



## Internal Memo

June 4, 2015

TO: Mayor and City Council

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

SUBJECT: June Information Update

1. Home Safety Event – The Windflower Bay Neighborhood Watch has partnered with Home Depot and Norton Shores Police and Fire departments to hold a home safety demonstration. The event takes place **today**, June 4, from 6:00 p.m. to 7:00 p.m. at Fire Station No. 3, 1100 Pontaluna Road. Home Depot will demonstrate new technology to make your home safe and secure and Police and Fire staff will each present home safety tips.
2. Municipal League Annual Convention – The League’s 2015 annual convention will be held in Traverse City from September 16 – 18 and details can be found at [www.mml.org](http://www.mml.org). If you are interested in attending the conference contact Shelly in the Clerk’s Office and she will be happy to assist you.
3. Leaf Disposal Sites Schedule – The Ross Park site was closed beginning this week. The Wood Road site will be open on Saturdays and Sundays from 11:00 a.m. to 7:00 p.m. for the remainder of the summer. Both sites will resume daily schedules in the fall.
4. Street Improvements – Reconstruction of Castle Avenue, Mayfair Avenue, and Wellwood Street will begin next week. Also, the street resurfacing contractor is planning a mid-July start on the municipal road resurfacing program. Further, new gravel has been placed on Judson and Wood Roads. Lastly, the top coat of asphalt will be placed on McCracken Street between Seminole Road and Norton Avenue next week.
5. Police Department Launches “Operation Safe Exchange” – Chief Gale has announced that the Police Department will become a formal location for civil exchanges and private transactions. The police department lobby and parking lot provide a safe and secure area for community use during these activities. Attached please find a flyer detailing the benefits to the public and types of exchanges it would facilitate.
6. Bike Time Traffic Control – Chief Gale has met several times with Bike Time officials regarding their July 16 – 19 event being held at the former Great Lakes Downs’ site on Harvey Street. Attached is a memo from Chief Gale outlining the traffic control plan for this event.

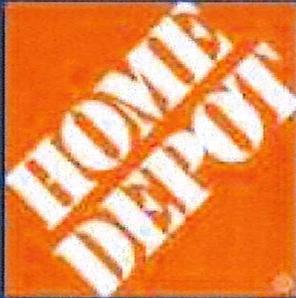
7. Council Requests List – Attached is an updated list for City Council’s information. Please note that the item related to regulating donation boxes placed in commercial parking lots has been removed. Staff monitored this issue for two years and determined that it has not become a concern that would require regulation at this time. Council Member Beecham had requested monitoring this situation and she concurs with staff’s analysis.

MCM/ss

Attachments

# WINDFLOWER BAY HOME SAFETY DEMONSTRATION

Sponsored by: Home Depot



***JOIN US IN KEEPING YOUR HOME SAFE!***

**Home Depot, Windflower Bay Neighborhood Watch, Norton Shores Police Department, and Norton Shores Fire Department**

**Date: Thursday, June 4, 2015**

**Time: 6:00 - 7:00 pm**

**Location: 1100 Pontaluna Rd.**

**Norton Shores Fire Station #3**

*We are looking forward to bringing you some new ideas from Home Depot as they talk about keeping your home safe and secure, by using your smart phone!*

*The Norton Shores Police and Fire Departments will also be there to answer your questions. Light refreshments will be served.*



