

AGENDA 8a3  
DATE 6.21.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

May – 2016

The Public Works Department responded to 10 after hours or emergency calls during the month of May. The calls are represented below:

Report #	Date	Location	Description
4387	5/1/16	351 Eric & 4316 Armstrong	Lift Station Motor Temp Overload Alarms
4388	5/1/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4389	5/6/16	Henry & Ross	Emergency Miss Dig
4390	5/6/16	Henry & Ross	Road closure for broken pole
4391	5/14/16	4171 Treeline	Lift Station Wet Well Low Alarm
4392	5/14/16	Dunes Pkwy	Remove dead deer
4393	5/22/16	89 Pontaluna	Lift Station Motor Temp Overload Alarm
4394	5/23/16	1411 Sunbury	Lift Station Motor Temp Overload Alarm
4395	5/27/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4396	5/30/16	2217 Lincoln Park & 3571 Peninsula	Lift Station Motor Temp Overload Alarm

## **WATER & SEWER**

Water and Sewer crews installed four water services and inspected five sewer connections during the month of May. A total of 62 water services have been installed and 33 sewer connections have been inspected during FY-2016. Comparatively over the same period during FY-2015 a total of 42 water services were installed and 38 sewer connection inspections were performed.

Water and Sewer personnel repaired one fire hydrant, 11 curb stops, and three watermain valves in May. Crews also repaired a two inch water line at Crestbrook and Airline, one water service leak, and completed all Stage II Disinfection Byproduct Sampling.

The annual valve exercising and inspection program continued in May with the completion of 161 of the 1,502 valves being operated and inspected. Crews have turned and inspected a total of 1,493 valves to date. No major repairs have been identified and all minor repairs will be completed in spring 2016.

The annual Cross Connection Inspection program continued in May with personnel re-inspecting for compliance with the program. Inspections have revealed only minor corrections to date, and letters have been sent requiring compliance with the program. Re-inspections will continue into the second quarter of 2016. Water and Sewer clerical personnel mailed out 273 letters to non-residential accounts required to test 423 cross

connection backflow devices for 2016. The cross connection control program is a required program from the DEQ and EPA that protects the drinking water supply from possible contaminants at non-residential properties.

The annual sewer cleaning program began in May with the completion of 34,112 feet of sewer being cleaned. A total of 132,051 feet of sanitary sewer has been cleaned during FY-2016.

## **STREETS & DRAINAGE**

City crews responded to 257 staking requests, including five by Water & Sewer, two by Streets & Drainage, and two design tickets.

Four sign work orders were completed which included the installation of one regulatory sign, the repair/replacement of one street name sign, and installation of two delineators.

### Major and Local Streets

Streets Division employees used 13 tons of hot mix asphalt to repair potholes and failing pavement throughout the city.

Streets Division employees used hot mix asphalt to make repairs to the roadway after water and sewer repairs in the following areas:

510 Dorset	1 ton
Quainton & Wellesley	13.39 tons
260 W. Pontaluna	4 tons
1008 Porter	5 tons
7339 Grand Haven	.5 tons
4766 Lake Harbor	.5 tons

The Streets personnel prepared the roadway for Asphalt Paving Incorporated to complete water and sewer repairs at the following roads:

Rood Road at Hendrick Road  
Katie Court at Henry Street  
721 Ellis Road  
2014 W. Norton Avenue

Street sweeping continued in May. Nineteen lane miles of major sweep curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 19 yards of debris.

Streets Division personnel crack sealed the following areas using 10,580 pounds of sealant:

Churchill Drive from Henry Street to Byron  
Brookridge from Henry Street to Churchill Drive  
Farr Road from Harvey Street to dead end  
Airport Road from Grand Haven Road to Wellesley  
Wellesley from Airport Road to Randall Road  
Martin Road from Randall Road to Hile Road  
Grand Haven Road from Hile Road to Airport Road  
Airline Road from Getty Street to Bakker  
Getty Street from Airline Road to Overbrook

Five hundred twenty gallons of asphalt emulsion and 13 yards of H1N-limestone was applied using the Dura-Patcher on Airline Road from Getty Street to Norton Avenue. Asphalt emulsion is sprayed over cracks along with limestone to fill in potholes and cracks. Once sealed and compacted, the loose stone is swept up with the street sweeper.

