

AGENDA 8a3
DATE 2.16.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

January – 2016

The Public Works Department responded to 21 after hours or emergency calls during the month of January. The calls are represented below:

Report #	Date	Location	Description
4319	1/1/16	Multiple locations	Snow drifted over road
4320	1/2/16	3815 Henry	Remove dead deer
4321	1/3/16	Rood & Hendrick	Watermain break
4322	1/9/16	Idlewild Rd.	Tree leaning over road
4323	1/9/16	1091 Airport	Tree down in road
4324	1/10/16	Harvey & Sternberg	Fire hydrant hit
4325	1/13/16	1978 Channel	Lift Station Motor Temp Overload Alarm
4326	1/13/16	Wellesley & Quainton	Watermain break
4327	1/16/16	City Wide	Icy streets
4328	1/16/16	4162 Harbor Point	Lift Station Motor Temp Overload Alarm
4329	1/16/16	861 Winslow	Lift Station Motor Temp Overload Alarm
4330	1/16/16	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4331	1/16/16	861 Winslow	Lift Station Wet Well High Alarm
4332	1/17/16	861 Winslow	Lift Station Wet Well High Alarm
4333	1/15/16	4067 Quainton	Water leak in basement of home
4334	1/18/16	4162 Hackley Point	Lift Station Motor Temp Overload Alarm
4335	1/18/16	4299 Orchard	Broken water meter
4336	1/20/16	351 Eric	Lift Station Motor Temp Overload Alarm
4337	1/27/16	3180 Henry	Lift Station High Wet Well Alarm
4338	1/27/16	1008 Porter	Watermain break
4339	1/30/16	1055 E. Broadway	Broken water service

WATER & SEWER

Water and Sewer crews inspected one sewer connection during the month of January. A total of 43 water services have been installed and 23 sewer connections have been inspected during FY-2016. Comparatively over the same period during FY-2015 a total of 33 water services were installed and 25 sewer connection inspections were performed.

Water and Sewer personnel repaired two fire hydrants and re-winterized two fire hydrants in January.

The annual valve exercising and inspection program continued in January with the completion of 35 of the 1,502 valves being operated and inspected. Crews have turned and inspected a total of 415 valves to date. No major repairs have been identified and all minor repairs will be completed in the spring 2016.

Water and Sewer personnel completed the annual testing of the sanitary sewer lift station Supervisory Control and Data Acquisition (SCADA) system. Only minor issues were found and corrections were completed immediately. The SCADA system monitors all of the City's sewer lift stations for operations efficiencies and failures.

STREETS & DRAINAGE

City crews responded to 91 staking requests, including four by Water & Sewer, and two design ticket requests.

Three sign work orders were completed which included the repair/replacement of three regulatory signs.

Major and Local Streets

Streets Division employees used one ton of winter mix asphalt to patch potholes throughout the city.

Streets Division employees used two tons of winter mix cold patch asphalt on Rood Road at Hendrick Road and five tons of winter mix asphalt to make repairs to the roadway after the Water & Sewer Division repaired water main breaks.

Nine hundred eighty-two tons of road salt and 6,972 gallons of liquid calcium chloride were dispensed during this reporting period. Local roads were plowed four times. Sidewalks near schools were also plowed four times.

Three yards of 2NS sand was applied to slippery/icy approaches at both intersections and stop approaches on gravel-surfaced roads.

Christmas lights adorning the Henry Street Bridge were removed.

Drainage

The Streets Division cleaned 25 sumps and 3,218 feet of storm drainpipe in the Lincoln Drainage Area. Ten yards of debris was collected.

Storm sewer inlets and roadside ditches throughout the city were checked and cleared of debris.

Equipment

Equipment maintenance personnel completed 105 services/repairs in January.

The fuel system dispensed 9,147 gallons of fuel in January. Public Works Department vehicles consumed 5,907 gallons during the month.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 18 cars and seven trucks monitored in January.

Annual January in-service day recognizing Martin Luther King Day was held on Monday the 18th. Employees participated in Safety Training.

As time permitted, floors and drains in the equipment garage were cleaned.

BUILDINGS AND GROUNDS

The following is a listing of Building & Grounds Maintenance Division activities completed in addition to normal daily custodial and maintenance routines.

City Hall

- Shut down women's restroom for remodeling.
- Replaced two bad valves in the women's bathroom.
- Removed and reinstalled the toilets in the women's restroom.
- Installed a drop ceiling with new lights in the women's bathroom.
- Installed a glass dry erase board in the detective bureau.
- Painted/touched up walls in the detective bureau.

Library

- Replaced light bulbs in the main area that were burned out.
- Cleaned dust around ceiling lights throughout the library.

