



## Internal Memo

August 7, 2014

TO: Mayor and City Council

FROM: Mark C. Meyers, City Administrator *MEM*

SUBJECT: August Information Update

1. Arts and Drafts Festival – The City's second annual Arts and Drafts Festival will be held at Ross Park on Saturday, August 16, 2014. The day's events begin at 8:00 a.m. with the Arts and Dash 5K run. The arts and crafts area opens at 10:00 a.m. and runs until 5:00 p.m. Live music will be featured from noon – 3 p.m. by Yard Sale Underwear, 4 – 7 p.m. by Dutch Henry, and 8 – 11 p.m. by West Side Soul Surfers. This year the Greater Muskegon Jaycee's will sponsor the Cornhole Tournament and the YMCA is back to run the children's activity area. Unfortunately, there will not be a car show this year. Please come out to enjoy the festivities.
2. No August Work Session – Please be reminded that a work session is not held in the month of August. The next regularly scheduled work session will take place on September 23, 2014.
3. Local Road Improvement Program – The street resurfacing program for 2014 is now complete. The contractor is currently restriping and our crews will be adding gravel in shoulder areas. Grand Haven Road reconstruction resumed on Monday, August 4. Lastly, staff held a preconstruction meeting yesterday with the contractor for local roads that will be reconstructed. The current schedule for these projects is attached.
4. Private Land in Black Lake Park – As City Council is aware there are still several privately owned lots within the boundaries of Black Lake Park. I am pleased to inform the City Council that two of these lots have been acquired by the City through tax sale. At this point, there are only two remaining private lots within the park. The plan is to approach the remaining property owners about acquiring those parcels.
5. Quota Liquor Licenses – I am pleased to report that both the Brew House and Cinema Carousel have received approval by the Michigan Liquor Control Commission for the Class C Quota Liquor Licenses that the City recently granted. Brew House is commencing a \$75,000 project to construct an interior bar as well as an exterior patio. The Cinema Carousel has completed renovation of one of its theaters and the remaining 15 will begin in August and be completed by November. Lobby renovations will follow in the first quarter of 2015. The theater was scheduled to begin the sale of beer and wine last week. A full bar will be offered upon completion of the lobby enhancements.

6. Improvements to Lake Harbor Park – I am pleased to report that staff has recently completed two improvements in Lake Harbor Park. The first involves the main trail to the beach. This trail received several inches of compacted gravel to improve drainage, particularly in two low spots that often experienced ponding. The new surface also received two inches of bark that was recycled from trees removed in Ross Park which was required for the installation of ball field lighting. In fact, not only was the material recycled but the City also saved several hundred dollars in transportation and disposal costs. The second improvement was demolition of the pit toilets near the beach. The structure was removed, the vault filled in, and ground leveled. A port-a-jon enclosure was then constructed and placed near the paved section of the main path to the beach. I would like to thank Parks and Recreation Superintendent Mike Huston and Parks and Recreation Supervisor Bill Cross for implementing these improvements to Lake Harbor Park. In a related matter, a recent suggestion was received to plant a tree in Lake Harbor Park as a memorial to former Community Development Director Dick Maher. Mr. Maher was responsible for the City's parks for 15 years and played a key role in the acquisition of Whitey's Woods among other park land acquisitions. The Mayor supports the idea and staff plans to find an appropriate tree and plaque. More information will be forthcoming regarding donation opportunities.
  
7. Muskegon Central Dispatch Hires New Director – Former Muskegon Central Dispatch Director David McCastle retired in June. Following his retirement a recruitment and selection process was initiated. As a board member I was involved in the selection process and am pleased to report that Operations Manager Shawn Grabinski was selected to be the agency's next executive director. Ms. Grabinski has 28 years with Muskegon Central Dispatch and previously held Fire Dispatcher, Police and LEIN Dispatcher, Emergency Medical Dispatcher, and Shift Supervisor positions. She also has experience as a Fire Fighter and Emergency Medical Technician. Ms. Grabinski attended Muskegon Community College and currently serves as an adjunct instructor for the criminal justice program at Baker College.
  
