



Internal Memo

March 5, 2015

TO: Mayor and City Council

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

SUBJECT: March Information Update

1. MML Capital Conference – The Michigan Municipal League Capital Conference will be held Wednesday, March 25, 2015 at the Lansing Center. Please contact Shelly Stibitz to register.
2. Schedule of Leaf Disposal Sites – Leaf disposal sites will open Saturday, March 28th, weather permitting, and remain open daily through May 31st. Thereafter, the Ross Park site will close and the Wood Road site will remain open on Saturdays and Sundays throughout the summer and fall months.
3. Spring Cleanup Day – Spring Cleanup Day is scheduled for Saturday, April 25th from 8:00 a.m. to noon at the Department of Public Works facility, 1174 E. Mount Garfield Road. Attached is a copy of the postcard being mailed to residential property owners.
4. Sidewalk Grant Award – I am pleased to inform the City Council that the City has been awarded a \$60,000 grant toward the construction of sidewalk along Henry Street between Forest Park Road and Seminole Road. Funding is coming from MDOT through the safety program. The grant will cover 80% of the cost with a local match of 20%. The City must also pay for engineering. The project will be constructed in spring of 2016. Congratulations to Project Engineer Jim Murphy who wrote the grant request. As City Council may recall this is the third attempt to secure grant funds for this project. In a related note, we will continue to pursue grant funding for sidewalk on Henry Street from Forest Park Road to Randall Road.
5. Pontaluna Road Grant Denied – Unfortunately, staff was informed earlier this week that the reconstruction project planned for Pontaluna Road between U.S. 31 on/off ramps and the Harvey Street intersection was denied grant funding by the State. The estimated cost of the project was \$257,000. However, staff will consider recommending a lower cost alternative (\$150,000) including milling and resurfacing funded by utilizing Municipal Road Funds. Not only is the condition of the road at issue but also the timing of road improvement. Because MDOT will be realigning and improving the U.S. 31/Pontaluna Road interchange in spring 2016 it would be ideal from a cost standpoint and to minimize disruption of traffic if our project is done at the same time. Staff is contacting MDOT to determine if they would bid our project with theirs utilizing the same contract in an effort to coordinate and, hopefully, improve our bid price.

6. Police Department Garage and Addition – A great deal of work is being completed on the Police Department project. In response to my request, Clifford Buck Construction has proposed a new completion date of March 20, 2015. Staff finds this new target date acceptable. Attached is a letter from Andy Zorn, President of Buck Construction, regarding the status of the project.
7. Additional Road Funds – I am pleased to report to the City Council that MDOT has confirmed that the City of Norton Shores will receive \$163,954 in additional road funding. The monies are from the State's General Fund provided on a "one-time" basis. The amount is based on the Act 51 distribution formula for Fiscal Year 2015.
8. Water and Sewer Rate Survey – Attached is an annual survey that staff conducts to compare our retail water and sewer rates to other municipalities in Muskegon County including Muskegon and Fruitport Townships. Overall costs are represented on a quarterly basis making an assumption of 21,000 gallons of water used. You will note that Norton Shores ranks in the middle of other communities. Also, it should be noted that our customers' costs will not change after we begin purchasing water from the City of Muskegon beginning in April.
9. Patrol Officer Education/Experience Standard Change – Due to difficulties in recruiting qualified patrol officer applicants Chief Gale has recommended and I have approved a modification to those standards. By way of background, since 1993 when the department first became CALEA accredited the standard has been a Bachelor's degree. However, due to a shrinking labor pool, police agencies are finding an ever-increasing competitive market. Attached is a memo from Chief Gale regarding the change. The new standard will be a Bachelor's degree, Associate's degree with minimum of one year full-time law enforcement experience, or an Associate's degree with military experience or graduation from a certified military police basic training program. This is not the first time that I have considered changing the Bachelor's degree standard. I had previous discussions with former chief Dan Shaw about the standard and its effect on attracting qualified candidates to the department, including minorities.
10. Frozen Water Services – As Council will recall, last winter we had 34 frozen water services either within the City's right-of-way (14) or within the private service of the property owner (20). With the recent cold weather, staff contacted homeowners who experienced frozen services last year and advised that a minimal continuous flow of water be run to avoid frozen lines. Homeowners who follow this recommendation will receive a credit on their water bills for the water usage.
11. Council Requests List – Attached is a revised list for City Council's information.
12. Winnetaska Road – Attached is a memo from Chief Gagnon clarifying a statement he made at the January 2015 work session. During the meeting he stated that the roadway was originally platted with a 20' width. However, a Winnetaska resident reported, and it has been confirmed, that it was originally platted for a 30' width.

