

AGENDA 8a3
DATE 8-16-16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

July – 2016

The Public Works Department responded to 11 after hours or emergency calls during the month of July. The calls are represented below:

Report #	Date	Location	Description
4408	7/3/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4409	7/4/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4410	7/4/16	3755 Henry	Possible water service or water main leak
4411	7/4/16	2217 Lincoln Park	Lift Station Communication Failure, Motor Temp Overload, and Wet Well High Alarms
4412	7/9/16	4316 Armstrong	Lift Station Motor Temp Overload Alarm
4413	7/12/16	Forest Park & Stryker	Tree down in road
4414	7/18/16	6260 Lake Harbor	Lift Station Motor Temp Overload Alarm
4415	7/15/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4416	7/24/16	428 Wellesley	Lift Station Low Level & Power Fail Alarms
4417	7/26/16	6870 Grand Haven	Emergency Miss Dig
4418	7/28/16	3571 Peninsula	Lift Station Motor Temp Overload Alarm
4419	7/30/16	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4420	7/31/16	874 Bradley	Lift Station Motor Temp Overload Alarm

WATER & SEWER

Water and Sewer crews installed three water services and inspected eight sewer connections during the month of July. A total of three water services have been installed and eight sewer connections have been inspected during FY-2017. Comparatively over the

same period during FY-2016 a total of six water services were installed and seven sewer connection inspections were performed.

Water and Sewer personnel repaired 13 curb stops, one fire hydrant, and eight water valves in July. Crews also replaced two broken water main valves, repaired one meter pit, raised one sewer manhole and raised one fire hydrant.

The annual sewer cleaning program continued in July with the completion of 35,374 feet of sewer being cleaned. A total of 35,374 feet of sanitary sewer has been cleaned during FY-2017.

The annual fire hydrant painting program continued in July. 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 200 hydrants have been completed so far this calendar year.

The annual large water meter testing program was completed in July with the testing of the last three large meters. Results are compared to industry standards and those falling outside of those standards are repaired or replaced. A total of 21 meters required repairs and three meters required replacement. Repairs and replacements will be scheduled during the month of September when repair and replacement materials are on hand.

Water and Sewer clerical personnel mailed out 140 letters to non-residential accounts required to test 185 cross connection backflow devices in July. A total of eight accounts were personally notified by the Division that service to their facilities would be discontinued because of non-compliance. Arrangements were made with all accounts to prevent discontinuance of service yet securing required testing appropriately. The cross connection control program is a required program from the DEQ and EPA that protects the drinking water supply from possible contaminants. The City has only implemented this program at non-residential properties to date.

STREETS & DRAINAGE

City crews responded to 233 staking requests, including nine by Water & Sewer.

Four sign work orders were completed for the replacement of one regulatory sign, replacement/repair of two street name signs, and installation of one delineator.

Major and Local Streets

The Streets Division placed traffic control devices and advanced warning signs on McCracken Street south and north of Leif and Lawnel. These devices were placed for the Water & Sewer Division to make water system valve repairs.

Streets Division employees used 32 tons of hot asphalt mix to make repairs to McCracken after the Water & Sewer Division made the above-mentioned utility repairs.

Street sweeping continued in July. Thirty-two lane miles of major street curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 38 yards of debris.

Streets Division personnel crack sealed the following areas using 10,100 pounds of crack sealant:

- Sternberg Road from Davis to Henry Street
- Davis Road from Sternberg Road to McCracken
- Castle Ct. west of McCracken
- Norton Ave. from Henry St. to Maple Grove
- Henry Street from south end of bridge to Aue
- Brookway Ct. east of Davis to cul-de-sac
- Black Lake Road from Pontaluna to county line
- Stratford Street from Sunbury to cul-de-sac
- Yarmouth from Worden to Stratford Street
- Montana from Broadway Ave. to Oregon

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

We worked cooperatively with the City of Muskegon to replace five sections of heaved sidewalk at 4431 Cherrywood Ct. and 1521 Porter Road. The sidewalk at these locations heaved or damaged because of the June wind storm.

Streets and Drainage personnel repaired soft spots on gravel roads using 23-A road gravel in the following areas:

- Idaho Ave. 5.5 yards
- Martin Road 4.0 yards
- Pontiac Ave. 4.0 yards

The second brine of the season was completed on Wednesday, July 6, 2016. Seven thousand nine hundred fifty gallons of 38% liquid calcium chloride was applied to 2.45 miles of gravel surfaced roads. This second application of brine was applied with the City's new brine tank installed and calibrated in a tandem axle dump truck. The amount of brine applied per lane mile was achieved through the onboard ground speed controller that is typically used for winter salt and pre-wet deicing operations.

Streets Division personnel assisted the annual Bike Time event by setting directional traffic signs along Harvey Street.

A stump was removed on Norman Avenue by Streets Division employees.

Equipment

Equipment maintenance personnel completed 69 services/repairs in July.