Gravel road improvements were completed on Getz Road between Lake Harbor Road and Carol Street and on Gin Chan Lane. This Capital Improvement project consisted of centerline realignment, tree removal, ditching, and placement of eight inches of 23A road gravel.

Streets employees planted nine trees fronting residents' properties in May. These trees replaced trees that were removed within the street right of way. Residents were given a letter asking them to participate in caring for the tree by watering and periodically fertilizing it.

High traffic graveled roads were graded four times and others were checked and graded as needed.

The first brine of the season was completed on Tuesday, May 17, 2016. Six thousand seven hundred fifty gallons of 38% liquid calcium chloride was applied to 2.27 miles of gravel-surfaced roads.

The Streets Division replaced 225 feet of heaved sidewalk near the corner of Henry Street and Porter Road.

Borgman Tree Service removed 15 trees from the City's right of way at various locations. Stumps were ground and the Streets personnel applied topsoil and grass seed to repair the area.

### Drainage

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

### Equipment

Equipment maintenance personnel completed 86 services/repairs in May.

The fuel system dispensed 6,721 gallons of fuel in May. Public Works Department vehicles consumed 3,012 gallons during the month.

Mechanics serviced and checked emergency standby generators at City Hall, Fire Stations, and the DPW garage.

Track adjusters were replaced on the bulldozer in preparation for its use on the Getz Road realignment and gravel road resurfacing project.

The electronic instrumentation cluster on the New Holland boom mower required replacement.

Frontline fire fighting trucks were inspected and serviced.

### Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 24 cars and 32 trucks monitored in May.

## **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

- Planted flowers at entrances.

### Cemetery

- Three purchases were conducted.
- Three burials were performed.
- Two foundations were set.
- Planted flowers in flag pole area and entrance.
- Cleaned the office garage.
- Picked up all artificial decorations and decorations that are not permitted.
- Fixed broken pole on Rules sign at entrance road.
- Pulled and backfilled six rotting 4x4 posts that were deteriorating.
- Weed whipped the entire cemetery.

## **ENGINEERING**

### **Regional Water System Reliability Study:**

Limits:	West Michigan Regional Water Authority, City of Norton Shores, and Fruitport Charter Township
Description:	Water reliability study for the independent water systems of the City of Norton Shores and Fruitport Charter Township along with the combined water system for the West Michigan Regional Water Authority with accompanying booster station, water tower and high service pumps.
Consultant:	Prein & Newhof, Muskegon, MI
Month's Work:	Staff continues to work with Prein & Newhof and Fruitport Township to oversee completion of the MDEQ Water Reliability Study for the two agencies and the regional system. Prein & Newhof continued work on MDEQ reliability study with testing the pump station performance in the field, updating the water system model and its continued development, and model calibration using pump test results and fire hydrant test results.
Funding:	Regional Water Fund
Status of Work:	Continued collection of data.
Finish Date:	Summer, 2016

### **Broadway Interconnection Valves**

Limits: Broadway Avenue, just east of Getty Street  
Description: Removal of existing water main meter chamber and placement of interconnection gate valves  
Consultant: Prein & Newhof, Muskegon, MI  
Month's Work: A preconstruction meeting was held on May 9<sup>th</sup> with Accurate Excavators, LLC of Muskegon to go over the project. Traffic controls were set in place after Memorial Day with work scheduled to start in the first week of June.  
Funding: Water Fund  
Start Date: May 31, 2016  
Estimated Finish: June 24, 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: The frame work of the asset management plan for the City's sanitary sewer system has been complete. Work was completed on rating the pavement conditions of City streets (PASER Rating) to help assign costs of utility placement/repairs. Work has begun on mapping along with data entry on the GIS mapping for the sanitary sewer system. The financial analysis of the project has begun with revenue, rate and expense budget data that was submitted by the City. Modeling of the sanitary sewer continues and has started for the storm sewer system. Capacity analysis of the sanitary sewer has been completed as well as the first run at the inflow and infiltration analysis.

