



February 20, 2020

TO: Mayor and City Council

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

SUBJECT: General Information Packet

Attached are general items of information you may find interesting. If you have any questions or comments regarding the information, please contact me.

MCM/co
Attachments

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804



PUBLIC e-mail NOTICE

**CITY OF NORTON SHORES
Department of Public Works
4814 Henry Street
Norton Shores, Michigan 49441
Telephone: 231-799-6803
e-mail: jmurphy@nortonshores.org**

DATE: February 18, 2019

PAGES: 1, Including this Sheet

FROM: Jim Murphy, City Engineer

SUBJECT: Lake Harbor Road Bridge Closure

COMMENTS: Bridge deck, joint rehabilitation and major preventive maintenance work on the Lake Harbor Road Bridge over the Mona Lake Channel is scheduled to start Monday, March 2, 2020. This work is scheduled to be completed by late-June of 2020 with a proposed open to traffic date of May 21, 2020. The bridge shall be closed to all traffic and marine navigation may be affected at times. The designated detour route is Forest Park Road, Henry Street and Porter Road.

Updates to project progress can be found on the City’s website and Facebook page as well as available on nixle.com.

Questions pertaining to the closure may be addressed to the Public Works Department, Municipal Building, 4814 Henry Street, Norton Shores, MI 49441 Monday through Friday, 8 a.m. to 5 p.m. at 231-799-6803.

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
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West Michigan Regional Water Authority

4814 Henry Street

Norton Shores, MI 49441

February 19, 2020

TO: Mark C. Meyers, City Administrator
Heidi Tice, Township Supervisor

FROM: Gerald Bartoszek, Water Authority Chair **GB**

SUBJECT: West Michigan Regional Water Authority Budget

Yesterday, the Water Authority held a regular meeting. Included in the meeting agenda was the consideration of the FY-2021 budget. The authority board unanimously approved the budget as proposed.

In accordance with the Articles of Incorporation of the West Michigan Regional Water Authority the Authority shall notify the constituent municipalities of the approved budget by March 1 of each year. To comply with this requirement, a copy of the budget as approved is attached.

I would like to point out to you that the rate the Water Authority will charge its customers will raise to \$2.39 per 1,000 gallons which is an \$0.18 increase over the current rate. The rate increase will take effect on July 1, 2020.

If you have any questions, please let me know.

GAB

**WEST MICHIGAN REGIONAL WATER AUTHORITY
BUDGET**

FY-2020 - APPROVED (July '19 - June '20)		FY-2020 REVISED	FY-2021 PROPOSED	
Revenues				
1	Water Sales **	\$3,094,000.00	\$2,873,000.00	\$3,226,500.00
2	Adjustment to Water Sales	\$0.00	\$293,776.00	\$0.00
3	Rate Smoothing **	\$518,000.00	\$481,000.00	\$283,500.00
4	Cell Antenna Lease Revenue	\$0.00	\$10,126.00	\$125,162.00
5	Interest Income	\$500.00	\$200.00	\$300.00
	Total Revenues	\$3,612,500.00	\$3,658,102.00	\$3,635,462.00
Expenses				
1	Combined Gas & Electricity for Booster Station, Towers, Master Meters	\$7,800.00	\$7,200.00	\$7,400.00
2	Master Meter Testing	\$1,200.00	\$1,200.00	\$1,200.00
3	Combined Supplies & Materials for Booster Station, Towers, Master Meter maintenance	\$3,000.00	\$3,000.00	\$3,000.00
4	Special Projects FY-19 Altitude Valve, check valve if needed, SCADA; Miscellaneous - throttle valve FY-20 Smiley Tank Wash, Miscellaneous	\$20,000.00	\$85,000.00	\$100,000.00
5	Emergency Repair	\$15,000.00	\$65,000.00	\$25,000.00
6	Misc	\$3,000.00	\$3,000.00	\$3,000.00
7	Auditing	\$4,000.00	\$4,025.00	\$4,200.00
8	Insurance	\$9,800.00	\$10,224.00	\$10,500.00
9	Bond Payment Interest 10-1-19 (2020) Principal 4-1-20 (2020) Interest 4-1-20 (2020) Paying Agent	\$259,500.00 \$400,000.00 \$259,500.00 \$500.00	\$259,500.00 \$400,000.00 \$259,500.00 \$500.00	\$251,500.00 \$400,000.00 \$251,500.00 \$500.00
10	Water Purchases at calculated rate	\$2,366,000.00	\$2,023,706.00	\$2,223,000.00
10a	Water Rate adjustment per contract	\$0.00	\$293,776.00	\$0.00
11	Legal	\$2,500.00	\$5,500.00	\$3,000.00
12	Capital Contribution to FB	-\$94,300.00	-\$136,433.00	-\$1,891.00
13	Depreciation *	\$355,000.00	\$353,553.00	\$353,553.00
	Total	\$3,612,500.00	\$3,638,251.00	\$3,635,462.00

