



Internal Memo

October 1, 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/th
Attachments



Internal Memo

September 25, 2020

TO: Mark C. Meyers, City Administrator
FROM: Jon Gale, Chief of Police
SUBJECT: Electric Scooter Ordinance Request

As you know the City received a request from a citizen regarding a city ordinance to allow electric scooters on the roadway or sidewalks. I have researched this topic and reviewed State law, Norton Shores city ordinances and the Chiefs of Police list serve. This topic was addressed several years ago when a citizen wanted the city to allow motorized scooters on the roadway. In this case State law prohibited motorized vehicles of any kind to be driven in the roadway if they were not registered with the State of Michigan and had the required safety equipment.

Electric scooters are defined differently and not covered in the City of Norton Shores Code of Ordinances. State of Michigan law defines scooters as electric skateboards with handle bars. In summary, the State of Michigan allows electric scooters on roadways and sidewalks with limitations and we have no city ordinances prohibiting them. Therefore, unless the City Council decides to prohibit electric scooters on roadways and side walks it is legal to use them. I have included the definitions and limitations below. I have already contacted Mr. Klassen and informed him of this information.

257.13f "Electric skateboard" defined.

Sec. 13f.

"Electric skateboard" means a wheeled device that has a floorboard designed to be stood upon when riding that is no more than 60 inches long and 18 inches wide, is designed to transport only 1 person at a time, has an electrical propulsion system with power of no more than 2,500 watts, and has a maximum speed on a paved level surface of not more than 25 miles per hour. An electric skateboard may have handlebars and, in addition to having an electrical propulsion system with power of no more than 2,500 watts, may be designed to also be powered by human propulsion.

257.660 Electric personal assistive mobility device, low-speed vehicle, commercial quadricycle; electric skateboard, or moped; operation; limitations;

(1) A person operating an electric personal assistive mobility device, low-speed vehicle, electric skateboard, or moped upon a roadway shall ride as near to the right side of the roadway as practicable and shall exercise due care when passing a standing vehicle or one proceeding in the same direction. A motorcycle is entitled to full use of a lane, and a motor vehicle shall not be driven in such a manner as to deprive a motorcycle of the full use of a lane. This subsection does not apply to motorcycles operated 2 abreast in a single lane.

(2) A person riding an electric personal assistive mobility device, motorcycle, electric skateboard, or moped upon a roadway shall not ride more than 2 abreast except on a path or part of a roadway set aside for the exclusive use of those vehicles.

(3) Where a usable and designated path for bicycles is provided adjacent to a highway or street, a person operating an electric personal assistive mobility device or electric skateboard may, by local ordinance, be required to use that path.

(4) A person operating a motorcycle, moped, low-speed vehicle, electric personal assistive mobility device, or electric skateboard shall not pass between lines of traffic, but may pass on the left of traffic moving in his or her direction in the case of a 2-way street or on the left or right of traffic in the case of a 1-way street, in an unoccupied lane.

(5) A person operating an electric personal assistive mobility device or electric skateboard on a sidewalk constructed for the use of pedestrians shall yield the right-of-way to a pedestrian and shall give an audible signal before overtaking and passing the pedestrian.

(6) A moped, low-speed vehicle, or commercial quadricycle shall not be operated on a sidewalk constructed for the use of pedestrians.

(7) A low-speed vehicle or commercial quadricycle shall be operated at a speed of not more than 25 miles per hour. A low-speed vehicle shall not be operated on a highway or street with a speed limit of more than 35 miles per hour except for the purpose of crossing that highway or street. A commercial quadricycle shall not be operated on a highway or street with a speed limit of more than 45 miles per hour except for the purpose of crossing that highway or street. An individual shall not operate a commercial quadricycle that is equipped with a motor unless he or she has a valid operator's license issued under this act. The state transportation department may prohibit the operation of a low-speed vehicle or commercial quadricycle on any highway or street under its jurisdiction if it determines that the prohibition is necessary in the interest of public safety.

(8) This section does not apply to a police officer in the performance of his or her official duties.

(9) An electric personal assistive mobility device shall be operated at a speed of not more than 15 miles per hour and shall not be operated on a highway or street with a speed limit of more than 25 miles per hour except to cross that highway or street.

(10) An electric skateboard shall be operated at a speed of not more than 25 miles per hour. An electric skateboard that does not have handlebars shall not be operated on a highway or street with a speed limit of more than 25 miles per hour except to cross that highway or street, and an electric skateboard equipped with handlebars shall not be operated on a highway or street with a speed limit of more than 45 miles per hour except to cross that highway or street.