# Operation Safe Exchange

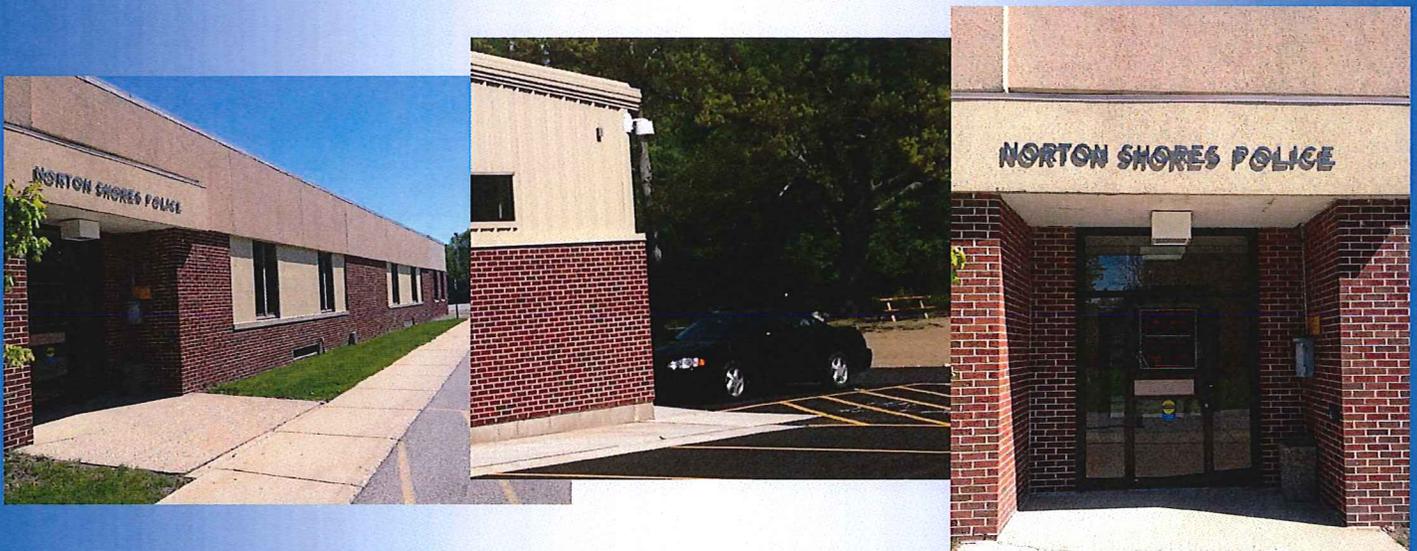
The Norton Shores Police Department would like to welcome the public to use the police department lobby or parking lot for civil exchanges. NSPD wants to provide a safe location for craigslist transactions or other exchanges which could also include child custody scenarios.

# craigslist®



<b>craigslist</b> post to classifieds <a href="#">my account</a> search craigslist <input type="text"/> event calendar S M T W T F S 17 18 19 20 21 22 23	<b>muskegon</b> <table border="1"><tr><td><b>community</b> activities local news artists lost+found childcare musicians classes pets events politics general rideshare groups volunteers</td><td><b>housing</b> apts / housing housing swap housing wanted office / commercial parking / storage real estate for sale rooms / shared rooms wanted</td><td><b>jobs</b> accounting+finance admin / office arch / engineering art / media / design biotech / science business / mgmt customer service education</td></tr></table>	<b>community</b> activities local news artists lost+found childcare musicians classes pets events politics general rideshare groups volunteers	<b>housing</b> apts / housing housing swap housing wanted office / commercial parking / storage real estate for sale rooms / shared rooms wanted	<b>jobs</b> accounting+finance admin / office arch / engineering art / media / design biotech / science business / mgmt customer service education
<b>community</b> activities local news artists lost+found childcare musicians classes pets events politics general rideshare groups volunteers	<b>housing</b> apts / housing housing swap housing wanted office / commercial parking / storage real estate for sale rooms / shared rooms wanted	<b>jobs</b> accounting+finance admin / office arch / engineering art / media / design biotech / science business / mgmt customer service education		

The lobby of the police department provides a safe and video recorded location. The parking lot is also brightly lit and equipped with security cameras. The east parking lot will soon have two designated parking spaces for **Operation Safe Exchange**. The lobby is open during normal business hours of 8am to 5pm.