Billable Gallons	1,400,000	1,300,000	1,350,000
Rate per 1,000 gallons	\$2.58	\$2.80	\$2.69

* CAPITAL IMPROVEMENT PROJECTS
FY-2019/20 Broadway, Getty to Bailey Water Main \$337,000
FY-2020/21 Seminole, Henry to Park Water Main \$160,000

** \$0.17/1,000 gallons will be added to the Muskegon's rate calculated without the Capital Improvement component to cover major Capital Imps from 2019 to 2024. This addition will be for 15 years or until 2034

Norton Shores Rental Report

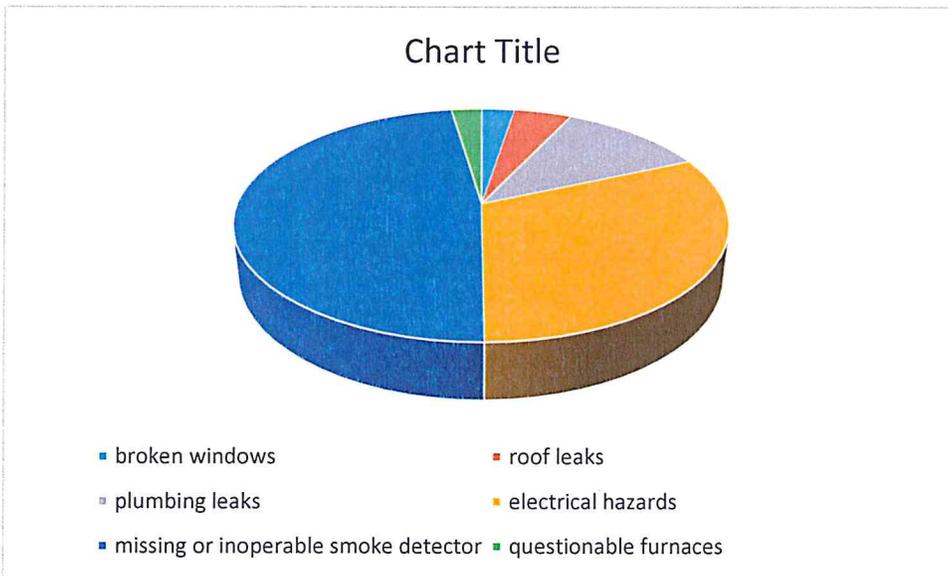
May 1, 2017 – February 18, 2020

Rental Registrations 642
Rental Units 1556

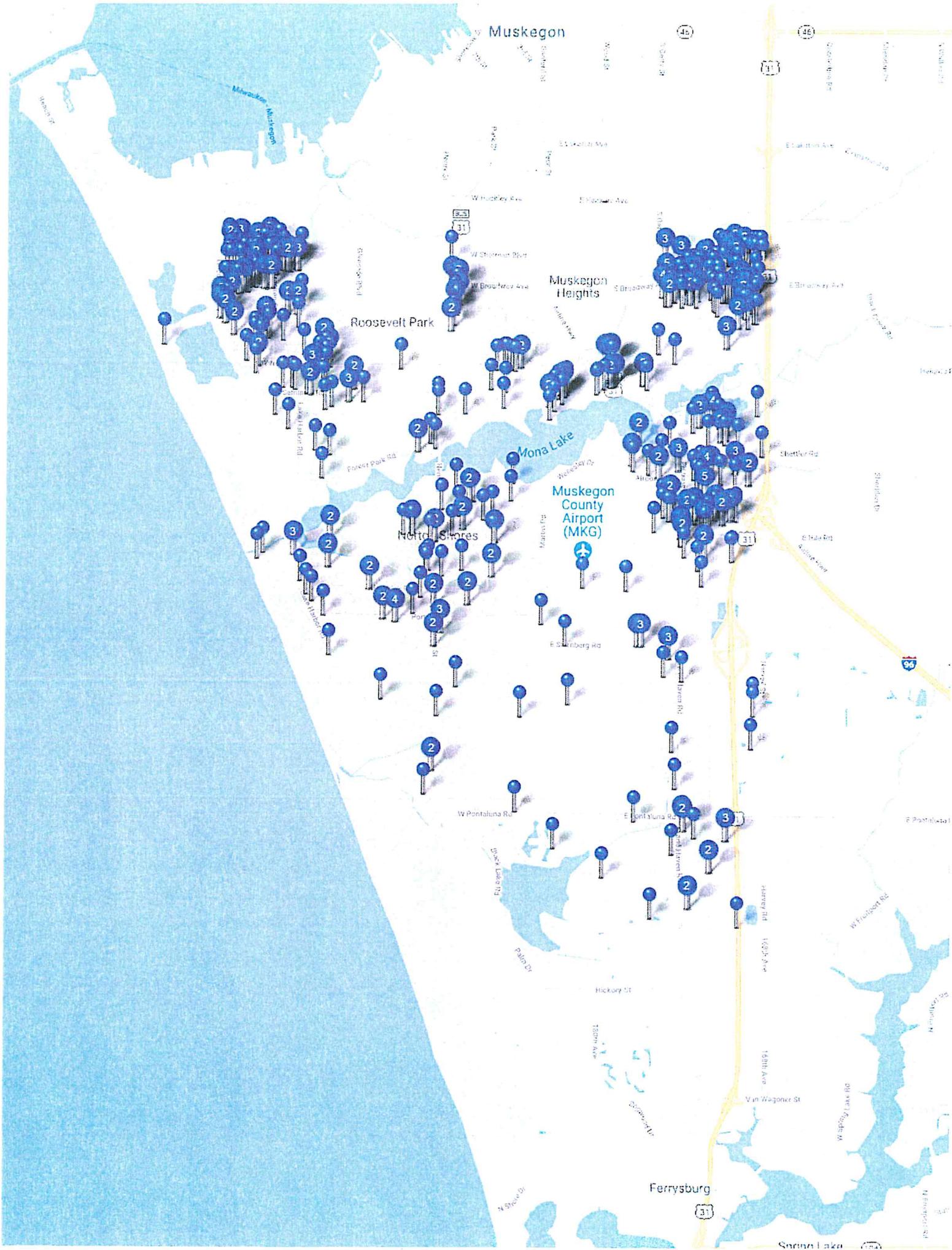
Initial Inspections- ALL 1550
2017 307
2018 554
2019 664

Follow up Inspections- ALL 1096
2017 278
2018 358
2019 460

Average Defects per Inspections 1.21



Total defects= 1868
Broken Windows= 30
Roof Leaks= 52
Plumbing leaks= 134
Electrical Hazards= 370
Missing or Inoperable
Smoke Detectors= 562
Questionable Furnaces= 28
(12 Needed to be replaced)



From: Inside 208 <donotreply@wordpress.com>
Sent: Monday, February 17, 2020 1:21 PM
To: Mark Meyers
Subject: [New post] High Waters Summit Launches High Water Action Team

hrichards@mml.org posted: "Last week, the Michigan Municipal League joined state agencies, emergency managers, local governments at the Michigan High Waters Coordinating Summit in Lansing. The summit, convened by Gov. Whitmer and the Department of Great Lakes Energy and Environment"

New post on Inside 208



[High Waters Summit Launches High Water Action Team](#)

by hrichards@mml.org

Last week, the Michigan Municipal League joined state agencies, emergency managers, local governments at the Michigan High Waters Coordinating Summit in Lansing. The summit, convened by Gov. Whitmer and the Department of Great Lakes Energy and Environment, addressed the current high waters crisis and both provided education on the climate events contributing to high water damages and shoreline erosion.

City Manager of Pat McGinnis joined League staffer, Herasanna Richards for the day-long summit that included presentations from EGLE, US Army Corp of Engineers, National Weather Service, MSP Emergency Management and

During the Summit, EGLE announced the launch of the Michigan High Water Action Team. This body will be charged with identifying resources available to local communities as well as streamlining communications between various agencies and levels of state government. Details on who exactly will make up the Action Team are forthcoming, but local town halls are being scheduled throughout the state in an effort better engage impacted residents.

Additionally at the Summit, representatives from the Michigan Department of Transportation and Department of Natural Resources acknowledged that the financial impact of the damages from high waters and shoreline erosion is already significant. The state's estimated cost of damages has already surmounted over \$100 million dollars - not including the financial impact to municipal infrastructure.

