

AGENDA 8a-3
DATE 12-19-2017

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

November – 2017

PUBLIC WORKS

The Public Works Department responded to 10 after hour emergency calls and three business hours emergency calls during the month of November; including nine lift station alarm calls, one emergency Streets call, and three residential/commercial calls.

WATER & SEWER

Water and Sewer crews installed five water services and inspected 13 sewer connections during the month of November. A total of 23 water services have been installed and 20 sewer connections have been inspected during FY-2018. Comparatively over the same period during FY-2017 a total of four water services were installed and one sewer connection inspections were performed.

Water and Sewer personnel repaired six curb stops, one hydrant valve box and two broken meter pits. Personnel also completed all MDEQ required quarterly Stage II Disinfection Byproduct Rule sampling.

The Water and Sewer crews cleaned 5,997 feet of sewer in November to prevent potential backups in identified problematic areas. The total sewer cleaned during the FY-2018 is 91,836 feet.

One large meter test was performed in November. A total of 41 large meters were tested out of the 42 required testing. The last large meter will be tested at a later date because of a bad valve. Any repairs or replacements will be assessed and completed.

Water and Sewer personnel moved a hydrant located at the Cannon Muskegon facility. The hydrant required moving as it was originally being placed on the easement line. The City's rules and regulations require a three foot clearance around hydrants. Cannon installed a fence on their property and this resulted in the loss of the three foot clearance.

Water and Sewer personnel cleaned two of the 44 lift stations in November for our annual fall cleaning (4993 Henry St and 6239 Grand Haven Rd). All lift stations have been cleaned for the year.

The annual Cross Connection Inspection program continued in November with personnel inspecting 297 of 542 water accounts required for compliance with the program during the calendar year 2017. The remaining 245 accounts will be completed in December.

Five Water and Sewer personnel took their S license exams. This is to be licensed through the State to operate and maintain a Public Water System (PWS). Eight of the nine employees are licensed through MDEQ. The last employee does not have the required work time to obtain an S license.

STREETS & DRAINAGE

City crews responded to 161 staking requests; including eight by Water & Sewer personnel and three by Streets personnel.

Forty sign work orders were completed for the repair/replacement of 20 regulatory signs, one street sign, and the installation of 20 delineators.

Major and Local Streets

Streets Division personnel in the month of November used hot mix asphalt to fill various pot holes throughout the city. Asphalt repairs were completed for the sewer lift stations for the

season. Streets personnel also completed the installation and cleanup of the new cemetery sign.

Street Division personnel repaired the Grand Haven Road sub drain with the assistance of the Water and Sewer Division. The repair consisted of removing the failed portion of sub drain pipe and installing new pipe in its place, as well as back filling and asphalt repair.

Streets Division personnel installed a new drain catch basin on Algonquin Street to help ease the flooding problems. Drains were cleaned of debris throughout the city as needed. The storm water separator for the East Broadway district was cleaned per MS4 regulations. Street sweeping was completed as needed throughout the city.

The Christmas lights were installed on the Henry Street Bridge for the holiday season. The snow fence inside the airport along Grand Haven Road was installed, as well as a section along Airport Road, to help with snow drifting. The leaf sites were maintained as need and Streets Division personnel worked on equipment and garage clean-up as time permitted.

Equipment

Equipment maintenance personnel completed 78 services/repairs in November. The fuel system dispensed 5,327.4 gallons of fuel in November. Public Works Department vehicles consumed 2,500.3 gallons during the month.

Leaf Sites

The total number of vehicles that were monitored using the Wood Road leaf site in November was 3,813.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 30 cars and 24 trucks monitored in November.

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

- Picked up/delivered voting equipment
- Replaced carpet in Finance Department
- Cleaned carpet in large conference room with carpet cleaner
- Replaced the flag light and set time for winter hours
- Replaced photo eye for the light on the north end of building
- Had the second boiler serviced

Library

- Set up and removed voting equipment
- Received first delivery of new library furniture

Cemetery

- Four graves were sold
- Three burials were performed
- Three cremain burials was performed
- Continued leaf cleanup
- Installed new signage at the entrance and exit to cemetery
- Winterized the irrigation system

ENGINEERING

Broadway Avenue Reconstruction (Phase 1 & 2):

Limits:	Getty Street to US-31
Description:	Reconstruction of existing roadway and water main along the proposed route.
Consultant:	Prein & Newhof, Grand Rapids, MI
Contractor:	TBD
Month's Work:	Prein & Newhof has completed the preliminary design and has met with the City several times regarding design and layout of the proposed work. Plans and Specification were submitted to the State and a MDOT Grade Inspection (GI) was held on November 29 th .
Funding:	STIP with local match
Project Start:	Spring 2018
Estimated Finish:	Fall 2019

2018 Sidewalk Project:

Limits:	Pontaluna Road (Grand Haven Road to Schamber Drive) Lake Forest Drive (Seminole Road to Oakway Drive) Ellis Road (Harvey Street to US-31)
Description:	Construction of new sidewalk along the proposed routes.
Consultant:	City Staff
Contractor:	TBD
Month's Work:	Prein & Newhof completed its site survey and data collection and provided data for the City's use in its design of the proposed sidewalks.
Funding:	Capital Improvement and TIFA Funds
Project Start:	Spring 2018
Estimated Finish:	Summer 2018

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:	Anlaan, Grand Haven, MI
Month's Work:	The contractor completed its concrete repair work on the bridge deck, piers and caps and placed the deck sealer. Due to the setting in of cold weather, bridge painting, restoration and re-wrapping of the water main under the bridge will be completed in the spring.

