

AGENDA 7a-3  
DATE 4-16-19

**DEPARTMENT OF PUBLIC WORKS**

**CITY OF NORTON SHORES**

**MONTHLY REPORT**

**March – 2019**

## **PUBLIC WORKS**

The Public Works Department responded to 13 after-hours emergency calls and eight business hours emergency calls during the month of March; including 10 lift station alarm calls, seven Streets calls, and four Water & Sewer calls.

## **WATER & SEWER**

Water and Sewer crews installed two water services (15 year-to-date) and inspected two sewer connections (35 year-to-date) during the month of March. Comparatively, a total of two water services (27 year-to-date) have been installed and six sewer connections (34 year-to-date) had been inspected during FY-2018.

Water and Sewer personnel repaired six curb stops (74 year-to-date), completed 19 Cross Connection inspections (435 year-to-date), repaired 10 mainline valves (17 year-to-date), and repaired one hydrant (80 year-to-date), during FY-2019. The annual mainline valve turning program continued with a total of 499 valves turned during the month (1,443 year-to-date). The remaining valves (frozen, snow covered, inaccessible) will be completed during the month of April. Personnel collected the DEQ mandated Stage II Disinfectant Bi-Product samples (DBPR) as well as assisted the Muskegon County Airport in finding a possible water line leak within their complex.

Water and Sewer personnel cleaned 1,393 feet of mainline sewer (109,390 feet year-to-date). Crews repaired a manhole on W. Norton Avenue that was found "sucking sand". Seventy-eight (78) manholes were located and inspected before the Sanitary Sewer Inspection Program (televising) begins.

Personnel assisted Kennedy Industries with the emergency installation of two new Flygt pumps into 3006 Valk Street lift station as well as the new pumps at 2369 Pleasant Hill lift station. Kennedy Industries miscalculated on their original specifications for the previously upgraded Pleasant Hill pumps and they were found not operating efficiently. Kennedy Industries found their issue and corrected the problem with the installation of new pumps at no cost to the City.

A contractor was repairing the sanitary lateral at 166 W. Farr Road, it was backed-up with sand and mud causing it to not flow/drain. The contractor performing the repair was also the original installer of the private system in which the City's portion was damaged by them. After hours of attempting to make the repair, they called the City to handle the problem. The Water and Sewer crew made an attempt but were unsuccessful mainly due to ground water levels and the depth of sewer. Jackson-Merkey Contractors were called and successfully made the repairs the following day.

## **STREETS & DRAINAGE**

City crews responded to 119 staking requests.

Twenty-one (21) sign work orders were completed for the repair/replacement of eighteen regulatory signs, the repair/replacement of three advance warning signs, the repair/replacement of two street name signs and the installation of three delineators.

### Major and Local Streets

Streets Division employees plowed and de-iced the roads as needed in the month of March. Sidewalks were snowplowed once. Pothole patching was completed as needed throughout the city. Gravel roads were graded five times and material was added to repair a washout on Winnetaska Road due to heavy rainfall.

Spring street sweeping began in the March to clean curb, gutter, and drain inlets of winter dirt and debris. Grab samples were taken and sent in for testing for the special waste certification. Storm drain cleaning was also started with several sumps and laterals being cleaned of dirt and debris. Several storm drains were cleaned to help with the localized flooding during the snow melt.

The leaf sites were graded and low spots filled with slag for the opening of the spring season. New signage was installed at the Ross Park leaf site location. The kayak launch road was graded and had material brought in to help the road condition for the ribbon cutting ceremony. Street light inspection was completed again as well. No parking stakes were added along Ross Park school soccer field to help enforce the ordinance. Crews worked on removing garbage and debris from the road sides and cleaned equipment when time allowed.

### Equipment

Equipment maintenance personnel completed 65 services/repairs in March. The fuel system dispensed 6,804.7 gallons of fuel in March. Public Works Department vehicles consumed 3,204.2 gallons during the month.

### Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 16 cars and 31 trucks monitored in March.

### Leaf Sites

The leaf sites opened for the spring season on March 23<sup>rd</sup>. The total number of vehicles that were monitored using the Wood Road leaf site in March was 667.

## **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

- Set-up shelves for voting materials
- Brought voting equipment in to be tested
- Worked on Capital Improvement budget for FY-2020

### Library

- Assembled new office chairs for the library service desk
- Worked with Grand Valley Automation to get the HVAC system touchpad working

### Cemetery

- Cleaned up winter yard debris
- Repaired winter burial graves

### Old DPW

- Worked on automatic gate photo eye

## ENGINEERING

### **Broadway Avenue Reconstruction & Bike Path (Phase 2):**

Limits: Getty Street to Bailey  
Description: Reconstruction of existing roadway and water main along the proposed route.  
Consultant: Prein & Newhof, Grand Rapids, MI  
Contractor: To be determined  
Month's Work: Remaining design work and responses to MDOT comments/requests were completed for this phase of the roadway and water main reconstruction project. The bid package was submitted to the State for a May letting.  
Funding: STIP and Other Grants (application submitted) with local matches  
Project Start: Summer, 2019  
Project Finish: Fall, 2019

### **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, MI  
Contractor: To be Determined  
Month's Work: Communications with and work on obtaining the required railroad permits continued and the application was submitted for review. Research and contact made for requested easements for the construction of the sidewalk.  
Funding: TIFA Funds  
Estimated Start: Spring of 2019  
Estimated Finish: Summer of 2019

