

AGENDA 823
DATE 5-16-17

DEPARTMENT OF PUBLIC WORKS

CITY OF NORTON SHORES

MONTHLY REPORT

April – 2017

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

Report #	Date	Location	Description
4534	4/1/17	2939 Sheffield	Lift Station Motor Temp Overload Alarm
4535	4/5/17	6239 Grand Haven Rd/ 2117 Maryland	High Wet Well Alarm Lift Station Motor Temp Overload Alarm
4536	4/6/17	3130 Lincoln St	Emergency Miss Dig
4537	4/8/17	4461 Lake Harbor	Lift Station Motor Temp Overload Alarm
4538	4/8/17	4461 Lake Harbor	High Wet Well Alarm
4539	4/9/17	4654 Seng Rd	Emergency Miss Dig
4540	4/12/17	4912 Clearwater Ct	Emergency Miss Dig
4541	4/14/17	Martin & Bryon	Emergency Miss Dig
4542	4/22/17	Northwest Side of City	Power Loss
4543	4/23/17	4171 Treeline	Wet Well Low Alarm
4544	4/23/17	3798 Brentwood	High Wet Well Alarm
4545	4/24/17	705 Seminole	Restroom needed cleaning
4546	4/26/17	2117 Maryland	Lift Station Motor Temp Overload Alarm
4547	4/27/17	2830 Lincoln St	Power Fail

WATER & SEWER

Water and Sewer Crews installed eight water services and inspected five sewer connections during the month of April. A total of 45 water services have been installed and 41 sewer connections have been inspected during FY-2017. Comparatively over the same period during FY 2016 a total 58 water services were installed and 28 sewer connection inspections were performed.

Water and Sewer personnel removed the fire hydrant at the NW corner of Henry and Seminole and repaired 1 curb stop (92 repaired year-to-date) in April. Crews also completed 41 ground restorations and load tested all 6 of the Divisions emergency generators.

The annual Cross Connection Inspection program continued in April with personnel re-inspecting the last three accounts for compliance with the program. Inspections have all passed and our annual Cross Connection program is complete.

Water and Sewer personnel performed the cut and capping of the City's Utilities at 5410 Henry St. They replaced a broken meter pit located at 775 Belton and installed new guide rails at the 4461 Lake Harbor lift station. The City responded to a power outage that affected 13 lift stations. Crews ran generators to those stations in prevention of sewer back-ups.

Water and Sewer personnel assisted the City Engineer with the locating of utilities on Henry St. These services help Mr. Murphy in the designing process of future City projects. The Division also had three employees attend training by the MRWA in preparing for their Water Distribution S License exams.

STREETS & DRAINAGE

City crews responded to 166 staking requests, including 13 by Water & Sewer, and one by Streets & Drainage.

Fifty-one (51) sign work orders were completed for the repair/replacement of 24 regulatory signs, installation of five new regulatory signs, the replacement of two street name signs, and the installation of 20 delineators.

Major and Local Streets

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

Street sweeping got underway in the month of April. Seventy-two (72) lane miles of Major Street curb radii, gutter pans and paved shoulders was swept. This maintenance resulted in the collection of 43 yards of debris.

Nine hundred twenty-five (925) gallons of asphalt emulsion and 29 yards of H1N-limestone was applied using the Dura-Patching machine. Patching was on Martin Road between Ellis and Sternberg Road and on Lake Harbor Road between Forest Glen and Seminole Road. Asphalt emulsion is sprayed over cracks along with limestone to fill in potholes and cracks. Once sealed and compacted, the loose stone was swept up with the street sweeper.

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

The Streets Division cleaned up trash that had accumulated along the roads.

Streets Division employees used hot asphalt mix to make repairs to the roadways after water and sewer repairs were completed in the following areas:

- 1883 Norton Ave 1 Ton
- Leon @ Plainfield 3.69 Tons
- Leon @ Arbor 7 Tons
- Leon @ Columbus 9 Tons
- Seneca @ S Manitou 9 Tons
- McCracken southbound @ Leif 12.05 Tons
- McCracken northbound @ Leif 1.31 Tons

Drainage

Five-thousand (5,000) feet of various sized concrete storm pipes were high pressure cleaned in the East Broadway Drainage district. Thirty-nine (39) storm collection sumps were also cleared of sedimentation. This cleaning resulted in the collection of 29 yards of debris.

