

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2019

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Grosse Pointe Woods, MI 48236**

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 2019, 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 2019, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$6.5 million in city infrastructure construction projects. These projects included:

- Replacement of water main on Virginia Lane
- Sewer Structure Repairs throughout the city
- Miscellaneous Concrete Pavement Repairs throughout the city
- Resurfacing of Vernier Road from Morningside to Fairway
- Reconstruction of Stanhope from Chester to the west city limit
- Resurfacing of Anita from Mack to the west city limit
- Resurfacing of Brys from Mack to Helen
- Resurfacing of Lochmoor from Sunningdale Park to Fairway
- Reconstruction of Beaufait from Mack to west city limit
- Resurfacing of Oxford Road from west city limit to Jackson

The following report offers information on special projects and tasks accomplished during 2019, as well as general tasks completed by DPW employees during 2019 as compared to 2018.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2019. These projects included:

City Hall

- Installed new drop ceiling in Municipal Court hallway and Public Safety area
- Installed new handicap accessible door openers in Community Center and Municipal Court entrances
- Repaired Municipal Court hallway drywall from flood caused by pipe burst in bathroom
- Painted Municipal Court Administrator's office
- Plumbing repairs throughout Municipal Complex
- Relocated City Hall offices to Community Center after City Hall flood
- Installed new countertops in Community Center men's and women's bathrooms
- Installed automatic flushers in Community Center men's and women's bathrooms
- Assembled new mailbox distribution area for temporary administration offices
- Fixed leak in Community Center kitchen ceiling
- Delivered bulk mail to main post office for elections in 2019
- Preparation for special events including Music on the Lawn and Fall Fest
- Assembled and repaired wheels on multiple chairs in Public Safety Dispatch
- Repaired kitchen sink faucet in Public Safety kitchen
- Replaced bottom door seal in the Public Safety property room
- Installed new power outlet in the basement hallway for IT Department
- Replaced air conditioner in the telephone storage room
- Raised sidewalks around building with self-leveling caulk
- Repaired employee parking lot arm gate
- Repaired brick pavers

DPW

- Installed new garage floor plates in garage #2 that had deteriorated
- Painted mechanic garage
- Installed LED lighting in mechanic garage
- Rebuilt salt barn east wall
- Repaired park truck body that was damaged

Torrey Road Pump Station

- Switch gear maintenance and repairs
- Repaired damaged cable and USB port for printer
- City's largest storm pump, pump #3, removed, repaired, and reinstalled
- Sewage pump #5 rebuilt

City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Changed out parking meter lenses as needed

- Hot patch street repairs throughout the city
- Replace signs removed or damaged throughout the city
- Hung banners along Mack Avenue to promote shopping local for *The Avenue in the Woods*
- Planted 1,000 daffodil bulbs throughout the city for *The Avenue in the Woods*
- Painted fire hydrants throughout the city
- Repaired brick walls damaged in municipal parking lots

Lake Front Park

- Built shed in pool filter area
- Painted pool filter room
- Replaced pool filter area fence and gate
- Installed new controls in pool filter room
- Raised the boat docks in the marina due to the rising water levels
- Built moat and sand bagged marina due to the rising water levels
- Installed steel arms for jet ski docks in marina to move freely up and down due to the rising water levels
- Backfilled erosion on the boardwalk due to the rising water levels
- Graded area next to steel seawall at the fishing pier
- Painted the seawall at the marina
- Relabeled boat docks at the marina
- Repaired buoy lights that were damaged
- Removed old concrete foot wash station
- Reset fence posts around pool deck
- Removed deteriorating concrete around the pool deck
- Repaired pool deck concrete
- Added drainage behind the pool
- Painted men's and women's bathrooms in pool bathhouse
- Removed Bradley shower columns and installed new dividers in showers in pool bathhouse
- Fixed and replaced floor drains
- Installed new showers in pool bathhouse
- Installed automatic flush urinals in men's bathroom in pool bathhouse
- Installed auto faucets in men's and women's bathrooms in pool bathhouse
- Installed LED lighting in pool bathhouse
- Trimmed trees throughout park
- Fixed damaged sprinklers
- Installed memorial tree markers
- Planted pine trees along the Doremus fence line
- Installed new threshold at front gate
- Installed bird strike tape to the Activities Building windows
- Replaced broken tile in Activities Building lobby
- Tore off shingles on Pavilion #2 and installed new roof
- Replaced rotted wood on pedestrian bridge
- Built picnic tables to replace old deteriorating tables
- Fixed shingles on the gazeboes on the point

