

AGENDA 8a-3

DATE 6-20-17

**DEPARTMENT OF PUBLIC WORKS**

**CITY OF NORTON SHORES**

**MONTHLY REPORT**

**May – 2017**

The Public Works Department responded to 13 after hours or emergency calls during the month of May. The calls are represented below:

Report #	Date	Location	Description
4549	5/3/17	89 Pontaluna	Lift Station Motor Temp Overload Alarm
4550	5/7/17	1616 Forest Park	Multiple low water alarms
4551	5/10/17	Henry Street	Road closure due to accident
4552	3/6/17	Hackley Point	Lift Station Motor Temp Overload Alarm
4553	5/12/17	645 & 545 Lake Forest	Emergency Miss Dig
4554	5/13/17	1797 Seminole	Lift Station Motor Temp Overload Alarm
4555	5/21/17	2369 Pleasant Hill	Lift Station Motor Temp Overload Alarm
4556	5/21/17	Leaf Sites	Sites were not open
4557	5/23/17	2369 Pleasant Hill	Lift Station Motor Temp Overload Alarm
4558	5/23/17	351 Eric	Lift Station Motor Temp Overload Alarm
4559	5/26/17	Henry & Summit	Crosswalk box damaged
4560	5/28/17	2939 Sheffield	Lift Station Motor Temp Overload Alarm
4561	5/28/17	2281 Norcrest	Lift Station Motor Temp Overload Alarm

## **WATER & SEWER**

Water and Sewer Crews installed nine water services and inspected four sewer connections during the month of May. A total of 49 water services have been installed and 37 sewer connections have been inspected during FY-2017. Comparatively over the same period during FY 2016 a total 62 water services were installed and 25 sewer connection inspections were performed.

Water and Sewer personnel repaired two (94 YTD) curb stops and one (59 YTD) water main valves in May. The City has currently updated about 70% of our main line valve records and we have completed the second round of our Stage II Disinfection by-product sampling.

Water and Sewer clerical personnel mailed out around 300 letters to non-residential accounts required to test any cross connection backflow devices in 2017. The Cross Connection control program is a required program from the DEQ and EPA that protects the drinking water

supply from possible contaminates at non-residential properties. The City has three 6 inch double check backflow devices at Norton Shores Estates. They have all been tested and passed, and won't be due for testing for another 3 years.

The Water and Sewer personal turned on and repaired broken sprinkler heads for the Gateway irrigation system at the Norton Center Industrial Park entrance. They removed the meter vault and relocated the meter at 601 Airport Rd. (Cemetery). We moved it above ground for ease of installation and safety. Crews removed a "wild cat" 1" water service located at McCracken St. and Columbus Ave. This service feeds four homes on the north side of Columbus Ave and was a leaded service. The four homes currently have their own service tapped off of Columbus Ave and the "wild cat" line is disconnected from our distribution system.

We had three Water and Sewer employees take their S-4 Water Distribution test. Josh Connell, Brandon Wilburn and Eric Beishuizen all passed and now hold the license. Congratulations to them.

Water and Sewer crews cleaned 41 of our 44 lift stations as part of our spring cleaning program. CNC Electric assisted in the installation of two new stainless steel cabinets located at the 351 Eric St. and 3006 Valk St. lift stations.

## **STREETS & DRAINAGE**

City crews responded to 212 staking requests, including 15 by Water & Sewer.

Twenty one sign work orders were completed for the repair/replacement of 16 regulatory signs, the installation of two new regulatory signs, and installation of three delineators.

### Major and Local Streets

Streets Division employees used two tons of hot mix asphalt to patch potholes throughout the city.

Streets Division employees completed the dura patch operation repair work on South Harvey Street for the double chip seal and they have moved onto repairing Farr Road. The crack seal operation was completed on Henry Street from the bridge to Seminole Road and work has moved to Judson Road from Grand Haven Road to cul-de-sac.

Streets Division employees repaired a sink hole and repaired the pipe with banding and concrete on Brentwood St. Asphalt and curb repairs are soon to follow.

Street sweeping for the month of May included curb and gutter areas and the paved shoulders/bike lanes. The library, City Hall, Ross Park, Lake Harbor Park, and the DPW garage were swept for parking space paint striping. A total of 53 miles of roadways were swept and 59 yards of debris was removed and disposed of.

High traffic graveled roads were graded two times and brined with a total of 8,069 gallons of brine on 14,202 feet of road. The Wood Road leaf site entrance and the soccer field parking areas were also graded and brined.

The City's tree contractor, Borgman Tree Service, removed seven trees from the road right-of-way. Stumps were ground out, filled with top soil, and seeded. A total of 22 trees were planted as part of the tree replacement program.

Traffic speed studies have been done on Airline Road, Airport Road, Grand Haven Road, Harvey Street, Henry Street, Porter Road, and Seminole Road.

### Mowing:

Seasonal mowing operations have gotten underway with off road drainage getting cut before the end of the FY2017.

### Traffic Signals:

Power disconnects were installed at Harvey Street, Sternberg Road and Henry Street, and Norton Avenue for portable generators to be used during power failures.

### Drainage

Streets Division employees installed six catch basin/manhole storm water structures with 200 feet of 12 inch under drain sock pipe in Harbor Pines

### Equipment

The fuel system dispensed 6,652.3 gallons of fuel in March. Public Works Department vehicles consumed 2,992.3 gallons during the month.

### Leaf Sites

The total number of vehicles that were monitored using the Wood Road leaf site in May was 1,687.

### Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 37 cars and 23 trucks monitored in May.

