AGENDA 7a-3
DATE 12-17-19

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

November – 2019

PUBLIC WORKS

The Public Works Department responded to seven after-hours emergency calls and eight business hours emergency call during the month of November; including six lift station alarm calls, one miss dig call, four Water & Sewer calls, and four Streets calls.

WATER & SEWER

Water and Sewer crews installed two small water services (24 year-to-date) and inspected seven sanitary sewer connections (43 year-to-date) during the month of November. Comparatively, a total of three water services (11 year-to-date) had been installed and four sewer connections (25 year-to-date) had been inspected during FY-2019.

Water and Sewer personnel winterized three hydrants (1,308 year-to-date), inspected 164 commercial cross connections (450 year-to-date), took six construction samples (22 year-to-date), performed one ground restoration (20 year-to-date), and repaired 22 curb stops (41 year-to-date) during FY-2020. Crews responded to two water main breaks (4 year-to-date). One break was at Lincoln Park Drive and Leon Street and the other was at 2284 Norcrest Drive.

Crews took the State mandated Stage II Disinfectant Bi-product 4th quarter samples and submitted them to EGLE for approval.

Water and Sewer personnel have processed 2,993 billings (monthly, final, past-due) for the month of November. Crews completed 246 work orders (ranging from final reads to high water usage).

STREETS & DRAINAGE

City crews responded to 167 staking requests.

Six sign work orders were completed for the repair/replacement of four regulatory signs, and installation of two new regulatory signs.

Major and Local Streets

Streets Division employees finished up the Pavement Preservation Program for the season by dura patching a few trouble spots throughout the city and crack sealing Grand Haven Road from Sternberg Road to Porter Road. The first snowfall of the season started in early November and crews plowed and salted major roads as needed. Asphalt work included pot hole patching as needed throughout the city as well as road repairs from water main breaks/water service leaks.

Drainage work included repairing two sink holes; one on Judson Road and one on Grand Haven Road. The cutting of brush in roadside ditches was completed as well as the clearing of culverts. Numerous drains were cleaned of leaves and debris. Gutter pans were swept and gravel roads were graded as needed.

Snow fence was installed inside the Airport fence for Grand Haven Road snow drifting control. Roadside trimming was completed as needed. Christmas decorations were installed on Henry Street Bridge.

Equipment

Equipment maintenance personnel completed 68 services/repairs in November. The fuel system dispensed 5,943 gallons of fuel in November. Public Works Department vehicles consumed 2,939.6 gallons during the month.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 28 cars and 23 trucks monitored in November.

Leaf Sites

The total number of vehicles that were monitored using the Wood Road leaf site in November was 3,274.

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

- Snow plowed parking lot as needed
- Moved trucks into Parks & Rec garage
- New rugs were put at entrances to keep salt and snow off carpet

Library

- All doors were re-keyed
- Exit door to Community room was replaced
- New mobile bookshelves were delivered and assembled
- Service was called in to clear sewer line blockage
- Replaced shut off valve on toilet in women's restroom
- Snow plowed and shoveled as needed

Cemetery

- Sold grave: 0
- Full body burial: 4
- Sold cremain grave: 0
- Cremain burial: 2
- Foundations installed: 5
- Redeed: 1
- Leaf and yard debris clean up continued

Old DPW

- Ordered two new LED lights to retrofit parking lot lights

ENGINEERING

Broadway Avenue Reconstruction (Phase 2):

Limits:	Getty Street to Bailey Street
Description:	Reconstruction of existing roadway and water main along the proposed route.
Consultant:	Prein & Newhof, Grand Rapids, Michigan
Contractor:	Brenner Excavating, Hopkins, Michigan
Month's Work:	With work completed, a punch list was generated and given to the contractor who is addressing the affected work items. Some of the punch items, especially a pavement smoothness issue will be completed in the Spring of 2020.
Funding:	STIP Grants with local matches along with Water and WMRWA Funds
Project Start:	July 8, 2019
Estimated Finish:	October 15, 2019