- Winterized the sprinklers, marina and concession stand
- Installed light on main entrance sign

Ghesquiere Park

- General maintenance and repairs to Cook School
- Repaired spot light in front of Cook School
- Installed new light and photo cell at the 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
- Report streetlights out to DTE as reported by residents
- 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 Chene-Trombly Park, Ghesquiere Park, Jules De Porre Park, and Sweeney 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

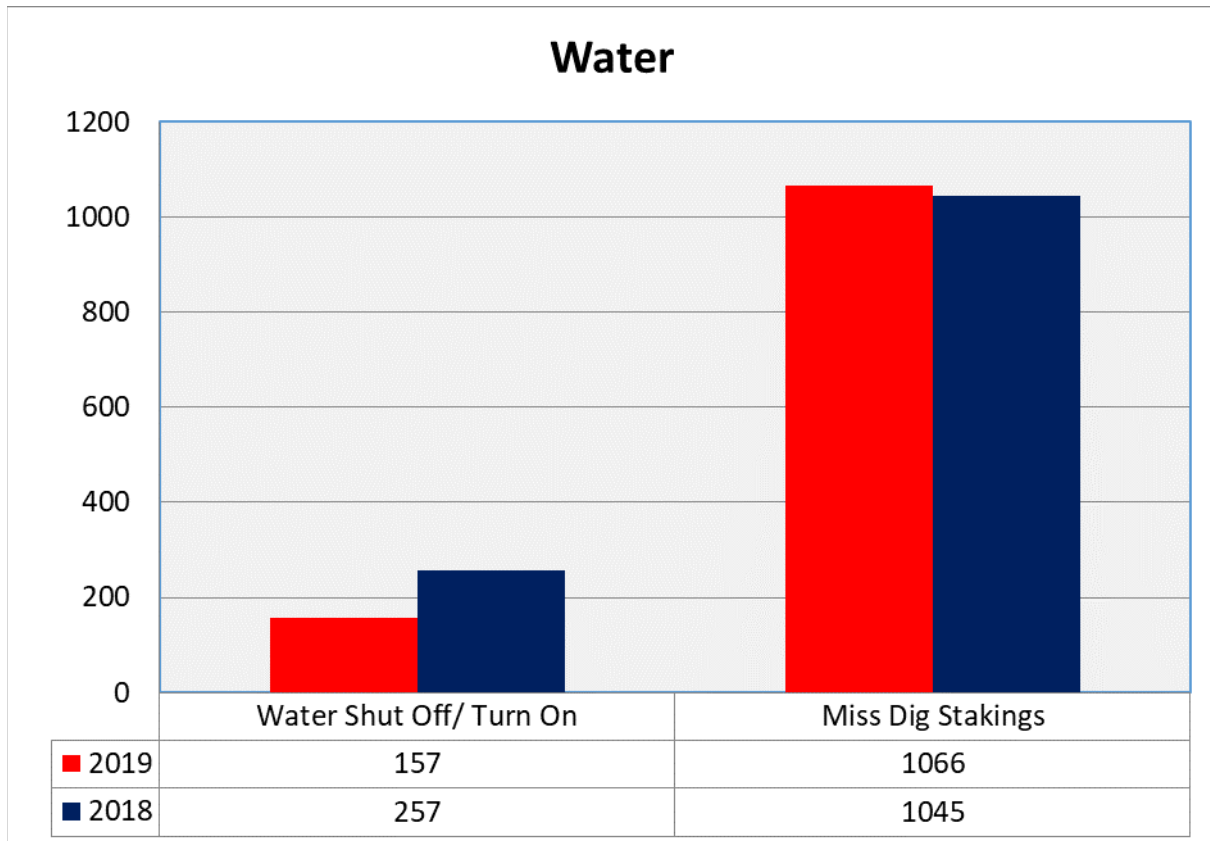
WATER / SEWER

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 one S-1, two S-2, two S-3 and five S-4 licenses.