Funding: MDOT Local Bridge Funds with local match
Project Start: August 21, 2017
Estimated Finish: Spring, 2018

Forest Park Resurfacing Project:

Limits: Forest Park Road (Lake Harbor Road to Stryker Drive)
Description: Milling and Resurfacing of existing roadway.
Consultant: City Staff
Contractor: TBD
Month's Work: City staff obtained Soils and Structures' site soils/pavement cores report for the proposed resurfacing for City Staff use in design.
Funding: Capital Improvement Funds
Project Start: Spring 2018
Estimated Finish: Summer 2018

Grand Haven/Sternberg CMAQ Project:

Limits: Intersection of Grand Haven Road and Sternberg Road
Description: Installation of traffic loops and updates Signal Equipment
Consultant: City Staff
Contractor: TBD
Month's Work: City completed the preliminary design for the project and submitted the construction package to the State for their review and GI Meeting.
Funding: CMAQ Grant with Matching Funds
Project Start: Spring 2018
Estimated Finish: Summer 2018

Lake Harbor Park Channel Erosion

Limits: North Side of Mona Lake Channel near Lake Harbor Road
Description: Restoration of eroded channel bank.
Consultant: City Staff
Contractor: City Street and Drainage Division
Month's Work: With the assistance of Prein & Newhof, City staff completed and submitted the necessary MDEQ/USACE Joint Permit and drawings for the restoration of the channel bank. The city has submitted for and obtained the Local SESC permit.
Funding: Park & Rec Funds
Project Start: Winter 2017/18
Project Finished: Winter 2017/18

Maranatha Sewer Relocation

Limits: Maranatha Drive
Description: Relocation of existing sanitary sewer due to severe shoreline erosion along Lake Michigan.
Consultant: City Staff
Contractor: Jackson – Merkey Contractors, Muskegon, MI
Month's Work: City staff designed the relocation of the portion of the existing sanitary sewer that was in imminent danger of collapsing into Lake Michigan along with preparing; submitting and obtaining the necessary MDEQ

Sewer and Critical Dunes Permits and local SESC permit. Jackson-Merkey was hired to perform the relocation work which started in late November.

Funding: Sanitary Sewer Funds
Project Start: November 29, 2017
Project Finished: December 1, 2017

Porter Road Culvert Repairs

Limits: Porter Road Culvert just east of Henry Street
Description: Lining two interior joints of existing concrete culvert due to damage from water main break.
Consultant: City Staff
Contractor: Plummers, Bryon Center, MI
Month's Work: City staff worked with Plummers to line the southern two joints damaged by previous water main breaks to prevent future infiltration in of the soil into the existing culvert and its resulting undermining of Porter Road.
Funding: Water Fund
Project Start: December 4, 2017
Project Finished: December 6, 2017

Speed Studies

Limits: City wide
Description: Perform speed study and establish speed limits per State Law and accepted methods.
Consultants: In house
Month's Work: Work on several speed studies was completed per the new State law and their results will be presented to Council for their review and actions as they are completed. Studies done in the month of November are:

- Forest Park Road: Henry Street to Lake Harbor Road
- Henry Street: Sherman Blvd. to Porter Road
- Hile Road: Grand Haven Road to Harvey Street
- Lincoln Street: Norton Avenue to Sherman Blvd.

Water Asset Management Plan:

Limits: City Wide
Description: Development of an Asset Management Plan for the City's Water Main System per MDEW/State of Michigan Requirements
Consultant: Prein & Newhof
Month's Work: City staff worked with P&N regarding the project.
Funding: Water Funds
Project Start: February 23, 2017
Estimated Finished: January 2018

PLANNING

The staff granted administrative site plan approval to D & S Industrial painting on Norton Center Drive for the construction of a 1,200 square foot warehouse addition to their existing facility.

The staff also granted administrative site plan approval to TKI Properties, LLC for the construction of a 4,000 square foot heavy commercial facility on Judson Road.

Ordinance violations for the month dealt primarily with temporary signage in commercial districts, commercial vehicles parked on residentially zoned parcels, and chickens in residential neighborhoods.

Construction activity remained steady for the month as the staff approved 25 site plans for fences, sheds, signs, building additions, and commercial projects including two new single family homes.