

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2018

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This report provides a general summary of the many services provided by the Department of Public Works. The department is responsible for water/sewer operations, major and local street maintenance, signs and parking meters, forestry, maintenance of city vehicles, and the oversight of solid waste disposal. In addition, the DPW is responsible for the maintenance of all city buildings and grounds including all city parks.

During 2018, the Public Services/Public Works staff included 26 full-time employees, 6 part-time employees, and 1 part-time contractual employee. Department management includes the Director and Assistant Director of Public Services and Foreman of Parks & Recreation. Full-time Public Works employees include six Crew Chiefs, 13 Operator II's, two Mechanics, one Confidential Administrative Assistant and one Administrative Clerk at the DPW. Part-time employees include one Operator I at the Torrey Road Pump Station, five Operator I employees at Lake Front Park, one contractual janitorial employee who cleans the DPW offices. The Department also hires approximately 13 seasonal employees each year to assist with general grounds maintenance throughout the city and its parks during the summer and may hire 1-3 temporary employees to assist with fall leaf clean up, if needed.

In 2018, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$2.5 million in city infrastructure construction projects. These projects included:

- Water Main Capital Improvement Program. Replacement of water main on Fairholme Road (Mack to Fairford), including the cul-de-sacs to the south (Marford Ct., Baltree Ct., Ghesquiere Ct., and Berns Ct.).
- Miscellaneous Concrete Pavement Repairs throughout the city.
- Joint Sealing in District 6 (Mack to Fairway from Vernier to Torrey) and throughout city as needed.
- Resurfacing of City Hall, DPW, Ghesquiere Park Bramcaster, Ghesquiere Park Jackson, Broadstone, north Ridgemont, and south Ridgemont parking lots.
- Replacement of Public Safety Garage roof
- Replacement of Lake Front Park Activities Building roof

The following report offers information on special projects and tasks accomplished during 2018, as well as general tasks completed by DPW employees during 2018 as compared to 2017.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2018. These projects included:

City Hall

- Plumbing repairs throughout Municipal Complex
- Installed new LED light by Municipal Court door
- Installed three electrical plugs for Public Safety
- Repaired the heaters in the apparatus garage for Public Safety
- Installed an underground pipe in employee parking lot for IT Department's various cables
- Installed new smoke detector in the basement ceiling near absentee voter office at City Hall
- Repaired desk in the Public Safety's Supervisor's office
- Assembled two new chairs in the court offices
- Caulked around the counter tops in the Community Center's kitchen
- Repaired faucet in the kitchen at City Hall
- Replaced faucet in the fire quarters building that was leaking
- Delivered bulk mail to main post office for elections in 2018
- Preparation for special events including Music on the Lawn and Fall Fest
- Assembled new desk chairs for the Detective Bureau
- Adjusted location of the Plexiglas at the City Hall cashier window to allow people room to write checks
- Cleaned the gutters on the Public Safety patrol vehicle garage and apparatus bay garage
- Cleared the Public Safety scout car garage of old furniture and equipment
- Assisted Public Safety in relocating the Detective Bureau to the fire quarters
- Replaced broken toilet for the Detective Bureau
- Made grass stakes for Code Enforcement Officer for tall grass notices
- Replaced bricks supporting the gutter downspout at City Hall
- Repaired and reprogrammed the access key pad to the Public Safety scout car garage
- Secured key pad, to raise arm to employee parking lot at City Hall
- Repaired wheels on multiple chairs in Public Safety Dispatch
- Replaced soap dispenser in men's room at City Hall
- Replaced wall gasket to toilet in Ladies room in Public Safety
- Cleared blockage in lock up cell toilet, requested by Public Safety
- Fixed furnace in the workout room for Public Safety
- Re-ignited furnace to heater #1 in Public Safety scout car garage
- Fabricated an emergency lock for the west inner court doors
- Repaired the supply closet door at City Hall so it would lock securely

DPW

- Repaired/replaced malfunctioning antennas on water meter reading system
- Rebuilt salt barn north wall
- Removed old fencing in yard

Torrey Road Pump Station

- Switch gear maintenance and repairs
- Replaced contactor to repair pump #3 at Torrey Road Pump Station
- Installed new signal wire for new SCADA communication system at Torrey Road Pump Station
- Installed new SCADA communication system at Torrey Road Pump Station

City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Changed out parking meter lens as needed
- Hot patch street repairs throughout the city
- Replace signs removed or damaged throughout the city
- Repaired the stem on public bicycle pump in front of American Cycle and Fitness
- Planted landscaping along Cook Road and Chalfonte Road
- Replaced electrical panel on Petersons Island
- Painted fire hydrants throughout the city
- Repaired spot light at south end Grosse Pointe Woods sign that was damaged from car accident

Lake Front Park

- Painted pool filter room
- Painted pool bathhouse
- Repaired fence around main pool
- Installed a television at the bathhouse
- Installed new egress lights at the bathhouse
- Fixed damaged ceiling in concession stand bathroom
- Installed two new toilet seats in the ladies room at the community center
- Raised 119 boat docks in the marina
- Repaired seawall and painted seawall near the boardwalk
- Installed a new floating boat launch
- Replaced the emergency ladders in the marina
- Repaired the water line at the concession stand
- Installed a French drain in the large field behind the pool area
- Attached flow meter to wall in the pool filter room at Lake Front Park
- Installed six more jet ski docks at the marina
- Installed auto flushing units in the bathhouse
- Replaced the old drinking fountain at the concession stand with a new and repaired the walls
- Resurfaced tennis courts 9 and 10
- Replaced rotted wood on the vehicular bridge
- Installed a fountain in the marina to help circulate water
- Replaced wood around the old concession stand
- Added ventilation to the pool filter room
- Installed cement pads for the porta-potties

- Installed fencing around the porta-potties
- Installed a cement slab for the dog park
- Installed cement slabs at concession stand
- Set-up additional workout equipment in the activities building
- Replaced electrical panel in the marina
- Painted the seawall at the marina
- Painted the light poles on the tennis courts
- Replaced all the broken boardwalk lights with new LED lights
- Repaired all timers and replaced the broken wire underground the boardwalk lights
- Restored all 428 feet of the boardwalk
- Resurfaced tennis courts 3 and 6 and converted to also use as pickleball courts
- Removed all vines and trees from the Doremus fence line
- Replaced rotted wood on the pedestrian bridge

Ghesquiere Park

- General maintenance and repairs to Cook School

BUILDINGS & GROUNDS

DPW employees perform many routine repairs and maintenance services for city buildings and grounds as well as general services to other city departments as needed.