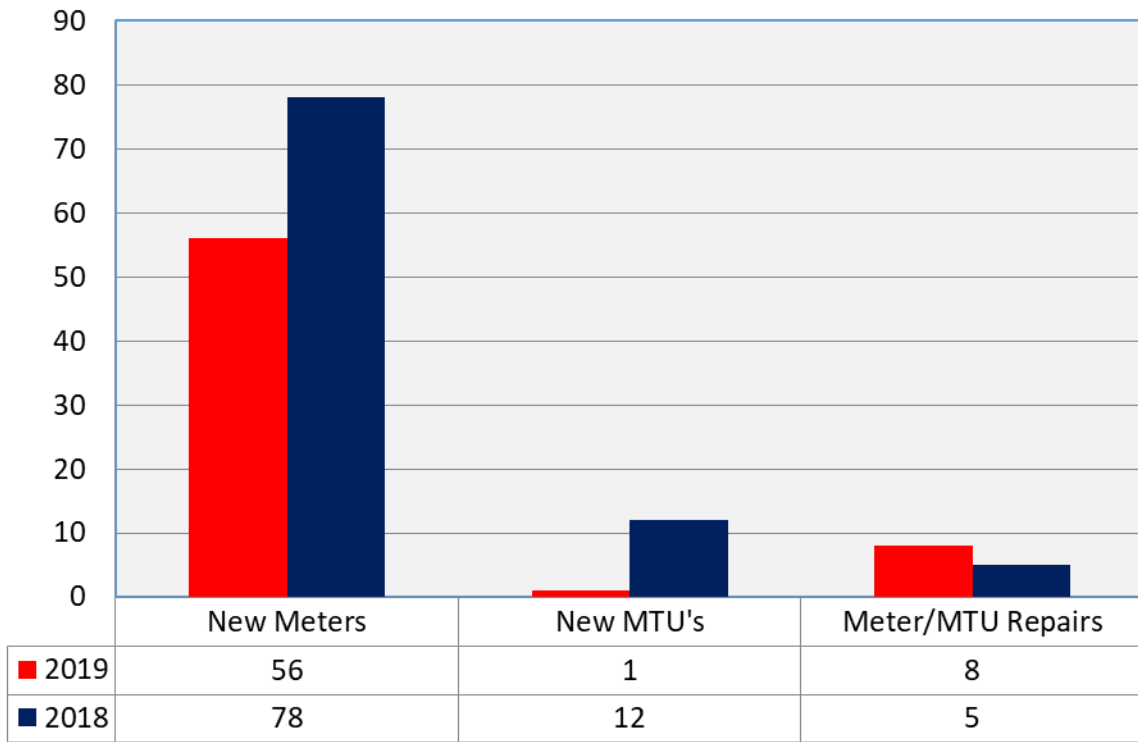
In 2019, DPW employees performed four final water reads, a decrease of 64% from the 11 finals performed in 2018. DPW employees staked 1,066 water service locations for Miss Dig in 2019, a 2% increase of the 1,045 staked in 2018 and completed 23 sprinkler system repairs compared to 33 in 2018. Employees installed 56 new water meters in 2019, a 28% decrease of the 78 new meters in 2018 when the water downsizing program first began, and installed one new MTU reading device in 2019 compared to 12 in 2018. DPW employees also repaired 28 meters, MTU reading devices, and stop boxes in 2019 compared to 22 repairs in 2018. In addition, 157 water services were shut off in 2019, a 39% decrease from the 257 shut off in

2018. Seventeen water services were checked for leaks in 2019 compared to 31 in 2018. Other water related services performed on a regular basis include:

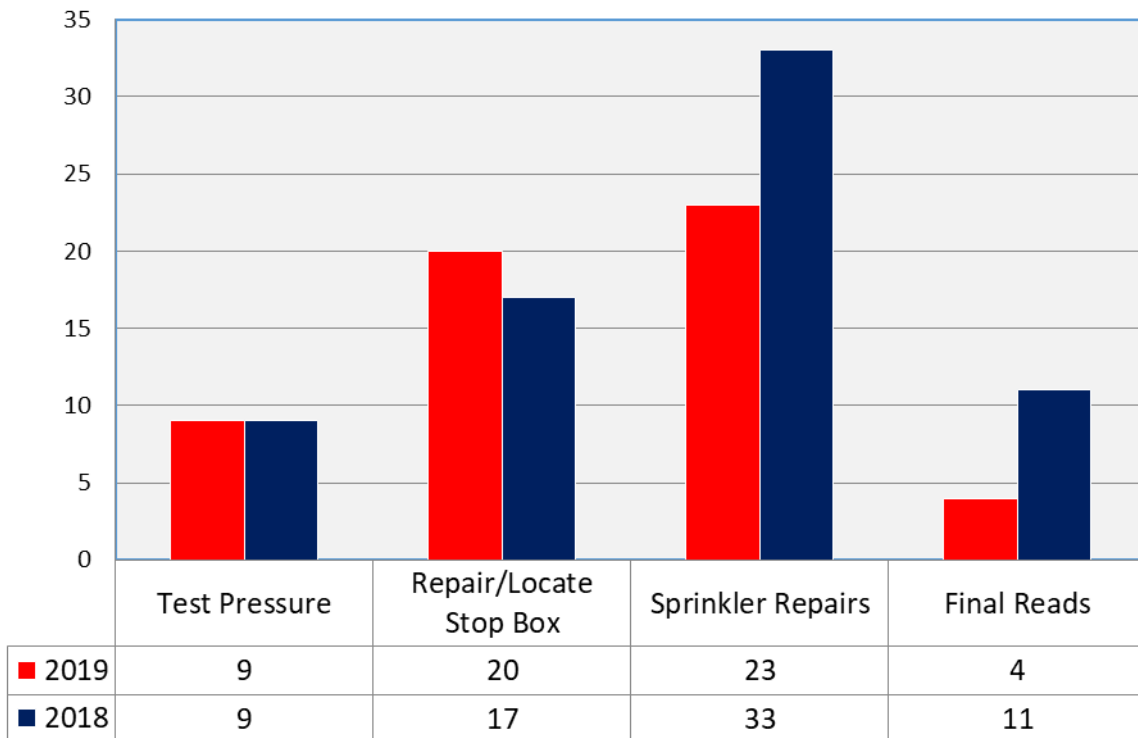
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



