AGENDA 6b
DATE 4-16-19

CITY OF NORTON SHORES
CITY COUNCIL WORK SESSION
March 26, 2019

A regular work session of the Norton Shores City Council was held on Tuesday, March 26, 2019 at Norton Shores City Hall, 4814 Henry Street. The meeting was called to order at 6:00 p.m. following a rescheduled City Council meeting.

Present: Mayor Nelund, Council Members Cross, Hylland, Morgenstern, Moulatsiotis and Sladick; also, Mark Meyers, Jon Gale, Bob Gagnon, Mike Huston, Jerry Bartoszek, Anthony Chandler and Shelly Stibitz

Absent: Council Members Beecham, Flanders and Jurkas

1. Proposed Fiscal Year 2020 Capital Improvement Program Budget

City Administrator Mark Meyers described to Council members staff's continual budgeting process throughout the year determining what future needs will be. At the beginning of the calendar year, Department Heads work with their supervisors and staff to devise five-year budget requirements and wishes. The Budget Committee, comprised of the City Administrator, Finance Director and Director of Administrative Services, meets with staff initially to gather information, listen to the justification for requests and asks questions. Following the Board of Review, when resources are better projected, another meeting is held to prioritize projects and work within the estimated revenues. Mr. Meyers reported that the proposed Capital Improvement Program budget is a balanced budget with no use of reserved funds.

Finance Director Mike Huston explained that the 2 mill capital improvement levy provided in the Charter is expected to generate $1.6 million and, combined with other revenue sources including the TIFA pass-through, FY20 capital improvement funding is estimated at $2,452,380. Mr. Huston reminded Council members that $1,040,803 is needed to meet fixed obligations such as the vehicle replacement program and loan payments with the balance being used for capital improvement requests. This reduces available funds for capital improvement project requests to $1.4 million. One of the larger proposed expenditures includes two sidewalk projects from the newly established Tier One category of the updated Bicycle and Pedestrian Plan. Another had been replacement of the Fire Department's ladder truck until it was realized in budget discussions that TIFA funds could be allocated for this purchase, allowing use of capital improvement funds for other needed fire equipment. Several smaller projects include construction of the Ginka memorial and funding for the Sherman Boulevard Beautification project. Additionally, funding was needed to upgrade the road accessing the new kayak launch at Black Lake Park which will include a cost-share with Spring Lake Township.

Council members asked for further explanation on a number of things including removal of the berm at City Hall, whether sidewalk funding levels were sufficient, details of the renovation to the women's locker room in the Police Department, inquiry about future renovations to the City Hall break room, cost estimates of several new purchases and planting trees at the cemetery. In response, Police Chief Gale shared that the portion of berm directly across from the Police entry door on Churchill Drive is expected to be removed to construct a circular concrete memorial for Officer Ginka and include a memorial bench for former Council Member Dolack. Chief Gale also described the necessary renovations to the women's locker room, including a nursing room, as several new officers are female and the current space is very small. It was reported that sidewalk funding is sufficient for the two projects proposed and staff will continue to explore grant monies for projects in all tiers. Renovations to the employee breakroom in the basement at City Hall will remain under consideration in future budgets. Council Member Moulatsiotis asked that FY20 purchases, specifically the Police breakroom refrigerator and Fire conference room chairs, be made at lower than estimated costs. In answer to planting of trees at the cemetery, Council Member Sladick was informed that the intent is to continue the live-fence buffer of Arborvitae at the cemetery and airport property line in response to a resident request.

General Comments

Mayor Nelund reminded everyone that there would not be a meeting next week on April 2nd.

Meeting adjourned at 6:31 p.m.

Shelly Stibitz

Shelly Stibitz, City Clerk