



## Internal Memo

September 1, 2015

TO: Mayor and City Council

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

SUBJECT: September Information Update

1. United Way Day of Caring – Please be reminded that the United Way Day of Caring is scheduled for Friday, September 11, 2015 beginning at 8 a.m. Again, this year's project will include beautification on Seaway Drive and along Sherman Boulevard. Beautification efforts in the Seaway Drive median will include the planting of trees, shrubs and dune grass. The day will kick off with a breakfast and registration at Mona Lake Park in Muskegon Heights. Attached is a flier that includes the registration form.
2. Sportsmen for Youth – The annual Sportsmen for Youth Day will take place Saturday, September 12, 2015 from 9 a.m. to 3 p.m. at the Muskegon County Fairgrounds. Personnel from both the Police and Fire Departments who have helped to organize the event will be present to promote safe outdoor sporting activities for youth. Attached is a flier with more information.
3. Public Safety Open House – The annual Public Safety Open House is scheduled to take place on Saturday, September 26, 2015 from 10 a.m. to 3 p.m. at Fire Station #3 on Pontaluna Road. As in past years, fire and police demonstrations and displays will be offered with many activities for children. Please come out and enjoy this fun and informative event.
4. Fall Leaf Sites – Both leaf sites will open daily beginning Monday, September 28, 2015 and remain open until Sunday, November 29, 2015. Hours of operation continue to be 11 a.m. to 7 p.m.
5. Joint Meeting with Mona Shores School Board and Roosevelt Park City Council – A joint meeting with City Council, Mona Shores School Board, and Roosevelt Park City Council is scheduled for Monday, September 28, 2015 at 5:30 p.m. at the Roosevelt Park Community Center, 3106 Roosevelt Road. A light dinner will be served.
6. Fire Department Fundraiser Recipient – The Women's Division of the Lakeshore Chamber of Commerce has selected the Norton Shores Fire Department as one of three recipients of proceeds from their annual Trinkets and Treasures indoor yard sale. The group will help raise funds to purchase smoke detectors for City residents and a new training mannequin. The fundraiser is scheduled for October 2-3, 2015 at the Folkert Hub during the hours of 9 a.m. to 5 p.m. and 9 a.m. to 3 p.m. respectively.

7. Street Improvements Update – Two separate paving crews have been busy finishing up the resurfacing projects. The hot-in-place recycling projects including Porter, Airport and Ellis Roads, and the Shorewood/Hendrick and Winslow Court loops are substantially complete. The remaining work includes new pavement markings and replacement of traffic signage. Other roads receiving a mill and resurface method are also being completed including Arbor, Crandall, Clayton and Marianne Avenues as well as York, Norlock and Augustine Streets and Lake Forest Drive. These streets should be done within the next two weeks.

Work on roads being reconstructed continues. Estes Street, Schamber Drive, and Castle Avenue have been completed. Mayfair and Wellwood Streets are about 60% complete. Southwood Avenue will be the last road reconstructed this season.

In a related matter, the sidewalk projects on Getty Street and on Henry Street are scheduled to begin in mid-September.

8. MPTC Compensation and Classification Study – Previously the City Council authorized solicitation of proposals to conduct a compensation and classification study for the Management, Professional, Technical, and Clerical employee group. Three proposals were received by national firms ranging from \$8,750 to \$19,750. The lowest quote, from the Mercer Group of North Carolina, met the City's selection criteria. Because the cost is below the \$10,000 threshold requiring City Council approval, staff has authorized the firm to begin the study next month. It should be noted that the MML and Rehmann, who previously performed studies for the City, declined to submit proposals citing their current workloads as the reason.
9. Council Request List – Attached is list for City Council's information.

Muskegon County

# Day of Caring 2015

Friday, September 11



United Way of the Lakeshore

Get a little dirty while you help clean up our community!



Join us as we team up with WatchMuskegon, the cities of Muskegon, Norton Shores, and Muskegon Heights, the Michigan Department of Transportation and our AmeriCorps NCCC crew to make our community more beautiful! We'll work at various sites along Seaway Drive and Sherman Boulevard, taking care of weeds and planting some eye-catching flowers and greenery.

Not a fan of getting your hands dirty, but still want to help? Join us for an indoor project as we team up with our Labor group to put together Kits for Classrooms. Teachers will have a chance to let us know what they need for their classroom, then we'll put together custom kits to support success in our schools!  
*Indoor space is limited, depending upon location, so register today!*

**TO REGISTER:** Visit [unitedwaylakeshore.org/day-of-caring](http://unitedwaylakeshore.org/day-of-caring) or use the form below.

