



## Internal Memo

April 9, 2020

TO: Mayor and City Council

FROM: Mark C. Meyers, City Administrator

SUBJECT: April 2020 Information Update

1. Good Friday Holiday – Non-emergency offices will be closed on Friday, April 10, 2020 to observe the Good Friday holiday.
2. Meeting Cancellations – Due to lack of business, the Planning Commission and Zoning Board of Appeals meetings were both cancelled for April.
3. Annual Hunter Safety Program Postponed – The Police Department has postponed the annual Hunter Safety Program originally scheduled for later this month due to the COVID-19 restrictions on gatherings. Participants will be notified when the class is rescheduled.
4. Spring Clean-up Day Postponed – Due to the Stay Home, Stay Safe Executive Order, the annual Spring Clean-up scheduled for Saturday, May 2, 2020 is postponed and will be rescheduled. An informational postcard will be mailed to all City residents when we can identify a new date.
5. Lake Harbor Bridge Rehabilitation Work Suspended – The City's bridge rehabilitation contractor, Milbocker & Sons, Inc., has suspended work on Lake Harbor Bridge for two weeks effective April 5<sup>th</sup>. This is a State grant project and MDOT has allowed contractors to suspend work for a two-week period. Based on the work done to-date, the bridge could not be opened to vehicular traffic during the delay. However, the sidewalk was opened to pedestrian traffic.
6. Coastal Community Resilience Grant Application – Staff is preparing a grant application under the Michigan Coastal Management program to develop a study on coastal and community resilience. Attached is a call for projects describing the program. Staff is proposing the development of a Coastal Resilience Master Plan Chapter which would include flood risk mapping, shoreline erosion mapping and best practices to improve sustainability. This chapter would amend and be incorporated into the City's Master Plan.

7. COVID-19 Business Continuity Planning – Attached is an extended and updated list of measures the City has taken since March 23<sup>rd</sup> to continue essential City services while also protecting employee’s health. Since that time several other safeguards have been implemented including a self-monitoring questionnaire completed by all employees prior to working in person, closure of play structures in all City parks, prohibiting use of the City Hall weight room by retirees and employee’s family members and strict sanitation procedures by individuals using the equipment and City Hall, Police Department and Public Works Facility will be sanitized weekly by a commercial firm. Ongoing City operations are reviewed on a daily basis and further changes may be made.
  
8. COVID-19 CDBG Funding – The City has received approximately \$83,000 in Community Development Block Grant funds to be used to prevent, prepare for and respond to the Coronavirus. The allocation comes from the Coronavirus Aid, Relief, and Economic Security Act (CARES). Please see the attached notice. At this point guidance or restrictions on use of these funds has not been communicated. However, generally, local governments are encouraged to “consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors.” Once more specific guidance is received, staff will prepare a recommendation to City Council regarding how we might make the most impact in our community through these additional financial resources.

/ss

Attachments



**Due Date: First Come, First Served While  
Resources Last; Project Completion No  
Later Than December 2020**

## **SPECIAL REQUEST FOR PROPOSALS**

### **2020 COASTAL COMMUNITY RESILIENCE MATCHING GRANTS**

With generous matching funding from *Michigan's Coastal Management Program (CMP)*, the nonprofit Land Information Access Association (LIAA) is collaborating with coastal communities in Michigan to develop master plan content that will contribute to **greater coastal and community-wide resilience**. These planning efforts focus on ways to build a better and more reliable local economy, manage social and environmental changes, respond to a changing climate with more severe storms, and respond and adapt to dynamic changes in Great Lakes water levels.

LIAA has years of experience helping communities chart a path towards a more resilient future. Through funding from CMP, our team has worked with communities along Lake Michigan and Lake Huron to help them better understand overall vulnerabilities as well as the problems unique to coastal areas. The mission of this current service grant is to help coastal municipalities collect and analyze data related to environmental, coastal, economic and social sustainability; facilitate stakeholder meetings to identify action strategies to address sustainability issues; and provide updated municipal planning tools and documents. This matching grant program provides a flexible set of deliverables to assist localities at any stage of the planning process.

