



Internal Memo

September 3, 2020

TO: Mayor and City Council

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

SUBJECT: September 2020 Information Update

1. Labor Day Holiday – Non-emergency City offices will be closed on Monday, September 7th in observance of Labor Day.
2. Coastal Resilience Grant Kick-off Meeting – The City was awarded a matching grant by the Land Information Access Association for the addition of a Master Plan chapter creating strategies and priorities related to high water and erosion issues along Lake Michigan. An online kick-off meeting is scheduled for September 9, 2020 at 6 pm. This meeting includes a workshop entitled Introduction to Coastal Dynamics and Planning at Work. Registration details can be found on the City's website and Facebook page. A recording of the meeting will be made available on the City's website following the virtual meeting.
3. Zoning Board of Appeals September Meeting – Due to lack of agenda items, the September 16th ZBA meeting has been cancelled.
4. Street Projects Update – Streets being resurfaced through the mill and fill process will receive the top course of asphalt next week. Major streets to be resurfaced, including Lake Harbor Road from Ridgeview Drive to Sunset Point Drive and Grand Haven Road from North Gateway Boulevard to Sternberg Road, will be resurfaced in mid-September. Also, attached is a report that reflects the status of all 2020 road, water and sewer projects. Kudos to Public Works Director Jim Murphy for not only getting these projects done on time but, also, pulling "double-duty" as both engineer and department director during the road construction season.
5. Roof Replacements – Replacement of the roofs on Fire Station 2 and the Library are nearing completion (see attached report). Work on the City Hall roof began Monday and updates will be forthcoming.
6. CARES Act Funding – Water and Sewer Division staff have been working with the State to obtain CARES Act funding for eligible customers who are in arrears with their water and sewer utility bills. The program provides that those who are on State assistance may qualify for forgiveness of arrearages up to \$700 for water and \$700 for sewer, as well as, a 25% discount on usage throughout the end of the calendar year. There are many

hoops to jump through and the City must work with the local community action agency to identify eligible customers and administer the program. Also related to the CARES Act, the City is waiting to hear from the State whether we will receive First Responder Hazard Pay. The State is behind in notifications but has assured local governments that they will be informed prior to the September 30th deadline to make the payments to employees.

7. Police Department Accreditation – As City Council will recall the City’s Police Department is transitioning from the national CALEA accreditation program to the State accreditation program administered through the Michigan State Police. This week the onsite process is underway with two MSP assessors. Also, public comment and interviews are being held. We should know by September 16th that we have been accredited. The accreditation term is three years. Typically, the process takes up to two years for a department that is first becoming accredited. However, due to our department’s 27 year national accreditation our process is being done in a record six-month time frame. This reflects the dedication of Police Chief Jon Gale and his staff for running a tight ship over many years.
8. Leaf Disposal Sites Schedule – The Wood Road and Martin Road leaf disposal sites will be open daily from Saturday, September 26th through December 6th with regular 11 a.m. to 7 p.m. hours of operation.
9. Annual Fire Hydrant Flushing – The annual fire hydrant flushing program began Monday, August 31st and will last approximately four weeks. Service crews will be flushing each of the City’s 1,117 fire hydrants between the hours of 8 p.m. and midnight. Residents are advised that some discoloration of the water could be experienced, however, this does not pose any health risk.
10. Polling Locations at Mona Shores Public School Buildings – Council Member Jason Flanders inquired about the status of Mona Shores School District’s request to relocate polling places from the Middle and High Schools prior to the November Presidential Election. Attached for Council’s information is the latest response from City Clerk Shelly Stibitz to that request. As I noted at the September 1st Council meeting, the 60-day deadline to change a polling place has lapsed and, therefore, these locations will be maintained for the November election.

/ss

Attachments



Internal Memo

September 2, 2020

TO: Mark Meyers, City Administrator

FROM: Ted Woodcock, Planning and Zoning Administrator TSW

SUBJECT: Coastal Resilience Grant Kick-off Meeting

As you recall, the City was awarded a matching grant for the addition of a Master Plan chapter by Land Information Access Association (LIAA) out of Traverse City, Michigan. This Master Plan chapter will be used to create a singular vision with community priorities regarding coastal resilience. This plan will be utilized by City staff and community stakeholders.

