

AGENDA 8a(3)
DATE 5-17-16

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

April – 2016

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

Report #	Date	Location	Description
4374	4/1/16	3798 Brentwood	Lift Station High Water Alarm
4375	4/3/16	1204 E. Broadway	Lift Station High Water & Power Fail Alarm
4376	4/8/16	City Wide	Snow/ice removal
4377	4/9/16	700 August	Sewer back up
4378	4/11/16	5600 Grand Haven	Emergency Miss Dig
4379	4/14/16	4210 Henry	Lift Station Power Fail Alarm
4380	4/16/16	Valk at Summit	Emergency Miss Dig
4381	4/16/16	1111 Porter & 3006 Valk	Emergency Miss Dig & Lift Station Power problem
4382	4/16/16	Porter & Shady Creek	Emergency Miss Dig
4383	4/23/16	3693 Lake Harbor	Broken water service
4384	4/25/16	874 Bradley & 4162 Harbor Point	Lift Station Power Fail
4385	4/26/16	2041 W. Norton	Watermain break
4386	4/29/16	3180 Henry	Lift Station High Wet Well Alarm

WATER & SEWER

Water and Sewer crews installed three water services and inspected three sewer connections during the month of April. A total of 58 water services have been installed and 28 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 35 sewer connection inspections were performed.

Water and Sewer personnel repaired one fire hydrant, two curb stops, and two sewer manholes in April. 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 April with the completion of 150 of the 1,502 valves being operated and inspected. Crews have turned

and inspected a total of 1,332 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 April 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 annual Lift Station Cleaning program was completed in April. All of the City's 43 sanitary sewer lift stations and one ground water lift station were cleaned. This program is a bi-annual cleaning program to dispose of all solids that collect in the lift stations and reduce the amount of equipment wear and emergency situations from side effects of the solids present.

The water service locating program continued in April, identifying one water service for which the division did not have location records. A total of 1,363 water services have been found of the 1,364 that have been identified as missing the location records. The City has approximately 8,200 total water services.

Water and Sewer personnel completed all of the ground restorations in April in response to water service installations and water main breaks that occurred during the past winter.

STREETS & DRAINAGE

City crews responded to 250 staking requests, including six by Water & Sewer, one by Streets & Drainage, and one design ticket.

Forty-five sign work orders were completed which included the repair/replacement of four regulatory signs, the repair/replacement of two street name signs, and installation of 39 delineators.

Major and Local Streets

Streets Division employees used 10 tons of winter mix asphalt to patch potholes throughout the city. Three tons of hot asphalt mix was used to repair the parking lot at the Public Works facility at 1174 E. Mt. Garfield Road.

Streets Division employees applied 11 yards of 23-A slag to the roadway after a water main break in the 1100 block of Porter Road.

Eighteen tons of road salt and 120 gallons of liquid calcium chloride were dispensed during this reporting period.

Street sweeping continued in April. One hundred eleven lane miles of major street curb radii, gutter pans, and paved shoulders were swept. This maintenance resulted in the collection of 168 yards of debris.

Streets Division personnel crack sealed Pontaluna Road from Grand Haven Road to Henry Street using 4,636 pounds of crack sealant. Nine hundred pounds of sealant was also dispensed on Henry Street from Summit Avenue to Sherman Boulevard. One thousand two hundred pounds of sealant was placed on the Public Works facility parking lot.

Four hundred seventy-five gallons of asphalt emulsion and 21 yards of H1N-limestone was applied using the Dura-Patcher on Henry Street from Summit Avenue to Sherman Boulevard. Three hundred gallons of emulsion and six yards of limestone was also placed on Norton Avenue east of Airline 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 five times and others were checked and graded as needed. Ten yards of gravel was added to soft spots.

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

Gravel road improvements got underway on Getz Road between Lake Harbor Road and Carol Street. This Capital Improvement project consists of centerline realignment, tree removal, ditching, and placement of eight inches of 23A road gravel.

Drainage

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

Equipment

Equipment maintenance personnel completed 74 services/repairs in April.

The fuel system dispensed 5,813 gallons of fuel in April. Public Works Department vehicles consumed 2,717 gallons during the month.

Winter operation and deicing equipment was decommissioned for the season and placed in storage. Inert salt spreaders and liquid calcium chloride equipment was high pressure cleaned and any onboard liquid chloride was transferred into onsite storage tanks.

Sidewalk snow-blowing equipment was removed and readied for storage. The universal tractor used for winter operations was outfitted with mowing equipment utilized for roadside and off-road mowing operations.