Water



Water



WATER & SEWER REPAIRS/SERVICE

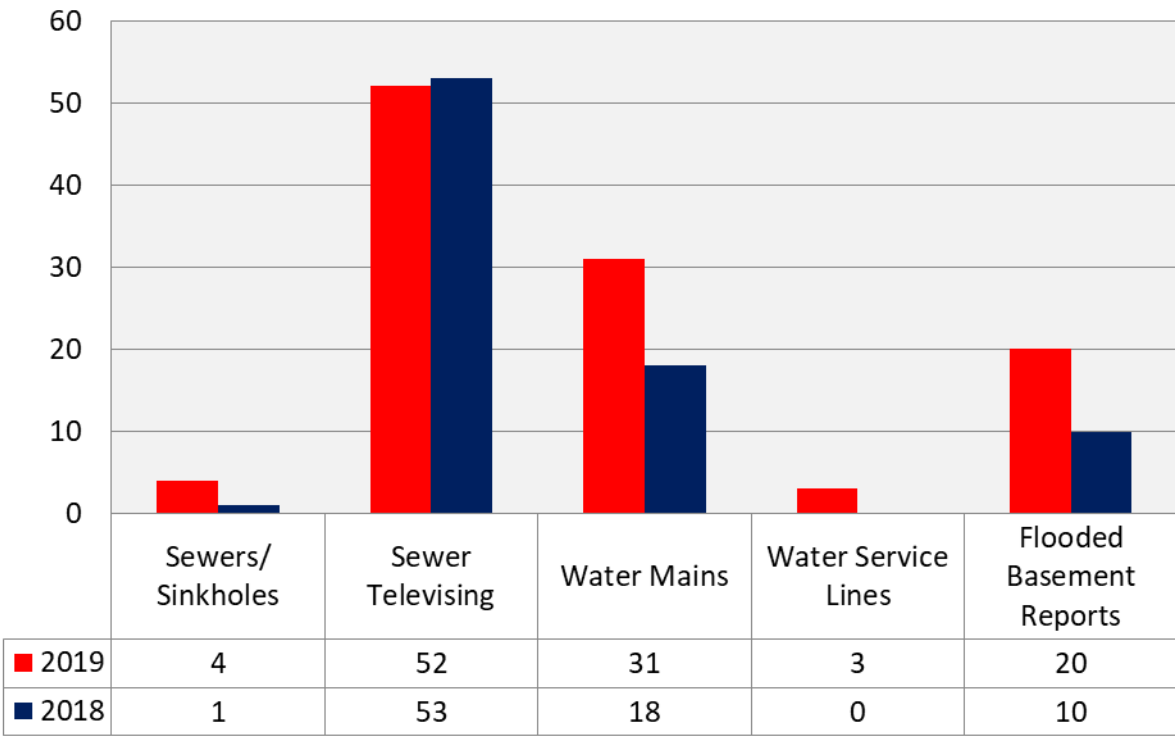
In 2019, DPW employees repaired 31 water main breaks compared to 18 repairs completed in 2018. Twenty-two hydrants, three gate wells or gate valves, and five catch basins were repaired in 2019 compared to three hydrants, four gate wells or gate valves, and seven catch basins in 2018. Three new water service connections were made in 2019, while there were no new connections during 2018. As part of our 8-year rotating maintenance schedule, hydrants in district #7 (Mack to east city limit, from south city limit to Huntington and Fairford) were pressure tested, flushed and greased in 2019 as scheduled. During October and November of 2019, 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. Eleven sewer inspections were performed in 2019 compared to two in 2018 and four sewer/sinkhole repairs was made in 2019 compared to one in 2018. Twenty flooded basements were reported in 2019 compared to 10 in 2018, and sewer-televising requests decreased 2% from 53 in 2018 to 52 in 2019. Concrete inspections decreased to two in 2019 compared to three in 2018.