8. New Staff Members – Please join me in welcoming new staff members to the Norton Shores team. Collette Deblock was hired as Part-time Clerical in Administrative Services replacing Nichole Schaner who recently was promoted to a full-time position in the Building Division. Ms. Deblock is a graduate of Muskegon Catholic High School and attended Muskegon Community College. She has nine years of administrative assistant experience at Bekins of Grand Haven. Also newly hired is Amanda Fredericksen as Part-time Clerical in the Water and Sewer Division, filling a position vacated in January when Jeanne Hunt resigned. Ms. Fredericksen graduated from Whitehall High School and earned her Associates Degree at Baker College. She was previously an administrative assistant employed at Baker College and currently works part-time at the American Red Cross office as a Transportation Coordinator in addition to her position with the City.
  
9. Denny's Restaurant – After a 16 year absence, Denny's Restaurant has returned. The restaurant began a \$250,000 renovation at its former location on Green Street and Seaway Drive. They anticipate opening the third week of September.

10. Seaway Drive Resurfacing – The Michigan Department of Transportation is scheduling a May through September 2015 resurfacing project of Seaway Drive from US-31 to Shoreline Drive. Attached is a flyer announcing an August 12, 2014 public meeting regarding the project which will be held at the Muskegon Central Fire Station on Terrace Street from 4 – 6 p.m.
11. Council Requests List – The most recent Council Requests List is attached.
12. Solicitation Ordinances – At the June 24, 2014 work session City Council reviewed two draft ordinances regarding solicitation in roadways by non-profits as well as a “panhandling” ordinance. Following legal review, it is apparent that some issues need to be discussed regarding how the two ordinances relate to one another. Therefore, the item will be placed on the September work session agenda. In the meantime, please contact me with any questions you may have.
13. Water Interconnect Bond Schedule – Staff recently held a conference call with Standard and Poor’s as a step in the process of obtaining a bond rating for the City. Since the City has historically borrowed little money and has not sold bonds in well over 20 years it is necessary to obtain a bond rating prior to bidding the bonds to construct the water interconnect with the City of Muskegon. I’m pleased to report that yesterday we received a rating of AA-. The next step is a public bond sale which is scheduled for Tuesday, August 12<sup>th</sup>. I will update the City Council next week regarding the results of the sale.
14. Meijer Supports Norton Shores Softball – Meijer Corporation has been very supportive of the City’s recreational softball program and facility for several years. The company has generously donated two permanent scoreboards for Ross Park ball fields where lighting was recently installed. The scoreboards are valued at \$12,000. Also, earlier this year, Meijer replaced player benches at both fields at a cost of \$2,000. Previously, Meijer donated portable scoreboards and has also purchased advertising banners. Total investment that the company has made over the past 10 years is over \$20,000.
15. Merrill S. Bailey Bridge – Following a suggestion from resident Bill Hyma, staff erected signs identifying the Merrill S. Bailey Bridge over Mona Lake. The bridge was named in honor of former Mayor Bailey when it was reconstructed in 1989. Attached is an e-mail message from his son George Bailey thanking the City for erecting the signs. Also included is my reply stating that it should have been done sooner. In case you haven’t seen the signs yet I’ve also attached a photo of one of them.

/ss  
Attachments

# NORTON SHORES



# Arts & Drafts Festival

**Arts & Dash 5K  
8 am**

**Arts & Crafts Fair  
10 am - 5 pm**

**Muskegon Jaycee's  
Cornhole Tournament 9:30 am**

**YMCA Children's Area  
10 am- 3 pm**

**Beverage Tent with Live Music  
Noon- 11pm  
Noon - 3 pm Yard Sale Underware  
4 - 7 pm Dutch Henry  
8 - 11 pm West Side Soul Surfers**