Equipment

Equipment maintenance personnel completed 85 services/repairs in April.

The fuel system dispensed 5,428.6 gallons of fuel in April. Public Works Department vehicles consumed 2,309.7 gallons during the month.

Winter operation and deicing equipment was decommissioned for the season and placed in storage. Insert salt spreaders and liquid calcium chloride equipment was high pressure cleaned and any onboard liquid chloride was transferred into onsite storage tanks.

Sidewalk snow-blowing equipment was removed and readied for storage. The universal tractor used for winter operations was outfitted with mowing equipment utilized for roadside and off-road mowing operations.

The crack pouring and Dura patch machines used for pavement preservation operations were serviced and made operational for this season.

Frontline firefighting trucks that are on a bi-annual service interval were serviced and inspected.

Leaf Sites

The total number of vehicles monitored using the Wood Road leaf site in April was 1,731.

Miscellaneous

Norton Shores residents utilized the Muskegon County Solid Waste Facility with a total of 37 cars and 22 trucks monitored in April.

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

- Moved items out of storage room for Shelly to make room for ballot boxes.
- Work continues on nursing room.
- Moved ballot boxes to storage room and put on shelf.
- Changed roof top filters.
- Fire extinguishers were checked.
- Lawn had first treatment from Lake Harbor Gardens.

Library

- Change roof top filters.
- Fire extinguishers checked.
- Clean woods around library of litter.
- Checked and cleaned roof top drains.

Cemetery

- Performed five burials.
- All footings installed from winter and spring burials.
- New mini excavator delivered.

Old DPW Building

- Filled supplies.
- Replaced both water heaters.
- Replaced parts in toilets to stop leaks.

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 project placed on the May 5th letting. Staff has responded to contractor, residents and MDOT questions and comments.
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 City worked with the MDOT and WMSRDC for funding clarification. Addendum to the TIP has been made per the States request and is awaiting final approval from the Fed. Plans are into the State awaiting 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 has obtained two of the

three needed easements and is continuing its effort to obtain the final 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: Final design work and specifications were completed and bid documents assembled. The project has been released for a May 4th letting. Staff has been responding to contractor questions.
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: Final design work and specifications were completed and bid documents assembled. The project has been released for a May 4th letting. Staff has been responding to contractor questions.
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: Staff has released a request for proposals for engineering inspection work for a May 4th letting. Staff has been responding to consultant questions.
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 has started to perform the necessary inspection with the intent of having the report into the State by the necessary deadline.
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 the final design work and specifications for this project and staff has submitted the plans to the State and County for the necessary permits (which we have received). Staff completed and assembled the bid documents and the project was released for a May 4th letting. Staff has been responding to contractor questions.
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 a May 5th letting. Staff has been responding to contractor questions.
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 presented to Council for their review and actions. These roadways include:

- Airport Road from Wellesly Drive to Airline Road
- Airline Road from US-31 to Norton Avenue

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 asset management plan for the sanitary and storm sewer systems is near completion with final reports and recommendations being compiled by staff. Work on the final storm sewer data and asset framework continues. City Staff has had continuous contact with the consultant and the State to go over the status of the work as it nears completion.

Major Private or Other Projects:

<u>Project</u>	<u>Address</u>	<u>Developer/Owner</u>
Comerica Site Redevelopment	801 West Norton	GDK Construction
Tysman Mini Storage	1249 East Pontaluna	Tysman

PLANNING

The staff granted administrative site plan approval to Geenen DeKock for minor revisions to their new commercial development being constructed on the corner of Henry Street and W. Norton Avenue.

The staff participated in a webinar presented by the United States Census Bureau in anticipation of the upcoming 2020 census count.

Ordinance violations for the month dealt primarily with fencing issues, chicken violations, dog complaints, and violations of previously approved commercial site plans.

Construction activity saw a seasonal increase during the month as the staff approved 28 site plans for fences, sheds, signs, building additions, and commercial projects including seven new single family homes.

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
			13 days .5 hour	
September	None	N/A	15 days; .75 hr	3
			18 days; .75 hr	
			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

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	None	N/A	None	0
May				
June				

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	Unit 303/Asphalt Hotbox	The bucket on 287 bumped where the spray bottle is held and bent it.	No damage. Was able to bend it back into place.	N/A	N/A
May					
June					