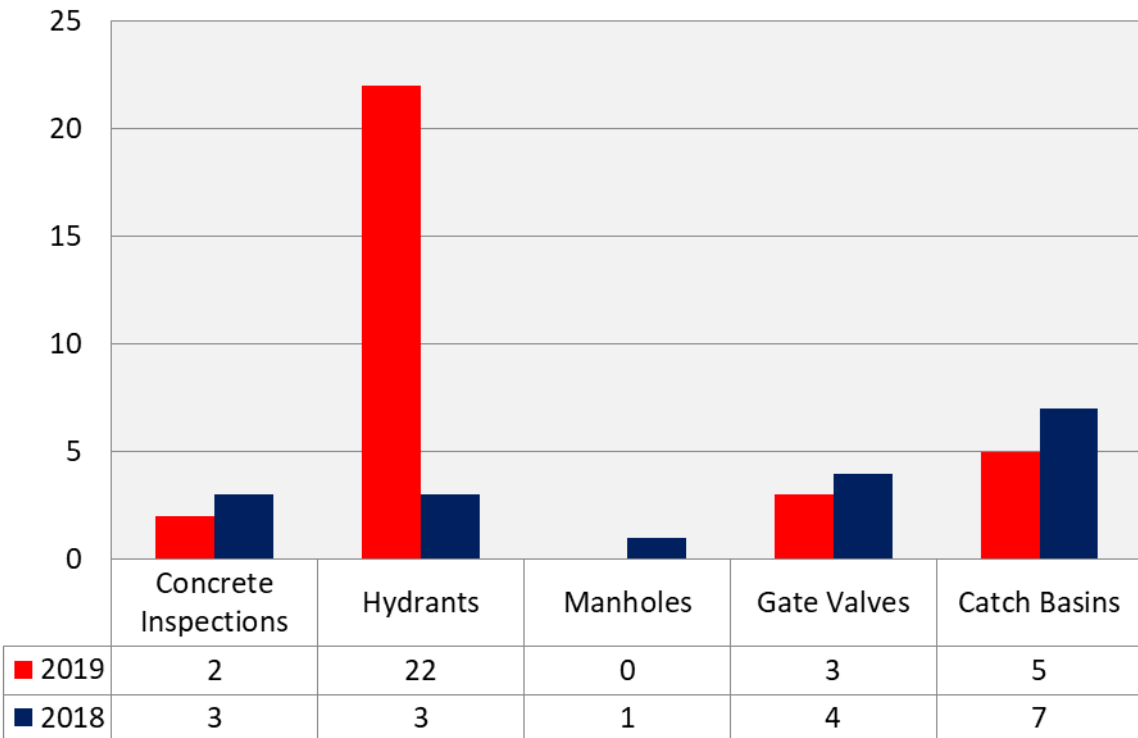
Other repairs and services provided in 2019 included:

- 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 2019, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In September and October of 2019, Landscape Source planted 84 trees throughout the city. They planted 28 trees at Lake Front Park. They also replaced eight memorial trees. The city's Tree Commission held its memorial tree dedication ceremony in April 2019 to recognize recipients of four memorial trees.