### **HIP/HMA Overlay Project 2019 (FY20):**

Limits: Selected Streets  
Description: Mill and Replacement of HMA surfaced roadways and Hot-in-Place recycling of existing asphalt pavements with the placement of HMA overlay.  
Consultant: City Staff  
Contractor: To Be Determined  
Month's Work: City Staff continued work on this project as Soils & Structures performed cores on proposed streets to aid in determining best rehabilitation methods.  
Funding: MRF and Capital Improvement Funds  
Start Date: Early Summer 2019  
Finish Date: Late Summer 2019

### **Forest Park Road Resurfacing, Phase 2, Stryker Drive to Lake Point Drive:**

Limits: Stryker Drive to Lake Point Drive  
Description: Resurfacing of existing roadway and placement of liner in sanitary sewer under existing culvert.  
Consultant: City Staff  
Contractor: To be Determined  
Month's Work: Plans and specifications were completed with Council's consent, staff has released the project for bids.

Funding: Capital Improvement and Sewer Funds  
Estimated Start: Spring 2019  
Estimated Finish: Fall 2019

**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: Staff and Consultant met with MDOT for plan review and a Grade Inspection meeting in March 2019 and followed up on MDOT review questions and comments.  
Funding: MDOT Local Bridge Funds with local match  
Project Start: Spring 2020  
Estimated Finish: Summer 2020

**Mona Shores Mid-Block Cross Walk (FY19):**

Limits: Seminole Road and Padelt Street Intersection  
Description: Placement of a mid-block crosswalk to service foot traffic to the high school.  
Consultant: City Staff  
Contractor: To be Determined.  
Month's Work: City Staff completed the revised plan and bid specifications for the project bid letting per MDOT's request and resubmitted them to the State for May letting.  
Funding: MRF and Capital Improvement Funds  
Start Date: Summer 2019  
Finish Date: Summer 2019

**2019 Cured In-Place Pipe (CIPP) Sewer Project:**

Limits: Various locations throughout the City.  
Description: Replacement of existing sewer at Ellis Road near Stariha Drive, CIPP Lining of Forest Park Road sewer near Stryker Drive and CIPP Lining and shortening of Force Main along McCracken Sewer between Castle Court and railroad tracks to improve service and function of the system.  
Consultant: City Staff  
Contractor: To be determined  
Month's Work: Staff completed the project plans and bid package for the project and released it for bids.  
Funding: Water Funds  
Project Start: Spring 2019  
Estimated Finish: Summer 2019

**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: To be determined  
Contractor: To be determined  
Month's Work: Council granted permission to seek Requests for Qualifications & Proposals for Engineering Services for this project. Submitted qualifications have been reviewed and four firms were invited to submit not-to-exceed proposals.  
Funding: Water Funds  
Project Start: Summer 2019  
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: To be determined  
Contractor: To be determined  
Month’s Work: Council granted permission to seek Requests for Qualifications & Proposals for Engineering Services for this project, which has been released for submission.  
Funding: MDOT Local Bridge Funds with local match  
Project Start: Spring 2021  
Estimated Finish: Summer 2021

**MDOT Bridge Inspections:**

Limits: The five roadway bridges under City’s jurisdiction.  
Description: Two-year inspection of the City’s existing bridges as prescribed by State and Federal rule along with the required five-year underwater inspection of the Henry Street Bridge.  
Consultant: City Staff  
Contractor: To be Determined.  
Month’s Work: City now has contracts and has supplied requested information to Brechting Bridge for the two-year Bridge inspections of the five bridges and also from Great Lakes Engineering Group who specialize in underwater inspections for the Henry Street Bridge. Both inspections will occur in late winter thru spring in order to meet MDOT’s submission deadline.  
Funding: Major Street Funds  
Start Date: Late Winter 2019  
Finish Date: Summer 2019

**Major Private or Other Projects:**

<u>Project:</u>	<u>Address:</u>	<u>Developer/Owner:</u>
Smart Vision	Robert Hunter Drive	Smart Vision
Fran Lake Development	Harvey Street	
Eastowne Development	Seminole Road	
Maranatha Sanitary Sewer	Maranatha Conf. Grounds	Maranatha Conf. Grounds
Mercy/Trinity Health	Former Kmart Site	Muskegon Associates

**PLANNING**

The staff processed through the Planning Commission a Zone Change and Special Use Permit request from Livingstone Development for single family residential development on South Harvey Street. They have plans to develop a 53-lot site condominium around Lake Fran and the request was ultimately approved by the City Council. The staff also presented to the Commission the final draft of the 2019 Update to the City of Norton Shores Bicycle and Pedestrian Plan. Both the Commission and City Council approved this as well.

The staff presented to the Commission a Land Division request from Westshore Consulting to create a new parcel on Dunes Parkway, which was also approved by the City Council.

The staff granted administrative site plan approval to the Folkert Community Hub for the construction of a new entrance and canopy on their Seminole Road facility.

Zoning Ordinance violations for the month dealt primarily with the parking of vehicles in the front yards of residential structures.

Construction activity for the month saw the staff approving 21 site plans for fences, sheds, signs, building additions, and commercial projects and including one single family residence.