Staff members from LIAA and myself have set up a kick-off meeting for the Coastal Resilience grant. The meeting will be held virtually on Wednesday September 9, 2020 at 6 p.m. This kick-off meeting is open to the general public. LIAA has created a section on their "Resilient Michigan" website for the City. This section will have all past meeting information, documents, and RSVP for upcoming meetings, including the one on September 9th. The public is encouraged to RSVP to the meeting ahead of time. The flyer will be distributed to local news stations on the City's behalf by LIAA, as well as other local organizations.

There will be subsequent meetings where priorities are discussed and then the plan will be submitted to Council for its review, comments, and approval at a later date.

If you have any questions, please let me know.



You are Invited!

High Water Webinar, Norton Shores

Changes to lake levels and climate are forcing coastal communities to reevaluate how they manage land use, new development and infrastructure. This virtual workshop will teach local planners, planning commissioners, elected officials, municipal staff and interested citizens in **the Norton Shores community** how to address these dynamic challenges and build greater resiliency in their communities.

The workshop will be a webinar held on **Wednesday, September 9th at 6 pm**. The workshop will provide a broad overview of Coastal Dynamics, Resilience Planning, and how changes in climate are impacting communities. In addition, the workshop will provide an engaging overview of scenario-based planning tools and how planners and local officials can use data to inform local planning. Funding and support options through Michigan's Coastal Management Program will also be covered.

September 9 Virtual Workshop - Introduction to Coastal Dynamics and Resilience Planning at Work

Featured Presentation Topics:

- Understanding coastal dynamics and Great Lake water levels
- Understanding high-risk areas and management options
- Community vulnerability assessments
- Shoreline regulation and the Public Trust
- How to use scenario planning and climate futures
- Funding and support resources for coastal resiliency projects from the Michigan Coastal Management Program

Can't attend live? Visit www.resilientmichigan.org/norton_shores to watch a recording of the presentation. You can also use the site to submit your feedback and to find more information on the work being done around the state.



Coastal Resiliency Introduction to Coastal Dynamics and Resilience Planning at Work

Wednesday, September 9, 2020
6 pm – 8 pm

To register for the virtual workshop use the link provided below:

resilientmichigan.org/norton_shores

Contact:

Zach Vega, Community Planner
Land Information Access Association (LIAA)
zvega@liaa.org
(989) 397-4901



This workshop is funded in part by the Michigan Coastal Zone Management Program, Michigan Department of Environment, Great Lakes and Energy, and the National Oceanic and Atmospheric Administration, U.S. Department of Commerce.

2020 Norton Shores Construction Projects

Updated: 9/2/2020 18:06

Construction Project	Construction Limits	Type of Work	Construction Contract Cost	Estimated Start Date	Estimated Open To Traffic	Funding Source	Estimated % Completion
Lake Harbor Bridge	Over Mona Lake Channel	Preventative Maintenance	\$288,801.95	3/23/2020	5/07/2020	State Bridge Fund Grant	100%
2020 Water Main Project, Part 1	Miller Street Reneer, Arbor & Greisbach	Water Main Replacement	\$578,497.11	4/11/2020	August 2020	Replacement of Water Main	95%
2020 HIP-HMA Local Street	Algonquin Street	Hot-in-Place & Overlay	\$1,916,737.76	Summer 2020	Fall 2020	Municipal Road Fund	95%
	Austin Street			95%			
	Brentwood Street			95%			
	Chippewa Drive			95%			
	Esther Avenue			95%			
	Neece Drive			95%			
	Ossad Drive			95%			
	Rood Road			95%			
	Summerfield Drive			95%			
	Valk Street			95%			
	Carol Street			50%			
	Davis Road			50%			
	Hiawatha Drive			50%			
Leif Avenue	50%						
Lake Harbor Road	Mill and Resurfacing	\$1,035,701.04	Summer 2020	Fall 2020	Municipal Road Fund	2%	
Grand Haven Road			Summer 2020	Fall 2020		2%	
Harvey-Judson Sewer Construction	Harvey: Wilson to Judson Judson: Harvey to US-31	Sanitary Sewer		May 21, 2020	August 30, 2020	Sewer Funds	10%
Airline Road Bridge	Over Black Creek	Preventative Maintenance	TBD	Spring 2021	Fall 2021	State Bridge Fund Grant	Design Phase
Seminole Road, Phase 1	Henry to Park	Reconstruction	TBD	Spring 2021	Fall 2021	Federal Grant w/ local matching funds	Design Phase
Seminole Road, Phase 2	Park to Seaway	Reconstruction	TBD	Spring 2022	Fall 2022	Federal Grant w/ local matching funds	Design Phase