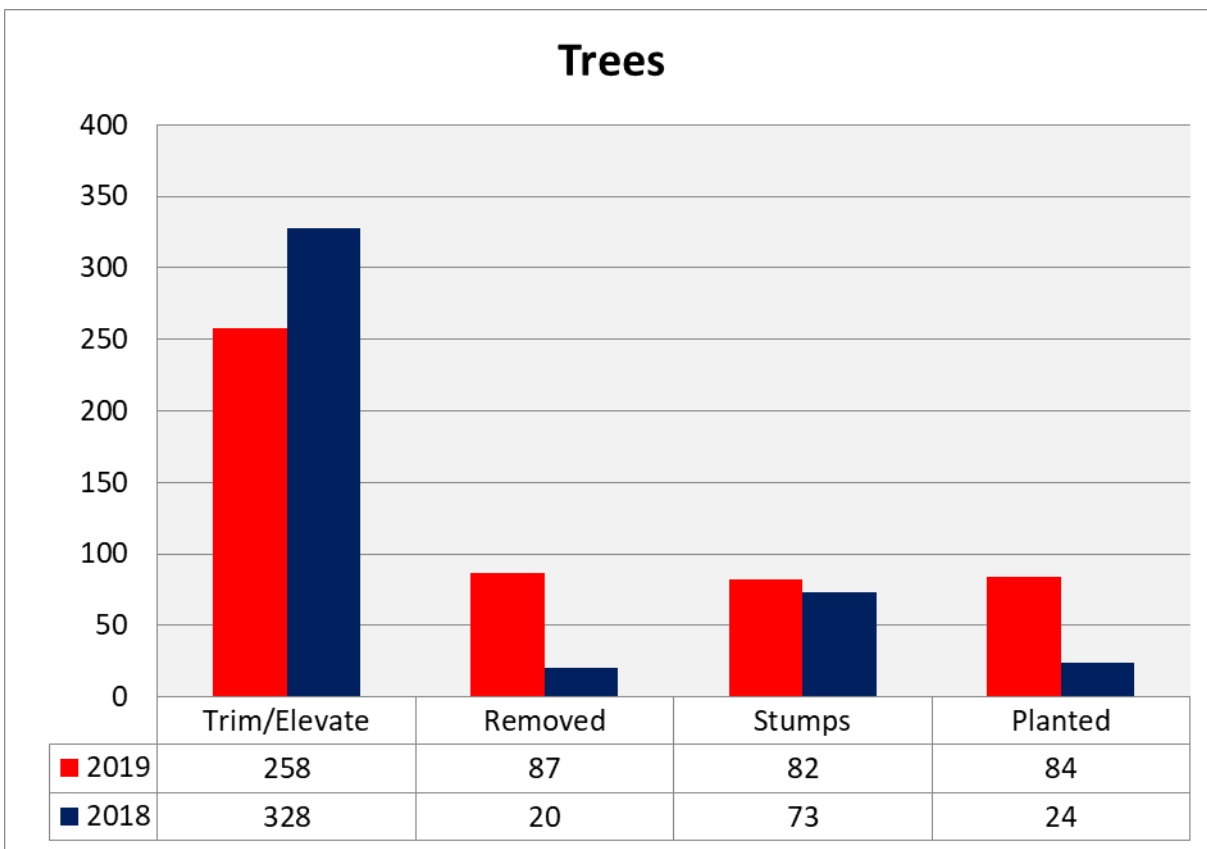
The DPW staff removed 20 trees and city contractor Arbor Pro Tree Service removed another 62 for a total of 82 trees removed in 2019, a 17% decrease from the 99 trees removed in 2018. The DPW staff also removed 82 stumps in 2019, nine more than in 2018.

In January and February of 2019, DPW crews trimmed and elevated trees in District 1 (north side of Vernier to north city limit, from east city limit to Wedgewood). By year-end 258 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

DPW employees also provide a chipping service to residents for 39 weeks on a four-day schedule. In 2019, DPW spent 2,016 hours chipping brush, compared to 608 hours in 2018.