### **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: Milbocker and Sons, Allegan, MI  
Month's Work: Milbocker & Sons completed work on the east half of the project with the completion of the remaining storm sewer and curb and gutter work, placement of pavement, and traffic controls. Work then started on the remaining portion of Airline Road between Airport and Shettler with the removal of the existing pavement, shaping and grading of the subbase, and the placement of the aggregate base.  
Funding: MDOT TIP and Capital Improvement Funds  
Start Date: March 21, 2016  
Finish Date: Late June, 2016

**FY-2017 Local Streets Hot-in-Place/HMA Pavement Work**

Limits: Various streets throughout city  
Description: The Hot-in-Place (HIP) pavement recycling with HMA Overlay of the milling and re-pavement of selected streets throughout the city  
Engineer Inspector: Westshore Consulting, Muskegon, MI  
HIP Contractor: Gallagher Asphalt, Thornton, IL  
HMA Contractor: Asphalt Paving Inc, Muskegon, MI  
Month's Work: With City Council's approval of contracts, contractors, and inspector for the work, contract documents were generated and sent to the appropriate parties. Permits for soil erosion and critical dune work were submitted to the County and the State.  
Funding: TIFA, Municipal Road, and Capital Improvement Funds  
Start Date: Summer, 2016  
Finish Date: Fall, 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: Accurate Excavators, LLC started work for the Harvey Street work on May 9, with the removal of top soil, placement of sidewalk, and upgrading of the pedestrian traffic signals. The state finally released funds so that the Henry Street sidewalk could be placed on the May letting. Bids were received by MDOT and WMRA, Inc was the low bidder.  
Funding: MDOT Safety Grant, TIFA Funds, and Capital Improvement Funds  
Estimated Start: Harvey Street: May 9, 2016  
Henry Street: June 10, 2016  
Estimated Finish: Harvey Street: Late June, 2016  
Henry Street: Summer, 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 preliminary MDEQ permit applications and started work for the necessary easements for the proposed main. Staff is currently working with affected property owners in order to obtain the necessary easement.  
Funding: Water Funds  
Estimated Start: Summer, 2016  
Estimated Finish: Fall, 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 received the Little River Band's consultant's recommendation regarding the proposed use of the old race track property and its potential traffic demands. City staff is working with the tribe in a cost share agreement for the additional cost of engineering and construction to comply with the consultant's recommendation.  
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, Grand Rapids, MI  
Month's Work: The contractor has completed the pavement removal and reconstruction for the proposed City portion of the work east of US-31. City staff has had several meetings/discussions with MDOT staff regarding closures and drainage improvements.  
Funding: Capital Improvement  
Estimated Start: April 4, 2016  
Finish Date: April 29, 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 final plans and grades for the project. Required MDEQ permits for stream crossing and critical dune work were completed and submitted to the State. City staff has secured the SESC permit.  
Funding: Municipal Road Fund, Water Fund  
Estimated Start: Summer, 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 continues its bridge joint design work for the bridge along with providing several suggestions for staff's review. Staff provided the consultant with additional requested information and met with the State to review the preliminary plans and specifications.  
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 continues to work with the consultant regarding the project.  
Funding: MDOT CMAQ Grant and local matching funds  
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
Roosevelt Park Ground Water	Roosevelt Road	City of Roosevelt Park

### **PLANNING**

Staff processed through the Planning Commission an amendment to the Zoning Ordinance to incorporate electronic, off-premise advertising signs (billboards) into the Ordinance text. The amendment was ultimately adopted by the City Council.

Staff granted administrative site plan approval to Motor City Fireworks for a sales facility at the Lakeshore Marketplace.

Staff continued to assist the Water and Sewer division in updates to the City's GIS program.

Ordinance enforcement for the month dealt primarily with violations of the fence and animal provisions of the Zoning Ordinance. All violations were complaint based.

Construction activity remained seasonally steady for the month as staff approved 67 site plans for fences, sheds, signs, building additions, and commercial projects, including seven 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	Lower back sprain	N/A	None	None
March	None	N/A	None	None
April	Pain & numbness in both hands. Pain in lower left back and hip.	No No	4 hours	None
May	None	N/A	2.75 hours	1
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
	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
September	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
	Unit 240/Elgin Sweeper	While backing up, suction nozzle caught the curb and bent the suction nozzle forward.	Bent Nozzle	\$991.22	N/A
October	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	N/A	N/A	N/A	N/A	N/A
March	N/A	N/A	N/A	N/A	N/A
April	N/A	N/A	N/A	N/A	N/A
May	N/A	N/A	N/A	N/A	N/A
June					