These repairs and services include, but are not limited to:

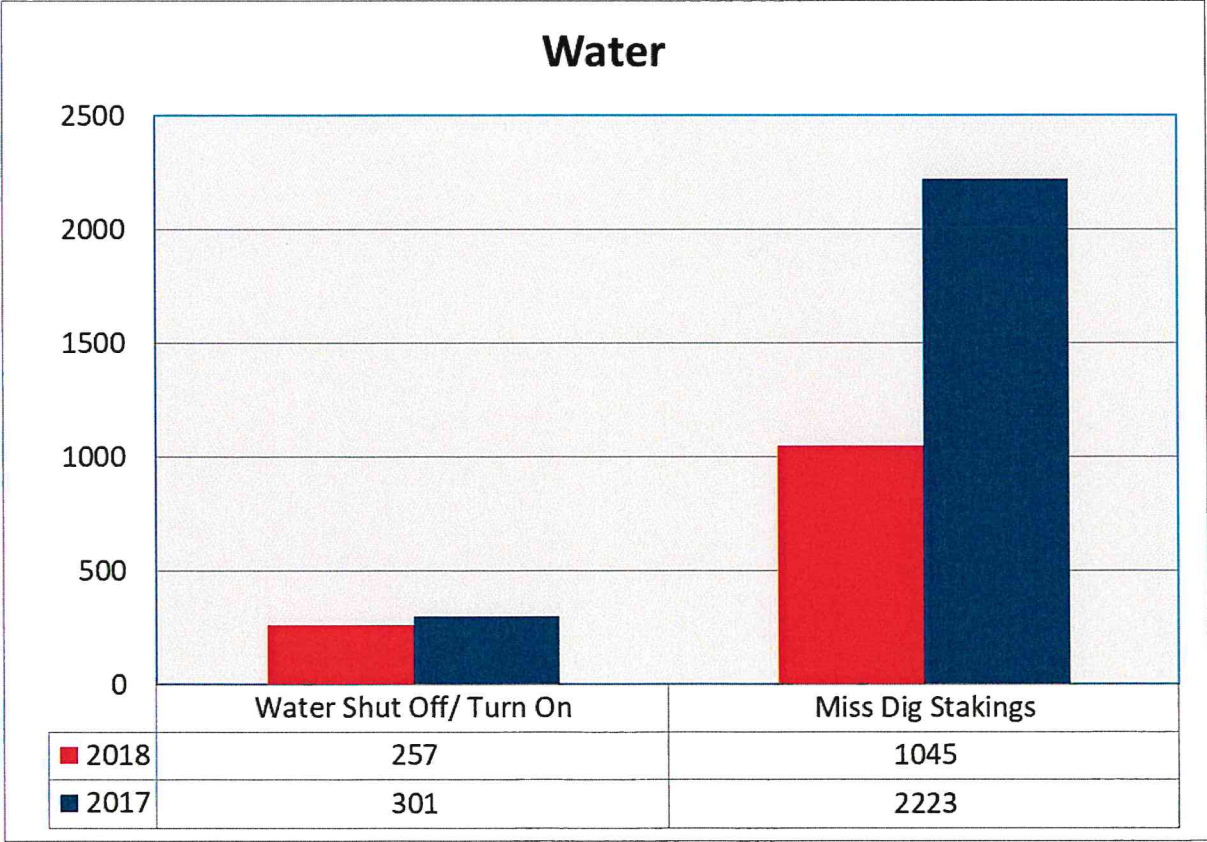
- Custodial, maintenance duties, and repairs at City Hall, Public Safety, DPW and all city parks
- Repairs to decorative light poles throughout the city
- Raise and lower flags
- Set up/take down signs and voting booths at precincts and errands for city clerk's office during elections
- Water line repairs, rubbing out and polishing water slide, and regular building and grounds repairs and all general maintenance at Lake Front Park
- Plant shrubbery and perform all general grounds maintenance at Ghesquiere Park
- Refresh play surface material around play equipment in city parks
- Maintain tennis courts in city parks
- Set up and tear down for annual Beautification Commission flower sale

WATER / SEWER

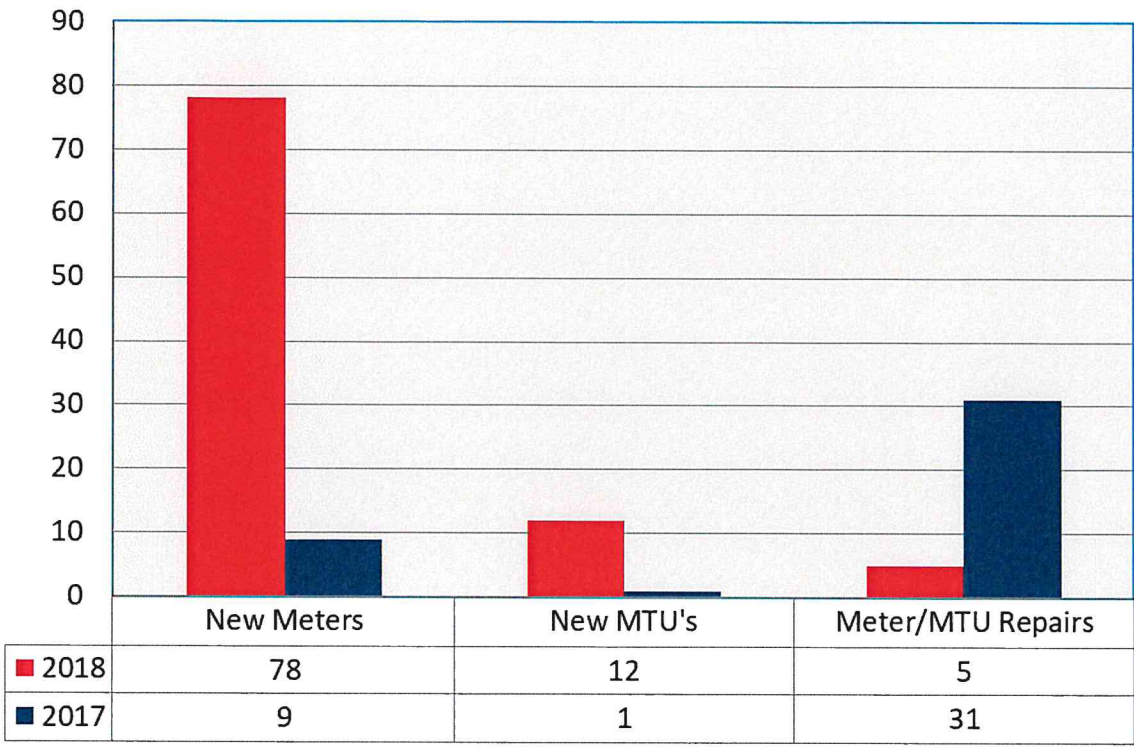
The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-2, two S-3 and six S-4 licenses.

