

AGENDA 8a3  
DATE 2.21.17

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

January- 2017

The Public Works Department responded to 18 after hours or emergency calls during the month of January. The calls are represented below:

Report #	Date	Location	Description
4482	1/1/17	East of 465 E. Mt. Garfield	Winterize hydrant
4483	1/1/17	4171 Treeline	Lift Station Low Wet Well Alarm
4484	1/4/17	3971 Lake Harbor	After hours turn on
4485	1/7/17	705 Seminole	Plow drive/snow removal
4486	1/7/17	705 Seminole	Restroom needed cleaning
4487	1/8/17	City wide	Snow removal
4488	1/8/17	6060 Norton Center	Emergency Miss Dig
4489	1/8/17	City wide	Snow removal
4490	1/8/17	E. Sherman at US-31	Emergency Miss Dig
4491	1/12/17	6430 Schamber	Emergency Miss Dig
4492	1/14/17	705 Seminole	Restroom needed cleaning
4493	1/14/17	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4494	1/17/17	351 Eric	Lift Station Motor Temp Overload Alarm
4495	1/20/17	4262 Grand Haven	Emergency Miss Dig
4496	1/25/17	4341 Hackley Point	Lift Station Motor Temp Overload Alarm
4497	1/30/17	City wide	Telemetry system down
4498	1/30/17	6492 Harbor Pines	No water
4499	1/31/17	4316 Armstrong	Lift Station High Water Wet Well Alarm

## **WATER & SEWER**

Water and Sewer crews installed three water services and inspected three sewer connections during the month of January. A total of 36 water services have been installed and 27 sewer connections have been inspected during FY-2017. Comparatively over the same period during FY-2016 a total of 43 water services were installed and 23 sewer connection inspections were performed.

Water and Sewer crews repaired 15 curb stops for the month, and a total of 80 for the FY-2017.

Water and Sewer crews replaced the four inch meter at Hoffmaster State Park. Our large meter testing program found that the old meter had failed.

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

Water and Sewer personnel repaired 17 fire hydrants and re-winterized three fire hydrants in January. Staff also updated 834 hydrant records, completing our total of 1,694 hydrants into our GIS system.

Water and Sewer crews lowered three water services that froze in 2014. All frozen services for the year 2015 have been completed. Twelve of the 17 for the year 2014 have been completed.

The annual valve exercising and inspection program continued in January with the completion of 355 of the 1,502 valves being operated and inspected. Crews have turned and inspected a total of 745 valves to date. No valves were repaired during the month with 14 repaired year to date FY-2017.

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 were forwarded to CNC Electric for repair. The SCADA system monitors all of the City's sewer lift stations for operations, efficiencies, and failures.

Water and Sewer personnel were trained on our water and sewer inspection guidelines, snow plowing and various pieces of equipment during our recognition of Martin Luther King Day.

## **STREETS & DRAINAGE**

City crews responded to 99 staking requests, including nine by Water & Sewer.

Seven sign work orders were completed for the repair/replacement of two regulatory signs, repair/replacement of one street name sign, and installation of four delineators.

### Major and Local Streets

Six hundred twenty-six tons of road salt and 4,512 gallons of liquid calcium chloride were dispensed during this reporting period. Local roads were plowed three times.

Storm sewer inlets and roadside ditches throughout the City were checked and cleared of debris during the January warm up and rain.

The Streets Division cleaned 12 storm drain catch basin sumps and 223 feet of 15 inch storm pipe in the Norton Hills Drainage District. This cleaning generated 10 yards of sedimentation.

Gravel roads were graded three times with a serrated blade because of icy conditions. Torpedo sand was also applied at this time to provide traction on hills and curves.

The retro-reflectivity sign change out program mandated by the Federal Highway Administration and Michigan Department of Transportation continued in the month of January. This program requires the replacement of Stop, Yield, and speed limit signs that are 10 years old or older. Over time, ultraviolet rays cause the signs to lose their reflectivity making them harder to see at night.

## Equipment

Equipment maintenance personnel completed 72 services/repairs in January.

The fuel system dispensed 7,053 gallons of fuel in January. Public Works Department vehicles consumed 4,466 gallons during the month.