(11) The governing body of a county, a city, a village, an entity created under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or a township may, by ordinance based on the health, safety, and welfare of the citizens, regulate the operation of electric personal assistive mobility devices, electric skateboards, or commercial quadricycles on sidewalks, highways or streets, or crosswalks. Except as otherwise provided in this subsection, a governing body of a county, city, village, entity created under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512, or township may prohibit the operation of electric personal assistive mobility devices, electric skateboards or commercial quadricycles in an area open to pedestrian traffic adjacent to a waterfront or on a trail under its jurisdiction or in a downtown or central business district. Signs indicating the regulation shall be conspicuously posted in the area where the use of an electric personal assistive mobility device, electric skateboard, or commercial quadricycle is regulated.

From: Inside 208 <donotreply@wordpress.com>
Sent: Wednesday, September 30, 2020 5:36 PM
To: Mark Meyers
Subject: [New post] Governor Signs State Budget – Hazard Premium Payroll Deadline Extended

New post on **Inside 208**



Governor Signs State Budget – Hazard Premium Payroll Deadline Extended

by [Chris Hackbarth](#)

Earlier today, Governor Whitmer signed [House Bill 5396](#), the omnibus budget for the state fiscal year that starts tomorrow, October 1st.

The Senate Fiscal Agency summary of the budget agreement [can be reviewed here](#).

The House Fiscal Agency analysis [can be viewed here](#).

Major components of the budget deal included:

- A restoration of the August 2020 \$97 million statutory revenue sharing cut. For the coming year, statutory revenue sharing will be funded at the same level as originally set for last year.
- An extension of time for communities to pay out federally funded CARES Act first responder hazard pay premiums (see below). The payroll deadline was moved out from September 30th to October 31st, based on a Municipal League request.
- A \$35 million increase to local road agencies (counties and cities/villages) based upon the final implementation of the \$600 million state income tax earmark as part of the 2015 road funding deal.
- \$24 million was appropriated as disaster relief grants to help areas around the state that have been devastated by flooding.
- The Business Attraction & Community Revitalization Program within MEDC was increased by \$20 million.
- Federal Community Development Block Grant funding was increased by \$15 million.
- \$5 million was appropriated in anticipation of the passage of the League-supported [Senate Bill 54](#), which would restore the Michigan Historic Preservation Tax Credit program.
- A one-time authorization of \$800,000 for blight removal grants in Redevelopment Ready Communities.

In response to the Governor's budget signing, the Michigan Department of Treasury released the following information relative to the payroll time extension for hazard pay and a reporting deadline extension for funds received as a result of the August revenue sharing swap...

Updates for CARES Act Grant Programs

The Michigan Department of Treasury has a few short updates and reminders about the First Responder Hazard Pay Premiums Program (FRHPPP) and Coronavirus Relief Local Government Grants (CRLGG) Program.

First Responder Hazard Pay Premiums Program (FRHPPP)

- *Today, the Gov. Gretchen Whitmer signed legislation that extends the deadline for when eligible hazard pay premiums must be paid to employees, changing the date from September 30, 2020, to October 31, 2020.*
- *The application deadline for submitting reimbursement requests remains September 30, 2020.*

Coronavirus Relief Local Government Grants (CRLGG) Program

- *The CRLGG Program's first quarterly reporting due date will be extended. The Quarterly Financial Status Report was anticipated to be due on October 7, 2020. The federal government provided the state of Michigan an extension, so this date will be extended for local units of government.*
- *A new date for local reporting has not been set yet. The reporting will be done in an online system that will launch mid-October. We are finalizing training sessions and due dates. More information will be forthcoming.*
- *If a local unit does not plan to spend all their CLRGG Program funds, unused funds must be returned to the state Treasury Department. Returned payments must be accompanied by Form 5733, Treasury CARES Act Return of Funds Received Form. Form 5733 is available on the CRLGG website.*

Additional Information

Additionally, the Michigan Department of Treasury has developed a webpage with numbered letters, memorandums, webinars, and resources regarding COVID-19 updates for local governments and school districts. This webpage was created to ensure Michigan communities have access to the most up-to-date guidance and is updated frequently with information and resources as they become available.

Questions about CARES Act-funded grant programs should be directed to the Revenue Sharing and Grants Division at 517-335-0155 or Treas-CARES@michigan.gov.



NOTICE
MEETING CANCELLATION

PLANNING COMMISSION

The October 13, 2020 Planning Commission meeting has been *cancelled* due to lack of business.

A handwritten signature in blue ink that reads "Shelly Stibitz".

Shelly Stibitz, City Clerk

Posted: 09.24.20

SCOPE OF WORK

- SECTION #1 AND #2 ARE HAVING A FLUID APPLIED LIQUID MEMBRANE INSTALLED PRIOR TO SOLAR.
- SECTION #3 - #8 ARE BEING COMPLETELY REPLACED.