**Saturday, AUG 16**

**Ross Park**

**Progress Schedule**  
**City of Norton Shores**  
**Mt Garfield & Davis Rd Intersection**  
**Rood Rd, Green Street & Torrent St**  
**Reconstruction**

| Controlling Work Item   | Start Date | Finish Date |
|-------------------------|------------|-------------|
| <b>Rood Road</b>        |            |             |
| Mobilization            | 18-Aug     | 19-Aug      |
| Remove, Pavement        | 20-Aug     | 21-Aug      |
| Water - Storm           | 22-Aug     | 7-Sep       |
| Grading                 | 8-Sep      | 16-Sep      |
| Aggregate Base          | 17-Sep     | 22-Sep      |
| Paving                  | 23-Sep     | 26-Sep      |
| <b>Mt Garfield Road</b> |            |             |
| Remove Pavement         | 22-Aug     | 25-Aug      |
| Water - Storm           | 26-Aug     | 15-Sep      |
| Grading                 | 16-Sep     | 22-Sep      |
| Aggregate Base          | 23-Sep     | 26-Sep      |
| Paving                  | 27-Sep     | 30-Sep      |
| <b>Green Street</b>     |            |             |
| Traffic Control         | 15-Sep     | 16-Sep      |
| Remove Pavement         | 17-Sep     | 18-Sep      |
| Water - Storm           | 18-Sep     | 27-Sep      |
| Grading                 | 28-Sep     | 17-Oct      |
| Aggregate Base          | 18-Oct     | 23-Oct      |
| Paving                  | 24-Sep     | 30-Oct      |
| <b>Torrent Street</b>   |            |             |
| Traffic Control         | 22-Sep     | 28-Sep      |
| Water - Storm           | 28-Sep     | 17-Oct      |
| Grading                 | 18-Oct     | 23-Oct      |
| Aggregagte Base         | 24-Oct     | 28-Oct      |
| Paving                  | 28-Oct     | 30-Oct      |
| Clenaup - Restoration   | 31-Oct     | 31-Oct      |

*Could change because of driveway*







# US-31 BR (Seaway Drive) Resurfacing

US-31 to Shoreline Drive • Muskegon County • May - September 2015 (tentative)

## Public Meeting:

4 - 6 p.m. Aug. 12

Muskegon Fire Station  
770 Terrace St.  
Muskegon

MDOT officials will be available to speak with residents and local businesses about these planned changes.

## What Is Being Done?

The Michigan Department of Transportation (MDOT) will be resurfacing 5.5 miles of US-31 Business Route (BR) (Seaway Drive) from US-31 to Shoreline Drive in the cities of Muskegon, Muskegon Heights, and Norton Shores in Muskegon County. Work also includes bridge repairs at Little Black Creek, drainage and safety improvements, and modifications to various intersections along the route.