13. Regional Watermain Construction Update – As City Council is aware, next month the City of Norton Shores and Fruitport Township will switch utility service providers and begin purchasing water from the City of Muskegon. Attached is a status report on the project from Public Works Director Jerry Bartoszek.
14. Wayfinding Inquiry – At Tuesday’s Council meeting an inquiry about the Wayfinding project and the types of signs being considered was made. Attached please find an example of typical signage. After City Council awards the project to a sign company, staff will work with them on a distinctive design. The design, points of interest, and placement will be reviewed with City Council before the signs are produced and erected.
15. Liquor License Availability – Council Member Moulatsiotis asked at Tuesday’s Council meeting whether there are any Class C liquor licenses available in Norton Shores. Staff reviewed State records and found that there are currently none available. The license affiliated with the former Sam’s Joint restaurant is in the process of being transferred to No More Sidelines and the license held by Applause Catering is in the process of being transferred to Bella Maria’s in the same location.
16. Employee Survey – Staff has completed the annual employment survey of manufacturers who have been granted tax abatements in the past several years. I am pleased to report that employment is up which is reflective of what is being experienced throughout Muskegon County. Thirteen of the 20 companies surveyed experienced employment growth. Only 4 of the 20 experienced a decline in employment. Three companies remain status quo. Overall there was an increase of 174 full time jobs from December 2013 to December 2014. The most notable increases were Port City Castings at 102 additional jobs and Lakeside Surfaces at 30 additional jobs. Overall there are 179 more jobs than existed and were projected when these companies applied for their abatements.

MCM/ss

Attachments



Spring Clean-Up Day City of Norton Shores Residents Only
Saturday, April 25, 2015 8 am – 12 noon
DPW Facility at 1174 E. Mt. Garfield Road



For detailed information on acceptable items, call 231-799-6803 or 231-798-2156
or visit our website at www.nortonshores.org

We will be collecting refuse, used batteries, computer equipment,
scrap metal, appliances and usable items.

 **SPRING CLEAN-UP DAY**



CLIFFORD BUCK CONSTRUCTION COMPANY INC.

500 Irwin Avenue
Muskegon, Michigan 49442
231-726-4913
Fax 231-728-7410
www.cliffordbuckconstruction.com

February 19, 2015

Mark Meyers, City Administrator
City of Norton Shores
4814 Henry Street
Norton Shores, MI 49441

Subject: Police Garage and Office Addition

Mark,

In response to your letter dated February 13, 2015 regarding the completion date for the above referenced project. We appreciate your concern about the February 11, 1025 substantial completion date being missed. However, as you are aware there have been several contributing factors that have caused this delay.

It is our goal to have the above mentioned project substantially complete by March 20, 2015. The office addition has all of the new carpeting installed and we should be completing the final coat of paint this week. We have already turned over the Evidence Storage Room and should have all of the new concrete floors poured this week for the Police Garage.

Our original projected start date was intended to be October 3, 2014. We actually started on October 8, 2014. As you are aware, we did encounter a large septic tank and another underground storage tank that delayed us as well as the pre-engineered metal building not being ordered in time for the scheduled delivery due to some last minute design revisions.

We were very fortunate to get the base course of asphalt paving completed prior to the asphalt plant closing for the winter months. There will obviously be some things that need to be completed once Spring arrives.

