



Internal Memo

April 5, 2016

TO: Mayor and City Council

FROM: Anthony Chandler, Director of Administrative Services/ *AC*
Assistant to the City Administrator

SUBJECT: April 2016 Monthly Update

1. Hunter Safety Program

The Police Department is preparing for another round of Hunter Safety Training with over 50 participants that are expected to attend the 4 day program. This training is provided at no cost to the participant due to the willingness of staff to volunteer their time to ensure our future hunters have the proper instruction to be safe hunters. A brochure is attached with additional information on the program.

2. Spring Clean-up Day

Dumpsters will be available to City residents for the annual Spring Clean-up Day on Saturday, April 23 from 8 a.m. – noon at the DPW Facility. An informational postcard was mailed to all City residents and the details are also available on the City's website.

3. Road Construction/Closures

The US – 31 and Pontaluna Road interchange will be under construction beginning April 4th. The Pontaluna Road overpass will be closed for the duration of the project which is expected to go until late June. Road closure on Roosevelt Road from Norton Avenue to Seminole Road will begin on April 11th and last until early May. This closure is due to the work associated with the Roosevelt Park groundwater sewer project. Please see the attached notices.

4. New Employees

The City has hired 7 new employees since the end of January 2016. The newly hired employees include 6 full-time and 1 part-time. Additionally, one part-time employee was promoted to full-time.

- Aaron Brown, Mechanic – DPW; Aaron is the most recent hire with a start date of April 11, 2016. Aaron has worked for 20 years as a vehicle and heavy equipment mechanic most recently at MHK Equipment.
- Adam Langlois, Firefighter/Driver – Fire Department; Adam has been promoted to a full-time position after serving as a Part-Time Firefighter for

the last 18 years. Adam has an extensive list of certifications related to fire prevention and also serves on the Fire Department's dive team.

- Alissa Hamilton, Part-time Clerical – DPW; Alissa was hired in February and is working 20 hours per week in the Water & Sewer Division.
- Taylor Hobby, Clerk/Typist II – Administrative Services; Taylor works at the front desk of the Administration office and in addition to providing administrative support she is the first-line representative of the City with incoming phone calls and visitors to city hall. Taylor has a Bachelor's Degree from GVSU.
- Joshua Connell, Utility Worker I – DPW; Josh has a background in construction in framing carpentry.
- Nelson Stone, Utility Worker I – DPW; Nelson has previous experience with the City of Muskegon Heights and City of Muskegon as Equipment Operator.
- Brandon Wilburn, Utility Worker I – DPW; Brandon most recently worked for Servpro and has experience with operating heavy equipment.
- Eric Beishuizen, Utility Worker I – DPW; Eric previously worked in the construction trades as a plaster.

5. Clerk Certification

Shelly Stibitz has earned the prestigious Certified Michigan Municipal Clerk (CMMC) certification through the Michigan Association of Municipal Clerks. Shelly has been working toward this goal since 2010 by attending the required conferences and attaining the necessary credits. Attached is a letter from the Michigan Association of Municipal Clerks President recognizing Shelly's well deserved professional achievement.

6. Consumer Confidence Report 2015

Enclosed is the Annual Drinking Water Quality Report prepared by Derek Gajdos, Water & Sewer Superintendent. The report provides detailed information on the quality of our drinking water.

7. Open Employment Recruitments

The City is currently seeking qualified applicants for the position of Police Cadet, Part-time Firefighter, and Seasonal Parks and Recreation Maintenance Worker. The posting for Police Cadet closes on April 8th and both the Part-time Firefighter and Seasonal Parks and Recreation postings will run until April 15th. The job qualifications and application information is available on the City's website.

8. Council Request List

The most recent requests from Council members are attached.

Norton Shores Police Department Hunters Safety Program

Location:
Norton Shores City Hall
4814 S. Henry st
Muskegon, MI 49441

Day 1
Wednesday
April 13, 2016
5:30pm - 9:00pm

Day 2
Thursday
April 14, 2016
5:30pm - 9:00pm

Day 3 - Optional
Friday
April 15, 2016
5:30pm - 9:00pm
Bowhunter Education Only

Day 4
Saturday
April 16, 2016
8:00am - 2:00pm

Lunch provided

No Cost to Participants

Questions?

NSPD
231-733-2691

This course is designed to increase understanding and competency with the hunters safety requirements for the State of Michigan.