In 2018, DPW employees performed 11 final water reads, a decrease of 35% from the 17 finals performed in 2017. DPW employees staked 1,045 water service locations for Miss Dig in 2018, a 53% decrease of the 2,223 staked in 2017 and completed 33 sprinkler system repairs compared to 36 in 2017. The total number of new water meters that were installed by DPW employees increased significantly in 2018 when compared to 2017 due to the water downsizing program. Employees installed 78 new water meters and 12 new MTU reading devices in 2018 compared to 10 installed during 2017. DPW employees also repaired 22 meters, MTU reading devices, and stop boxes in 2018 compared to 31 repairs in 2017. In addition, 257 water services were shut off in 2018, a 15% decrease from the 301 shut off in 2017. Thirty-one water services were checked for leaks in 2018 compared to six in 2017. Other water related services performed on a regular basis include:

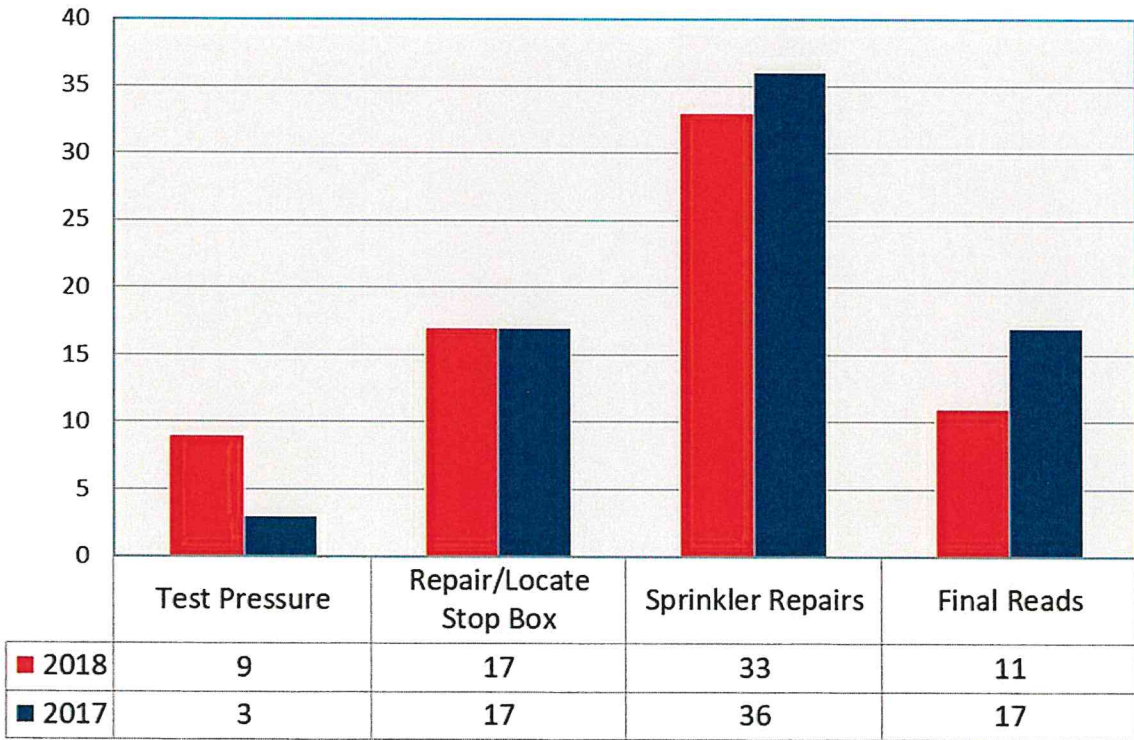
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



