



## Internal Memo

September 4, 2014

TO: Mayor and City Council

FROM: Carrie A. Pierce, Director of Administrative Services/  
Assistant to the City Administrator

*Carrie*

SUBJECT: September Information Update

1. Arts and Drafts Festival Follow-Up – Attached is a memo from Finance Director/Parks and Recreation Superintendent Mike Huston providing a follow-up report on the Arts and Drafts Festival held on August 16, 2014.
2. Sportsmen for Youth Day – The annual Sportsmen for Youth Day will take place this Saturday, September 6, 2014 from 9 a.m. to 3 p.m. at the Muskegon County Fairgrounds. Personnel from both the Police and Fire Departments will be present to promote safe outdoor sporting activities to area youth.
3. Public Safety Open House – The annual Public Safety Open House is scheduled for Saturday, September 27, 2014 from 10 a.m. to 3 p.m. at Fire Station #3 on Pontaluna Road. It will offer both Fire and Police department demonstrations and displays with many activities for children. This year the Michigan State Police bomb squad will be there as well. Please come out and enjoy this fun and informative event.
4. Leaf Sites Opening – The Wood Road and Martin Road leaf sites will open daily beginning Monday, September 29, 2014 and remain open until Friday, November 28, 2014. Hours of operation remain 11 a.m. to 7 p.m.
5. Street Improvement Program Update – Construction work is now complete for the reconstruction of Grand Haven Road between Wilson and Pontaluna as well as for the hot-in-place recycling and overlay projects. Work on the road reconstruction and water main replacement is continuing at Green Street between Lakeshore and Seaway with completion tentatively planned for the end of September. Lastly, roadway reconstruction and water main replacement work will start later this Fall on Torrent Street (early September) between Harbor and Bundt, Rood Road (mid-September) between Neece and Hendrick and at the Mt. Garfield/Davis Road Intersection (mid-September).

6. Regional Water Transmission Main – Work begins this week on the placement of the 36-inch regional water transmission main. The work begins at the intersection of Beach Street and Sherman Boulevard, proceeding to Lincoln Street, Norton Avenue, McCracken Street and Seminole Road.
7. Michigan Municipal League Annual Convention – This year's annual MML convention will be held at Northern Michigan University in Marquette, Michigan October 15-17, 2014. Please contact Shelly Stibitz if you wish to register for the event.
8. New Staff Members – Please join me in welcoming Keith Schaffer who joins our staff as a Utility Worker. Mr. Schaffer was previously employed in the Kentwood Public Works/Water Department for four years. We also have a new Police Officer that will begin his employment on September 8, 2014. Mr. Casey Leach is a native of West Michigan graduating from Ferris State University with a Bachelor's degree in Criminal Justice in 2012. He also graduated from the Grand Valley State University Police Academy on August 13, 2014.
9. Council Requests List – The most recent Council Requests List is attached.

/lf

Attachments



## Internal Memo

To: Mark Meyers, City Administrator

From: Mike Huston, Finance Director/Parks and Recreation Superintendent

A handwritten signature in blue ink, appearing to be "MH", is written over the "From:" line.

Date: Sept. 2, 2014

Re: Synopsis of 2014 Arts & Drafts Festival

### Events:

1. 5K Run – The Arts & Dash 5K was again organized by Chris Johnson & benefited Girls on the Run. Participation was up from 2013 with approximately 210 runners this year.

2. Arts & Crafts Fair: The 38<sup>th</sup> edition of the Ross Park Art Fair was again a popular part of the day's events. This area has approximately 120 sites for craft vendors, of which we used 102 this year. (This was a small improvement from the 98 sites we used in 2013.) Foot traffic in the Art Fair section of the event was again very good, continuing well into the afternoon. We moved our vendor parking area from the lot in front of Ross Park Elementary to the area outside the outfield fence of softball field #3 and the leaf disposal area – overall, this change was well received by vendors.

3. Beer Tent/Music Stage: For 2014, we extended the ending time of the beer tent/live music area from 10 pm to 11 pm. We also added a 3<sup>rd</sup> band and shortened the time between bands, in order to give a better flow to the day. Yard Sale Underwear provided live music from noon to 3 pm, Dutch Henry played from 4 to 7 pm, and the Westside Soul Surfers played from 8 to 11 pm. Attendance was very good during the afternoon, especially during the Yard Sale Underwear performance, and continued through the afternoon and early evening. Unfortunately, there were several rounds of rain showers in the evening, leading to a smaller turn-out than expected during that period, although there was still a decent sized crowd that stayed through the rain & closed out the evening.

