

AGENDA 8a3
DATE 9.20.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

August – 2016

The Public Works Department responded to 14 after hours or emergency calls during the month of August. The calls are represented below:

Report #	Date	Location	Description
4421	8/7/16	Henry & Porter	Traffic signal not working properly
4422	8/10/16	861 Winslow	Lift Station Motor Temp Overload Alarm
4423	8/13/16	4316 Armstrong	Lift Station Power Fail & Motor Temp Overload Alarm
4424	8/14/16	Airport & Wellesley	Large limb obstructing traffic
4425	8/14/16	715 W. Norton	Broken meter
4426	8/18/16	Black Lake & Pontaluna	Traffic accident. Replace Stop sign.
4427	8/22/16	961 S. Sandalwood	Mole #631 lost deep in ground water
4428	8/23/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4429	8/27/16	874 Bradley	Lift Station Motor Temp Overload Alarm
4430	8/28/16	428 Wellesley	Lift Station Power Failure
4431	8/28/16	Harvey & Sternberg	Traffic signal failure
4432	8/28/16	5427 Harvey	Emergency Miss Dig
4433	8/31/16	2948 Liberty	Potential dog attack while reading meters.
4434	8/31/16	3535 Hiawatha	Emergency Miss Dig

WATER & SEWER

Water and Sewer crews installed six water services and inspected one sewer connection during the month of August. A total of 10 water services have been installed and nine sewer connections have been inspected during FY-2017. Comparatively over the same period during FY-2016 a total of 10 water services were installed and 11 sewer connection inspections were performed.

Water and Sewer personnel repaired 10 curb stops, 92 fire hydrants, and 4 water main valves in August. Crews also replaced a broken water main valve, raised three sewer manholes and completed restoration work at 16 sites around the city from excavation work for repairs.

The annual sewer cleaning program was completed in August with the completion of 31,495 feet of sewer being cleaned. A total of 66,869 feet of sanitary sewer has been cleaned during FY-2017.

The annual fire hydrant painting program continued in August. The City has again contracted with D&S Industrial Painting to perform the work this year. Contracting out the work has added value to the program with insurance, bonding, and warranty at the same cost the City was investing into the program. It has also allowed equipment to be utilized elsewhere in the Division. Each year our hydrant maintenance program attempts to paint approximately 300-350 hydrants as Water & Sewer personnel identify each hydrant on an as needed basis. A total of 300 hydrants have been completed so far this calendar year.

Repairs and replacements identified during the annual large water meter testing program began in August with the repair or replacement of five large meters. A total of 21 meters required repairs and three meters required replacement. The remaining 19 repairs or replacements have been scheduled to be complete during the month of September.

The Water and Sewer Division replaced/lowered three water service lines that were frozen within the City's area of responsibility at the beginning of 2014. There are six services remaining to be lowered and are scheduled to be replaced prior to winter.

The City contracted with Plumbers Environmental Services and assisted in the repair of a broken sewer main in front of 2860 McCracken Street. The sewer main was repaired remotely utilizing a permanent fiberglass point repair liner.

STREETS & DRAINAGE

City crews responded to 249 staking requests, including 17 by Water & Sewer.

Twenty-four sign work orders were completed for the replacement of seven regulatory signs, replacement/repair of two street name signs, and installation of 15 new regulatory signs.

Major and Local Streets

Eight yards of 23-A road gravel was placed at the edge of the new pavement at the Norton Shores Library. This area added additional parking spaces when the three foot landscape wall was removed.

Streets Division employees used one ton of hot mix asphalt to make repairs to 548 Randall Road after the Water & Sewer Division made utility repairs.

Street sweeping continued in August. Twenty-eight lane miles of major street curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 58 yards of debris.

Streets Division personnel crack sealed the following areas using 2,760 pounds of crack sealant:

- Harvey Street from Ellis Road to Sternberg Road
- Harvey Street from Sternberg Road to Mt. Garfield Road
- McCracken Street from Norton Avenue to Sherman Blvd.

Nine hundred fifty-seven gallons of asphalt emulsion and 26 yards of H1N-limestone was applied using the Dura-Patcher at the following locations:

- Sternberg Road between Harvey Street and Grand Haven Road
- Seminole Road between Henry Street and Jeffrey Street
- Henry Street between Porter Road and Hile Road
- 6400 block of Henry Street
- 5400 block of Henry Street

The Streets Division patched potholes using eight tons of hot asphalt mix.

The second cut of roadside mowing began in August.

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

Streets & Drainage personnel placed 56 yards of shoulder gravel and 40 yards of top soil at the edge of recently paved roads listed below. This material is for shoulder stabilization and to protect the edge of new pavement.

- Norton Hills Road from Applewood Lane to Applewood Lane
- Lakeshore Blvd. from Green Street to cul-de-sac
- Mt. Garfield Road from Grand Haven Road to the cul-de-sac
- Summit Avenue from Getty Street to Stratford Street
- Grand Avenue from Grand Haven Road to Byron Road
- Cherry Street from Thompson Street to east end

Traffic barricades were placed for the annual Arts & Drafts 5k run.

Streets Division employees placed directional signs and traffic control devices for this year's Motorcycle Hill Climb. Another service provided for this year's event was the bringing of the on-site service roads. This event was held on Sunday, August 7. City expenditures for labor, equipment and materials were billed out to the Muskegon Motorcycle Club.

Equipment

Equipment maintenance personnel completed 132 services/repairs in August.