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



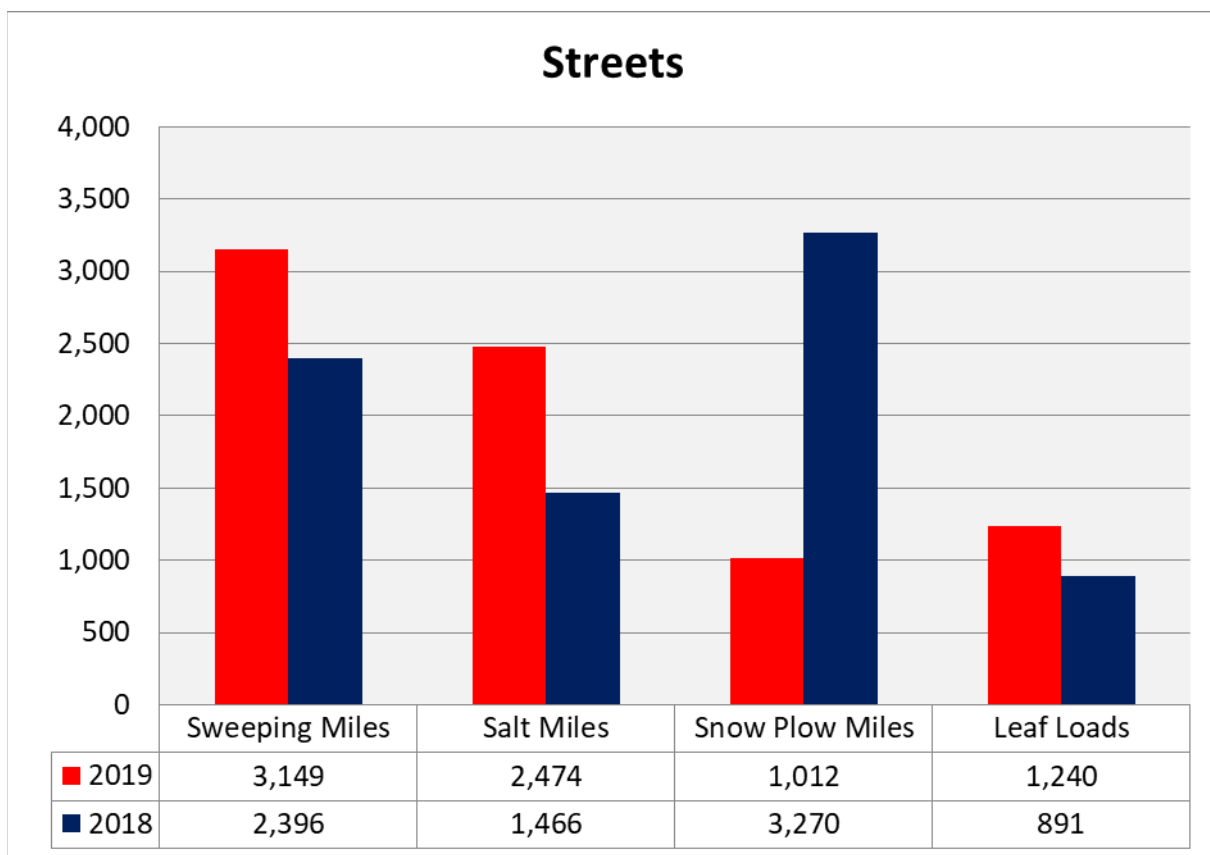
STREETS

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 3 (Vernier to north city limit, between Mack and Marter) in 2019, 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.

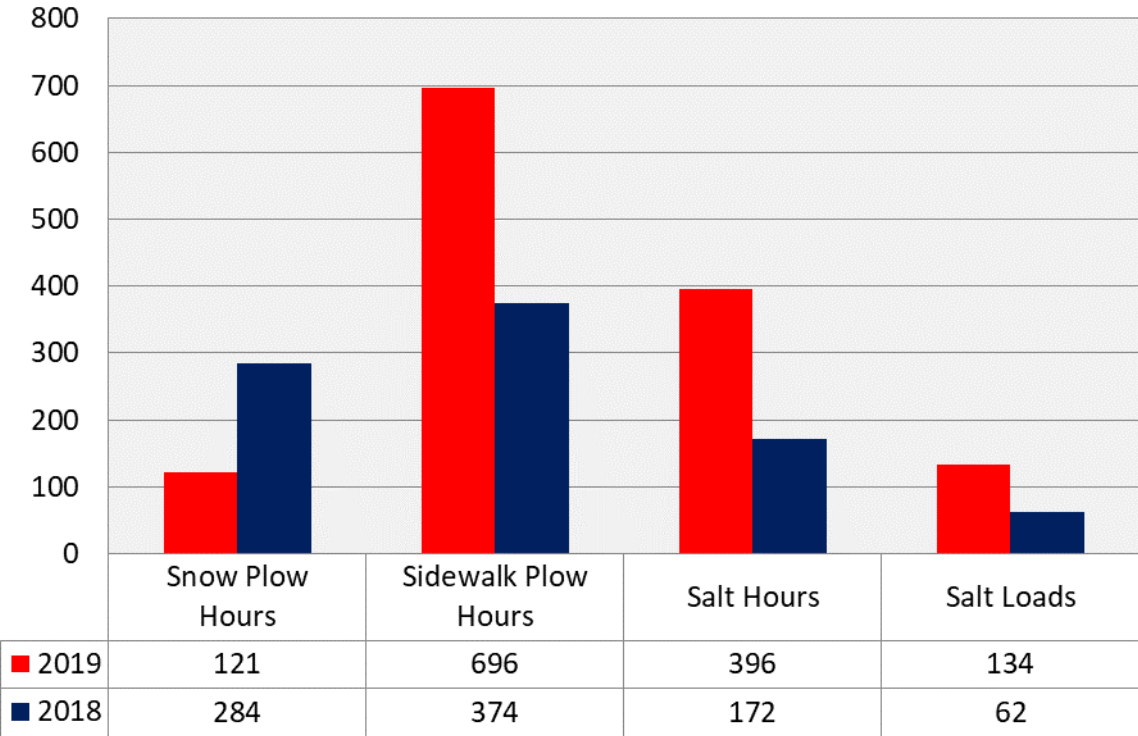
From October to December of 2019, 1,240 leaf loads, weighing slightly over 2,700 tons, were collected curbside. During the year, the city's street sweeper registered 3,149 sweeping miles. Snow removal procedures implemented to conserve salt and to reduce overtime expense were continued in 2019. Salt loads used increased by 54% as a result of the polar vortex that brought arctic temperatures to the area. In total, DPW crews spread 1,143 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours decreased significantly due to the milder winter weather in 2019.