Cemetery

- Three purchases were conducted.
- Seven burials were performed.
- One foundation was set.

ENGINEERING

Regional Water System:

Limits: Cities of Norton Shores, Muskegon, and Fruitport Charter Township
Description: Construction of water transmission main(s) between the Cities of Muskegon and Norton Shores and Fruitport Charter Township with accompanying booster station, water tower, high service pumps, and SCADA system.
Consultant: URS Corporation Great Lakes, Grand Rapids, MI
Contractor: Contract D: Landmark Structures, Fort Worth, TX
Contract F: Tetra Tech, Grand Rapids, MI
Reliability Study: Prein & Newhof, Norton Shores, MI

Month's Work: Staff continues to work with URS, contractors, City of Muskegon and Fruitport Township to oversee completion of the final communication and valve work for the regional system, involving the water tower and SCADA (communication). The Authority's staff has been working with Prein & Newhof in the development of the MDEQ water reliability study for the systems. The study will be for Norton Shores, Fruitport Township, and the Regional Water System as a whole.

Funding: Authority Water Fund/Bonds

Status of Work: Contract D: Active, scheduled completion, Winter, 2015/2016

Contract F: Active, scheduled completion, Winter, 2015/2016

Reliability Study: Start up and collection of raw data started, scheduled completion, Summer, 2016

Storm & Sanitary SAW Grants

Limits: City wide

Description: Perform and establish asset management plans and practices for City storm and sanitary sewers.

Consultants: In house and Prein & Newhof, Grand Rapids, MI

Month's Work: Prein & Newhof continues work on cataloging, the televising, photographing, and inspection work that they have done on the City's sanitary and storm sewer structures over the past year. Results from metering the storm system were compiled and work on preliminary sewer modeling started. Also modeling of the sanitary sewer system and its capacity continues.

Airline Road Reconstruction

Limits: Airline Road, between US-31 and Shettler Road

Description: Replacement of existing pavement and storm water improvements

Consultant: Paradigm, Grand Rapids, MI

Contractor: To be determined

Month's Work: Responding to MDOT and contractor questions related to the February 2016 MDOT letting.

Funds: MDOT TIP and Capital Improvement Funds

Start Date: April, 2016

Finish Date: Summer, 2016

2016 Sidewalk Project

Limits: Henry Street, Seminole Road to Forest Park Road; Harvey Street, Sternberg Road to Mt. Garfield Road

Description: Place concrete sidewalk along proposed route

Consultant: Moore & Bruggink, Grand Rapids, MI

Month's Work: Moore & Bruggink has completed design work on the Henry Street sidewalk and submitted plans to MDOT for a bid letting. We are currently awaiting grant funding to be released prior to setting a bid

date. Final plans for the Harvey Street work were received and reviewed by City staff.

Funding: MDOT Safety Grant, TIFA Funds, and Capital Improvement Funds
Estimated Start: May, 2016
Estimated Finish: Summer/Fall, 2016

Mona Kai Water Main

Limits: Mona Kai Development, south of Eastowne
Description: Replacement of existing water main with ductile iron water main
Consultant: Fleis & VandenBrink, Muskegon, MI
Month's Work: Fleis & VandenBrink completed the final design and met with the City's staff regarding the layout of the proposed main. Staff is currently reviewing plans, permits, and specifications.
Funding: Water Funds
Estimated Start: Spring, 2016
Estimated Finish: Summer, 2016

Harvey Street Reconstruction

Limits: Ellis Road to Hile Road
Description: Reconstruction of existing roadway along the proposed route
Consultant: Prein & Newhof, Grand Rapids, MI
Month's Work: City staff has investigated other road widenings at different casinos while waiting for the Tribe's consultant to provide information regarding the Little River Band's proposed use of the old race track property and its potential traffic demands.
Funding: STIP with local match
Estimated Start: Spring, 2017
Estimated Finish: Summer, 2017

Pontaluna Road Reconstruction

Limits: US-31 to Harvey Street
Description: Reconstruction of Pontaluna Road between US-31 and Harvey Street to be done concurrently with MDOT's US-31 bridge work
Consultant: City staff
Contractor: Kamminga & Roodvoets (apparent low bidder)
Month's Work: MDOT let the project with Kamminga & Roodvoets being the lowest bidder on the proposed Pontaluna/US-31 bridge work. We are awaiting a preconstruction meeting.
Funding: Capital Improvement
Estimated Start: Spring, 2016
Estimated Finish: Summer, 2016

