

AGENDA 8a3
DATE 7.19.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

June – 2016

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

Report #	Date	Location	Description
4397	6/4/16	351 Eric	Lift Station Motor Temp Overload Alarms
4398	6/13/16	Norton & Estes	Water Main Break
4399	6/15/16	4210 Henry	Lift Station Red Light Blinking & Low Water Alarm
4400	6/16/16	City Wide	Trees Down
4401	6/16/16	Multiple Lift Stations	Lift Station Power Failures
4402	6/16/16	195 Lakeshore	Emergency Miss Dig
4403	6/18/16	1852 Channel	Emergency Miss Dig
4404	6/20/16	351 Eric	Lift Station Motor Temp Overload Alarm
4405	6/20/16	McCracken & Reneer	Water Main Break
4406	6/25/16	1321 W. Norton	Fire Hydrant Hit By Vehicle
4407	6/25/16	874 Bradley	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 June. A total of 66 water services have been installed and 38 sewer connections have been inspected during FY-2016. Comparatively over the same period during FY-2015 a total of 53 water services were installed and 43 sewer connection inspections were performed.

Water and Sewer personnel repaired one fire hydrant, 10 curb stops, and one water service in June. Crews also repaired one broken water main.

The annual sewer cleaning program continued in June with the completion of 13,141 feet of sewer being cleaned. A total of 145,192 feet of sanitary sewer has been cleaned during FY-2016.

The annual fire hydrant painting program started in June. The City has contracted with D&S Industrial Painting to perform the work again 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.

The annual large water meter testing program started in June with the testing of 41 of the scheduled 43 large meters completed. Results are compared to industry standards and those falling outside of those standards are repaired or replaced.

STREETS & DRAINAGE

City crews responded to 313 staking requests, including eight by Water & Sewer, two by Streets & Drainage, and four design tickets.

One sign work order was completed for the replacement of one regulatory sign.

Major and Local Streets

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

Streets Division employees used hot mix asphalt mix to make repairs to the roadway after the Water & Sewer Division made utility repairs at the following locations:

Estes at Norton Ave.	16.57 tons
McCracken at Reneer	8.00 tons
543 Porter Road	3.10 tons

Street sweeping continued in June. Forty-one lane miles of major street curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 72 yards of debris.

Streets Division personnel crack sealed the following areas using 10,380 pounds of crack sealant:

Grand Haven Road from Airport Road to Byron
Airline Road from Getty Street to Bakker
Subdivision: Briarwood, Anthony, & Pine Bluff

Two hundred gallons of asphalt emulsion and six yards of H1N-Limestone was applied using the Dura-Patcher on Sternberg Road between Harvey Street and Grand Haven Road. 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.

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

Borgman Tree Service removed several trees and limbs from the right of way following a windstorm that moved through the area on June 15.

Streets & Drainage personnel were also called out to push off large limbs/trees blocking streets throughout the city. Assistance with the placement of traffic control devices at downed power lines and road closures was also completed after the event.

Drainage

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

The Streets Division replaced 16 feet of 12 inch concrete pipe under a service drive at 6662 Grand Haven Road. The pipe removed had joint failure causing sand infiltration and sinkholes. Five tons of asphalt was required to restore the drive approach.

Roadside mowing continued in June throughout the city and the off road drainage courses were completed.

Equipment

Equipment maintenance personnel completed 81 services/repairs in June.

The fuel system dispensed 7,015 gallons of fuel in June. Public Works Department vehicles consumed 3,120 gallons during the month.

Six-month inspections on frontline firefighting trucks continued during the month of June.

A 2016 Police Patrol Vehicle was completed and put into service in late June. This unit replaced a 2013 Ford Taurus with 94,111 miles.

Leaf Sites

Because of the windstorm on June 15, a decision was made to open the Wood Road disposal site to residents for four weekdays. This opening generated high use by City residents so they could dispose of brush and limbs.