Water



Water



WATER & SEWER REPAIRS/SERVICE

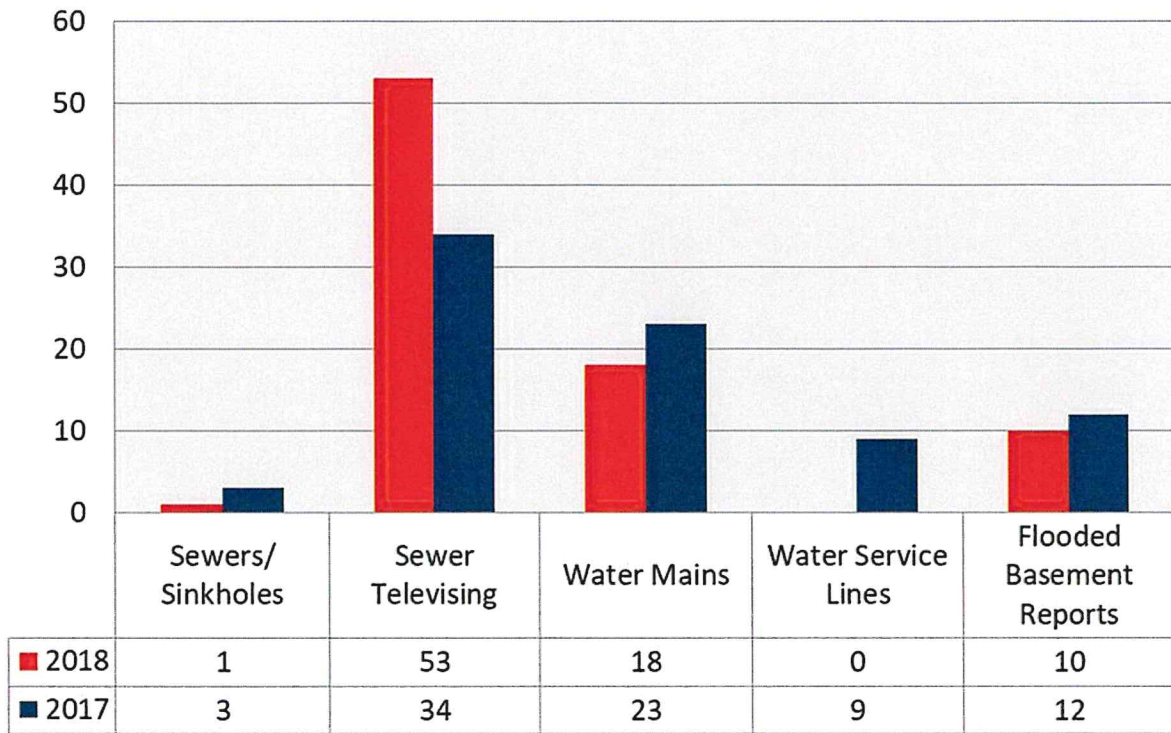
In 2018, DPW employees repaired 18 water main breaks compared to 23 repairs completed in 2017. Three hydrants, four gate wells or gate valves, and seven catch basins were repaired in 2018 compared to six hydrants, two gate wells or gate valves, and five catch basins in 2017. No new water service connections were made in 2018 compared to nine during 2017. As part of our 8-year rotating maintenance schedule, hydrants in district #8 (south side of Vernier to Fairford from Fairway to east city limits) were pressure tested, flushed and greased in 2018 as scheduled. During October and November of 2018, all 605 hydrants in the city were checked, pumped and winterized.

The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary sewer breaks, maintaining and rebuilding manholes and catch basins, and cleaning city sewer lines. Regular cleaning of catch basins and removal of debris after storms ensures proper street drainage. Two sewer inspections were performed in 2018 compared to one in 2017 and one sewer/sinkhole repair was made in 2018 compared to three in 2017. Ten flooded basements were reported in 2018; a 17% decrease from 12 in 2017, and sewer televising requests increased 56% from 34 in 2017 to 53 in 2018. Concrete inspections decreased to three in 2018 compared to eight in 2017.

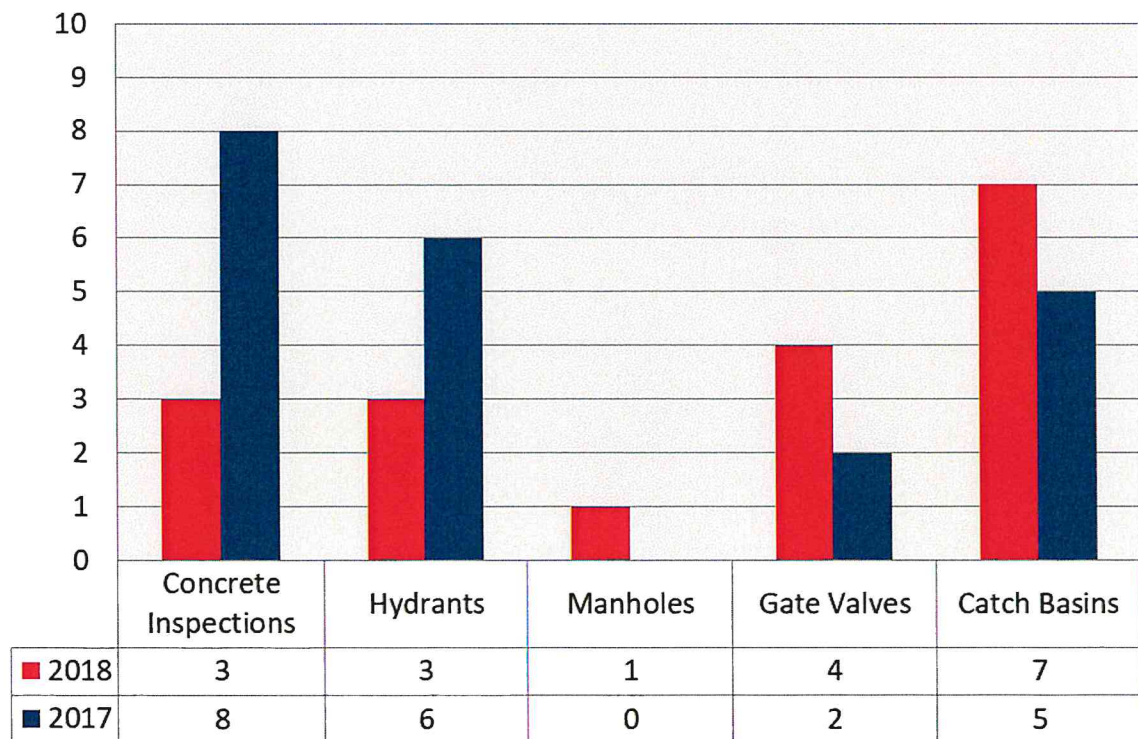
Other repairs and services provided in 2018 included:

- Assist in the daily operations of the Torrey Road Pump station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jetted/cleaned in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Annual cleaning of all catch basins throughout the city
- Repair damaged sod and/or square and lay sod at water main and sewer repair sites
- Flushing and pressure testing hydrants
- Winterizing hydrants
- Rebuilt spare hydrants

Repairs / Service



Repairs / Service



TREES

The DPW forestry crew is responsible for maintenance and care of all city trees including trees in city parks, on all city properties and islands, and between the sidewalk and curb in residential neighborhoods. Crews regularly trim and remove trees and stumps, trim shrubbery and mulch city trees. In 2018, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In October 2018, Landscape Source planted 17 trees throughout the city as a result of the city receiving a DTE Energy Foundation tree-planting grant. They planted four trees at Lake Front Park. They also replaced three memorial trees. The city's Tree Commission held its memorial tree dedication ceremony in April 2018 to recognize recipients of five memorial trees.