If you have any questions or need any additional information, please contact me.

Sincerely,

CLIFFORD BUCK CONSTRUCTION CO., INC.

Andy Zorn
President

**DEBT OR READY-TO-SERVE BASED ON QUARTERLY CHARGE
MUSKEGON COUNTY RATES JANUARY 2015**

City	Meter Size	Water				Sewer				Total Debt/RTS Water	Total Debt/RTS Sewer	Commodity Charge	21,000/G Water	21,000/G Sewer	Commodity Charge	21,000/G Sewer	Combined Water & Sewer 21,000 Gallons
		Ready to Serve (RTS)	Water Debt	Debt/RTS	Commodity Charge	Ready to Serve (RTS)	Water Debt	Debt	Commodity Charge								
Whitehall**	5/8" x 3/4"	N/A	\$3.57	\$0.00	\$1.60	\$37.17	\$5.25	\$0.00	\$5.25	\$0.00	\$3.85	\$86.10	\$123.27				
Muskegon*	5/8" x 3/4"	N/A	\$0.00	\$8.01	\$2.26	\$47.46	\$8.01	N/A	\$8.01	N/A	\$3.30	\$77.31	\$124.77				
Montague	5/8" x 3/4"	\$12.00	\$19.80	\$11.25	\$2.30	\$68.10	\$11.25	\$13.50	\$24.75	\$3.50	\$98.25	\$166.35					
Muskegon Township (MC)*	5/8" x 3/4"	N/A	\$27.00	N/A	\$3.32	\$96.72	N/A	\$9.00	\$9.00	\$3.42	\$80.82	\$177.54					
Norton Shores	5/8" x 3/4"	N/A	\$24.67	\$13.58	\$3.69	\$102.16	\$13.58	N/A	\$13.58	\$3.35	\$83.93	\$186.09					
Fruitport Township	5/8" x 3/4"	\$14.75	\$22.25	\$14.22	\$3.77	\$101.42	\$14.22	\$0.00	\$14.22	\$3.62	\$90.24	\$191.66					
North Muskegon*	5/8" x 3/4"	N/A	\$30.00	\$20.00	\$4.71	\$128.91	\$20.00	N/A	\$20.00	\$2.94	\$81.74	\$210.65					
Roosevelt Park	5/8" x 3/4"	N/A	\$24.93	N/A	\$3.38	\$95.91	N/A	\$29.86	\$29.86	\$5.07	\$136.33	\$232.24					
Muskegon Heights	5/8" X 3/4"	N/A	\$35.49	\$26.39	\$3.18	\$102.27	\$26.39	N/A	\$26.39	\$5.06	\$132.65	\$234.92					

City	Meter Size	Water				Sewer				Total Debt/RTS Water	Total Debt/RTS Sewer	Commodity Charge	21,000/G Water	21,000/G Sewer	Commodity Charge	21,000/G Sewer	Combined Water & Sewer 21,000 Gallons
		Ready to Serve (RTS)	Water Debt	Debt/RTS	Commodity Charge	Ready to Serve (RTS)	Water Debt	Debt	Commodity Charge								
Muskegon*	1"	N/A	\$0.00	\$8.01	\$2.26	\$47.46	\$8.01	N/A	\$8.01	N/A	\$3.30	\$77.31	\$124.77				
Whitehall**	1"	N/A	\$3.57	\$9.03	\$1.60	\$37.17	\$9.03	N/A	\$9.03	N/A	\$3.85	\$89.88	\$127.05				
Muskegon Township (MC)*	1"	\$45.09	\$45.09	N/A	\$3.32	\$114.81	N/A	\$15.30	\$15.30	\$3.42	\$87.12	\$201.93					
Montague	1"	\$21.60	\$36.00	\$20.25	\$2.30	\$84.30	\$20.25	\$24.30	\$44.55	\$3.50	\$118.05	\$202.35					
Fruitport Township	1"	\$36.88	\$44.38	\$14.22	\$3.77	\$123.55	\$14.22	\$0.00	\$14.22	\$3.62	\$90.24	\$213.79					
Norton Shores	1"	N/A	\$53.68	\$13.58	\$3.69	\$131.17	\$13.58	N/A	\$13.58	\$3.35	\$83.93	\$215.10					
North Muskegon*	1"	N/A	\$48.00	\$20.00	\$4.71	\$146.91	\$20.00	N/A	\$20.00	\$2.94	\$81.74	\$228.65					
Muskegon Heights	1"	N/A	\$58.29	\$45.59	\$3.18	\$125.07	\$45.59	N/A	\$45.59	\$5.06	\$151.85	\$276.92					
Roosevelt Park	1"	\$87.26	\$87.26	N/A	\$3.38	\$158.24	N/A	\$104.51	\$104.51	\$5.07	\$210.98	\$369.22					