The fuel system dispensed 6,472 gallons of fuel in July. Public Works Department vehicles consumed 2,755 gallons during the month.

The Tiger boom mower used for roadside ditch and off road drainage course mowing received major in-house repairs. These repairs consisted of the replacement of the mower rotary disc, bearings, and seals.

A failed steering gear box on a 2009 International tandem axle dump was replaced.

Additional off the ground tire storage was needed in the tire changing room. Mechanics fabricated a tire rack from heavy steel to accommodate both large and passenger vehicle tires.

Mechanics worked on back-logged services and departmental/division repair request tickets.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 38 cars and 33 trucks monitored in July.

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

- Moved a fax line in the DPW office.
- Fixed three broken sprinkler heads.
- Moved desks for Fire Prevention/Building Division.
- Replaced the City Engineer's desk with a newer desk from the City Clerk's office.

Library

- Snaked the drain for the employee kitchen sink and restroom sink.

Cemetery

- Seven purchases were conducted.
- Three burials were performed.
- Five foundations were set.
- One disinterment was performed.
- Lawn mowers were serviced.

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 completing the High Service Pumping Profiles and base modeling. Also, they started to identify deficiencies in the water system and prepare alternative means of correction.

Funding: Regional Water Fund
Status of Work: Continued collection of data
Finish Date: 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: With the frame work of the asset management plan for the City's sanitary sewer system completed, staff has met with the consultant on schedules, costs, work and summary of rehabilitation/replacement plans and deliverable products. Work continued on mapping the sanitary sewer system (60% complete), along with data entry on the GIS. The financial analysis of the project continued with revenue, rate and expense budget data that was submitted by the City. Modeling of the sanitary sewer and storm sewer system continues. Capacity analysis of the sanitary sewer has been completed as well as the first run at the inflow and infiltration analysis.

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: Work has started on the milling of roadways to be Hot-in-Place recycled and casting lowered along the affected roadways. Also, castings were lowered on several of the roadways that were to be milled and HMA pavement replaced. The east half of Summit and all of Lakeshore have their base pavement course placed.
Funding: TIFA, Municipal Road, and Capital Improvement Funds
Start Date: July 19, 2016
Finish Date: September 30, 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
Contractor: Accurate Excavators, LLC, Muskegon, MI
WMRA, Inc., Grandville, MI

Month's Work: The Henry Street sidewalk work started on June 27th with site clearing and grading. The project worked its way south with placement of the concrete walk, ADA ramp at street intersections and improvements/updating of the Forest Park/Henry traffic signals. A punch list walk-thru was held on July 27th with a list of items that needed to be addressed.

Funding: MDOT Safety Grant, TIFA Funds, and Capital Improvement Funds

Start Date: Harvey Street: May 9, 2016
Henry Street: June 27, 2016

Finish Date: Harvey Street: June 10, 2016
Henry Street: July 21, 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 the signitures for the necessary easements for the proposed main and plans were submitted to the state for permits.

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: City staff is working with the Little River Band of Ottawa Indians in a cost share agreement for the additional cost of engineering and construction to comply with the consultant's recommendation for a casino. Prein&Newhof assisted with requested plan and cross-section drawings along with cost estimates.

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: To be determined

Month's Work: With the granting of the critical dune permit by the MDEQ, the City released the plans for bid. Kamminga and Roodvelts is the apparent low bidder and staff awaits the Council's review and approval of the bid award at their August 1, 2016 meeting.

Funding: Municipal Road Fund, Water Fund

Estimated Start: August, 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 on legal descriptions for access easements needed for bridge work and has requested easements from affected property owners.

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>
MDOT – Railroad ADT	City RxR crossings	MDOT
Roosevelt Park Ground Water	Roosevelt Road	City of Roosevelt Park

PLANNING

Staff processed through the Planning Commission a zone change request from Lorraine Wright for property on Airport Road, a special use permit request for Dorman Day Care on Vulcan Street, and an amendment to the Zoning Ordinance text pertaining to the heights of billboards and freestanding signs throughout the city. All of these requests were ultimately approved by the City Council.

Staff also processed through the Planning Commission a zone change request from Michael Knapp on E. Pontaluna Road for future store and lock usage. After review, the City Council denied this request.

Staff processed through the Planning Commission a variance request from AMG Outdoor pertaining to a billboard setback. The Zoning Board of Appeals ultimately approved the request.

Staff granted administrative site plan approval to Lakeshore Dermatology for improvements to their parking facilities on Prairie Street.

Ordinance enforcement for the month dealt primarily with violations pertaining to the parking of recreational vehicles in the City's right-of-ways. All violations were complaint based.

Staff assisted the engineering division in reviewing qualification statements from engineering firms for the Porter Road water main and roadway improvements.

Construction activity remained seasonally steady for the month as staff approved 32 site plans for fences, sheds, signs, building additions, and commercial projects, including five 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					
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				
September				
October				
November				
December				
January				