Participants must review and study the required workbooks AND attend all sessions in order to obtain a hunter education certificate. This includes attendance on Wednesday, Thursday and Saturday - *No Exceptions*.

Participants will also have an opportunity to attend International Bowhunting Education Program (IBEP) on Friday evening of this series. This is a combined course therefore, to attend the IBEP you must attend all four days.

Day One: Classroom & Lecture

Day Two: Classroom & Lecture

Day Three: Bowhunting Education ONLY

Day Four: Field Day and Hunters Safety Test



Registration Information:

Registration must be in person at the Norton Shores Police Department at 4814 S. Henry Street. Children under twelve years **MUST** be accompanied by an adult during all sessions.

This course is provided at no cost, however a \$20 fee will be assessed to families who fail to cancel within 10 days of the course start date. Typically, we have a waiting list for our Hunters Safety Program so failure to cancel denies others from taking this course.

Mark Meyers

From: Fredrickson, Marc (MDOT) [FredricksonM@michigan.gov]
Sent: Friday, March 25, 2016 11:19 AM
To: Amanda Decesare; Amy Johnson (ajohnson@muskegoncountyroads.org); Arends, Paul (MDOT); Becky Shackles; Beth Meek; Bettinghouse, Amber (MDOT); Brege, Michael (MDOT); Brenda Moore; Brian Werschem; Brinks, Dave (MDOT); Capt. Mike Poulin; Cathy Cantu; Cathy Pierce; Cheif Robert Gagnon; Chief Dave Purchase; Chief Kenneth Doctor; Chris Annis; Crossett, John (MDOT); Dave Dikeman; Dave Fisher; Dave Osborn; David Holsworth; Debbie Sells; Doug Doty; Eastman, Michael (MDOT); EMS dispatch; Evans, Leo (MDOT); Fredrickson, Marc (MDOT); Gateway Church; Jack, Mary Beth (MDOT); Jeep Osborn; Jerry Bartoszek; Jim Koens; Jim Leach; Jim Murphy; Jon Gale; Ken Hulka; L. Peterson; Larry James; Rothenberger, Carl (MSP); Poulson, Gregory (MSP); M. Reenders; Maribeth Clarke; Mark Meyers; Mark Timmer; Mary Curcuru; Matt Farrar; MDOT-GR-TRAFFOPS; Mikesell, LeighAnn (MDOT); MLive; MDOT-GR-TRAFFOPS; Paul Bouman; Rebecca; Ricardo Lopez; Richard, John (MDOT); Sandy Piper; Scott McIntire; Sweeney, Aaron (MSP); Keely, Brian (MSP); Shawn Grabinski; Sheryle Bronsema; Shift supervisor; Tabitha; Ted Rescorla; Terry Sladick; Terry, Timothy (MDOT); Thompson, Melanie (MDOT); Tom Spoelman; Tricia; Warren Billett; Zack, Gregg (MDOT)
Subject: US-31 MDOT Construction Project Update (Muskegon County)

All,

Work will be starting up April 4th at the US-31 and Pontaluna Road interchange in the city of Norton Shores.

For the duration of the project the Pontaluna Road Bridge will be closed for bridge rehabilitation work. The Pontaluna Road detour route will utilize Grand Haven Road, Sternberg Road, and Harvey Road.

Road work on the on/off ramps and Pontaluna Road will be staged for shorter duration closures during the project. While the NB ramps are closed the SB ramps will remain open and vice versa. Detour routes during this time will utilize the Sternberg Road interchange.

Construction Schedule:

Pontaluna Road Bridge over US-31: Closed April 4th – Late June
NB On/Off Ramps – including Pontaluna Road West of Harvey Street: Closed April 11th – Mid May
SB On/Off Ramps – including Pontaluna Road East of Schamber Drive: Closed Mid May – Late June

Throughout the project US-31 will have shoulder closures and off-peak lane closures.

If you have any questions regarding this project feel free to contact me at the phone/email listed below.