Hendrick Road/Norton Hills Reconstruction

Limits: Norton Hills Road – Norcrest Drive to Applewood Lane
Hendrick Road/Stanwood Street – Henry Street to Churchill Drive
Description: Reconstruction of Norton Hills Road, Hendrick Road, and Stanwood Street along with upsizing and replacement of cast iron water mains
Consultant: ENG, Lansing, MI
Contractor: To be determined
Month’s Work: City staff met with the consultant to go over the preliminary centerline grades for the project. Required MDEQ permits for stream crossing and critical dune work were discussed.
Funding: Municipal Road Fund, Water Fund
Estimated Start: July, 2016
Estimated Finish: Fall, 2016

Henry Street Bridge Repairs

Limits: Merrill S. Bailey (Henry Street) Bridge over Mona Lake
Description: Preventative maintenance and repairs to the bridge joints, deck, and piers
Consultant: Fleis & VandenBrink, Muskegon, MI
Contractor: To be determined through MDOT letting
Month’s Work: The consultant has started preliminary design work for the bridge along with providing several suggestions for staff’s review for repair of the joints. Staff provided the consultant with additional requested information.
Funding: MDOT Local Bridge Funds with local match
Estimated Start: Spring, 2017
Estimated Finish: Fall, 2017

Porter/Martin/Sternberg Intersection Improvements

Limits: Intersections of Porter & Martin Roads and Martin & Sternberg Roads
Description: Improve intersections so as to allow freer flow of traffic along the Porter – Martin – Sternberg corridor
Consultant: C2AE, Grand Rapids, MI
Contractor: To be determined through MDOT letting
Month’s Work: Staff met with consultant to discuss several details regarding the project after the survey work was completed. Preliminary traffic flow questions were discussed with the consultant.
Funding: MDOT CMAQ Grant and local matching fund
Estimated Start: Fall, 2016/Spring, 2017
Estimated Finish: Fall, 2016/Spring, 2017

Major Private or Other Projects:

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Pontaluna/US-31	US-31	MDOT

PLANNING

Staff prepared and reviewed the Request for Proposals for the Seminole Road Corridor PlacePlan. The City Council ultimately approved the firm of Beckett and Raeder to complete the study.

Staff assisted the Water & Sewer Division in the combining of data from the City's Ties and Testing program for water services with that for the GIS program.

Zoning Ordinance violations for the month dealt primarily with commercial vehicles and business operations in residential districts. All violations were complaint based.

Construction activity saw a seasonal slowdown for the month as staff approved 10 site plans for fences, sheds, signs, building additions, and commercial projects, including two new single family houses.

Monthly Injury Report FY-2016: DEPARTMENT OF PUBLIC WORKS

Month	Number and Types of Lost Time Injury	Time Lost	Total time lost during the month	Total number of personnel off due to injury
July	Cut to head	None	8 hours	1
August	Rash on wrist and arm (poison ivy) Ache in lower back	None	1 hour	1
September	Lower back strain Ankle sprain	Yes None	17 days	1
October	Possible pulled muscle in groin area. Pain in lower back; right side. Hip numbness from the lower back to the right knee.	No Yes	2 days	1
November	Pain in both knees. Sharp pain from top of the head to shoulder. Lower back strain.	No No No		3
December	Smashed left foot big toe.	Yes	8 days; 4 hrs	3

Monthly Injury Report FY-2016: DEPARTMENT OF PUBLIC WORKS

Month	Number and Types of Lost Time Injury	Time Lost	Total time lost during the month	Total number of personnel off due to injury
January	Right hip/lower back pain Bruised right foot	Yes No	10 days 1 day; 4 hours 4 hours 1.5 hours	1
February				
March				
April				
May				
June				

Monthly Vehicle Accident Reports FY-2016: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
July	263	Motorist backed into front of unit while parked	No damage to city vehicle	0	0
August	Unit 215/Chevrolet Colorado	While loading truck from cleanup at cemetery a scratch was put on the tailgate	Scratch on tailgate	0	0
September	Unit 225/Ford F-550	Shattered driver's side door window when a piece of concrete hit it while moving mailboxes.	Driver side window shattered.	N/A	N/A
	Unit 210/GMC Canyon	Noticed during vehicle inspection.	Rear driver's side bumper, fender, & tailgate corner damaged.	N/A	N/A
	Unit 211/GMC Canyon	When leaving after pumping hydrants bumped post with door.	Passenger door damaged.	\$1,060.20	N/A
October	Unit 240/Elgin Sweeper	While backing up, suction nozzle caught the curb and bent the suction nozzle forward.	Bent Nozzle	\$991.22	N/A
	N/A	N/A	N/A	N/A	N/A

Monthly Vehicle Accident Reports FY-2016: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
November	N/A	N/A	N/A	N/A	N/A
December	N/A	N/A	N/A	N/A	N/A
January	Unit 266/International	Was side swiped by another vehicle.	Front fender and bottom step broken on the driver's side.	\$548.32	N/A
February					
March					
April					
May					
June					