2020 HMA-HIP Street Project:

Limits:	Various locations throughout the city.
Description:	Surface Replacement and/or Rehabilitation of existing street surfaces at various location throughout the city.
Consultant:	City Staff
Contractor:	To be determined
Month's Work:	City staff started to collect data on the condition of manhole and gate valve castings in the streets that were presented to Council at the November work session.
Funding:	Municipal Road Funds
Estimated Start:	Summer 2020
Estimated Finish:	Fall 2020

2019 Sidewalk Project:

Limits:	Pontaluna Road (Railroad Crossing) Mount Garfield Road (Grand Haven Road to US -31) Mount Garfield Road (Harvey Street to Fairfield Inn) Grand Haven Road (Pontaluna Road to Gateway Blvd.) Gateway Blvd. Norton Center Drive North Gateway Drive
Description:	Construction of new sidewalk along the proposed routes.
Consultant:	ENG, Inc. of Grand Haven, Michigan
Contractor:	Anlaan Corporation, Grand Haven, Michigan
Month's Work:	City staff and ENG continued working with the railroad company who is still reviewing the permit application for grade crossings at Mount Garfield and Pontaluna Road. Work was completed on the two sections of Mount Garfield Road between Grand Haven Road and US-31 and Harvey Street and Fairfield Inn.
Funding:	TIFA & Street Funds
Project Start:	August 12, 2019
Project Finish:	November 22, 2019 (except railroad crossings to be done in Spring of 2020)

Lake Harbor Bridge Repairs:

Limits:	Lake Harbor Bridge over Mona Lake Channel
Description:	Preventative maintenance and repairs to the bridge joints, deck, and piers.
Consultant:	Fleis & VandenBrink, Grand Rapids, MI
Contractor:	To be determined

Month's Work:	MDOT has scheduled the letting for this project in January 2020.
Funding:	MDOT Local Bridge Funds with local match
Estimated Start:	Spring 2020
Estimated Finish:	Summer 2020

Lake Harbor Park Channel Wall Repairs:

Limits:	Lake Harbor Park seawall along Mona Lake Channel near Lake Michigan
Description:	Repair/maintenance of section of failing seawall.
Consultant:	City Staff
Contractor:	To be determined
Month's Work:	Permit application was generated by Staff and submitted to the State and Army Corps of Engineers along with supporting documents for the repairs on the seawall. County SESC permit application was also submitted to the County by Staff and a SESC permit was obtained.
Funding:	Capital Improvement
Project Start:	November 21, 2019
Estimated Finish:	Spring 2020

2019 Water Main Project:

Limits:	Various locations throughout the city.
Description:	Replacement of existing or placement of new water mains to improve service and function of the system.
Consultant:	Fleis & VandenBrink, Muskegon, Michigan
Contractor:	To be determined
Month's Work:	City staff continued to work with Fleis and VandenBrink on the project design and plans. Permit application submitted to EGLE in November for a portion of this work for review. The remaining project design started with site survey work and the collection of as-built data.
Funding:	Water Funds
Estimated Start:	Spring 2020
Estimated Finish:	Fall 2020

Airline Bridge Rehabilitation:

Limits:	Airline Road between Shettler Road and Getty Street.
Description:	Preventative maintenance and repairs to the bridge joints, deck, and piers.
Consultant:	Fleis & VandenBrink, Grand Rapids, Michigan
Contractor:	To be determined
Month's Work:	City staff continued to work with the engineer and MDOT on this project.
Funding:	MDOT Local Bridge Funds with local match
Estimated Start:	Spring 2021
Estimated Finish:	Summer 2021

Bridge and Street Asset Management Plan:

Limits:	City wide
Description:	Asset management plan for both city bridges and roadways per State requirements.
Consultant:	City Staff
Month's Work:	Worked with the State on new format for asset management plans to be submitted in 2020.
Funding:	Street Funds
Project Start:	June 1, 2019
Estimated Finish:	March 2020

Maranatha Sewer Relocation:

Limits:	Lake Michigan Shoreline fronting Maranatha Campgrounds
Description:	Preventative action to maintain existing sanitary sewer threatened by shoreline erosion.
Consultant:	City Staff
Contractor:	To be determined
Month's Work:	City Staff investigated the continuing shoreline erosion and determined that the existing sewer line should be relocated further inland from its current location. Survey work was done and plans and specification were created for the relocation of the threaten sewer line. A sewer permit application was submitted to EGLE and a SESC permit application was forwarded to the County. In addition, a request was sent to the State for a modification to the current critical dune permit to accommodate the work.
Funding:	Sewer Funds
Estimated Start:	Winter of 2019-2020
Estimated Finish:	Winter/Spring 2020

MS4 Annual Permit:

Limits:	City of Norton Shores
Description:	Submission of the permit application to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) of the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Application Form (Reissuance)
Consultant:	City Staff and Muskegon Conservation District (MCD)
Month's Work:	City Staff and the MCD compiled the needed information and documentation for the MS4 permit application and submitted it to the State for review.
Submission Date:	November 26, 2019

Seminole Road Reconstruction, Phase 1 and Phase 2:

Limits:	Henry Street to Seaway Drive
Description:	Road Reconstruction, water main replacement, streetscape.
Consultant:	ENG, Inc.
Contractor:	To be determined
Month's Work:	City Council has awarded the engineering work to ENG, Inc. of Grand Haven and contract documents have been signed. ENG has started site data collection and a kick-off meeting is scheduled for December.
Funding:	STIP Funds with local match and Regional Water Funds.
Estimated Start, Phase 1:	Spring 2021
Estimated Finish, Phase 1:	Summer 2021
Estimated Start, Phase 2:	Spring 2022
Estimated Finish, Phase 2:	Summer 2022

Sheffield Pump Station & Henry Street Sewer Study:

Limits:	Sheffield Pump Station
Description:	Replacement of existing pump station at Sheffield and feasibility study and possible removal of Henry Street Pump Station and related sewer main work.
Consultant:	To be determined
Contractor:	To be determined
Month's Work:	Staff sent out RFQ for engineering services and after review selected four (4) firms to provide RFP for the Feasibility Study portion of the project. The RPF's

are due in December 2019. A second RFP will be sought from the same four firm in February of 2020 based on the finding of the study.

Funding: Sewer Funds.
Estimated Start: Summer 2020
Estimated Finish: Fall 2020

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: Requests for additional field data collection for speed studies on multiple streets was submitted to the Streets Division who is currently collecting the requested data. New studies were performed based on this collected data with recommendations on the following roadway brought before Council in the month of November:

- Enterprise Drive
- Lake Forest Drive
- Norton Center Drive
- Schamber Drive
- Various Local Residentials (9 street total)

Seasonal Traffic Signal Adjustments:

Limits: Selected intersections throughout the City
Description: Adjustments to the red-green operations of selected traffic signal for the holiday shopping season.
Month's Work: City Staff has generated an adjustment to selected traffic signals in heavy shopping districts extending the time of the red-green traffic signal operation to better accommodate the holiday (especially Black Friday) sale hours for local businesses.

Major Private or Other Projects:

Project:	Address:	Developer/Owner:
Beach Street Shoreline Erosion	Beach Street	WMRWA/City of Muskegon
Bluewater Development	Grand Haven Road	Blue Water Group
Atwater Springs Dev.	Harvey Street	David C. Bos/Livingstone Dev.
Earthtronics	Ellis Road	
Eastowne Development	Seminole Road	Redstone Development
Mona Shores Public Schools	Various Locations	

PLANNING

There was a Planning Commission meeting on November 12, 2019, where the Planning Commissioners heard two Special Use Permit requests. One request was for the Plane Watch Food Truck park on Grand Haven Road, and the second was for storage units also on Grand Haven Road. Both special use permits were unanimously recommended for approval to City Council.

There was a Zoning Board of Appeals meeting on November 27, 2019 where the Board heard a Variance request for an attached garage addition to be closer to the street side front yard. The Board approved the Variance.

Zoning Ordinance violations for November 2019 dealt primarily with parking issues.

Construction activity for November 2019 saw staff approving 26 site plans for signs, commercial additions and new buildings, as well as residential construction (fences, sheds, additions, etc.). This is over double of the site plans that were approved in October.