The Summit followed Gov. Whitmer's budget presentation where \$40 million was proposed to address shoreline protection, planning, and infrastructure. While helpful, these funds are unavailable until Oct 2020, leaving communities with limited financial relief long after the spring thaw.

The League has been continuing our work to raise awareness among lawmakers in Lansing. We have continued to gather cost estimates from our communities and share with legislations the \$45 million dollar impact on public infrastructure and municipal assets.

See presentations from the Summit here:

[High Water Summit Michigan State Police emergency declarations Feb 2020](#)

[High Water Summit Army Corps Lake levels basics and current Great Lakes forecasts Feb 2020](#)

[High Water Summit National Weather Service precipitation storms river flows Feb 2020](#)

Herasanna Richards is a legislative associate handling energy, environmental, elections, and external municipal services for the League. She can be reached at hrichards@mml.org or 517-908-0309.

hrichards@mml.org | February 11, 2020 at 8:57 am | URL: <https://wp.me/p3wSLH-1PK>

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<http://blogs.mml.org/wp/inside208/2020/02/11/high-waters-summit-launches-high-water-action-team/>

Mark Meyers

From: Inside 208 <donotreply@wordpress.com>
Sent: Monday, February 17, 2020 1:26 PM
To: Mark Meyers
Subject: [New post] League to Testify in Senate Sub-Committee on High Waters

hrichards@mml.org posted: "Tomorrow, Tuesday, February 18, 2020, the League will testify in the Senate Appropriation Sub-Committee on Natural Resources and Environment, Great Lakes and Energy alongside members from the City of South Haven and the Village of Pentwater. Similar to"

New post on Inside 208



[League to Testify in Senate Sub-Committee on High Waters](#)

by hrichards@mml.org

Tomorrow, Tuesday, February 18, 2020, the League will testify in the Senate Appropriation Sub-Committee on Natural Resources and Environment, Great Lakes and Energy alongside members from the City of South Haven and the Village of Pentwater.

Similar to last month's hearing held in the House Appropriations Sub-Committee on Natural Resources & Environmental Quality, tomorrow's hearing will address the ongoing high waters crisis and also discuss how the proposed \$40 million budget appropriation for shoreline protection will be impactful for local communities currently bearing the financial costs of damages.

Kate Hosier, Asst. City Manager and Harbormaster from South Haven, and Chirs Brown, Village manager from Pentwater will be speaking to the work being done to protect and repair municipal infrastructure. Also testifying will be EGLE on their work to mitigate current damage and share available support for local communities.

The hearing will be held at 8 a.m. in the Harry T. Gast Appropriations Room, 3rd Floor, Capitol Building, 100 S. Capitol Avenue, Lansing, MI 48933.

Herasanna Richards is a legislative associate handling energy, environmental, elections, and external municipal services for the League. She can be reached at hrichards@mml.org or 517-908-0309.

hrichards@mml.org | February 17, 2020 at 2:25 pm | Categories: [Uncategorized](#) | URL: <https://wp.me/p3wSLH-1PY>

[Comment](#)

[See all comments](#)

High water levels prompt Michigan to offer solutions for property owners, environment (guest column)

By Liesl Clark | Michigan

Department of Environment, Great Lakes, and Energy, Updated Feb 19, 2020; Posted Feb 19, 2020

High water levels have taken a toll across Michigan and it doesn't look like it's going to get any better this year.

We've gone from record low lake levels six years ago to record highs in record time. That has had a devastating impact on homes, shorelines, parks, even campgrounds. It also threatens key infrastructure such as wastewater treatment facilities and roadways across the state.

At our recent Michigan High Water Coordinating Summit, which brought together state agencies, emergency managers, federal partners, and organizations representing local government officials, we heard scary numbers about how saturated our state is. Michigan is in the middle of the wettest one-year, three-year, and five-year periods since records began 125 years ago. The U.S. Army Corps of Engineers said the Great Lakes recently had the largest 24-month rise in the period on record. And, it's been the wettest September through December on record, according to the National Weather Service.

For example, more water has flowed past Grand Rapids down the Grand River in the first four months of the current water year — which started in October 2019 — than usually passes through in an entire year.

As passionate stewards of the state's water resources, the Michigan Department of Environment, Great Lakes, and Energy (EGLE) has regulatory oversight over most projects intended to protect the state's shorelines from erosion. That oversight includes permitting of the materials and construction methods that will limit negative impacts on neighbors, the Great Lakes, and in many cases critical dunes.

