

AGENDA 8a-3

DATE 4-18-2017

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

March – 2017

The Public Works Department responded to fourteen (14) after hours or emergency calls during the month of March. The calls are represented below:

Report #	Date	Location	Description
4520	3/1/17	1130 Edinborough	Lift Station Motor Temp Overload Alarm
4521	3/3/17	3920 Highgate	Possible Water Main Break
4522	3/5/17	3930 Dunes Pkwy	Leaking hydrant
4523	3/6/17	4021 Plymouth Dr	Water main break
4524	3/7/17	2830 Lincoln	Lift Station Power Fail
4525	3/13/17	Seminole/ US-31/ Mona Kai	Emergency Miss Dig
4526	3/17/17	3523 Brentwood	Water Leak in Front Yard
4527	3/18/17	Harvey & Mt. Garfield	Traffic Signal Not Functioning
4528	3/19/17	Leon St & Columbus	Water main break
4529	3/19/17	3571 Peninsula	Lift Station Motor Temp Overload Alarm
4530	3/24/17	1978 Channel	Lift Station Motor Temp Overload Alarm
4531	3/25/17	2939 Sheffield	Lift Station Motor Temp Overload Alarm
4532	3/26/17	Sternberg & Harvey	Traffic Signal Not Functioning
4533	3/29/17	3797 Taylor	Lift Station High Wet Well Alarm

WATER & SEWER

Water and Sewer Crews installed 1 water service and inspected 9 sewer connections during the month of March. A total of thirty-seven (37) water services have been installed and thirty-six (36) sewer connections have been inspected during FY-2017. Comparatively over the same period during FY 2016 a total fifty-five (55) water services were installed and twenty-five (25) sewer connection inspections were performed.

Water and Sewer personnel repaired thirteen (13) mainline water main valves, eleven (11) curb stops, and winterized eleven (11) fire hydrants, repaired 1 fire hydrant and repaired 3 broken water mains. Crews also performed 7 meter pit inspections. Crews replaced a broken 6 inch valve located at Baker and Lakeshore. Personnel are currently updating our mainline valve records which are approximately 40% completed. Crews have located fourteen (14) missing curb stops and created new water service ties for these addresses.

Water and Sewer personnel have completed the organization of our Water and Sewer shop; creating labels for ease of finding and inventorying various parts and materials.

The annual Valve Exercising and Inspection Program continued in March with the completion of one-hundred eighty three (183) of the one thousand five hundred two (1,502) valves being operated and inspected. Crews have completed the program with a total of one thousand five hundred two (1,502) valves to date. We have a few valves that need minor repair that are located in the road. We are waiting until the asphalt company opens for the year to make these repairs and complete them all at once.

The annual Cross Connection Inspection Program continued in March with only 2 accounts awaiting program compliance. Inspections have revealed only minor corrections to date and letters have been sent requiring program compliance. Re-inspections will continue and the program will be completed during the month of April.

Water and Sewer personnel inspected and created a punch list of our forty-four (44) lift stations for repairs; no critical issues were found. Crews are currently performing repairs reported on the list. The City hired Plummer's Environmental to perform repairs to eliminate water infiltration on 2 of our lift station wet wells; 1310 Forest Park Road and 701 Lake Forest Drive, which are now complete and have been re-inspected by City personnel to confirm these infiltration repairs. C-N-C Electric installed a new stainless steel cabinet at 1978 Channel Drive lift station. The City has 2 more cabinets scheduled for replacement during this fiscal year, 3006 Valk Street and 351 Eric Street.

STREETS & DRAINAGE

City crews responded to one hundred thirty-four (134) staking requests, including eight (8) by Water & Sewer.

One hundred twenty-seven (127) sign work orders were completed for the repair/replacement of one hundred twenty-two (122) regulatory signs, installation of three (3) new regulatory signs, and installation of two (2) delineators.

Major and Local Streets

Streets Division employees used 8 tons of winter mix asphalt to patch potholes throughout the city.

Streets Division employees saw cut the asphalt at areas requiring hot mix asphalt repairs as a result of water main breaks over the winter. Repairs will be scheduled to be completed when the asphalt plant opens.

One hundred ninety (190) tons of road salt and eight hundred ninety-six (896) gallons of liquid calcium chloride were dispensed on the major streets during this reporting period.

Street sweeping began in March. Ten (10) miles of major street curb radii, gutter pans, and paved shoulders were swept. The fire stations, City Hall and the library parking lots were also swept.

The snow fence parallel to Grand Haven Road on the Muskegon County Airport property was removed and stored for the season. This fencing significantly reduces drifting on Grand Haven Road.

High traffic graveled roads were graded 2 times and others were checked and graded as needed.

The City's tree contractor, Borgman Tree Service, removed 6 trees from the road right-of-way. Stumps were ground out, filled with top soil, and seeded.

The retroreflectivity sign change out program as mandated by the Federal Highway Administration and Michigan Department of Transportation continued throughout the month

of March. This program requires the replacement of Stop, Yield, and Speed Limit signs that are ten years or older. The mild winter allowed third shift employees to nearly complete this change out program.

Drainage

Storm sewer inlets and roadside ditches throughout the city were checked and cleared of debris.

Streets Division employees performed storm system cleaning with the East Broadway Drainage District. This work consisted of the cleaning of seventy-four (74) catch basin sumps resulting in the removal of twenty-four (24) yards of sedimentation.

Equipment

Equipment maintenance personnel completed sixty-seven (67) services/repairs in March.

The fuel system dispensed 6,633.3 gallons of fuel in March. Public Works Department vehicles consumed 3,348.6 gallons during the month.

