs. The construction of the new biosolids storage facility and the use of a different phosphorus removal chemical should relieve the problem.
- Land application: no major changes, other than additional agricultural fields are being sought in Alger County.
- The department took ownership of two additional new lift stations, Island Beach Road and Mattson Park.
- The Marquette Area Wastewater Treatment Advisory Board (MAWTAB) welcomed back Dave Kingston as a member. Dave peevishly served on the MAWTB for six years.
- During the past year the Water Plant operation remained stable meeting all State and Federal drinking water standards.
- FY 11/12 water plant projects included the painting of the outside of the building and addressing much needed corrosion control maintenance within the plant.
- The SCADA control system was upgraded which included all new hardware and upgraded process control software. Also as part of the project the water plant was separated from the City network to meet security assurances.

### ***2011 Beach Monitoring Program***

Through a grant from the State of Michigan and the Great Lakes Restoration Initiative Program along with the Superior Watershed Partnership, we monitored five beaches in the City of Marquette. In 2011, the water quality met all standards and did not have any beach closures. Note: In July of 2012, however, two closures occurred. South Beach and North Beach each had an expedience of e-coli resulting in the beaches closed for one day. A separate report will be issued on the Beach Monitoring Program later in 2012.

### ***Operation***

Staffing at the wastewater treatment plant and lift station has remained unchanged despite picking up additional responsibilities in the area of grease trap inspections and two new lift stations.

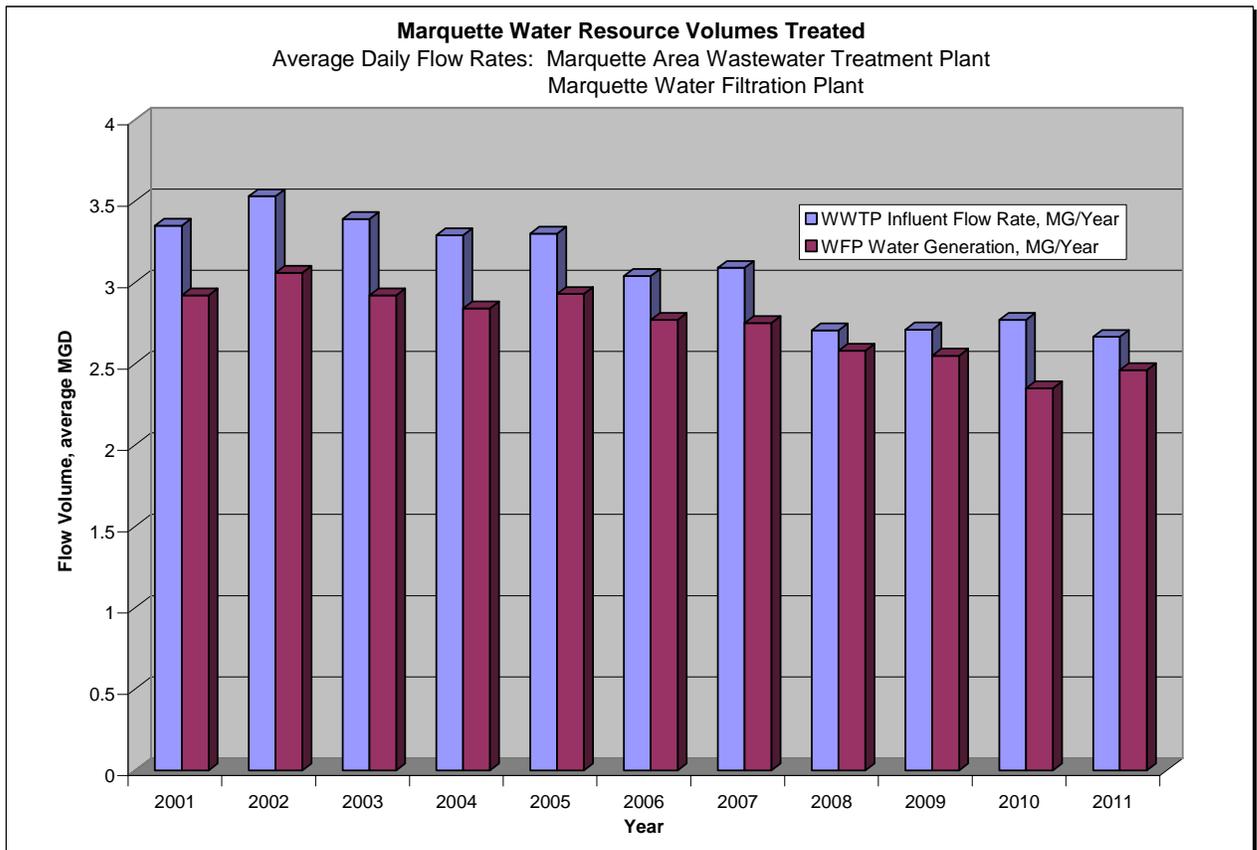
The wastewater treatment plant and lift stations employ eight full-time employees. The water plant employs five full-time employees and is

staffed at all times. All departmental employees hold the required regulatory certifications to operate water and wastewater operations. Four wastewater employees routinely support water plant operation and maintenance through dual certifications. All departmental employees are cross trained in all aspects of plant operation.

<b>Current Operational Staffing Positions</b>	
<b>Wastewater Treatment Plant</b>	<b>Water Treatment Plant</b>
5 Operators	4 Operators
1 Lab Technician/Coordinator	1 Working Supervisor
1 Maintenance Mechanic	
1 Supervisor	

### **Department Statistics**

The following bar chart illustrates treated water and wastewater volumes at the two City treatment facilities.



## ***Biosolids Disposal***

During the 2011-12 fiscal year, the MAWTF applied biosolids as a fertilizer/soil amendment at the following properties:

- Cliffs Natural Resources
- Eagle Mills
- Van Damme Farm Properties

Due to limited storage capacity, biosolids were also landfilled at the Marquette County Landfill. The construction of a new biosolids cake storage facility will be underway by late August 2012.



## ***Eagle Mills Land Reclamation Site***