Legislation has been introduced to give contractors a free pass to armor shorelines without a permit — regardless of the effect on neighboring properties and important natural features. This is not the solution. Installing shoreline protections incorrectly can actually cause more problems than it solves. Waves can destroy barriers and spread debris into the lake. Protection for one property may actually exacerbate erosion on neighboring properties. We don't want to add to the erosion problem with haphazard and uncoordinated efforts to gird our shorelines.

One of the solutions EGLE has implemented is speeding up the permitting process for property owners who find themselves in critical situations. A completed permit can be approved in a few days. And in the most critical situations, we can work with a contractor to submit an application after the work has started and assure that the work will be permissible after the fact.

The bottom line: We will work with homeowners to find timely solutions that benefit everyone and that create the least impact on the shore or the state's globally significant freshwater dune system.

Speeding up permit processing isn't the only tool in our toolbox. We are:

- Working with our community partners to study high water impacts on inland lakes, rivers, and canals, as well as working with communities on measures to safeguard infrastructure.
- Assisting partners with statewide mapping of areas vulnerable to flooding if water levels increase another foot, as the U.S. Army Corps of Engineers is predicting for this Spring.
- Diverting staff to lakeshore permitting and approving overtime to process permits, more than 500 from October to December 2019.
- Approving the temporary use of sandbags to guard against erosion.
- Beefing up our customer assistance so people with questions can get answers more quickly.
- Coordinating with other state agencies, local emergency managers, and community stakeholders through the Michigan High Water Action Team on short- and long-term efforts to stem the impact of high water levels.
- We're constantly asking what more we can do and what resources might be available to help property owners, municipalities, and others who are being inundated.

Funding those resources will be important. Gov. Gretchen Whitmer in her 2020 proposed budget has allocated \$40 million in one-time climate resistant infrastructure grants, \$30 million of which would be earmarked for flooding and coastal erosion.

Town halls will also be scheduled across the state this spring to communicate with residents what we're doing and to listen to their needs.

One message we will emphasize is that property owners should begin acting soon as possible, before the situation becomes critical. Even with EGLE expediting permits, experienced contractors and engineers are in high demand and short supply. Flooding, erosion, and high water levels will not go away soon. We have a wonderful, professional staff, so please reach out to us. Contact information for our district offices and a link to a page dedicated to high water issues is on our website at Michigan.gov/EGLE.

We can't control lake levels, but we can help municipal governments, property owners, and contractors develop timely and smart solutions that work for everyone.

Liesl Clark is the director of the Michigan Department of Environment, Great Lakes, and Energy.

The Wastewater Department exists to improve the public health of Muskegon County citizens by receiving polluted wastewater, cleaning it up, and returning it the environment for reuse and enjoyment. We recognize the weight of our responsibility as stewards both of the environment and of our system infrastructure which enables us to do our job. Our goal is to offer our service to the people of Muskegon County at the best possible rate without compromising our stewardships.

~David Johnson, Director

FINANCIAL REPORT

Christine Morris / Administrative Analyst

DECEMBER FINANCIAL REPORT

Operating expenses after the first three months of the 2020 fiscal year are \$1,962,816, or 12% of the FY2020 budget. Revenues for the same period are \$5,375,732, or 28% of the budget.

INFRASTRUCTURE MAINTENANCE AND IMPROVEMENT PROJECTS

Anita Friend / Laboratory Supervisor & Dave Johnson / Director

LABORATORY RENOVATION

Skye Contracting is still on schedule for the Laboratory Renovation Project. After the holidays, the lab staff moved from the west side of the laboratory to the newly renovated east side during the week of January 6. Then Skye sealed off the west side of the lab and began Phase 2 construction, which started with the demolition of old the electrical, plumbing, HVAC, floor, and cabinets. By the end of month they had finished putting in the new epoxy floor.



The new epoxy floor that was applied in Phase 2 of the Lab Renovation. The "random flecks" were requested for the practical reason of hiding the dirt.

