

AGENDA 8a3
DATE 4.19.16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

March – 2016

The Public Works Department responded to 12 after hours or emergency calls during the month of March. The calls are represented below:

Report #	Date	Location	Description
4362	3/5/16	2860 McCracken	Watermain break
4363	3/8/16	Wellesley & Loomis	Watermain break
4364	3/9/16	3112 McCracken	Lift Station High Water Alarm
4365	3/11/16	701 Lake Forest	Lift Station High Water Alarm
4366	3/12/16	Getty & Sherman	Road closure request from NSPD, NSFD, & Consumers Energy
4367	3/12/16	2217 Lincoln Park	Lift Station Motor Temp Overload Alarm
4368	3/18/16	2040 Lawnel	Water in basement
4369	3/19/16	4316 Armstrong	Lift Station Motor Temp Overload Alarm
4370	3/23/16	1204 E. Broadway	Lift Station Power Fail
4371	3/24/16	4341 Hackley Point	Lift Station Power Fail
4372	3/25/16	City Wide	Ice removal
4373	3/26/16	Henry south of Randall	Remove dead deer from road

WATER & SEWER

Water and Sewer crews installed nine water services and inspected two sewer connections during the month of March. A total of 55 water services have been installed and 25 sewer connections have been inspected during FY-2016. Comparatively over the same period during FY-2015 a total of 39 water services were installed and 30 sewer connection inspections were performed.

Water and Sewer personnel repaired one main line water main valve, 10 curb stops, winterized three fire hydrants, and repaired one Total Coliform water sample station in March. Crews also performed 34 meter pit inspections, nine ground restorations, and load tested all of the division's emergency generators.

The annual valve exercising and inspection program continued in March with the completion of 541 of the 1,502 valves being operated and inspected. Crews have turned

and inspected a total of 1,182 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 March 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.

The first of two rounds of required lead and copper sampling was performed in March. The City has been placed on a reduced monitoring schedule since 1996; however, a review of the City's system prompted the MDEQ to require two rounds of sampling during 2016 as a result of the City switching water suppliers in 2015. A total of 31 homes were in the sample program this cycle and results have been submitted to the MDEQ and property owners as required. One property did reach the goal limit for lead and the Water and Sewer Division is working with the specific property owner to help educate and determine the source.

STREETS & DRAINAGE

City crews responded to 271 staking requests, including 15 by Water & Sewer.

Twelve sign work orders were completed which included the repair/replacement of eight regulatory signs, the repair/replacement of three street name signs, and installation of one delineator.

Major and Local Streets

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

Streets Division employees saw cut all areas requiring hot mix asphalt as a result of water main breaks over the winter. Repairs will be scheduled to be completed when the asphalt plant opens.

Two hundred three tons of road salt and 1,359 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.

Street sweeping began in March. Thirty-eight miles of major street curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 59 yards of debris.

The snow fence paralleling Grand Haven Road on the Muskegon County Airport property was removed and stored for the season. This fencing significantly reduces drifting on Grand Haven Road.

High traffic graveled roads were graded two times and others were checked and graded as needed. Eleven yards of gravel was added to soft spots.

The Streets Division cleaned up trash that had accumulated along the roads.

Drainage

The Streets Division repaired a drive culvert at 862 W. Mt. Garfield Road.

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

Equipment

Equipment maintenance personnel completed 86 services/repairs in March.

The fuel system dispensed 6,360 gallons of fuel in March. Public Works Department vehicles consumed 3,074 gallons during the month.

Leaf Sites

The Streets Division held an evening meeting with part-time employees on Tuesday, March 15 to fill the spring and summer leaf attendant schedule. This meeting resulted in the schedule being filled until September 25.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 16 cars and 20 trucks monitored in March.

Equipment and floor drains in the equipment garage were cleaned as time permitted.

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

- Set up and took down voting machines.
- Scrapped old computer chairs.
- Fixed leaking drain above the Public Works Director's office.
- Repaired south light on flag pole.
- Repaired drinking fountain in hallway.
- Re-hung things after hallway painting project.
- Cleaned boiler room.
- Cleaned/defrosted fridge in the employee break room.
- Cleaned all trash containers.

Library

- Washed windows and doors outside the building.
- Filled and drained expansion tank on boiler system.

Cemetery

- Six purchases were conducted.
- Four burials were performed.
- Three foundations were set.
- Finished the "Old Section" updating of the transaction spreadsheet.
- Emptied garbage containers.
- Picked up sticks throughout 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 model development, field pump testing, and station review, GIS data collection, population projections, and growth estimates.

Funding: 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: Staff put plans out for bids for a late March letting. Accurate Excavators, LLC or Muskegon was the apparent low bidder.

Funding: Water Fund

Start Date: Spring, 2016

Finish Date: Late Spring/Early 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. The consultant started the risk of failure and consequences of failure studies. Mapping and GIS work continues for storm and sanitary sewers, as well as modeling of both storm and sanitary sewers.

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: The preconstruction meeting with MDOT, the consultant, Milbocker, and the City was held on March 15, 2016. Work on the project started on the 21st with placement of detour and construction signage/barrels. Road closed to east bound traffic and traffic shifted to allow work on pavement removal and storm system along north side of Airline Road between US-31 and Airport Road.
Funding: MDOT TIP and Capital Improvement Funds
Start Date: March 21, 2016
Finish Date: Summer, 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: To be determined
HIP Contractor: To be determined
HMA Contractor: To be determined
Month's Work: With City Council's approval of select streets, staff has started work on bid documents, specification and quantities.
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: Project advertisement sent out for a March bid letting for Harvey Street. Accurate Excavators, LLC is the apparent low bidder. MDOT grant funding was released in March, 2016, and after some final adjustment to the contract dates, final plans for the Henry Street segment of sidewalk were submitted to MDOT and placed on the May letting.
Funding: MDOT Safety Grant, TIFA Funds, and Capital Improvement Funds
Estimated Start: Harvey Street: May, 2016
Henry Street: June, 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 preliminary MDEQ permit applications and started work for the necessary easements for the proposed main. Staff is currently reviewing plans, permits, and specifications.
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 is 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, Grand Rapids, MI
Month's Work: The contractor has started tree removal for the proposed ramp work. City staff has had several meetings/discussions with MDOT staff regarding closures and drainage improvements.
Funding: Capital Improvement
Estimated Start: April 4, 2016
Estimated Finish: Late June, 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 prepared and a meeting held for the critical dune permit. City staff worked on submitting the SESC permit.

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 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.

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 a site plan approval request from Seabrook Plastics on Lindberg Drive to construct a 9,300 square foot addition to their facility. The Commission granted approval of the plan. Staff also processed through the

Zoning Board of Appeals a setback variance request from Terry Simon on Belmont Drive. The request was approved by the Board. Staff processed through the City Council an amendment to the Code of Ordinances for front yard parking restrictions in residential districts. The amendment was ultimately adopted by the Council.

Staff completed the combination of data from the City's Ties and Testing program for water and sewer services, with that of the GIS program.

Ordinance enforcement for the month dealt primarily with violations of the home occupation provisions of the Zoning Ordinance. All violations were complaint based.

Construction activity remained steady for the month as staff approved 20 site plans for fences, sheds, signs, building additions, and commercial projects, including three 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. 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	None	N/A	None	None
April				
May				
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
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					
May					
June					