Great Lakes Nursery Soils Inc. hauled 406 tons of yardwaste from the Wood Road and Ross Park leaf disposal sites. Great Lakes also ground accumulated brush at the Wood Road site. This operation generated 1,260 cubic yards of wood chips.

Streets Division personnel added 150 tons of crushed concrete to the leaf & yard waste staging area at the Wood Road site to improve stabilization.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 32 cars and 39 trucks monitored in June.

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

- Fixed hot water valve on shower in men's locker room in the Police Department.
- Fixed lights in the weight room and Fire Prevention.
- Pulled voting machines out for testing and put back in containers.

Library

- Turned on the air conditioning for the library and community room.
- Cleaned the coils for both condenser units.
- Installed restroom signs on doors for improved visibility.
- Purchased a new refrigerator for the community room.

Cemetery

- Fourteen purchases were conducted.
- Six burials were performed.
- Two foundations were set.

- Memorial Day flags were picked up.
- Weed whipping was completed in the new section.
- Sticks and limbs were picked up after the storm.

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 model with updates and corrections to system maps. Also, they started to set up extended period simulations for age analysis. In addition, they are calibrating the water system model using the pump test results along with the fire hydrant flow 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: Work started in the first week of June with the removal of the old valves, meters, and chamber. Replacement valves and piping was installed and tested successfully. Restoration work was complete and roadway opened up for traffic.

Funding: Water Fund

Start Date: May 31, 2016

Estimated Finish: June 13, 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 continued on mapping the sanitary sewer system (55% 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.

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 west half of the project (Airport to Shettler), involving the shaping and grading of the subbase, the placement of the aggregate base, placement of new storm sewer leaching systems, curb and gutter work, placement of pavement, and traffic controls. The roadway was open to traffic on June 17, 2016.
Funding: MDOT TIP and Capital Improvement Funds
Start Date: March 21, 2016
Finish Date: June 17, 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: City sent and received signed contracts for the contractors and inspector for the work and a preconstruction meeting was held on June 22, 2016 with all parties. Permits for soil erosion and critical dune work were received from the County and the State. Work is scheduled to begin in late July, 2016.
Funding: TIFA, Municipal Road, and Capital Improvement Funds
Start Date: July, 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
 Contractor: Accurate Excavators, LLC, Muskegon, MI
 WMRA, Inc., Grandville, MI
 Month's Work: Accurate Excavators, LLC completed work for the Harvey Street work on placement of concrete sidewalk and upgrading of the pedestrian traffic signals. The Henry Street sidewalk was placed on the May letting with WMRA, Inc. being awarded the work. A preconstruction meeting was held on June 23, 2016 and work started on June 27th. Top soil and grading started at north end of project at Seminole and worked its way south.
 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 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: Fleis & VandenBrink completed preliminary MDEQ permit applications and work continued for the necessary easements for the proposed main with staff meeting with affected property owners in order to obtain the necessary easement.
 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.
 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: The consultant completed the final plans and specifications for the project. Required MDEQ permits for stream crossing and critical dune work were submitted to the State with the stream permit being granted. We are still waiting on the critical dune permit. City staff has secured the SESC permit.

Funding: Municipal Road Fund, Water Fund

Estimated Start: August, 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 completed its bridge joint design work for the bridge. Staff is working with the consultant on legal descriptions for access easements needed for bridge work and hopes to send out for signatures in July.

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>
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 site plan review request from Scentlok to construct a 60,000 square foot manufacturing facility on E. Pontaluna Road. The Commission ultimately approved the request.

Staff granted administrative site plan approval to Executive Air for the construction of an office addition to their facility on Sinclair Drive.

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

Staff attended a presentation to area stakeholders by the City’s consultant, Beckett and Raeder, on the ongoing Seminole Road PlacePlan study.

Construction activity remained seasonally steady for the month as staff approved 58 site plans for fences, sheds, signs, building additions, and commercial projects, including nine 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	None
June	None	N/A	2.25 hours	None

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	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	Unit 213	Driver side front tire went into a beehive catch basin.	Front bumper – driver side	N/A	N/A