SPECIAL REPORTS

Dave Johnson / Director

J STATION FORCE MAIN BREAK

On January 28 at around 9:30 AM, we had a sewage spill from two golf-ball-size holes that formed on the underside of the J Station force main about 100 yards south of Marquette Avenue on Quarterline Road in Muskegon Township. We estimate that 20 thousand gallons of raw sewage came up through cracks in the road and entered the storm sewer, which flows into Fourmile Creek. Jackson-Merkey was called upon to repair the pipe, which they accomplished before 5:00 PM that day, thanks to the City of Muskegon DPW lending us a 16" repair clamp off their shelf. The City also helped with traffic control on Quarterline. Plummer's Environmental was on hand with tanker trucks at J Station to haul away sewage from the lift station wet well to stop the flow of sewage from the leak. Muskegon Township also helped pump the wet well down with their vacor truck. Many thanks to both the Township and City of Muskegon for lending a helpful hand in the crisis! Our special thanks also goes to the Muskegon County Health Department, who volunteered to do the fecal coliform (bacteria) testing for us in Fourmile Creek and in the part of the Muskegon River (Sanford Bayou) that receives the water from Fourmile Creek.

The replacement of the J Station force main has been moved up in our Capital Improvement Plan. In March we plan to ask the Board of Public Works for permission to get the engineering started for the replacement of both the J Station force main and the W Station force main. These two force mains have much in common. Both have failed once due to the formation of small holes in the pipe. (The W Station force main failure was in

2011.) Both force mains are 16" cast iron pipe, and both were constructed in 1972. Both have a high risk of failure. If we commission the engineering this year, we can expect to begin construction in 2021.

Dave Johnson / Director

CONGRATULATIONS ARE IN ORDER

The study and hard work paid off for Wastewater Laboratory Technician Karin Cook. She passed the examination for her Wastewater Operator C License. In order to qualify to take the C exam, she had to work 160 hours in secondary treatment and another 160 hours in primary treatment. In order to accomplish that we had to temporarily transfer her to our Operator position, but she had to take the night shift from 6:00 PM to 6:00 AM. It was quite an adjustment. She worked that position through the 2019 irrigation season and then transferred back into the lab.



Wastewater Lab Technician Karin Cook. The smile is from the thrill of victory in having obtained her Wastewater Operator C License!

STATISTICAL COMPARISONS

Dave Johnson / Director

FLOWS AND LAGOON LEVELS

The average daily wastewater flow (Fig. 1) received at the WWTP in January was 15.4 MGD, 28% higher than the same period last year. Hauled waste flow for January (Fig. 2) was 3.5 MG, 10% lower than the same period last year. The volume of water in the storage lagoons (Fig. 3) near the end of January was 3,422 MG, 8.8% higher than it was at this time last year.

ROTARY CLUB CENTRAL

PETS PLANNING WORKSHEET



This is a listing of goals that are found in Rotary Club Central. Upon finalizing your goals, please go to Rotary Club Central by signing in to rotary.org/myrotary to input them.

Your Club

Membership: (Goals are set at a % or #)

1. Existing members retained
2. New members retained
3. New members to induct

Rotarian Engagement: (Goals are set as a % or #)

1. Members in club roles
2. Members participating in club service activities
3. Members participating in club social activities
4. Members sponsoring new Rotarians
5. Members in leadership development programs or activities
6. Members in Rotarian Action Groups
7. Members in Rotary Fellowships
8. Members in district roles
9. Members attending district conference
10. Committee chairs attending district assembly
11. Total number of members engaged

Club Communication:

1. Our club has a strategic plan (yes/no)
2. Club assemblies conducted per year (#)
3. Our online presence accurately reflects current activities (yes/no)
4. Number of communications distributed per month (#)
5. Number of social activities for members outside of club meetings per year (#)

Public Relations:

1. Number of times we update our website per month (#)
2. Number of media stories (broadcast and/or print) covering our club's projects per year (#)

3. Number of advertisements we place per year (#)
4. Number of people in the media we invite to visit a club project or meeting per month (#)
5. We use social media to promote service activities (yes/no)
6. We use RI produced advertising/public service materials (yes/no)
7. We participate in a district Public Image grant (yes/no)

Service

Service projects and activities:

1. Number of service project and/or activity (#)

New Generations Clubs:

1. Number of Rotaract clubs (#)
2. Number of Interact clubs (#)

New Generations Participants:

1. Number of inbound Youth Exchange students (#)
2. Number of outbound Youth Exchange students (#)
3. Number of RYLA participants (#)

Foundation Giving

Annual Fund:

1. Paul Harris Society (\$)
2. Sustaining Members (\$)
3. Every Rotarian, Every Year (\$)
4. Other Contributions (\$)

PolioPlus Fund:

1. PolioPlus Fund (\$)

Major Gifts and Endowment Fund:

1. Major Gifts (#)
2. Bequest Society (#)
3. Benefactors (#)