

AGENDA 8a-3
DATE 2-20-2018

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

January – 2018

PUBLIC WORKS

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

WATER & SEWER

Water and Sewer personnel did not install any water services and inspected three sewer connections during the month of January, FY-2018. A total of 24 water services have been installed and 26 sewer connections have been inspected during FY-2018. Comparatively, a total of three water services (36 year-to-date) were installed and three sewer connections (27 year-to-date) were inspected during FY-2017.

Water and Sewer personnel repaired six curb stops (33 year-to-date) and three fire hydrants (54 year-to-date) in January. Water and Sewer personnel performed re-inspections for our Cross Connection program for the calendar year 2017.

The annual valve exercising and inspection program continued in January with the completion of 418 of the 1,457 valves being operated and inspected. One valve has been repaired during the month; this is the only valve repaired to date for FY-2018. All the distribution valves have been updated and entered for our next GIS update.

Water and Sewer personnel completed the annual testing of the sanitary sewer lift station Supervisory Control and Data Acquisition (SCADA) system. Only minor issues were found and forwarded them to CNC Electric for repair. The SCADA system monitors all of the City's sewer lift stations for operations, efficiencies and failures.

The Division removed two Flygt pumps from our Maryland lift station and took them to Kennedy Industries for repair. Kennedy graciously trained two employees on the proper way to repair seal fails on their pumps. This will allow more in-house repairs done by the City for a cost savings and minimize down time.

Crews plowed all 44 lift stations four times during the month of January. The antenna was repaired at 2830 Lincoln St. lift station for the communication to our SCADA system. Water and sewer personnel assisted Corpro with the inspections of four stations that are being assessed for Cathodic Protection.

Water and Sewer personnel cleaned, stocked and organized all the Division's trucks. The cleaning of our map room, water/sewer mezzanine, water/sewer shop and the DPW Facility all took place during our recognition of MLK day.

STREETS & DRAINAGE

City crews responded to 84 staking requests.

Sixty-seven sign work orders were completed for the repair/replacement of 64 regulatory signs and the installation of three delineators.

Major and Local Streets

Streets Division personnel plowed the local (residential) roads four times in the month of January and plowed/salted the major streets as necessary, using a total of 552 tons of salt and 4,093 gallons of pre wet calcium chloride. Snow removal on the sidewalks was completed twice. The motor grader was used to push back snow banks and drifted areas due to visibility issues. Complaints and mailbox repairs were addressed as time allowed.

Streets Division personnel used roughly 11 tons of cold patch asphalt to patch various pot holes in the City. Speed study sign changes were completed on six roads, along with numerous sign changes due to damage or deterioration. Street light inventory was done again to correct non-working lights. Numerous drains were cleaned and cleared of debris. The Christmas decorations were removed from the Henry Street bridge, along with the wreath from Roosevelt Park City Hall.

Equipment clean-up and garage maintenance was done as time permitted. The DPW garage drains were cleaned and washed down. Multiple deer and other road side debris were disposed of throughout the City. One new full time employee started at the beginning of January.

Equipment

Equipment maintenance personnel completed 97 services/repairs in January. The fuel system dispensed 8,244.6 gallons of fuel in January. Public Works Department vehicles consumed 4,937.8 gallons during the month.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 19 cars and 13 trucks monitored in January.

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

- Used loader to push snow banks back
- Plowed and snow-blown as needed
- Replaced flush valve in the PD men's restroom
- Cleaned closet out for new 911 equipment
- New stand-by generator ordered
- Worked on City Hall LED lighting information

Library

- Adjusted entrance door
- Plowed as needed
- Assembled new furniture
- Brought old furniture to DPW garage to put up for auction

Cemetery

- Four burials were performed
- One cremain burial was performed
- Plowed as needed
- Cemetery fence damaged due to car accident

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:	City Staff and Prein & Newhof completed the final design per MDOT's Grade Inspection (GI). Required permit applications were submitted and obtained and final plans provided to the State for bids.
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:	Preliminary layout of the three sidewalks was completed and the utility company was contacted regarding light posts. Areas where easements are required were determined and preliminary specifications started.
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 project is on winter hiatus. Bridge painting, restoration and re-wrapping of the water main will be completed in the spring.
Funding: MDOT Local Bridge Funds with local match
Project Start: August 21, 2017
Estimated Finish: Spring, 2018

HIP/HMA Overlay Project 2018 (FY19)

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: Work began on the preliminary bid packages for this project.
Funding: Municipal Road Fund and Capital Improvement Funds
Estimated Start: July 2018
Estimated Finished: October 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 completed design work and bid package for the proposed resurfacing of the western portion of Forest Park Road.
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 obtained the MDOT's comments from their review and revised the plans and bid specification accordingly.
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: City has obtained both the MDEQ and County SESC permits for this work, but still waiting on and has continued to make multiple attempts to contact the USACE regarding their permit for the restoration of the channel bank.
Funding: Park & Rec Funds
Project Start: Spring 2018
Project Finished: Spring 2018

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: City Staff will resume its work on speed studies to meet the new State law in the spring and will share their results will be presented to Council for their review and actions once they are completed.

Water Asset Management Plan:

Limits: City Wide
Description: Development of an Asset Management Plan for the City's Water Main System per MDEQ requirements
Consultant: Prein & Newhof
Month's Work: Review and final completion of required documents and plan for submission to the State per their December 31st deadline.
Funding: Water Funds
Project Start: February 23, 2017
Estimated Finished: January 2018

Major Private or Other Projects:

<u>Project:</u>	<u>Address:</u>	<u>Developer/Owner:</u>
Mercy Hospital Drive	Sherman Boulevard	Mercy Hospital

PLANNING

The staff processed through the Planning Commission a Special Use Permit request from Matt Corbeil for a Biggby Coffee drive-thru on S. Harvey Street in the Lakeshore Marketplace development. The City Council ultimately approved the request.

The staff presented to the Planning Commission a site plan review request from Scentlok for revisions to their previously approved plan to construct a 68,000 square foot manufacturing and warehousing facility on E. Pontaluna Road. The Commission approved the proposed changes.

The staff also processed through the City Council a Special Use Permit amendment from Inter-Dyne for a 15,000 square foot addition to their manufacturing facility on Ellis Road. The Council approved this request as well.

Ordinance violations for the month dealt primarily with residential fences, and commercial vehicles parked on residentially zoned parcels.

Construction activity for the month saw a slight increase as the staff approved 19 site plans for fences, sheds, signs, building additions, and commercial projects including two new single family homes.