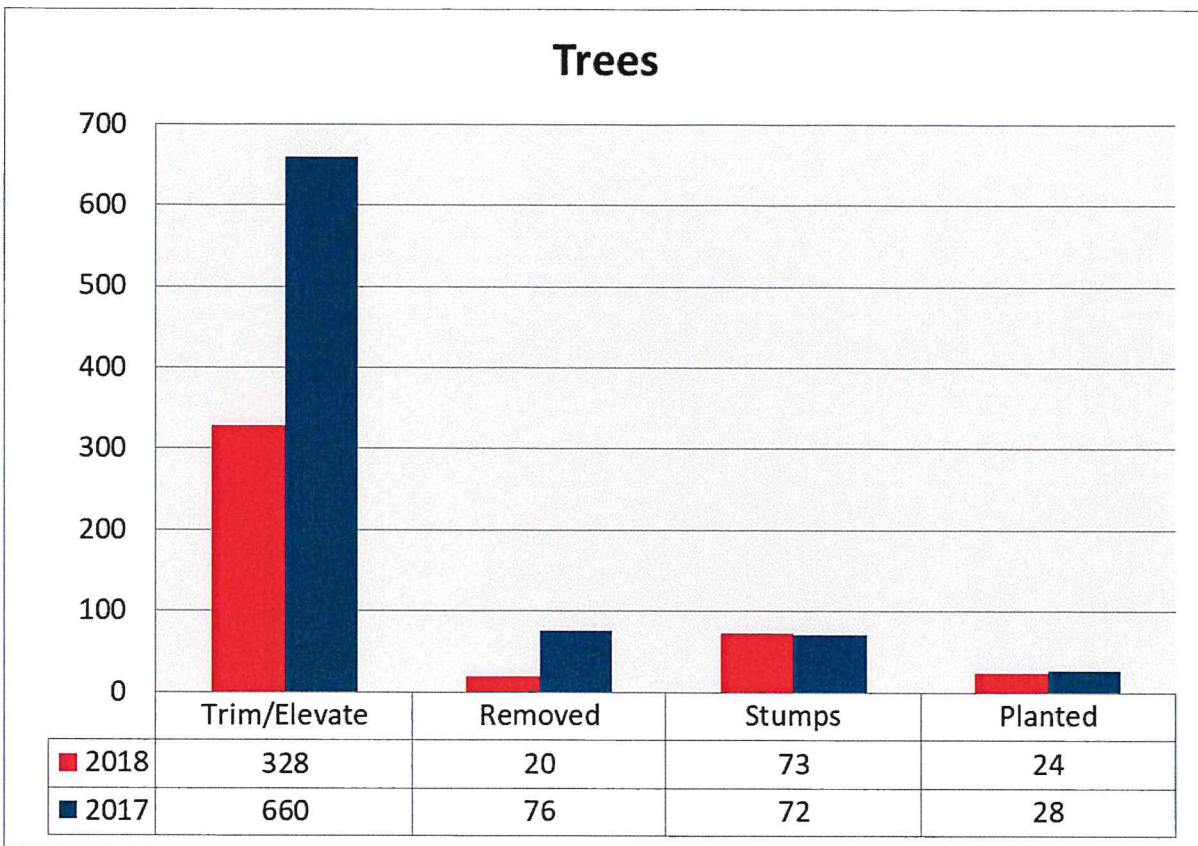
The DPW staff removed 20 trees and city contractor Arbor Pro Tree Service removed another 79 for a total of 99 trees removed in 2018 a 15% decrease from the 117 trees removed in 2017. The DPW staff also removed 73 stumps in 2018, one more than in 2017.

In January and February 2018, DPW crews trimmed and elevated trees in District 2 (Vernier to north city limits between Marter and Wedgewood). By year-end 328 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

Beginning on August 20, 2018, the DPW staff started to pick-up and chip unbundled brush because Green For Life no longer provided a chipping service. This service is provided to residents for 39 weeks on a four-day schedule. In 2018, DPW spent 608 hours chipping brush.

The DPW grounds crew also performed the following annual duties:

- Clean landscape beds on Mack and Vernier and all planting beds throughout the city
- Regular grounds clean up in city parks
- Restore dirt and seed where tree stumps are removed
- Grass cutting and weed whipping, till, fertilize and weed city beds
- Plant annual flowers throughout city and water regularly throughout the season
- Install memorial tree markers



