

AGENDA 8a3
DATE 3-21-17

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

February – 2017

The Public Works Department responded to 20 after hours or emergency calls during the month of February. The calls are represented below:

Report #	Date	Location	Description
4500	2/1/17	4316 Armstrong	Lift Station High Water Wet Well Alarm
4501	2/5/17	2195 Reneer	Lift Station Motor Temp Overload Alarm
4502	2/6/17	1172 Briarwood	Leaking hydrant
4503	2/7/17	1883 W. Norton	Watermain break
4504	2/12/17	1760 Ritter	Emergency Miss Dig
4505	2/12/17	2117 Maryland	Lift Station Motor Temp Overload Alarm
4506	2/13/17	1170 E. Pontaluna	Emergency water shut off
4507	2/13/17	1797 Seminole	Lift Station High Water Alarm
4508	2/13/17	2189 Plainfield	Watermain break
4509	2/13/17	1797 Seminole	Lift Station Low Water Alarm
4510	2/13/17	1797 Seminole	Lift Station Wet Well High Water Alarm
4511	2/14/17	2117 Maryland	Lift Station Wet Well Low Water Alarm
4512	2/14/17	1797 Seminole	Lift Station Wet Well High Water Alarm
4513	2/20/17	3967 Werner	Emergency Miss Dig
4514	2/23/17	2117 Maryland	Lift Station Motor Temp Overload Alarm
4515	2/25/17	City Wide	Slippery Road Conditions
4516	2/25/17	Grand Haven & Pontaluna	Traffic signal not functioning
4517	2/25/17	Grand Haven & Pontaluna	Traffic signal temporarily repaired
4518	2/26/17	2117 Maryland	Lift Station Motor Temp Overload Alarm
4519	2/28/17	396 Lakeshore	Lift Station Motor Temp Overload Alarm

WATER & SEWER

Water and Sewer crews installed zero water services and inspected four sewer connections during the month of February. A total of 36 water services have been installed and 31 sewer connections have been inspected during FY-2017. Comparatively over the same period during FY-2016 a total of 46 water services were installed and 23 sewer connection inspections were performed.

The City obtained and submitted to the DEQ our Stage II water disinfectant by product results.

Water and Sewer crews repaired 11 curb stops for the month, and a total of 91 for the FY-2017.

Water and Sewer crews repaired two water main breaks during the month.

Water and Sewer personnel performed some re-inspections on our Cross Connection program for the year 2016.

Water and Sewer personnel repaired three fire hydrants totaling 170 for FY-2017 and re-winterized one fire hydrant in February.

The annual valve exercising and inspection program continued in February with the completion of 574 valves. To date 1,319 of the 1,502 valves have been operated and inspected. Thirty-one valves have been repaired during the month with 45 repaired during FY-2017.

Water and Sewer crews repaired two lift stations during the month.

Crews televised the lateral at 686 Hendrick Road for a possible construction induced blockage. The video showed the homeowner had root infiltration at the connection point to the City lateral.

STREETS & DRAINAGE

City crews responded to 88 staking requests, including six by Water & Sewer.

Sixty-eight sign work orders were completed for the repair/replacement of 54 regulatory signs, installation of three new regulatory signs, repair/replacement of eight street name signs, and installation of three delineators.

Major and Local Streets

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

Streets Division employees used one and one half tons of winter mix cold patch asphalt at 1883 W. Norton Avenue and two tons of winter mix asphalt at 2189 Plainfield at Leon Street to make repairs to the roadway after the Water & Sewer Division repaired water main breaks.

One hundred twenty four tons of road salt and 969 gallons of liquid calcium chloride were dispensed on the major streets during this reporting period.

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 62 services/repairs in February.

The fuel system dispensed 4,729 gallons of fuel in February. Public Works Department vehicles consumed 2,086 gallons during the month.

Mechanics outfitted a new 2017 Ford Explorer SUV assigned to the Police Department. This unit replaced a 2013 Ford Taurus with 92,354 miles.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 21 cars and seven 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

- Hung a dry erase board in the Building Department for the current Building Inspector.
- Finished the mudding and taping of the large conference room. Painted the wall to match the room.
- Demolished the Police break room and prepared to install new cabinets.
- A-Team Construction was hired to repair the old DPW Garage. It had suffered water damage some time ago.

Library

- Repaired one of the main entrance doors. The arm had broken off the ADA opener and it was not closing or latching.
- Tightened up the legs on the City Council tables.

Cemetery

- Two graves were sold.
- Started to restore the winter burial sites with top soil and relaying the sod.
- Picked up sticks from the winter throughout the entire cemetery.
- Emptied the garbage cans.

ENGINEERING

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:	Prein & Newhof and City staff have addressed MDOT's comments from the grade inspection meeting. The City has obtained the final

remaining consents to grade easements for the reconstruction and widening. The final bid package has been submitted to the State for obligation and bid let.

