

AGENDA 8a3
DATE 3.15.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

February – 2016

The Public Works Department responded to 22 after hours or emergency calls during the month of February. The calls are represented below:

Report #	Date	Location	Description
4340	2/1/16	721 E. Ellis	Watermain break
4341	2/2/16	4781 Rood	Lift Station Wet Well Low/Power Fail Alarms
4342	2/6/16	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4343	2/7/16	2117 Maryland	Lift Station Motor Temp Overload Alarm
4344	2/12/16	1978 Channel	Lift Station High Wet Well Alarm
4345	2/12/16	Norton & Padelt	Hydrant struck by car
4346	2/12/16	City wide	Ice & snow removal
4347	2/12/16	1174 E. Mt. Garfield	Unit #265 had brake failure
4348	2/13/16	City Wide	Icy & snow removal
4349	2/13/16	City Hall & Library	Snow removal
4350	2/13/16	City Wide	Snow & ice removal
4351	2/13/16	City Wide	Snow & ice removal
4352	2/13/16	1174 E. Mt. Garfield	Calcium chloride tank would not function
4353	2/14/16	861 Winslow	Lift Station Motor Temp Overload Alarm
4354	2/14/16	861 Winslow	Lift Station Motor Temp Overload/High Wet Well Alarms
4355	2/15/16	2070 Maryland	Water turn on
4356	2/18/16	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4357	2/21/16	1200 E. Broadway	Emergency Miss Dig

4358	2/22/16	396 Lakeshore	Lift Station Motor Temp Overload Alarm
4359	2/27/16	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4360	2/27/16	705 Seminole	Heating system running too high
4361	2/27/16	1359 Forest Park	Leaking hydrant

WATER & SEWER

Water and Sewer crews installed three water services during the month of February. A total of 46 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 and took the second quarter Stage II Disinfection by-product samples in February. Crews also repaired a Total Coliform sample station at 4171 Treeline, replaced a damaged fire hydrant at Norton and Padelt, and repaired one leaky water service.

The annual valve exercising and inspection program continued in February with the completion of 226 of the 1,502 valves being operated and inspected. Crews have turned and inspected a total of 641 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 February 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 in the first and second quarter of 2016.

Water and Sewer personnel televised sewer laterals on the Maranatha site in response to requests to locate the utilities on site. Available permanent records have been found incomplete requiring efforts to create accurate documents indicating utility locations.

STREETS & DRAINAGE

City crews responded to 93 staking requests, including five by Water & Sewer, and three design ticket requests.

Nineteen sign work orders were completed which included the repair/replacement of 16 regulatory signs, and the repair/replacement of three street name signs.

Major and Local Streets

Streets Division employees used 10 tons of winter mix asphalt to patch potholes throughout the city.

Streets Division employees used five tons of winter mix cold patch asphalt at 721 Ellis Road and two tons of winter mix asphalt at 260 W. Pontaluna Road to make repairs to the roadway after the Water & Sewer Division repaired water main breaks.

Six hundred ninety-five tons of road salt and 3,798 gallons of liquid calcium chloride were dispensed during this reporting period. Local roads were plowed one time. Sidewalks near schools were also plowed one time.

Borgman Tree Service removed one tree from the City's right-of-way at 305 Randall Road in February. They also removed a 20" broken limb on Airport Road.

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

Drainage

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

Equipment

Equipment maintenance personnel completed 69 services/repairs in February.

The fuel system dispensed 6,610 gallons of fuel in February. Public Works Department vehicles consumed 3,566 gallons during the month.

Mechanics began outfitting a new Water & Sewer crane truck which is used predominately for the maintenance and repairs of 44 lift stations. This work consisted of fabrication of a pipe rack, rear work deck, vise mount, and side steps for cab access. A computer docking station and decals were also installed.

A new oil pan was installed on an International tandem axle dump. Oil pans on these units have been rusting through and leaking.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 13 cars and 14 trucks monitored in February.

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

- Prepared hallways for paint.
- Hallway painting was started.
- Installed two new locksets in Fire Prevention.
- Fixed a lock on a cabinet in the Police Department.
- Fixed the south light on the flag pole.
- Removed a door from the Administration conference room and replaced with drywall.

Library

- Did extra cleaning throughout the library.

Cemetery

- Zero purchases were conducted.
- Zero burials were performed.
- No foundations were set.
- Finished the “New Section” updating of the transaction spreadsheet and started working on the “Old Section.”

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.
Funding:	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:	City staff met with Prein & Newhof and their subs to discuss the status of the work and the start of the asset management plan for the sanitary sewer.

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: Responding to MDOT and contractor questions related to the February 2016 MDOT letting. Milbocker and Sons of Allegan, MI is the apparent low bidder and a preconstruction meeting is scheduled for March.

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 the design work on the Harvey Street sidewalk and submitted plans for a proposed March bid letting. We are currently awaiting grant funding to be released prior to setting a bid date for the Henry Street segment.

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 started work for the necessary easements for 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. A preconstruction meeting was held this month at the DPW garage. Work is scheduled to start in April.
Funding: Capital Improvement
Estimated Start: April, 2016
Estimated Finish: Summer, 2016

Hendrick Road/Norton Hills Reconstruction

Limits: Norton Hills Road – Norcrest Drive to Applewood Lane
Description: 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 revised centerline grades for the project. Required MDEQ permits for stream crossing and critical dune work were submitted with a meeting held for the stream crossing in February. A critical dune meeting is scheduled for March.
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 bridge joint design work for the bridge along with providing several suggestions for staff's review. 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 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

PLANNING

Staff processed through the Planning Commission a special use permit request for day care usage from Tammy Cunningham for a property on Leon Street. The City Council ultimately granted final approval. Staff also processed a special use permit amendment request for Eden Court Capital, LLC for retail commercial development at the Lakeshore Marketplace on Harvey Street. This too was approved by the City Council.

Staff prepared a draft Ordinance amendment for front yard parking restrictions in residential districts. This was presented to the City Council at their February Work Session.

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

Construction activity increased for the month as staff approved 20 site plans for fences, sheds, signs, building additions, and commercial projects, including six new single family houses.

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					
April					
May					
June					

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. Pain in both knees.	No Yes No	2 days	1
November	Sharp pain from top of the head to shoulder. Lower back strain.	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				
April				
May				
June				