STREETS

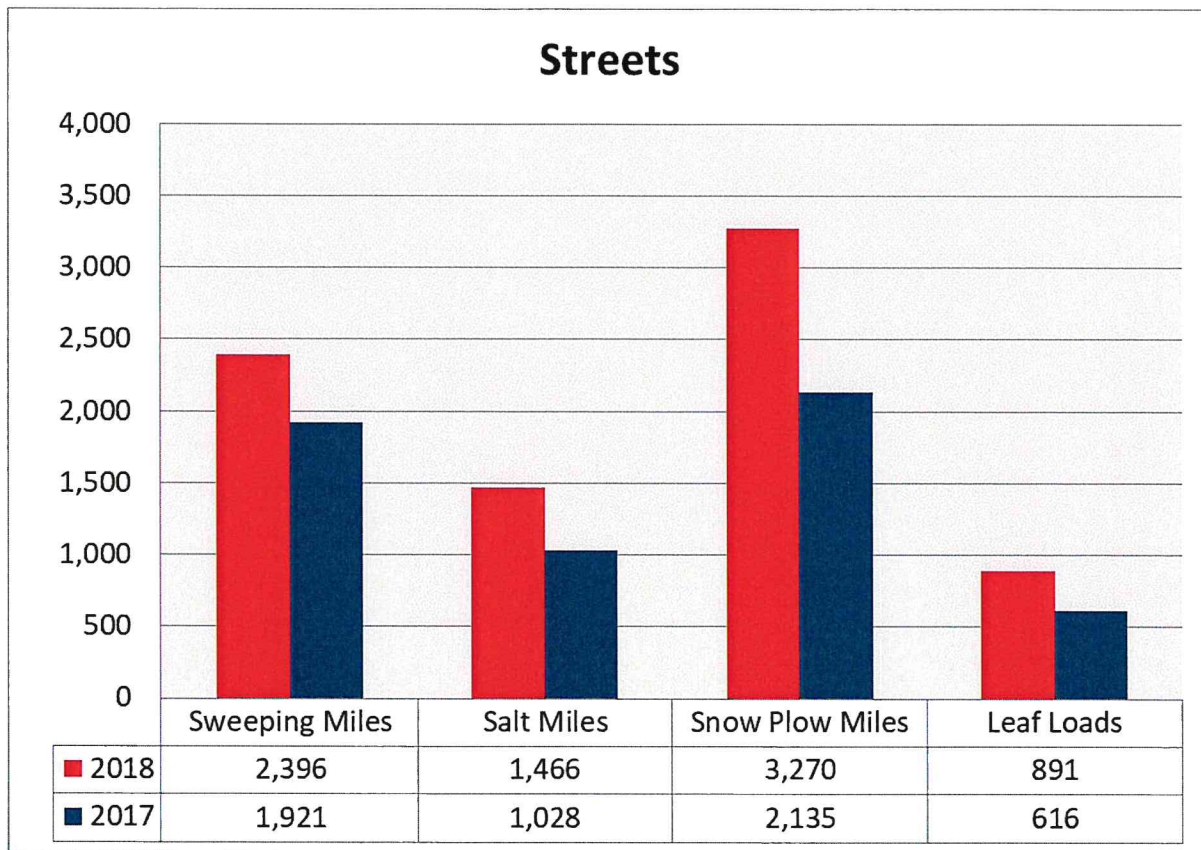
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. As a result of ongoing budgetary constraints, the annual sidewalk replacement program has been postponed indefinitely. DPW employees inspected all sidewalks in District 4 in 2018, ground trip hazards wherever possible and added flags requiring replacement to the miscellaneous concrete street repair program. During the winter months Public Works employees plow and clear snow from city streets, school crossings, city hall, parking lots and bays, and sidewalks, and roads are salted as needed to ensure public safety.

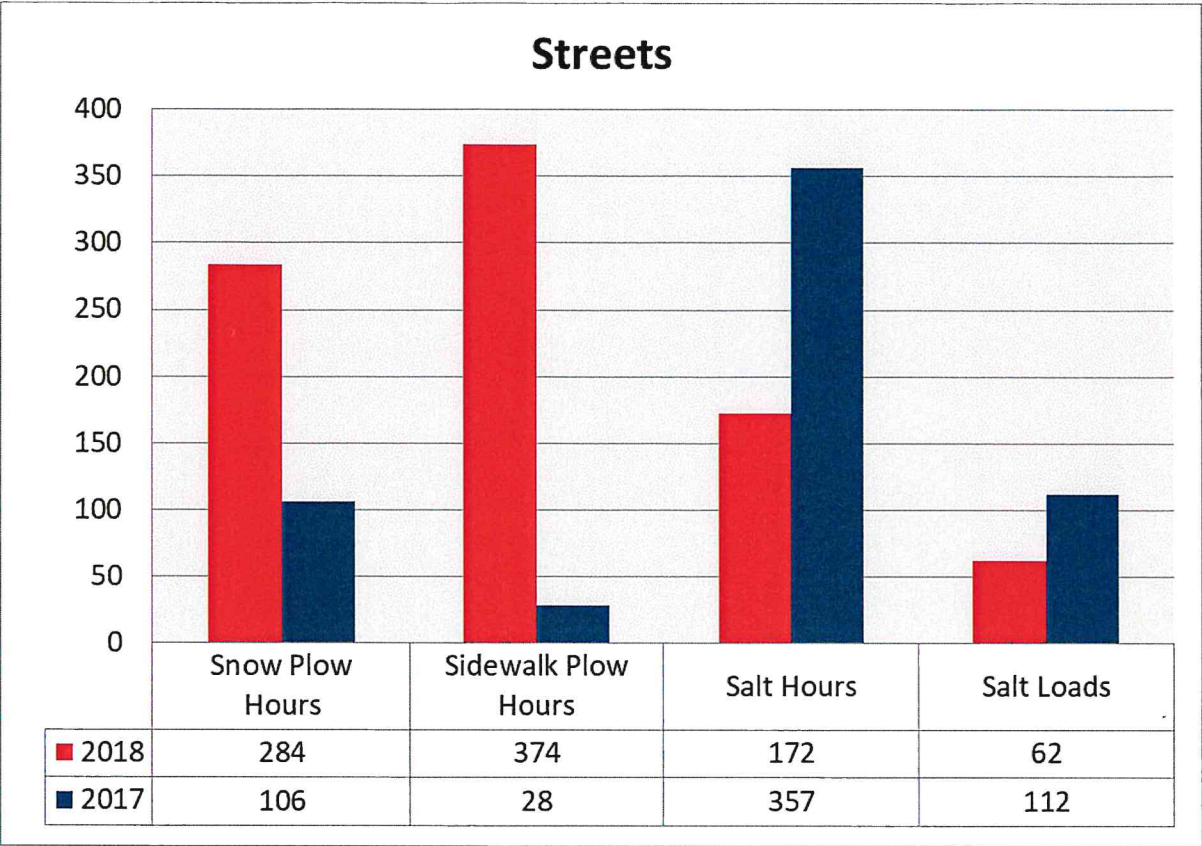
From October to December 2018, 891 leaf loads were collected curbside. During the year, the city's street sweeper registered 2,396 sweeping miles. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2018. Snowplow miles increased by 53% due to the extreme winter weather. Snowplow hours increased 168% in 2018 resulting from the salt shortage.