4. Car Show: We did not have a Car Show in 2014 due to the loss of Tony Nanna Sr. as coordinator. However, in mid-August we were contacted by an individual who may be willing to take over the car show for 2015. We will follow up with them for next year's event.

5. Children's Area – We had arranged for the YMCA to again provide a children's area, however, the YMCA Youth Activities director (T.J. Chappell), had a medical emergency that caused him to be hospitalized at the last moment. He was unable to arrange for a new supervisor and, as a result, we did not have a children's area at the event this year.

Financial Summary:

Income included craft vendor fees & food concession fees (\$9140), a sponsorship from DTE Energy (\$5000), and beer ticket sales.

Major expenses included fees for the bands and audio set-up, rental costs for the stage and several canopies, and cost of beer served.

Preliminary indications are that income exceeded expenses, resulting in a modest "profit."



## **FOR IMMEDIATE RELEASE**

**Sportsmen For Youth presents YOUTH DAY – September 6th  
Muskegon County Fairgrounds 6621 Heights Ravenna Road from  
9AM-3PM.**

Absolutely FREE family friendly day for those 17 and under. The first 2500 youth will receive a t-shirt, free lunch, prize drawing, and goodie bag.

Youth Day is designed to introduce and educate youth to all things outdoors. From hunting and fishing to conservation and good stewardship of our natural resources. Youth Day is dedicated to promoting the safe pursuit of outdoor activities.

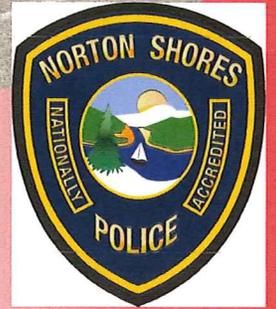
NEW this Youth Day is the Hawg Traugh a semi trailer size tank that will be filled with local fish species and act as a stage for guest speakers, Mark Martin, Chris Noffsinger, Jeff Sowa, Todd Sokloow and Mike Schneider. A rock climbing wall and birds of prey exhibit.

Return favorites to Youth Day are; the "Trout Pond" where live trout are caught and cleaned for youth, live shooting of firearms and archery, and many others.

A partnership between Sportsmen For Youth and the Muskegon County Area Fire Chiefs was formed several years ago. At Youth Day attendees will experience various fire safety exhibits, demonstrations and tours of fire trucks of all types.

Sportsmen For Youth a non-profit is able to continue Youth Day free thanks to the generosity and donations from local business' and private donations. It takes around \$50,000 to make Youth Day happen free of charge. Again this year there will be a raffle for 5 firearms, and added this year will be a raffle for a canoe and a trip to Mexico, all proceeds to be used for Youth Day!

Please Direct any questions to [www.sportsmenforyouth.com](http://www.sportsmenforyouth.com), [sportsmenforyouth.info@gmail.com](mailto:sportsmenforyouth.info@gmail.com).  
Thank you, Sportsmen for Youth Executive Board



# City of Norton Shores Public Safety

## *Open House*

*Saturday, September 27, 2014*

*10 AM - 3 PM*

*Station #3*

*1100 E Pontaluna*

- **Parking is available to the west of the fire station at the old Sam's Joint, 6618 Grand Haven, and after 12 PM at the Clarke Animal Hospital.**

- Fire Truck Rides
- Door Prizes
- Food
- SWAT TEAM
- Police K-9 Demonstrations
- Meet Firefighters and Policemen
- Safety Displays
- Accident Scene Demonstration
- Fire Trucks
- Police Cruisers
- Police UTV
- Equipment Displays
- Michigan State Police Bomb Squad
- Seatbelt Convincer
- Honor Guard Presentation
- Children ID Cards
- And More!!

MML Home



Home Convention Workshops Speakers Vendors Register Now

### Convention Agenda-at-a-glance

Tuesday, October 14, 2014

#### Travel day to Marquette

The League is providing bus transportation for an additional fee.