Mechanics outfitted a 2013 Ford Taurus assigned to the Chief of Police. This unit reached the mileage criteria of 90,000 and was up for replacement with a 2017 Ford Explorer SUV.

Leaf Sites

The Streets Division held an evening meeting with part-time employees on Tuesday, March 7 to fill the spring and summer leaf attendant schedule. This meeting resulted in the schedule being filled until September 30.

The Ross Park and Wood Road yard waste sites were opened on Saturday, March 25. They are to remain open 7 days a week until Sunday, June 7. The Wood Road site will remain open on weekends only until Sunday, September 24.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of twenty-three (23) cars and seventeen (17) trucks monitored in March.

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

- Installed appliances in Police Department break room.
- Work continues on nursing room.
- Repaired leaking roof top drain in men's locker room in Police Department.
- Assisted Building Division with moving prints to upstairs storage.

Library

- Installed one LED light in parking lot to test for future replacement of all outside lights.
- Had C-N-C Electric trouble shoot parking lot light failure. Bad ballast was the cause of light failure.

Cemetery

- Three graves were sold.
- One burial was performed.
- Five foundations were 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:	The final bid package has been submitted to the State, and Federal funds have been obligated. The project is placed on the May letting.
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 worked with the MDOT and WMSRDC for funding clarification. Plans are into the State for final review; State obligation and 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:	Staff continues final design for the sidewalk and is working with the private utilities to avoid conflicts. Also, staff is continuing its effort to obtain the necessary easements.

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
Contractor: To be determined
Month's Work: With Council approval, Staff has performed the necessary design work and has put together bid specification for the project. The project has been released for a spring letting.
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
Contractor: To be determined
Month's Work: With Council approval, Staff has performed the necessary design and engineering work and is currently putting together bid specifications for the project. The project will be released it for spring letting.
Funding: MRF and Capital Improvement Funds
Estimated Start: Summer, 2017
Estimated Finish: Summer, 2017

HMA Milling and Pavement & HIP Inspection for 2017 (FY18)

Limits: Selected Streets
Description: Engineering inspection of the City's HIP/HMA Overlay and Pavement Milling, aggregate base repair and HMA pavement placement projects.
Consultant: To be determined
Month's Work: With Council approval, Staff has released a request for proposals for engineering inspection work.
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 hired to perform the necessary inspection and reporting to the State.

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: Prein & Newhof has finished and staff has reviewed the final design for the water main and storm culvert design. Plans and permit application has been sent to the State for the water main permit.

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 have revised the plans per the State's comments and submitted the bid package to MDOT for their final review.

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 have been performed on requested roadways and the results have been presented to the Council for their review and actions. These roadways include:

- Norton Avenue from Roosevelt Road to Lincoln Street
- Broadway Avenue from Getty Street to US-31
- McCracken Street from Sherman Boulevard to Seminole Road
- Porter Road from Martin Road to Henry Street

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 asset management plan for the sanitary and storm sewer systems are near completion with final reports and recommendations being compiled. Work on the final storm sewer data and asset framework continues. The Consultant has made a presentation to the City Council of the progress and assessment of the storm sewers and culverts. City Staff has continuous contact with the consultant to go over the status of the work as it nears completion.

Traffic Signal & Multi-Way Stop Sign Warrant Studies

Limits: City wide
Description: Perform warrant study to determine if the installations of a traffic signal and/or multi-way stops are justified at a requested intersection.
Consultants: In house
Month’s Work: Work on several warrant studies have been performed on requested roadways. These intersections are:

- Pontaluna Road and Henry Street
- Mount Garfield Road and Grand Haven Road

Major Private or Other Projects:

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Comerica Site Redevelopment	801 West Norton	GDK Construction

PLANNING

The staff processed through the Planning Commission approval of the Seminole Road Corridor PlacePlan. The PlacePlan includes the creation of site-specific recommendations for key redevelopment parcels including the Eastowne Development and the former Kmart property on Henry Street. The plan was ultimately approved by the City Council as well.

The staff presented to the Zoning Board of Appeals a dimensional variance request from Todd Baker for property on Eugene Avenue. The Board ultimately granted the request.

The staff granted administrative site plan approval to Matthew Perry for the construction of a 3,200 square foot commercial storage facility on Wilson Road.

The staff granted administrative site plan approval to the Mona Shores Public Schools for playground and parking lot improvements to the Lincoln Park School on Leon Street.

Construction activity saw a seasonal increase during the month as the staff approved twenty-five (25) site plans for fences, sheds, signs, building additions, and commercial projects including 8 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 Unit 287/Gradall	Signs caused damage to truck bed. Hit the top of south door to garage with smaller bucket.	Scratches to outside of truck bed. No damage to vehicle; damage to overhead bay door with EPS security monitoring devices.	N/A N/A	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 Vehicle Accident Reports FY-2017: DEPARTMENT OF PUBLIC WORKS

Month	Unit Number/Equipment	Description of Accident	Type of Damage	Cost	Down Time
February	None	None	None	N/A	N/A
March	None	None	None	N/A	N/A
April					
May					
June					

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
		No		
December	Left knee swollen with internal pain.	No	2.5 hrs (HC)	0
	Cut on left forearm.	No		
January	Sharp stabbing pain near right hip area.	No	None	0
	None	N/A		

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
February	Right shoulder/back pain	Yes	4 days	1
March	Finger cut / Right leg scraped	No	3 days(JK)	1
	Hit Head & back on ground / Right leg twisted	No		
	Left foot popped	No		
April				
May				
June				