Other tasks performed in 2018 included:

- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots

- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday decorations throughout the city
- Flood city park ice rinks and maintain throughout the winter
- Cleaning landscape beds on Mack, Vernier and at Lake Front Park
- Grass cutting and weed whipping
- Rototill, fertilize and weed islands and beds throughout city
- Plant annual flowers throughout city

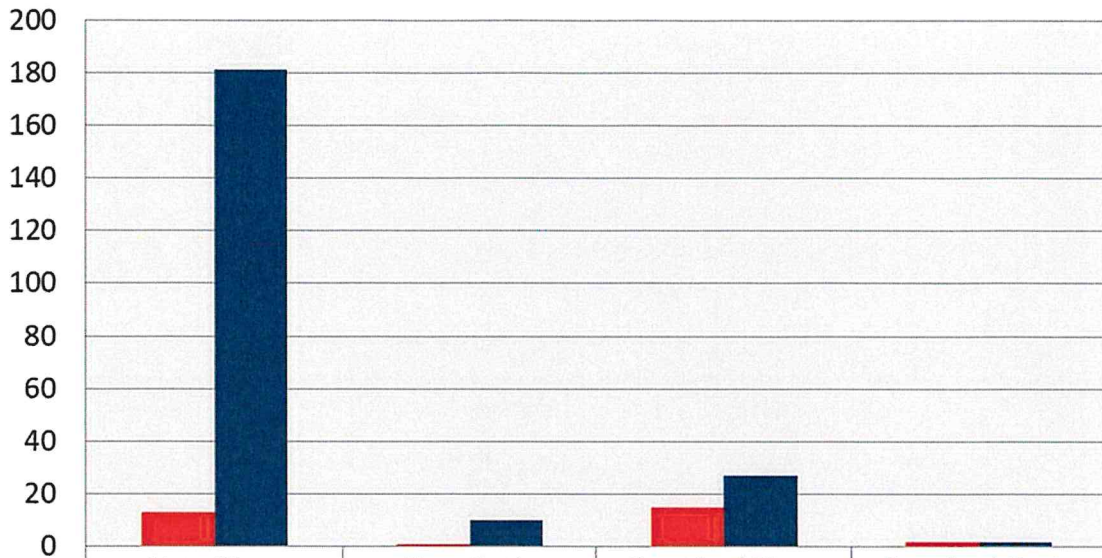




SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2018, a physical inspection of all city street signs was performed in District 3 (Vernier to north city limits between Mack and Marter) to determine the need for replacement. As signs need replacement, they are being replaced with high-intensity prismatic signs to comply with federal laws. During 2018, 14 new signs and posts were installed compared to 191 in 2017. In addition, 17 sign and post repairs were completed in 2018 compared to 29 repairs completed in 2017.

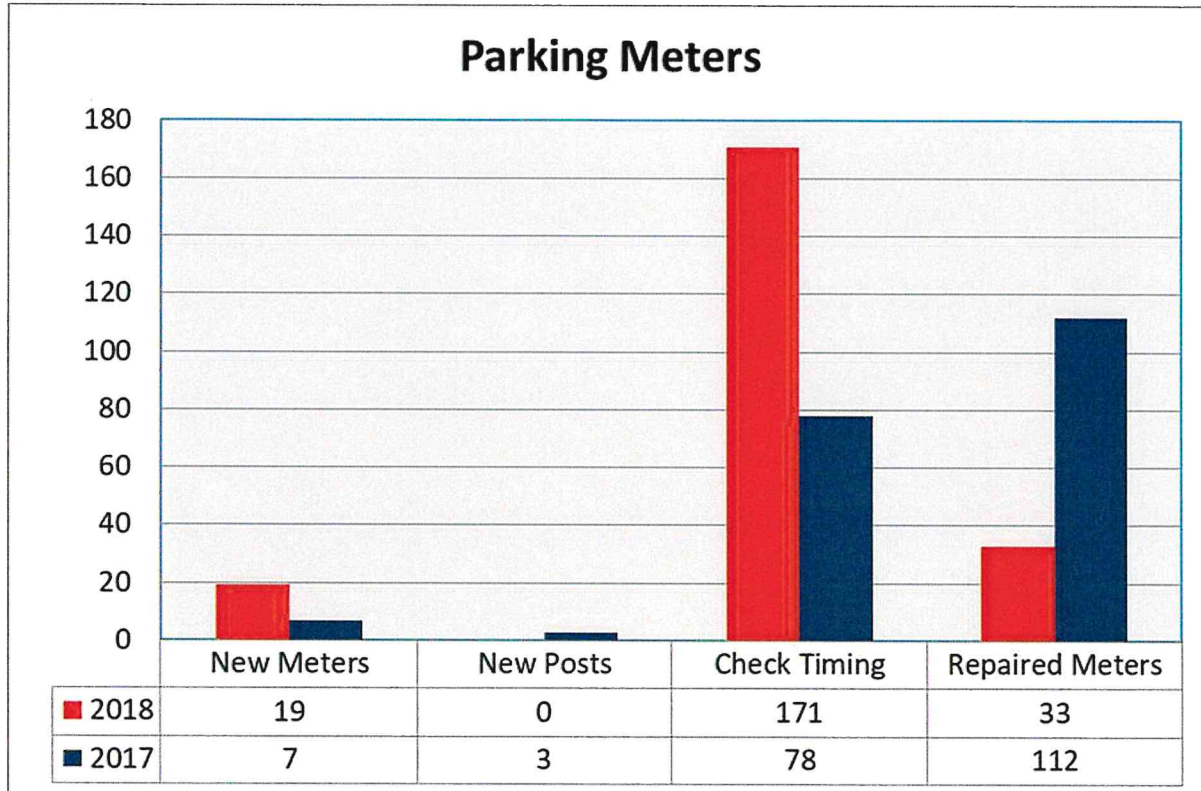
Signs



	New Signs	New Posts	Repaired Signs	Repaired Posts
■ 2018	13	1	15	2
■ 2017	181	10	27	2

PARKING METERS

Parking meter repairs and maintenance as well as the weekly collection of parking meters also falls under the responsibility of the Department of Public Works. During 2018, 19 new meters were installed compared to 2017 when seven new meters were installed. There were 33 meters repaired in 2018, a 71% decrease from the 112 meters repaired in 2017. DPW employees also checked the timing on 171 meters in 2018, a 119% increase compared to the 78 meters checked in 2017.