There are five key requirements for participation in the *Coastal Community Resilience Matching Grant* program:

1. The municipality(ies) must be located on a Great Lake coastline.
2. The municipality(ies) must be committed to adopting the project's deliverables into its Master Plan (or if the community does not have a Master Plan, to adopt the Master Plan drafted during this effort).
3. The municipality(ies) must provide a direct contact (elected, appointed or staff) to assist in developing the project during the specified timeframe.
4. The municipality(ies) must commit to providing half the cost of the services provided by LIAA (a 1:1 cash match).
5. Projects must be completed by December 2020.

To be considered for a grant of services under this Request for Proposals (RFP) a municipality must submit an application to:

Coastal Community Resilience Service Grants  
Land Information Access Association (LIAA)  
324 Munson Avenue  
Traverse City, MI 49686

You may also submit applications as PDF documents to [zvega@liaa.org](mailto:zvega@liaa.org).



April 9, 2020

FOR IMMEDIATE RELEASE

UPDATE - City of Norton Shores COVID-19 Mitigation Measures

In response to the Governor’s Executive Order to “Stay Home, Stay Safe” the City of Norton Shores continues to implement operational changes in an effort to reduce risk associated with the COVID-19 virus for city employees and the general public.

The following changes will be in effect from Tuesday, March 24, 2020 – Friday, May 1, 2020.

- 1. We have fully transitioned to a non-contact form of conducting business at City Hall or any other City Facility. City offices will be closed during this period; however, staff will be working providing public services to our community using swing shifts, on-call and work from home measures. If you must conduct business with the City at this time, please do so via phone, email, web site, U.S. Mail service, on-line payment method or utilizing the drop-box available at the main entrance to City Hall.
2. The Norton Shores Branch of the Muskegon Area District Library and the adjacent Community Room will remain closed.
3. City parks remain open but restroom facilities are closed. Enjoy the outdoors while practicing social distancing.
4. City rental inspections are suspended and appointments will be re-scheduled at a later date.
5. Building trades inspections are suspended and Building Department staff will not enter residences unless it is an emergency situation. Building trades inspections are available for essential businesses by appointment only.
6. Water shut-offs, due to delinquent payment continue to be suspended. The penalties and payment will still apply.
7. The regular City Council meeting for Tuesday, April 21 remains as scheduled and may be conducted via a videoconference format.

The operational changes presented are based on recommendations provided by the Michigan Department of Health and Human Services. Please contact the Office of City Administrator, Mark C. Meyers at (231) 798-4391 with any questions regarding the operational changes listed above. We appreciate our residents and visitors understanding as we work together to reduce exposure to the COVID-19 virus.

Table with 6 columns: Administration/City Clerk, Assessing Division, Building Division, Finance/Treasurer, Fire Prevention, Fire Department, Parks/Recreation, Planning/Zoning, Police Department, Public Works, Streets Division, Water/Sewer.

*rec'd 4/6/20 mcm*



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

April 2, 2020

The Honorable Gary Nelund  
Mayor of Norton Shores  
4814 Henry Street  
Norton Shores, MI 49441-5499

Dear Mayor Nelund:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department is immediately allocating \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the Cares Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance. Given the immediate needs faced by our communities, the Department has announced the first allocation of funds. Your jurisdiction's allocation is \$83,261.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the Secretary to grant waivers and alternative requirements of statutes and regulations the Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The Department is developing a notice that will further describes the CARES Act's provisions, a Quick Guide to the CARES Act flexibilities and other provisions, and other resources to enable swift implementation of CDBG-CV grants. As these become available, they will be

posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. HUD will provide guidance and technical assistance on DOB and regarding prevention of fraud, waste, and abuse and documenting the impact of this program for beneficiaries.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in dark ink, appearing to read 'John Gibbs', is positioned above the typed name.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development