Thanks,
Marc

Marc Fredrickson, P.E.
Assistant Construction Engineer
MDOT - Muskegon TSC
Direct Line: 231-777-7284
Muskegon TSC: 231-777-3451
Mobile: 231-766-1746
fredricksonm@michigan.gov

FAX TRANSMISSION

CITY OF NORTON SHORES
Department of Public Works
4814 Henry Street
Norton Shores, Michigan 49441
Telephone: 231-799-6803
Fax: 231-798-7234

DATE: April 5, 2016

PAGES: 1, Including this Sheet

TO:	News Dept. 107MUS/Star 108	FAX: 1-231-733-7461
	Muskegon Chronicle	1-231-571-9543
	Norton Examiner	1-231-737-1520
	Norton Shores Fire Department	1-231-799-8102
	Norton Shores Police Department	1-231-798-1968
	Norton Shores Streets Division	1-231-798-3743
	Norton Shores Water & Sewer Division	1-231-798-7234
	Fire Dispatcher & Central Dispatch	1-231-755-1238
	USPS Service – Muskegon	1-231-722-0428
	Muskegon Area Transit System	1-231-830-1607
	Mona Shores Dept of Transportation	1-231-780-4920
	Mona Shores Administration	1-231-780-2099
	Muskegon Catholic Schools	1-231-755-2415

FROM: Jim Murphy, Project Engineer

SUBJECT: Roosevelt Road Closure

COMMENTS: The City of Norton Shores wishes to notify you that the City of Roosevelt Park shall be performing ground water sewer construction work along Roosevelt Road between Seminole Road and Norton Avenue starting Monday, April 11, 2016 until May 2, 2016. This work will involve the closure of Roosevelt Road to thru traffic. Access to local property is to be reasonably maintained. Temporary closures thru flagging operations and delays are to be expected within the work zone.

The City suggests drivers seek alternate routes to avoid this work area. The marked detour route is Seminole Road, McCracken Street and Norton Avenue.

Updates to project progress can be found on the City's website and available on nixle.com

Questions pertaining to the closure may be addressed to the Public Works Department, City Hall, 4814 Henry Street, Norton Shores, MI 49441 Monday through Friday, 8 a.m. to 5 p.m. at 231-799-6803.



Michigan Association of Municipal Clerks

March 22, 2016

Anthony Chandler, Dir. Admin. Services
City of Norton Shores
4814 Henry Street
Norton Shores, MI 49441

Dear Mr. Chandler:

The Michigan Association of Municipal Clerks is an organization that promotes and educates Michigan's Clerks. Through our Certified Michigan Municipal Clerk (CMMC) certification program, Clerks are recognized for their knowledge of the multifaceted Clerk's profession. We are pleased to announce that your Clerk Typist III, Marshelle Stibitz, has met the program criteria and has attained the prestigious CMMC certification.

Marshelle's commitment to education and desire to attain certification clearly defines commitment to the Clerk's profession and your community. On behalf of the Michigan Association of Municipal Clerks Board of Directors, I ask that you join us in congratulating Marshelle Stibitz for this accomplishment and well deserved recognition.

Sincerely,

A handwritten signature in black ink that reads "Joe Bridgman". The signature is written in a cursive style.

Joe Bridgman, CMMC
MAMC President



ANNUAL CONSUMER CONFIDENCE REPORT

DEPARTMENT OF PUBLIC WORKS
WATER AND SEWER DIVISION

Derek Gajdos, Superintendent
2015 Report

We are pleased to present you with the Annual Drinking Water Quality Report. This report is designed to inform you about the quality of the water delivered to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water. Our water source was the City of Muskegon Heights from January 1st through April 15th. On April 15th the City of Norton Shores switched its water supplier to the City of Muskegon. Both plants treat water from one of the highest quality surface water sources in the world, Lake Michigan. The City of Norton Shores used over 914 million gallons of water in 2015.

Last year, as in years past, your tap water met all Environmental Protection Agency and State drinking water health standards. The Muskegon Heights Filtration Plant, the Muskegon Filtration Plant and the Norton Shores Water Division vigilantly safeguards its water supply. We are pleased to report that our drinking water meets and exceeds Federal and State requirements.

This report is designed to give you detailed information which will assure you of the quality of your drinking water.

If you have any questions concerning this report or your water utility, please contact Water Superintendent, Derek Gajdos, at (231) 799-6804. We want our valued customers to be informed about their water utility. If you want to learn more, please stop in our office, located at the Norton Shores City Hall, 4814 Henry Street.