The Equipment Division received delivery of a 2017 International snow & ice control truck. This unit is unique and a first in the fleet of seven snow & ice control trucks because it is equipped with a rear junior wing plow. This additional wing will eliminate having to make a second pass on the local street system during plowing operations. Moving into this technology will help the City become more efficient and productive with its plowing operations. This unit replaces a 2006 Chevrolet single axle truck. The old unit is listed on Ranger Bid and will be sold to the highest online bidder on February 21.

## Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 27 cars and 11 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

- Hung new pictures in the Payroll Specialist's office.
- Re-hung pictures and a white board in the City Clerk's office after new paint.
- Working on budget revisions.
- Hung two T.V.s in the E.O.C. room.
- Moved boxes for the Building Department to the storage room upstairs.
- Repaired the West overhead door of the Police Department garage.
- Repaired the electronic door access button in Finance.
- Installed new audio/visual in large conference room. Replaced two old tube TVs with one new LED 70". Installed two HDMI cables for presentations.
- Repaired drywall at old TV locations in large conference room.
- Adjusted the door closer on the employee entrance by the Police Department. The door was not closing all the way.
- Remounted automatic soap dispenser in Police Department restroom.
- Mounted a large map in the Sergeants office.

### Library

- Adhered plastic caps to magnets on the magnetic board to prevent scratching in the Children's area.
- Replaced a bad bearing housing and impeller on a circulating pump. This pump feeds heat to the main library.
- Installed 2 DVD racks.
- Cleaned boiler room.

## Cemetery

- Five graves were sold.
- Four burials were performed.
- One foundation was set.

## **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 met with MDOT for the required grade inspection (GI) and have addressed the resulting changes. Requested revisions were made to the Environmental Assessment and Noise Study for the State and Federal requirements and submitted to the respective agencies. Also, as part of the above study, a public informational meeting was held on January 4, 2017. The City has requested five and so far obtained two of the needed consents to grade easements for the reconstruction and widening.
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 followed up on some additional information required by MDOT regarding the Consent to Grade easements provided by adjoining property owners. Staff is obtaining the requested information for the State with the intent to go to bid this spring.
Funding:	MDOT Local Bridge Funds with local match
Estimated Start:	Spring, 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 the sidewalk south of the Mona Lake bridge and hired a surveyor to obtain the design survey and generate base plan sheets for the portion of the project north of the bridge.

Funding: Capital Improvement 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: Prein & Newhof has started on the watermain and storm culvert design and has met with City staff to discuss possible approaches to the reconstruction project.

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 held a grade inspection (GI) meeting with MDOT to go over the preliminary plans for this project and are currently working on revisions per the State's 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 framework for the asset management plan for the sanitary sewer system has been completed with short and long term projects identified along with options and cost estimates. The City's current rate calculation methodology has been reviewed and accepted by the State. Work on mapping and entering data for the sanitary and storm sewer system continued in January along with the video recording and inspection of the storm sewer mains. City Staff had a meeting with the consultant to go over the status of the work. A presentation was made to the Council at the Work Session.

**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 reviewed the latest draft of the Seminole Road PlacePlan which was presented to the City Council for consideration at the January Work Session. The final draft of the plan will be presented to the Council and Planning Commission for adoption at upcoming meetings.

Staff attended court proceedings for the removal of an unpermitted storage container within the Eastowne development that is in violation of City Ordinances. A judgment was obtained and the structure will be removed by March 1<sup>st</sup>.

Other ordinance violations for the month dealt primarily with chickens and accessory vehicles in residential districts.

Construction activity remained steady for the month as staff approved 19 site plans for fences, sheds, signs, building additions, and commercial projects including three new single family homes.

## 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	Signs caused damage to truck bed.	Scratches to outside of truck bed.	N/A	N/A
	Unit 287/Gradall	Hit the top of south door to garage with smaller bucket.	No damage to vehicle; damage to overhead bay door with EPS security monitoring devices.	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 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.	Yes	80 hours	1
	Bridge of four front teeth knocked out	No	1.5 hours	
August	Strained lower back.	No	20 days	2
		No	13 days .5 hour	
September	None	N/A	15 days; .75 hr	3
		N/A	18 days; .75 hr	
		N/A	17 days; .94 hr	
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.	No	2.5 hrs (HC)	0
	Cut on left forearm.	No		
	Sharp stabbing pain near right hip area.	No		
January	None	N/A	None	0