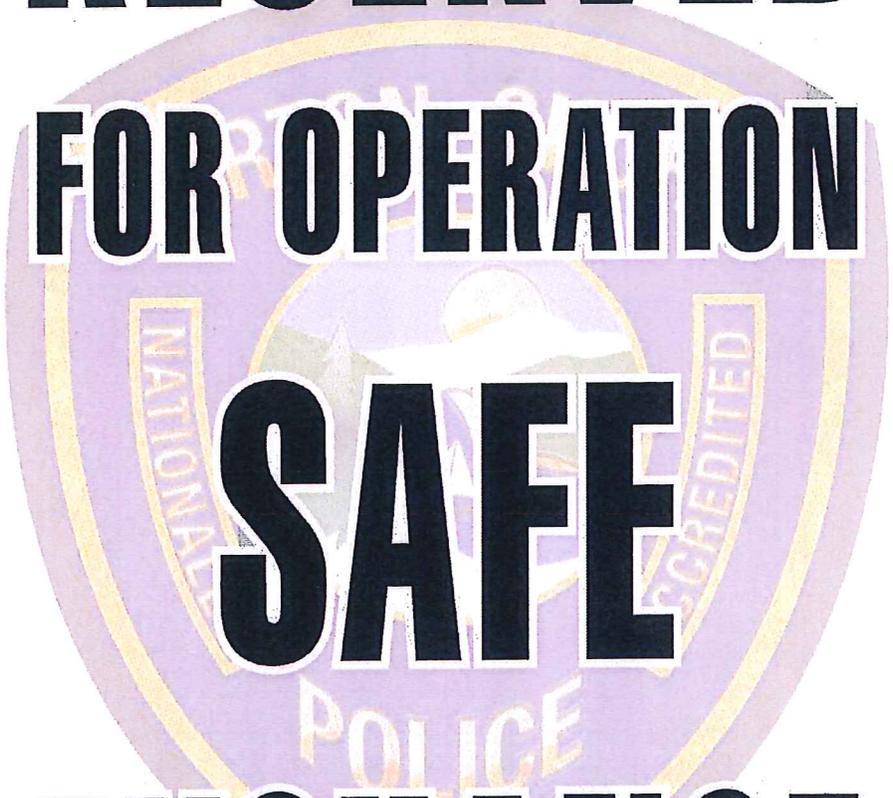
Norton Shores Police Department  
4814 S Henry St  
231-733-2691

**RESERVED**

**FOR OPERATION**

**SAFE**

**EXCHANGE**





## Internal Memo

May 28, 2015

TO: Mark C. Meyers, City Administrator  
FROM: Jon Gale, Chief of Police *Jon Gale*  
SUBJECT: Bike Time traffic control