The Muskegon Heights Filtration Plant, Muskegon Filtration Plant and the Norton Shores Water Division routinely monitor for contaminants in your drinking water according to, and in excess of, Federal and State laws. The following table shows the results of our monitoring for the period of January 1, 2015 through December 31, 2015. All drinking water, including bottled drinking water, may be reasonably expected to contain at least small amounts of some contaminants. It's important to remember that the presence of these contaminants does not necessarily pose a health risk. It is just as important to understand that a contaminant, as defined in this report, includes natural elements and compounds as well as man-made compounds manufactured every day, many of which we all use in our daily activities. Even distilled water is not "pure" water because most distilled water has very small quantities of "contaminants".

More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

What does all of this mean?

MCL's are set at very stringent levels. To understand the possible health effects described for many regulated constituents, a person would have to drink 2 liters per day for a lifetime to have a one-in-a-million chance of having the described health effect.

Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline 1-800-426-4791.

The Department of Environmental Quality 2003 Source Water Assessment is completed. A copy of our Source Water Assessment Plan is available by contacting City of Norton Shores Water and Sewer Division at (231) 799-6804.

The source of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material can pick up substances resulting from the presence of animals or from human activity.

In our continuing efforts to maintain a safe and dependable water supply, it may be necessary to make improvements in your water system. The costs of these improvements will be reflected in the rate structure. Rate adjustments may be necessary in order to address these improvements.

Thank you for allowing us to continue providing your family with clean, quality water this year.

In order to assure that tap water is safe to drink, the EPA prescribes regulations which limit the amount of certain contaminants in water provided by public water systems. Food and Drug Administration regulations establish limits for contaminants in bottled water which must provide the same protection for public health.

Consumer Awareness of Lead

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with home plumbing. City of Norton Shores is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential of lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

Please call our office at (231) 799-6804 if you have questions.

In the following table you will find many terms and abbreviations you might not be familiar with. To help you better understand these terms we've provided the following definitions.

Contaminants that may be present in source water include:

- **Microbial contaminants**, such as viruses and bacteria, which may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.
- **Inorganic contaminants**, such as salts and metals, which can be naturally occurring or can result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- **Pesticides and herbicides**, which may come from a variety of sources such as agriculture and residential uses.
- **Radioactive contaminants**, which are naturally occurring or a result of oil and gas production and mining activities.
- **Organic chemical contaminants** (including synthetic and volatile organic chemicals) which are by-products of industrial processes and petroleum production and can also come from gas stations, urban stormwater runoff, and septic systems.

- **Not- Detected (ND)** - laboratory analysis indicates that the contaminant is not present.
- **Parts per million (ppm) or Milligrams per liter (mg/l)** - one part per million corresponds to one minute in two years or a single penny in \$10,000.
- **Parts per billion (ppb) or Micrograms per liter** - one part per billion corresponds to one minute in 2,000 years or a single penny in \$10,000,000.
- **Picocuries per liter (pCi/L)** - picocuries per liter is a measure of the radioactivity in water.
- **Nephelometric Turbidity Unit (NTU)** - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.
- **Action Level (AL)** - the concentration of a contaminant which, if exceeded, triggers treatment of other requirements which a water system must follow.
- **Treatment Technique (TT)** - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.
- **Turbidity** - is a measure of the cloudiness of the water. We monitor it because it is a good indicator of the effectiveness of our filtration system.
- **Maximum Contaminant Level (MCL)** - The highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.
- **Maximum Contaminant Level Goal** - The “Goal” (MCLG) is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.
- **Maximum Residual Disinfectant Level Goal (MRDLG)** - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.
- **Maximum Residual Disinfectant Level (MRDL)** - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.



2015 Table of Contaminants

Regulated Monitoring at Treatment Plant

SUBSTANCE	UNITS	RANGE OF LEVELS DETECTED	HIGHEST LEVEL DETECTED	HIGHEST LEVEL ALLOWED MCL OR TT	IDEAL LEVELS MCLG	VIOLATION OR NUMBER OF SAMPLES EXCEEDING MCL	POSSIBLE SOURCES OF CONTAMINANT
Turbidity 2015	NTU	0.06 - 0.19	0.19	TT=1	n/a	0	Soil runoff, lake sediment
Total Organic Carbon	ppm	1.36 - 1.68	1.69	TT	n/a	0	Naturally present in the environment
Fluoride	ppm	0.11 - 1.07	1.07	4.00	n/a	0	Added to promote strong teeth
Barium	ppm	0.00 - 0.02	0.02	2.00	n/a	0	Soil runoff, erosion, natural deposits