Commodity based on per 1,000 gallons consumption

RTS= Ready to Serve

*100 Cubic feet converted to 1,000 gallons

**based on 21,000 gallons per Qtr

Rates Changed Since Last Survey

Rates Did Not Change Since Last Survey



Internal Memo

February 12, 2015

TO: Mark C. Meyers, City Administrator
FROM: Jon Gale, Chief of Police
SUBJECT: Police Officer recruitment

I would like to propose changing the minimum qualifications for Police Officer applicants. We have experienced a decline in applicants in recent years due to a competitive job market. Recent studies indicate that Michigan Police Academies will not be able to keep up with the demand for new police officers within a five year period. The retirement of the Baby Boomer generation has caused a shortage of qualified applicants. Also, minority candidates have been nonexistent in recent requests for applications. This has occurred even though we have participated in recruitment efforts at local Universities to find qualified minority applicants.

My proposal is to add candidates that have successfully completed a police academy and have either a Bachelor degree, Associates degree with a minimum of one year full time Law Enforcement experience, an Associate's degree with Military experience and/or graduation from a MCOLES Military Police basic Training Program may substitute as a degree.

Please consider the above change in hiring procedures for Police Officer recruits.

City Council Requests – March 2015

Date Requested	Requested By	Received Via	Request	Action Taken	Date Completed	Completed By
04/2013	Council Member Beecham	Council Meeting	Look into regulating "donation boxes" that are popping up in business parking lots.	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.	Pending	Administrative Services Director
03/25/14	Council Member Ostrom	Work Session	Consider building a boat launch ramp at Ross Park.	The item was placed on the October work session agenda. Based on that discussion staff ordered a wetlands' determination. At the February work session results of the study were reported to Council. The entire wooded area was determined to be wetlands requiring 1/3 of the beach to be used in building a limited boat launch at a cost of \$325,000. City Council members chose not to pursue construction of a boat launch at Ross Park.	Completed	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



Internal Memo

March 3, 2015

To: Mark Meyers, City Administrator
From: Robert Gagnon, Fire Chief
Subject: Winnetaska Roadway Easement Clarification

At the February City Council Work Session, there was a discussion regarding the original platted roadway width on the private portion of Winnetaska Rd. It was stated that in 1910 the road width was platted at 20 feet, however after clarifying with the assessing department, the original roadway width was platted at 30 feet. This new information does not change the fire department's position on the matter as the International Fire Code only requires 20'.

Please contact me if you have any further questions.



Internal Memo

March 3, 2015

TO: Mark Meyers, City Administrator
FROM: Gerald Bartoszek, Public Works Director **GAB**
SUBJECT: Regional Water Construction Update

We are nearing the expiration of our contract with the City of Muskegon Heights as our source of water. In mid-April we will transition to purchasing our water from the City of Muskegon through the West Michigan Regional Water Authority. At this time, I would like to provide you an update on the status of the infrastructure construction necessary to obtain water from the Muskegon water filtration plant. There are several separate contracts in place to achieve this transition of a water source.

Contract A – Installation of three high service pumps in the Muskegon water filtration plant to supply water to the Water Authority. This work includes electrical connections, controls, a generator, meter and piping to connect to the transmission main.