Wednesday, October 15, 2014

- 8:30 am – 5:30 pm Registration hours
- 9:00 am – Noon Pre-Convention Workshops
- 9:00 am Board of Trustees Meeting
- Noon Michigan Women in Municipal Government Lunch
- 2:00 – 3:45 pm Welcoming General Session  
Parade of Flags  
Community Excellence Awards
- 4:00 – 5:15 pm Breakout Sessions
- 5:15 – 6:15 pm Elected Officials Academy Board Meeting
- 6:00 – 8:00 pm Host City Reception



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The Conversation

#mmlconv

 The League @MMLeague 5h

Fill a frosty mug with craft beer at #mmlconv League Foundation Tavern Tour FUNdraiser! [bit.ly/1vJrtX](http://bit.ly/1vJrtX) [pic.twitter.com/WgCP7sn43b](http://pic.twitter.com/WgCP7sn43b)



 The League @MMLeague 26 Aug

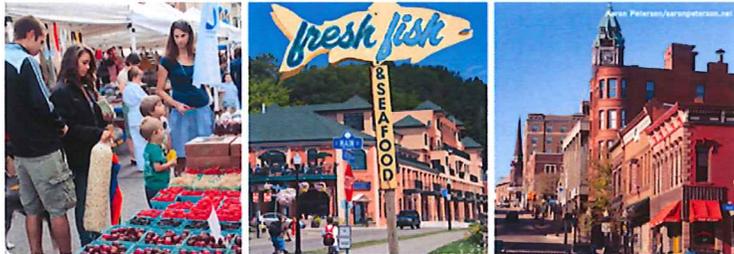
Hear sneak-peek @sarmoti @ArtPlaceAmerica #mmlconv keynote on #ProsperityAgenda, Aug. 27, 7p [bit.ly/1zAceyh](http://bit.ly/1zAceyh) [pic.twitter.com/TRzmi0McyT](http://pic.twitter.com/TRzmi0McyT)  
Retweeted by DANZADANCE ORG



Tweet #mmlconv

**Thursday, October 16, 2014**

- 7:00 am – 5:00 pm Registration Hours
- 7:30 – 8:30 am Michigan Association of Mayors Breakfast
- 8:30 – 10:00 am General Session  
*Why Good Hackers Make Good Citizens*  
Catherine Bracy, Director of Community Organizing  
Code for America
- 10:15 – 11:30 am Breakout Sessions
- 11:45 am – 12:15 pm Delegate Check-in  
Annual Meeting
- 12:15 – 4:00 pm Lunch & Mobile Workshops
- 5:30 – 8:30 pm Reception and Annual Awards Banquet
- 8:30 pm Foundation Fundraising Tavern Tour



**Friday, October 17, 2014**

- 7:00 – 11:00 am Registration Hours
- 7:45 – 8:45 am Governance Committee Meeting & Breakfast
- 9:00 – 10:15 am Breakout Sessions
- 9:00 – 10:15 am MBC-LEO Meeting
- 10:30 – 11:45 am Closing General Session  
*The Role of the Arts in Creative Placemaking*  
Jamie Bennett, Executive Director  
ArtPlace America  
Community Excellence Awards Winner Announced
- 11:45 am Closing Lunch



## City Council Requests – September 2014

Date Requested	Requested By	Received Via	Request	Action Taken	Date Completed	Completed By
3/14/12	Council Member Wiersma	Email	Consider consolidation of garbage carriers bid by regions within the city.	<p>The matter was discussed at the July and October 2012 work sessions. Staff surveyed rates and included a FAQ piece in the Spring 2013 Community Newsletter. The item was brought back for further consideration at the May 2013 work session. On Council's direction staff met with local haulers on July 17, 2013 to discuss alternatives other than a single contract and a report on the meeting was presented at the September 24, 2013 work session. City Council directed staff to survey residents regarding a single hauler contract. Survey results were shared with Council at the June 24 work session. Sixty (60) percent agree or strongly agree on a single hauler if price is the same or less and service is the same or better. Staff will also review the feasibility of using a millage to pay for the service. Further discussion was held at the July 22 work session. Staff was directed to develop a request for proposals for Council review.</p>	Pending	DPW Director
04/2013	Council Member Beecham	Council Meeting	Look into regulating "donation boxes" that are popping up in business parking lots.	<p>Staff is researching what other cities are doing to manage the drop boxes and also observing installations of drop boxes to determine if the practice is growing. Staff is also reviewing pending legislation regarding what local government can and cannot do to manage the drop boxes.</p>	Pending	Administrative Services Director

09/03/13	Council Member Rood	Council Meeting	Review EEOC Policy and City employment statistics related to race and gender including comparison with other municipalities.	Staff will prepare a report.	Pending	Administrative Services Director
03/25/14	Council Member Ostrom	Work Session	Consider building a boat launch ramp at Ross Park.	Staff will initiate a wetlands study of the site to determine the feasibility of constructing a launch.	Pending	Parks & Recreation Director
03/25/14	Council Member Jurkas	Email	Reconsideration of Rental Inspection Program.	City Attorney was asked to research and render a legal opinion. He presented options to the City Council at the April 22 work session.	Pending	City Attorney

\*Revisions since the last update are highlighted

Forms/councilreq.responses