## When Will This Be Done?

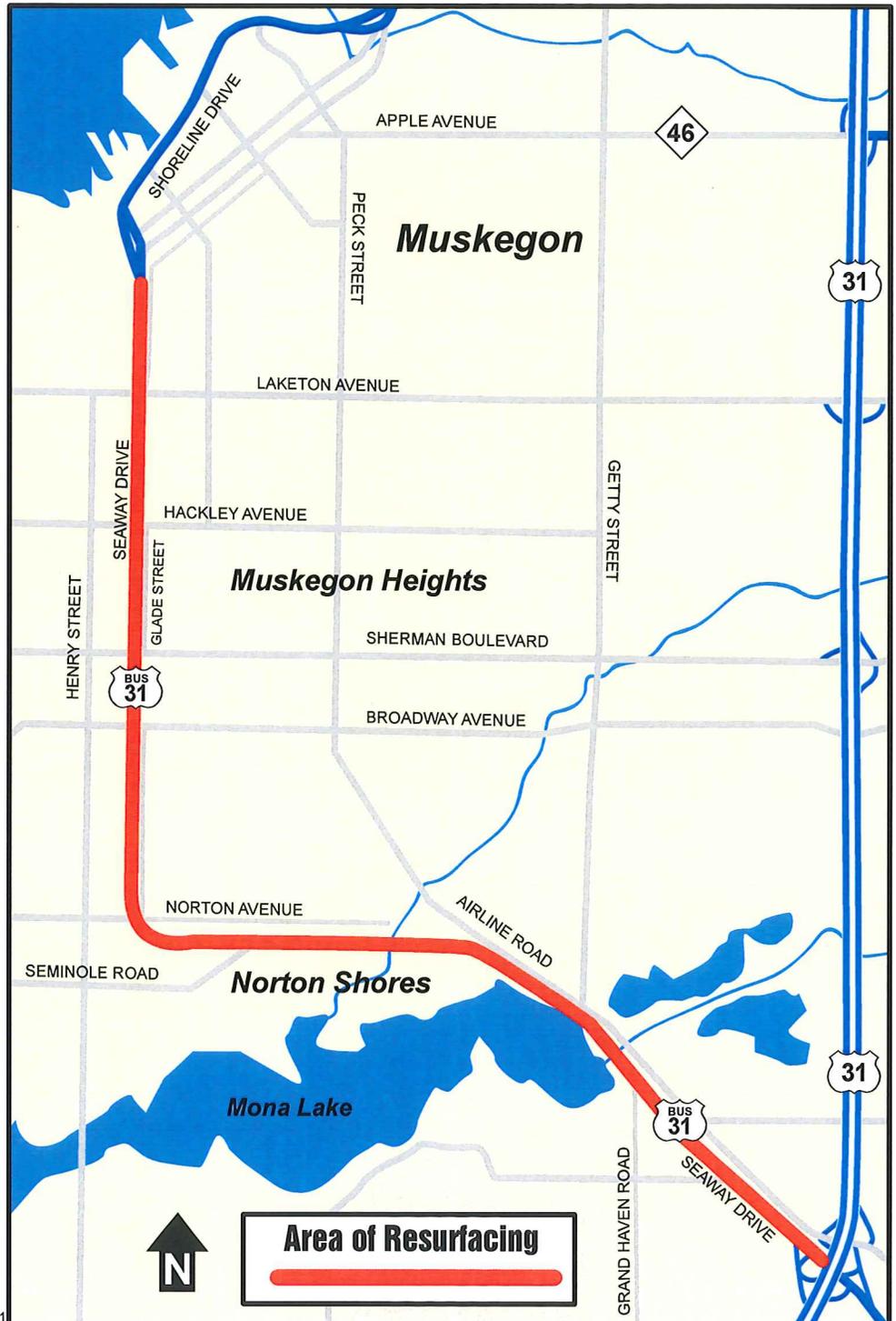
This project is tentatively scheduled to occur May - September 2015.

## How Will Traffic Be Affected?

Traffic will be maintained via single-lane closures.

## For More Information

Call MDOT's Muskegon Transportation Service Center at: 231-777-3451, or for updates go to [www.michigan.gov/drive](http://www.michigan.gov/drive).



## Mark Meyers

---

**From:** Mark Meyers  
**Sent:** Tuesday, August 05, 2014 1:28 PM  
**To:** 'George Bailey'  
**Cc:** Gary Nelund; Jerry Bartoszek  
**Subject:** RE: Merrill S. Bailey Bridge

Hello George,

You are most welcome. I saw them today myself and think they look great. He is very deserving of the designation. Frankly, it should have been done sooner!

Regards,

Mark

---

**From:** George Bailey [<mailto:gbailey@greatlakesdock.com>]  
**Sent:** Tuesday, August 05, 2014 9:23 AM  
**To:** Mark Meyers  
**Subject:** Merrill S. Bailey Bridge

Hi Mark – I just wanted to extend my appreciation to you and you staff for the new signs on the bridge. My Dad would have been so proud to see his name on the bridge. Many thanks again – it makes me feel very proud of my Dad's years of service to the city.

George F. Bailey  
Great Lakes Dock & Materials, L.L.C.  
1800 Lakeshore Drive  
Muskegon, MI 49441  
(231) 755-2225 office  
(231) 755-2227 fax  
(231) 206-2876 cell  
[gbailey@greatlakesdock.com](mailto:gbailey@greatlakesdock.com)

Merrill S. Bailey  
Bridge

MONA  
LAKE