The Dunes Parkway sediment pond was tilled for better drainage. The Equipment/shop cleanup was done as time permitted.

On Saturday, May 6<sup>th</sup>, the City held its ninth 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 East Mount Garfield Road. Five hundred twenty-three vehicles and/or trailers visited the cleanup day and filled 17 thirty yard dumpsters. This resulted in the collection of 40.34 tons of trash, limited building debris, and other unwanted items. Beacon Recycling collected 9.62 tons of appliance and scrap metal for recycling. Goodwill Industries was on site and filled four trucks, resulting in the collection of 15,120 pounds of E-waste. Goodwill Industries also accepted reusable items from 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

- Nursing room is complete.

- New voting booths are in.
- Met with B&L Electric for the LED replacement program.
- Fire extinguishers were checked.
- The irrigation system needs some more repairs; bad heads need to be replaced.

### Library

- The carpet in the community room was cleaned.
- Fire extinguishers were checked.
- The woods surrounding the library were cleaned.
- Checking and cleaning the roof top drains as needed every other day.

### Cemetery

- Three burials were performed.
- Three cremain burials were performed.
- New garbage barrels were put out.
- New mini-excavator has arrived and is in use.
- The water meter was moved out of the drive way vault.
- Irrigation system was turned on.
- Borgman Tree Service chipped all brush behind the fence by the sand piles.

## **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:	The project was let on May 5 <sup>th</sup> , and Brenner Excavating was the low bidder. Staff worked with the State on bid review and award. A preconstruction meeting is scheduled for June 7, 2017 and the contractor hopes to start work by the middle of that month.
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 City worked with the MDOT and WMSRDC for funding clarification. Addendum to the TIP has been made per the State's request and was approved by the Fed. With this approval, updates and changes were made to the contract documents, project funds were obligated, and placed on the August 4, 2017 bid letting.

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: The final design for the sidewalk plans were completed by City Staff peer comments from the private utilities to avoid conflicts. The project was let for a May 26<sup>th</sup> bid. Staff followed up on questions asked by potential bidders during that time. Ryan Excavating was the apparent low bidder and Staff awaits Council's review and award of the contract.

Funding: Capital Improvement Fund  
Estimated Start: Summer, 2017  
Estimated Finish: Summer, 2017

**HIP/HMA Overlay Project 2017 (FY18)**

Limits: Selected Streets  
Description: Hot-in-Place recycling of existing asphalt pavements with the placement of HMA overlay.  
Consultant: City Staff/Westshore Consulting  
Contractor: To be determined  
Month's Work: The project had a May 4<sup>th</sup> letting. Staff has been responding to contractor questions. Gallagher was awarded the work by Council and contract documents were sent to them for completion. A preconstruction meeting is scheduled for June 13, 2017.

Funding: MRF and Capital Improvement Funds  
Estimated Start: Summer, 2017  
Estimated Finish: Summer, 2017

**HMA Milling and Pavement Project 2017 (FY18)**

Limits: Selected Streets  
Description: Milling, aggregate base repair and HMA pavement placement of existing asphalt pavements.  
Consultant: City Staff/Westshore Consulting  
Contractor: To be determined  
Month's Work: The project was released for a May 4th bid letting. Staff has been responding to contractor questions. Michigan Paving and Material was the low bidder and awarded the work by the Council. A preconstruction meeting is scheduled for June 13, 2017.

Funding: MRF and Capital Improvement Funds  
Estimated Start: Summer, 2017  
Estimated Finish: Summer, 2017

### **MDOT Bridge Inspections**

Limits: City Owned Bridges  
Description: Per MDOT requirements, the City owned bridges require inspection every two years and the findings reported to the State. The City owned bridges are located at Wood Road, Black Lake Road, Lake Harbor Road, Henry Street and Airline Road.  
Consultant: Brechting Bridge, Spring Lake, MI  
Month's Work: Brechting Bridge completed its work for the necessary inspections of our bridges and the necessary reports have been submitted to the State by the required deadline.  
Funding: Street Fund  
Estimated Start: Spring, 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: This project was released for a May 4th bid letting with Staff responding to contractor questions. Jackson-Merkey was awarded the work by Council and a Preconstruction Meeting is scheduled for June 2, 2017.  
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: This project had an MDOT bid opening of May 5, 2017 with Reith-Riley of Grand Rapids being the apparent low bidder. Staff is working with the State towards the award of this project.  
Funding: MDOT CMAQ Grant and local matching funds  
Estimated Start: Early Summer, 2017  
Estimated Finish: Late Summer, 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 has started per the new State law and their results will be presented to Council for their review and actions as they are completed.

**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 and storm sewer systems is now complete with Staff's review of the final reports and recommendations. City Staff will continue to follow up on action items and per the studies and the Grant.

**Major Private or Other Projects:**

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Comerica Site Redevelopment	801 West Norton	GDK Construction
Tysman Mini Storage	1249 East Pontaluna	Tysman

**PLANNING**

The staff presented to the City Council an amendment to a previously approved special use permit for the Mona Shores Public Schools for property on McCracken Street. The school is building a new bus garage on the site and the request was ultimately approved by the Council.

The staff granted administrative site plan approval to Tysman Pontaluna LLC for alterations to their previously approved store and lock facility on E. Pontaluna Road.

Ordinance violations for the month dealt primarily with fencing issues, dog complaints, and accessory buildings.

Construction activity saw a seasonal increase during the month as the staff approved 48 site plans for fences, sheds, signs, building additions, and commercial projects including one new single family home.