This work is progressing well. The pumps are in place as is the generator, meter chamber, and the pipe work is connected to the transmission main in Beach Street. Final work is being done on the electrical and control systems. It is expected that everything necessary to pump water to test the pumps will be ready by March 16.

Contract A-1. – This contract purchased pumps and motors by the Water Authority because of the long lead time for delivery. These pumps were provided in time to be installed under Contract A.

Contract B – This portion of the project installs a 36" transmission main from the Muskegon water filtration plant and ties into the 30" regional transmission main on Seminole Road that supplies water from the Muskegon Heights water filtration plant.

All of the 36" main is installed and tied in at each end. A valve is currently being installed on the 30" water main in front of the Muskegon Heights plant which will be used to stop the flow of water from Muskegon Heights once the change over in the supply occurs. Additionally, an emergency interconnect with the Muskegon system remains to be connected at Sherman Boulevard and Lincoln Street. There are also five connections that need to be made between the new 36" main and our distribution system; these connections can be completed after the water supply change over. The 36" transmission main needs to be flushed, chlorinated, and tested to verify it is free of bacteria before it can be put into service. The transmission main should be ready to be put into service by the end of March contingent on successful testing.

Contract C – This project included the construction of a 16" water main in Fruitport Township on Broadway Avenue from Black Creek Road to Brooks Road and on Brooks Road to Ellis Road (a short section of 16" main already existed on Brooks Road). This water main is necessary for efficiency of the regional system and essentially links the regional water tanks together.

This work is complete.

Contract D – This contract is for the construction of a 1,000,000 gallon elevated water tank in front of the Fruitport Township Public Works Department located on Broadway Avenue at Brooks Road. This is a composite tank made up of a concrete tower with a steel tank on top of the tower.

The concrete tower is completed and the bowl of the tank is currently being assembled. This project will not be completed until summer or fall as the steel tank will need to be painted which is weather sensitive process. While the water tower needs to be completed for overall system reliability it does not need to be completed prior to the change over in the water supply.

Contract E – This includes a secondary connection to the Muskegon water system on Black Creek Road and includes the relocation of the regional booster station from its current location on Norton Avenue at Getty Street. This is an emergency connection only.

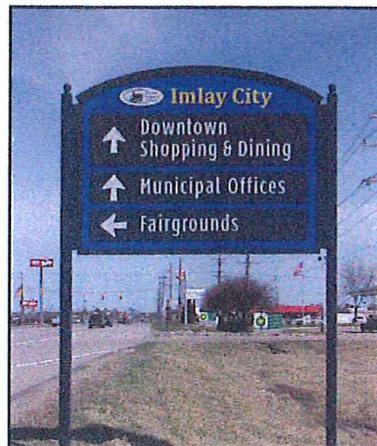
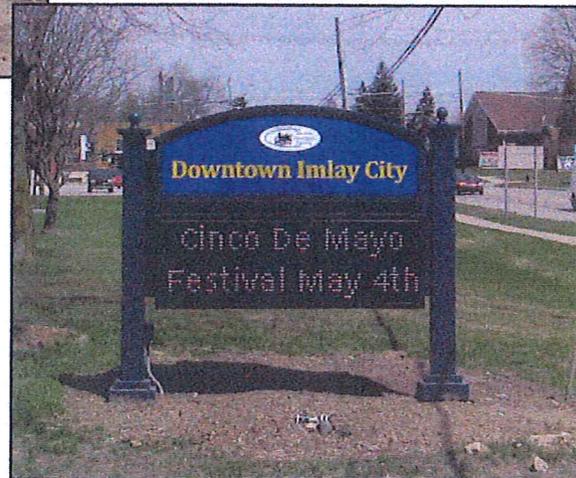
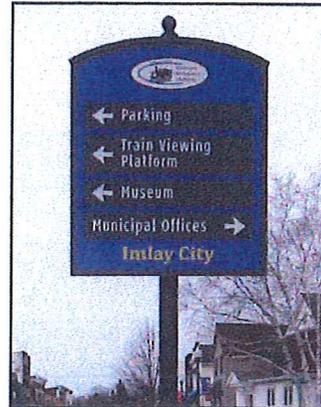
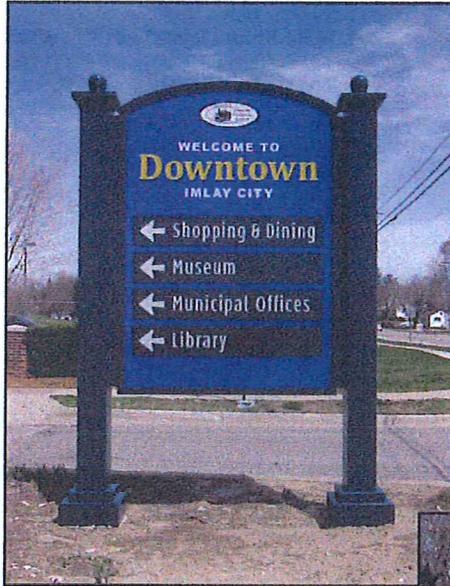
The 24" water main from Muskegon's water system is in place to the booster station location as is the main from the booster station location to the regional system. The booster station will be relocated after the water supply change over.