Regulated Monitoring in the Distribution System

SUBSTANCE	UNITS	RANGE OF LEVELS DETECTED	HIGHEST LEVEL DETECTED	HIGHEST LEVEL ALLOWED MCL OR TT	IDEAL LEVELS MCLG	VIOLATION OR NUMBER OF SAMPLES EXCEEDING MCL	POSSIBLE SOURCES OF CONTAMINANT
Total Trihalomethanes	ppb	24-34	34	80	n/a	0	By-product of drinking water chlorination
Haloacetic Acids	ppb	14-23	23	60	n/a	0	By-product of drinking water chlorination
Chlorine	ppm	0.27-1.70	1.70	4	n/a	0	Drinking water chlorination

Regulated Monitoring in the Customer's Tap

SUBSTANCE	UNITS	RANGE OF LEVELS DETECTED	90 th PERCENTILE	HIGHEST LEVEL ALLOWED MCL OR TT	IDEAL LEVELS MCLG	VIOLATION OR NUMBER OF SAMPLES EXCEEDING MCL	POSSIBLE SOURCES OF CONTAMINANT
Copper** 6-2014	ppb	0-119	44	1300	1300	0	Corrosion of household plumbing & erosion of natural deposits
Lead** 6-2014	ppb	0-8	0	15	0	0	Corrosion of household plumbing & erosion of natural deposits

Unregulated/Special Monitoring

SUBSTANCE	UNITS	RANGE OF LEVELS DETECTED	HIGHEST LEVEL DETECTED	HIGHEST LEVEL ALLOWED MCL OR TT	IDEAL LEVELS MCLG	VIOLATION OR NUMBER OF SAMPLES EXCEEDING MCL	POSSIBLE SOURCES OF CONTAMINANT
Sodium 2013	ppm	n/a	11	n/a			Erosion of natural deposits. Ice and snow removal
***Chlorate							Results of monitoring are available upon request
*** Hexavalent Chromium							Results of monitoring are available upon request
*** Total Strontium							Results of monitoring are available upon request
*** Total Vanadium							Results of monitoring are available upon request
*** Total Molybdenum							Results of monitoring are available upon request

Microbial Monitoring

SUBSTANCE	UNITS	NUMBER OF POSITIVE SAMPLES DETECTED	HIGHEST LEVEL ALLOWED MCL OR TT	IDEAL LEVELS MCLG	VIOLATION OR NUMBER OF SAMPLES EXCEEDING MCL	POSSIBLE SOURCES OF CONTAMINANT
Total Coliform Bacteria	each	0	Less than 1 positive monthly sample or less than 5% of monthly samples positive	0	0	Naturally present in the environment
Fecal Coliform and E. coli	each	0	Routine and repeat sample total coliform positive, and one is also fecal or E. coli positive	0	0	Human and animal fecal waste

**Results computed using the 90th percentile level. Monitoring period October 1, 2014-September 30, 2014

*** Unregulated contaminants are those for which the EPA has not established drinking water standards. Monitoring helps EPA to determine where certain contaminants occur and whether it needs to regulate those contaminants.

City Council Requests – April 2016

Date Requested	Requested By	Received Via	Request	Action Taken	Date Completed	Completed By
03/25/14	Council Member Jurkas	Email	Reconsideration of Rental Inspection Program.	The City Attorney was asked to research and render a legal opinion. He presented options to the City Council at the April 22, 2014 work session. At the September 22, 2015 work session Council Member Martines requested the subject be brought back for reconsideration. It was placed on the October 2015 work session agenda and City Council directed staff to research it further. Muskegon Township staff presented their experience with implementing a rental inspection program at the January 26, 2016 work session. City Council had questions that staff will follow up on and this item will be placed on a future work session agenda for further discussion. Staff will first meet with landlords to discuss a potential program.	Pending	City Administrator
05/26/15	Council Member Ostrom	Email	Explore opportunities to assist the City of Muskegon Heights with their boat launch facility.	Initial contact has been made with Muskegon Heights staff who appear willing to discuss the topic. Our staff will schedule a meeting with the new City Manager when one is hired.	Pending	City Administrator and Parks & Rec Director

*Revisions since the last update are highlighted