The fuel system dispensed 6,482 gallons of fuel in August. Public Works Department vehicles consumed 2,604 gallons during the month.

Mechanics removed a hose rack on the 2005 HME Alexis frontline fire unit 421. They fabricated a support bracket, welded it in place, and re-installed the hose rack.

The aerial lift truck assigned to the Streets Division required and replacement of the rear brakes and rotors.

The supervisory police command vehicle needed a new catalytic converter and battery.

The Tiger New Holland mowing tractor required the replacement of the lift boom cylinder, pins, and bushings.

The police utility task vehicle had the right rear drive axle replaced and also received a complete service.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 34 cars and 31 trucks monitored in August.

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

- Started the remodel of the men’s restroom.
- Adjusted a few sprinkler heads so that they were no longer spraying the asphalt.
- Removed an interrogation room window in the Police Department. Painted/touched up walls after removal. Also painted/touched up Detective Vanderstelt’s office.
- Mounted three new TV’s in Fire Prevention.
- Purchased and installed a new TV for the employee break room.
- Northside HVAC installed two new roof top units.
- Northside HVAC installed two new mini-split units in Assessing.
- Repaired the lock on the Finance Director’s window.
- Started painting the dryvit on City Hall.

Library

- Northside HVAC installed a new fan motor and blade on the Community Room condenser.
- Had the carpet cleaned in the Community Room.
- Had the City Council chairs cleaned.

Cemetery

- Eleven purchases were conducted.
- Three burials were performed.
- Three foundations were set.
- Performed a Sunday burial.
- Repaired a bad zone valve.

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 their recommendations and alternatives for the reliability study to address identified deficiencies in the water system.

Funding: Regional Water Fund

Finish Date: Fall, 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: Work continues on reviewing and modeling the City's sanitary sewer and storm sewer systems with a goal of providing an Asset Management Plan & Reports for the City's use. Work continued on mapping the sanitary sewer system, along with data entry on the GIS. Clean up of storm sewer data and framework is ongoing as well.

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: All work is completed on the milling of roadways to be Hot-in-Place recycled or full depth replacement along the selected roadways. Bad castings were replaced, aggregate base tested and repaired, hot-in-place recycling performed on selected roadways, leveling and/or top pavement courses placed, and pavement marking painted. Only Norton Avenue sidewalk ramp work and pavement top course and pavement markings remain to be done.
Funding: TIFA, Municipal Road, and Capital Improvement Funds
Start Date: July 19, 2016
Finish Date: September 30, 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: City Staff obtained bids for this project with Accurate Excavators being the lowest bidder. An item will be brought before Council in September for the review and decision. State permits were acquired and signed easements recorded.
Funding: Water Funds
Estimated Start: Fall, 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: Prein & Newhof continues its design work for the widening and reconstruction of the existing roadway. Survey work is complete.
Funding: STIP with local match
Estimated Start: Spring, 2017
Estimated Finish: Summer, 2017

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: Kamminga & Roodvoets, Grand Rapids, MI
Month's Work: Kamminga & Roodvoets was awarded the contract by the City Council and started pavement removal on August 29, 2016. A preconstruction meeting was held earlier in the month.
Funding: Municipal Road Fund, Water Fund
Estimated Start: August 29, 2016
Estimated Finish: November, 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 completed its bridge joint design work for the bridge. Staff worked with the consultant and residents on access easements needed for bridge work.
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: Spring, 2017
Estimated Finish: Spring, 2017

Major Private or Other Projects:

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Roosevelt Park Ground Water	Roosevelt Road	City of Roosevelt Park

PLANNING

Staff processed through the Planning Commission a site plan request from GE Aviation for improvements to their Norton Center Drive facilities. Similarly, staff presented to the Commission a site plan request from Robert Grooters for a new industrial facility on E. Pontaluna Road. Both of these requests were ultimately approved by the Commission.

Staff also processed through the Planning Commission a zone change request for multiple properties on the south side of Ellis Road across from the Muskegon County Airport from office to mixed use zoning. The request was approved by the City Council.

Staff drafted an amendment to the Code of Ordinances pertaining to the raising of chickens on residential parcels throughout the City, which was also adopted by the City Council.

Staff processed through the Planning Commission a fence variance request from Airgas pertaining to a new facility on Grand Haven Road. The Zoning Board of Appeals ultimately approved the request.

Staff assisted the Water and Sewer division in the continued update of the City's GIS system.

Construction activity remained seasonally steady for the month as staff approved 30 site plans for fences, sheds, signs, building additions, and commercial projects, including four new single family houses.

Monthly Vehicle Accident Reports FY-2017: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
July	Unit 215/Chevy Colorado	"Driver Error" made a right turn and forgot about light pole.	Damage to right side: front fender, door, truck box, and Library's west sidewalk light	\$1,387.50	4 days
August	Unit 510/Chevy Silverado	Driver backed into tree that was in blind spot.	Damage to back bumper and tailgate.	N/A	N/A
	Unit 510/Chevy Silverado	Signs caused damage to truck bed.	Scratches to outside of truck bed.	N/A	N/A
	Unit 287/Gradall	Hit the top of south door to garage with smaller bucket.	No damage to vehicle; damage to overhead bay door with EPS security monitoring devices.	N/A	N/A
September					
October					
November					
December					
January					

Monthly Injury Report FY-2017: 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	Left knee bent backwards then forward. Bridge of four front teeth knocked out	Yes No	80 hours 1.5 hours	1
August	Strained lower back.	No	20 days 13 days .5 hour	2
September				
October				
November				
December				
January				
February				