Project Completed
Project underway
Project in a Different Year

Total Project Investment= \$3,819,737.86



Progress Report

Client: City of Norton Shores

Facility: Fire Station #2

Report Date: 08/30/2020

Roof Section: Roof

Report Data

Title Week #3

All roofing related work is completed. Metal delivered to VanDoorn's shop at the end of the week, so that is scheduled to be installed this coming week.

Once that is completed, we can schedule the final walk-thru.



Photo 1

Section #1 overview.



Progress Report

Client: City of Norton Shores

Facility: Library

Report Date: 08/30/2020

Roof Section: Section #1 and #2

Report Data

Title	Week #3
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All replacement work is completed.

All prep work and tie-ins are completed.

All perimeter edge work is completed to receive new edge metal.

Restoration of the existing Mod Bit roofing has started. Base coat is completed installed.

Due to the weather that rolled in towards the end of last week, the top coat installation got pushed and is scheduled to finish at the beginning of this week.

Once that is completed, the new edge metal will be installed.

Project should be completed by the end of the week and ready for final walk-thru.



Photo 1

Overview of both roofs properly tied in together and the Mod Bit roof with the Unibond coverstrip installed.



Photo 2

Skylight curb with new roofing installed.



Photo 11

Overview of the base coat installed.



Photo 12

Base coating overview.

Shelly Stibitz

From: Shelly Stibitz
Sent: Friday, August 28, 2020 6:30 PM
To: Bill O'Brien
Cc: Mark Meyers; Gary Nelund
Subject: RE: Polling Location Change Request

Mr. O'Brien,

Following your phone conversation with City Administrator Mark Meyers we, along with Mayor Nelund, had several discussions regarding your request to permanently move all polling locations out of Mona Shores Public School buildings before the November 3rd election. As you and I have discussed, the increase in absentee voting and results of the 2020 census will likely bring about change to election requirements in Michigan. I am optimistic that these changes will include reducing the number of polling places required to accommodate the 20,000+ registered voters in Norton Shores and I still believe that to be the best time for a conversation related to long-term changes.

We appreciate and share your commitment to ensuring a safe learning environment for our students and trust that you will recognize our duty to the electors of the City of Norton Shores as well. Also with the community as a whole in mind, we do not feel we can relocate established polling places at the Mona Shores Middle School and Mona Shores High School prior to the November election.

We would like the opportunity to explore with you additional measures that could be taken to reduce exposure to COVID-19, maintain safety in all polling places and, possibly, using other public school properties and buildings for voting in the future. Please let me know if you are open to meeting, in person or virtually, for this.

*Thank you,
Shelly Stibitz, CMMC*

Norton Shores City Clerk
231-798-4391



From: Bill O'Brien <obrienb@monashores.net>
Sent: Monday, August 24, 2020 11:58 AM
To: Shelly Stibitz <SStibitz@NortonShores.org>
Cc: Mark Meyers <MarkM@NortonShores.org>
Subject: Polling Location Change Request

Mrs. Stibitz-
Please see the attached request.
Thank you.
Bill O'Brien
Superintendent