The crack pouring and dura patch machines used for pavement preservation operations were serviced and made operational for this season.

Frontline firefighting trucks that are on a bi-annual service interval were serviced and inspected. One unit required the replacement of the steering shaft gearbox and a U-joint on the PTO shaft.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 21 cars and 19 trucks monitored in April.

On Saturday, April 23, the City held its seventh annual citywide cleanup day. Part time and seasonal employees were utilized to help residents unload their items. The cleanup was held at the Department of Public Works facility on E. Mt. Garfield Road. Five hundred seventy-five vehicles and/or trailers filled 17 30-yard dumpsters. This resulted in the collection of 40 tons of trash, limited building debris and other unwanted items. Shoreline Recycling (Padnos) collected 5.8 tons of appliances and scrap metal for recycling. Goodwill Industries was on site and filled six trucks resulting in the collection of 22,800 pounds of E-Waste. Goodwill Industries also accepted reusable items for those who wanted to make donations.

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

- Load tested generator.
- Cleaned all trash bins in City Hall and the Police Department.
- Cleaned the outside windows.
- Installed new white receptacles and switches in the City Hall hallway.
- Changed the roof top unit filters.

Library

- Re-siliconed the windows on the pit skylights. East and west end of the building.
- Cleaned the outside windows.
- Changed the filters in the community room air handler.
- Replaced old faucets in men's restroom with newer spare faucets.

Cemetery

- Seven purchases were conducted.
- Six burials were performed.
- Six foundations were set.
- Removed snow blowers from tractors and installed mower decks.
- Emptied garbage containers.
- Had water meter set. Blew all the air out of the lines from winterization.

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 demand projections, along with meeting with staff regarding areas of concerns to be modeled, altitude valves, recommendations for SCADA, and modeling water age.

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: Staff worked with Accurate Excavators, LLC of Muskegon on contract documents after being awarded the work by Council. A preconstruction meeting is scheduled for May 9th.
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 continued its determination of the risks of failure and consequences of failure studies for the sanitary sewer system. Mapping and GIS work continues for storm and sanitary sewers, as well as modeling of both storm and sanitary sewers. The financial analysis of the project has begun with the revenue, rate, and expense budget data submitted to the consultant.

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 continued work on the east bound lane with the completion of storm sewer and curb and gutter work. Once the leveling HMA pavement course was placed; east bound traffic shifted to the north side of the road to allow work on pavement removal and storm system along the south side of Airline Road between US-31 and Airport Road.
Funding: MDOT TIP and Capital Improvement Funds
Start Date: March 21, 2016
Finish Date: Late June, 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 selected streets, staff completed work on bid documents, specification and quantities and placed projects out for a May letting.
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: City staff worked on contract documents with Accurate Excavators, LLC who was the apparent low bidder for the Harvey Street work. 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: Harvey Street: Late June, 2016
Henry Street: Summer, 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 the pavement removal for the proposed City portion of the work east of US-31. The new aggregate base and HMA material along with minor drainage improvements were completed by the end of the month. 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
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 final plans and grades for the project. Required MDEQ permits for stream crossing and critical dune work were completed and submitted to the State. City staff worked on securing 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 and met with the State to review the preliminary plans and specifications.
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 special use permit request from Brixmor Property Group for the redevelopment of the former Johnny Carino’s site on Harvey Street, including a drive-thru facility. The request was ultimately approved by the City Council. Staff also processed through the Commission a commercial zone change request from Tony Moulatsiotis for property on Grand Haven Road which the Council also approved. Staff processed through both the Planning Commission and City Council the 2016 update of the City’s Parks and Recreation Plan for submission to the State of Michigan.

Staff also processed through the Zoning Board of Appeals a setback variance for Shawn Buckner on Mona Lane which was ultimately granted. Similarly, the Board granted

setback and lot coverage variances to Langlois Stores for an expansion of their Henry Street facility.

Staff reviewed and granted administrative site plan approval to Harbor Steel for the installation of bulk oxygen and nitrogen tanks at their Judson Road facility.

Ordinance enforcement for the month dealt primarily with violations of the kennel and animal provisions of the Zoning Ordinance. All violations were complaint based.

Construction activity saw a sharp seasonal increase for the month as staff approved 59 site plans for fences, sheds, signs, building additions, and commercial projects, including five 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				
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	N/A	N/A	N/A	N/A	N/A
May					
June					