8:00 - Breakfast & Registration at Mona Lake Park.  
9:00 - Day of Caring Kickoff.  
9:30 - Leave for project sites.  
12:30 - Return to Mona Lake Park for free lunch.  
*A snapshot of our day.*

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Can we text you?  Yes  No

T-shirt size:  S  M  L  XL  2XL  3XL  I already have a LIVE UNITED shirt

Preferred Site:  Outdoor (clean up/beautification projects)  Indoor (Kits for Classrooms project)

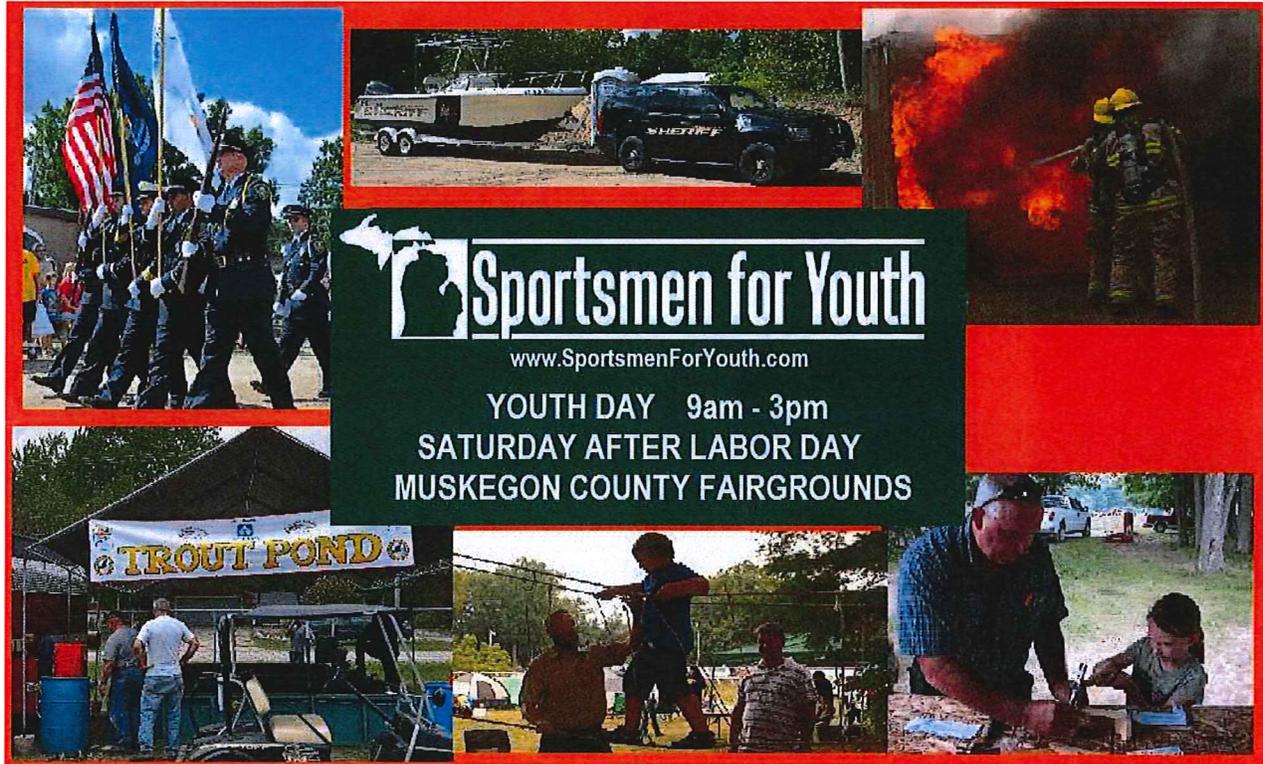
Will you join us for breakfast?  Yes  No Will you join us for lunch?  Yes  No

Please scan and email form to [volunteer@unitedwaylakeshore.org](mailto:volunteer@unitedwaylakeshore.org) or fax to 231-722-3137.

A Volunteer Coordinator will follow up with you to confirm your registration and go over details of the day.

2015 United Way of the Lakeshore Signature Sponsors





# Sportsmen for Youth

[www.SportsmenForYouth.com](http://www.SportsmenForYouth.com)

YOUTH DAY 9am - 3pm  
SATURDAY AFTER LABOR DAY  
MUSKEGON COUNTY FAIRGROUNDS

Sportsmen for Youth

and

Muskegon Area Fire Chiefs

are proud to present

**YOUTH DAY FREE** for 17 and under

Youth Day is designed to introduce youth to the great joy of everything outdoors. Educational and fun for the whole family! Multiple activities and demonstrations all day long.

Promoting the safe pursuit of outdoor activities

and

Fire Safety

all in one venue for one day and no charge.

Lunch, t-shirts, door prizes, and goody bags for the first 2500 youth

17 and under attending the event is provided absolutely FREE.

Along with multiple drawings from exhibitors throughout the day.



# City of Norton Shores Public Safety House



# Open House

**Saturday, September 26, 2015**

**10 am — 3 pm**

**Fire Station #3 ~ 1100 E. Pontaluna Rd.**



Norton Shores  
& Roosevelt Park  
2nd Grade Poster  
Contest Winner - 2014  
Gracey Bollin

- *Fire Truck Rides*
- *Children ID Cards*
- *Police K-9 Demos*
- *Meet Firefighters & Police Officers*
- *Safety Displays*
- *Fire Trucks*
- *Police Cruisers*
- *Police UTV*
- *Safety Equipment*
- *Seatbelt Convincer*
- *Honor Guard Presentations*

**Food!**

**2nd Grade  
Poster Contest**

## Don't Miss It!

**"Protecting Your Future"**

**Fun!**

**Door  
Prizes!**

## City Council Requests – September 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                               |
| 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