Funding: STIP with local match
Estimated Start: July, 2017
Estimated Finish: October, 2017

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 completed the design work for the bridge. The City worked with MDOT and WMSRDC for funding clarification. Plans were submitted to the State for final review and obligation.
Funding: MDOT Local Bridge Funds with local match
Estimated Start: Summer, 2017
Estimated Finish: Fall, 2017

Henry Street Sidewalk, Randall Road to Forest Park Road

Limits: Randall Road to Forest Park Road
Description: Placement of concrete sidewalk
Consultant: City Staff
Contractor: To be determined
Month's Work: Staff completed preliminary design for both portions of the sidewalk north and south of the Mona Lake Bridge and is working towards obtaining the necessary easements.
Funding: Capital Improvement Fund
Estimated Start: Summer, 2017
Estimated Finish: Summer, 2017

Porter Road Culvert and Water Main Repairs

Limits: Porter Road, just east of Henry Street
Description: Reconstruction of water main and repair to existing culvert
Consultant: Prein & Newhof, Grand Rapids, MI
Month's Work: Prein & Newhof has finished the preliminary design for the water main and storm culvert design and staff has reviewed and provided comments.
Funding: Water Fund
Estimated Start: Spring, 2017
Estimated Finish: Summer, 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: The consultant and City have revised the plans per the State's comments and submitted the bid package to MDOT for their final review.

Funding: MDOT CMAQ Grant and local matching funds

Estimated Start: Early Summer, 2017

Estimated Finish: Late Summer, 2017

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: Work on the asset management plan for the sanitary sewer system is near completion with report and recommendations being compiled. The rate of methodology for the sanitary sewer was submitted and approved by the MDEQ. The work and data entry for the sanitary sewer is about 90% complete. Work on the storm sewer data and asset framework in ongoing with several portions of the sewer system being televised. The review of critical storm sewers and culverts are also underway. City staff has continuous contact with the consultant to go over the status of the work.

Major Private or Other Projects:

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Comerica Site Redevelopment	801 West Norton	GDK Construction

PLANNING

Staff processed through the Planning Commission a special use permit request from GDK Construction for the redevelopment of the former Comerica Bank site on W. Norton Avenue. The project includes multiple commercial ventures, including two drive-thrus, and was ultimately approved by the City Council. Staff also presented to the Commission a zone change and special use permit request from Capstone Realty for medical office usage for property on E. Farr Road. This too was approved by the Council.

Staff presented to the Zoning Board of Appeals a billboard setback variance request from B. Wade Holdings LLC for property on Enterprise Drive. The Board ultimately granted the request. Staff also processed through the Board a setback variance request from Alex Baldwin on Bellway Avenue which was ultimately denied.

Staff presented to the Planning Commission a site plan for Cloverdale Equipment for a new 17,000 square foot industrial facility on Enterprise Drive. The Commission approved the site plan.

Staff granted administrative site plan approval to St. John's Trucking on Grand Haven Road for changes to their previously approved building expansion site plan.

Construction activity remained steady for the month as staff approved 16 site plans for fences, sheds, signs, building additions, and commercial projects including one new single family home.

Monthly Vehicle Accident Reports FY-2017: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
July	Unit 215/Chevy Colorado	"Driver Error" made a right turn and forgot about light pole.	Damage to right side: front fender, door, truck box, and Library's west sidewalk light	\$1,387.50	4 days
August	Unit 510/Chevy Silverado	Driver backed into tree that was in blind spot.	Damage to back bumper and tailgate.	N/A	N/A
	Unit 510/Chevy Silverado Unit 287/Gradall	Signs caused damage to truck bed. Hit the top of south door to garage with smaller bucket.	Scratches to outside of truck bed. No damage to vehicle; damage to overhead bay door with EPS security monitoring devices.	N/A N/A	N/A N/A
September	None	None	None	N/A	N/A
October	Unit 281/ New Holland Tractor	Mowing center cut of ditch when windshield exploded.	Windshield shattered.	\$377.00	N/A
November	Unit 211/GMC Canyon	Reversed around vehicle in driveway and hit a tree.	Passenger, rear tail light broke and bumper pushed up into box.	\$3,173.02	3.5 weeks
December	None	None	None	N/A	N/A
January	Unit 264/International	Slid backwards and hit a tree during freezing rain	Front bumper bent	\$25.00 In house repair	0 days

Monthly Vehicle Accident Reports FY-2017: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
February	None	None	None	N/A	N/A
March					
April					
May					
June					

Monthly Injury Report FY-2017: 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	Left knee bent backwards then forward. Bridge of four front teeth knocked out	Yes No	80 hours 1.5 hours	1
August	Strained lower back.	No	20 days 13 days .5 hour	2
September	None	N/A	15 days; .75 hr 18 days; .75 hr 17 days; .94 hr	3
October	Left hand swollen and hurt to move.	No	19 days 9 days	2
November	None	N/A	9 days	1
December	Left knee swollen with internal pain. Cut on left forearm. Sharp stabbing pain near right hip area.	No No No	2.5 hrs (HC)	0
January	None	N/A	None	0

Monthly Injury Report FY-2017: 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
February	Right shoulder/back pain.	Yes	4 days	1
March				
April				
May				
June				