Contract F – The work under this contract is for a Supervisory Control and Data Acquisition (SCADA) system. The SCADA system will provide system control and information from the water tanks and the booster station which will be relayed back to the water filtration plant through radio signals. The computer software at the plant will be upgraded to allow remote monitoring and operation of these water system components.

This contract was just awarded by the Water Authority Board and will be completed by the fall. This project will not affect the changeover of the water supply.

The project as a whole is on schedule to facilitate the transition of our water supply from the Muskegon Heights water filtration plant to the Muskegon water filtration plant on April 15. At this time, the only possible obstacle I see to missing this deadline is if problems are encountered in the testing of the pumps and/or transmission main.

VALLEY CITY SIGN



**City of Norton Shores
Tax Abatements 2008-2014**

Company	Original Application							Called Back from Layoff	FT Employees Dec 2013**	FT Employees Dec 2014**
	FT Employees	FT Added	PT Employees	PT Added	PT Added	PT Added	PT Added			
Acemco Incorporated	178	20	0	0	0	0	0	192	180	
American Glass Mosaic	0	19	0	0	0	0	0	n/a	11	
Eagle Machine Tool Corporation	6	2	1	0	0	0	0	8	8	
Great Lakes Printing Solutions, Inc.	19	Unknown	1	0	0	0	0	11	11	
Intelligent Machine Solutions, Inc.	20	4	6	0	0	0	0	14	18	
J&M Machine Products	71	4	1	1	1	0	0	78	86	
Johnson Technology, Inc. (GE Aviation)	274	40	0	0	0	0	0	319	317	
KJJ Realty, LLC (River City Rollform)	16	6	1	0	0	0	0	25	21	
Lakeside Solid Surface	37	12	0	0	0	0	0	65	95	
M. Argueso & Co.	35	4	0	0	0	0	1	52	48	
Noble Company	27	3-5	0	0	0	0	0	31	32	
Non-Ferrous Cast Alloys, Inc.	70	10	1	0	0	0	0	63	67	
Philos Foods	4	9	0	0	0	0	0	n/a	7	
Polycem	14	30	0	0	0	0	0	17	19	
Port City Castings Corporation	53	0	0	0	0	0	9	154	256	
Progress Machine & Tool	20	2-3	2	0	0	0	0	18	19	
R&D Machine & Tool, Inc.	15	6	0	0	0	0	0	17	17	
RC Productions, Inc.	32	8-10	1	0	0	0	0	36	38	
TGW-Ermanco	240	0	0	0	0	0	0	196	204	
Wacker Neuson Production Americas, LLC	58	4	48	0	0	0	0	64	70	
Total	1189	151-156	62	1	1	10	1	1,360	1,524	

** Source: Business Registration Survey

Revised 03/04/2015