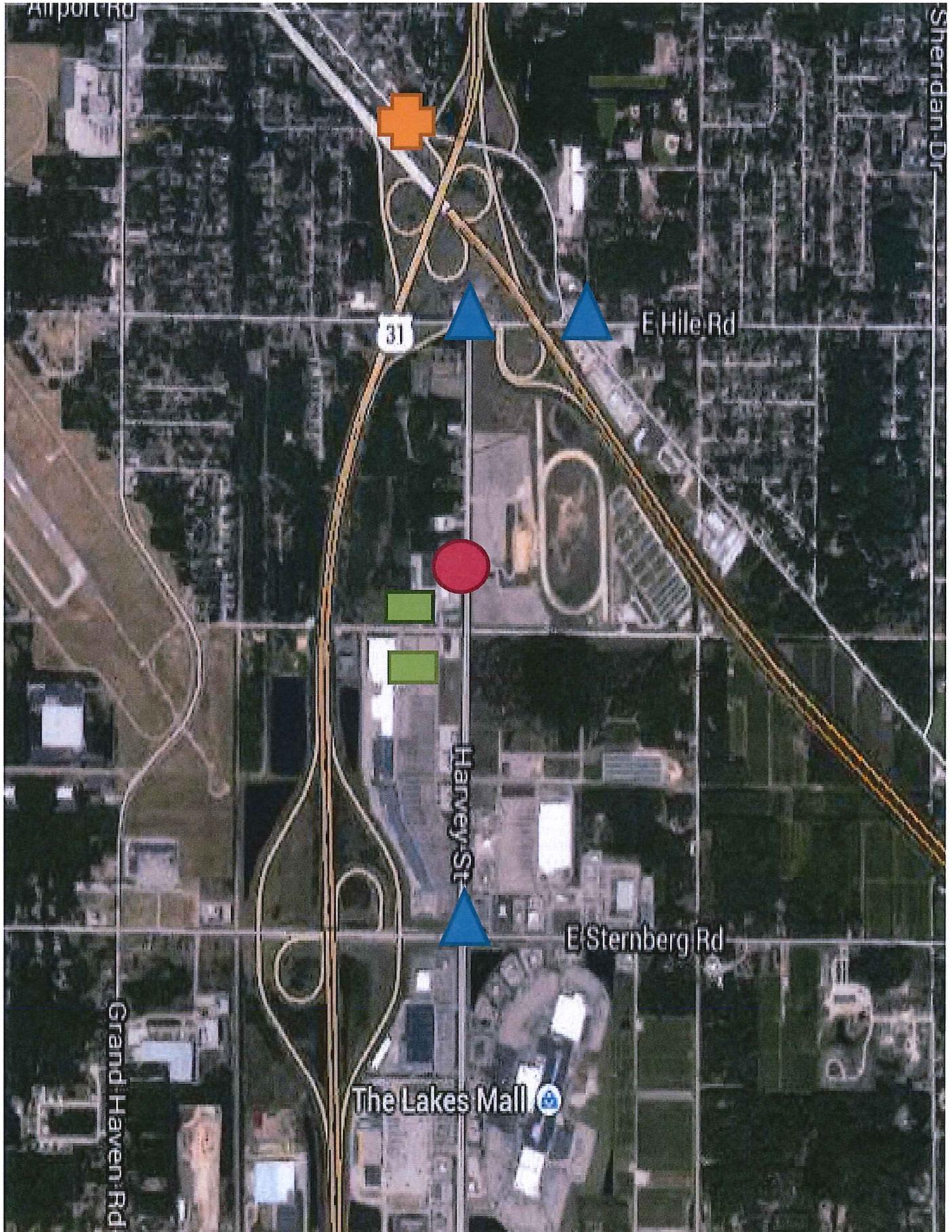
Mr. Meyers,

The police department has attended several meetings this spring with Bike Time staff and Fruitport Township Police department supervisors regarding the Bike Time events and concerts. Bike Time Staff has requested the Norton Shores Police Department handle traffic control and the Fruitport Township Police Department handle security at the events.

All Motorcycles will be allowed to park on site and all passenger vehicles are being directed to park in the Target parking lot. Target has given permission to Bike Time to use their parking lot, so officers will assist with directing pedestrians as well.

I have attached a traffic plan that will cover busy times of the events. All major intersections will be covered in the surrounding area of the Bike Time location from Thursday July 16<sup>th</sup> through Sunday July 19<sup>th</sup>. I am confident the traffic plan will keep traffic moving with little delay to our area businesses and local traffic. Bike Time staff will reimburse overtime costs to this department as well as the Department of Public Works.

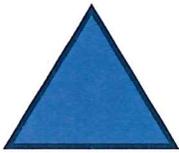
# 2015 Bike Time Traffic Plan



# 2015 Bike Time Traffic Plan



Thursday- 12p-12am  
Friday- 12pm-12am  
Saturday- 830am-1am  
Sunday-1130pm-4pm

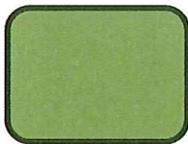


Thursday- None  
Friday- 330p-12am  
Saturday- 330pm-1a (Harvey-Sternberg)  
12p-1am (Hile-Airline and Airline-Us31)  
Sunday- None



Thursday- 5p-10p  
Friday- 330p-10p  
Saturday- 12p-10p  
Sunday- None

## Bike Time Volunteers



Thursday- 12p-12am  
Friday- 12pm-12am  
Saturday-0830am-1am  
Sunday-12pm-4pm

## Display signs posted on US31- (All Bike Time Traffic Exit)

North bound traffic exit at Hile st

South bound exit at Sternberg Ave.

## City Council Requests – June 2015

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.	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
03/24/15	Council Member Ostrom	Verbal	Request via a resident to study the speed limit on Sternberg Road between Grand Haven and Martin Roads.	Staff will perform a speed study in this area. It should be noted that previous work had been initiated by staff based on their own observations.	Pending	Public Works Director and Police Chief
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