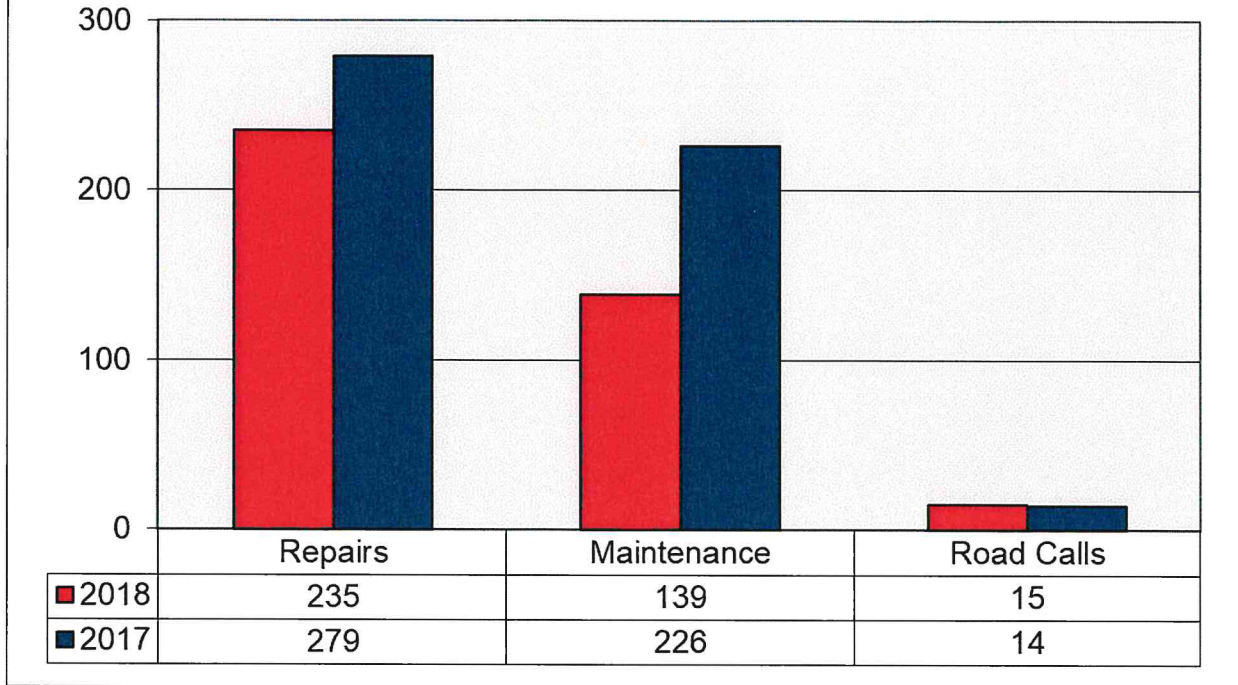
VEHICLES & EQUIPMENT

The Public Works Department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment that include autos, buses, trucks, lawn mowers, tractors, street cleaning equipment, water/sewer equipment, fire trucks, and all other miscellaneous vehicles and equipment. All Public Safety vehicles are scheduled for safety inspections, oil changes and lubrications once a month. Other vehicles and equipment are rotated throughout the year for preventative maintenance. Repairs are made as needed.

The two full-time DPW mechanics were able to complete 235 vehicle and equipment repairs in 2018, a 16% decrease from the 279 repairs completed in 2017. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. Regular scheduled vehicle maintenance decreased 38% from 226 vehicles serviced in 2017 to 139 vehicles serviced in 2018. Scheduled maintenance decreased because new vehicles use synthetic oil that is changed every 7,000 miles instead of every 4,000 miles.

In 2018, the DPW updated the fleet with five new vehicles and a second mini asphalt recycler and hot box trailer. The mini asphalt recyclers are used to warm asphalt patch material making it more pliable and able to provide better adherence to concrete surfaces when repairing potholes. They have been very successful in improving the quality of street repairs in cold temperatures. The five new vehicles include a Bobcat Tool Cat 5600 Work Vehicle, a new JCB 3CX-14 Backhoe, Dodge Ram ProMaster 35000 cargo van, 2018 Global M3 3-Wheel Sweeper, and a 2018 GMC Terrain AWD Utility Vehicle. The Bobcat Tool Cat 5600 multi-use utility work vehicle is efficient when repairing water main breaks and other miscellaneous water service repairs, clearing snow, leaves, and other debris from city parking lots. The new JCB 3CX-14 Backhoe replaced the 2008 JCB Backhoe that is used for repair of all water main breaks. The 2018 Dodge Ram ProMaster 3500 high-roof cargo van is enclosed and is used to perform water service shut-offs, installing water meters, sprinkler work and water main breaks. The van replaced a 2003 pickup. The 2018 Global M3 3-Wheel Sweeper is a visible piece of equipment noticed by residents. It is used often as street sweeping is one of the most appreciated services that DPW provides and it replaced the 2002 Vac-All Sweeper. The 2018 GMC Terrain AWD Utility Vehicle replaced the Assistant Director of Public Services' 2016 GMC Sierra pickup that went back into the DPW fleet. The Terrain allows transport of several DPW employees and the collection cans for weekly servicing of parking as well as picking up supplies, checking rubbish routes, and responding to residents.

Vehicles & Equipment



The Grosse Pointe Woods Department of Public Works continually strives to provide the highest quality of service to our residents and fellow employees. On behalf of the DPW staff and myself, I would like to thank the Mayor, the City Council, the City Administration and all of our residents for your continued support.