LOCATION MAP



NOTES

1. STORE AND HANDLE ROOFING SHEETS IN DRY, WELL VENTILATED AREA WHERE THEY PLACE. DO NOT LEAVE UNSEALING MATERIALS ON THE ROOF OR IN THE TRUCK. UNSEALING MATERIALS SHOULD BE COVERED WITH CANVAS TARP OR OTHER RESISTANT MATERIAL NOT PALEET (PHELE).
2. DO NOT LEAVE UNSEALING MATERIALS ON THE ROOF WHEN ROOFING WORKS NOT IN PROGRESS UNLESS PROTECTED FROM THE WIND AND OTHER WEATHER SOURCES.
3. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO SECURE ALL MATERIAL AND EQUIPMENT ON THE JOB SITE. IF ANY MATERIAL OR EQUIPMENT IS STORED ON THE ROOF, THE CONTRACTOR MUST BE AWARE THAT THE INTEGRITY OF THE DECK IS NOT COMPROMISED AT ANY TIME.
4. DO NOT APPLY ROOFING INSULATION OR MEMBRANE TO DAMP/LEAKY SURFACE.
5. FULLY COMPLETE ALL LOGS AND BIDDING MEMORANDUMS BEFORE PROCEED ASSEMBLY WORK EACH DAY. PHASED CONSTRUCTION WILL NOT BE ACCEPTED.

CUSTOMER NOTE

1. ALL OF OUR MADE TO ORDER FABRICATED MATERIAL WILL BE MANUFACTURED TO THE DIMENSIONS SHOWN, UNLESS OTHERWISE NOTED.
2. IT IS ESSENTIAL THAT ANY NECESSARY CHANGES NOTATIONS OR REQUESTED INFORMATION BE CLEARLY NOTED ON THE SHOP DRAWINGS.
3. NO MATERIAL WILL BE CONSIDERED RELEASED FOR FABRICATION UNTIL ALL PERTINENT INFORMATION (i.e. CO. OR DIMENSIONS MATERIAL CONFIGURATION) HAS BEEN RECEIVED.

DRAWING INDEX

- A1 - COVER SHEET
- A2 - ROOF PLAN
- A3 - ROOF PLAN
- C1 - CONDITIONS / DRONE PICS
- C2 - CONDITIONS
- C3 - CONDITIONS
- C4 - CONDITIONS
- R1 - ROOF SUMMARY
- P1 - PRIORITY SUMMARY
- B1 - BUDGET

SITE MAP



CITY OF NORTON SHORES
CITY HALL
 4814 HENRY ST.
 NORTON SHORES, MI 49441

REPORT GENERATED BY:
 THE GARLAND COMPANY

FOR:



INSPECTION REPORT

CITY OF NORTON SHORES
 CITY HALL
 4814 HENRY ST.
 NORTON SHORES, MI 49441

SHEET TITLE:

COVER SHEET

SHEET NO.

A1

INSPECTION INFORMATION



Progress Report

Client: City of Norton Shores

Facility: City Hall

Report Date: 09/27/2020

Roof Section: Section #3 - Section #8

Report Data

Title	Week #4
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Section #1 and #2 are completed besides new coping metal.

Section #3, #4, #5, #6, #8 are completely torn off and based in.

Section #7 is 75% torn-off and has at most 3 days left of tear-off.

Hoekstra is planning on spending the next 3 dry days tearing off the remaining area of Section #7.

Once that is complete, they will move to installing the new cap sheet and new edge metal.

New gutters were starting to be installed this past weekend.



Photo 1

Section #1 with the seams base coated in.



Photo 10

Demo of Section #7.



Photo 11

New base sheet being installed.



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

ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

September 11, 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 immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is \$100,550. Your cumulative amount for all allocation rounds is \$183,811.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and 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 HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD 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.

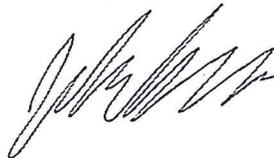
The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities 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 the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

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.

Sincerely,



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

City of Norton Shores
Police Department
4814 Henry Street
Norton Shores, Michigan 49441

September 28, 2020

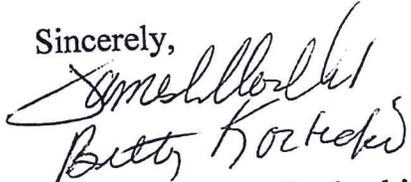
Re: Police Department Donation

To Whom It May Concern:

A strong, active and involved police department is not only a necessary asset to any community, it is also vital to the health and general well being of that community. We are fortunate to have such a police force in Norton Shores. We feel safe and respected as citizens of this community and understand the dangerous, and life threatening, situations members of our force can be subjected to.

With the intent to honor those who have given their lives in the duty of service, please accept our donation to be used towards the Norton Shores Police Memorial Fund.

Sincerely,



James and Betty Korbecki
6817 Westshire Dr
Norton Shores, Mi 49444



Wayne and Monique Kahrs
123 Thistle Creek Rd
Norton Shores, Michigan 49444