Other tasks performed in 2019 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

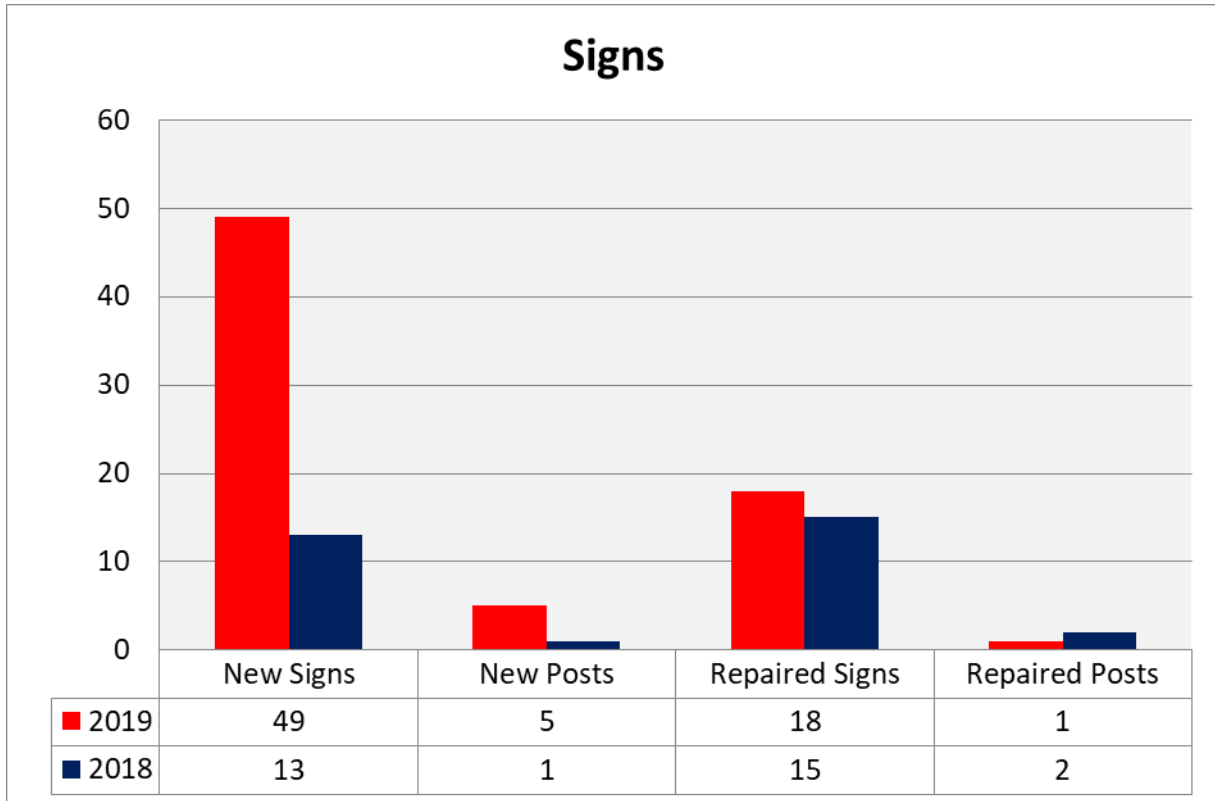


Streets



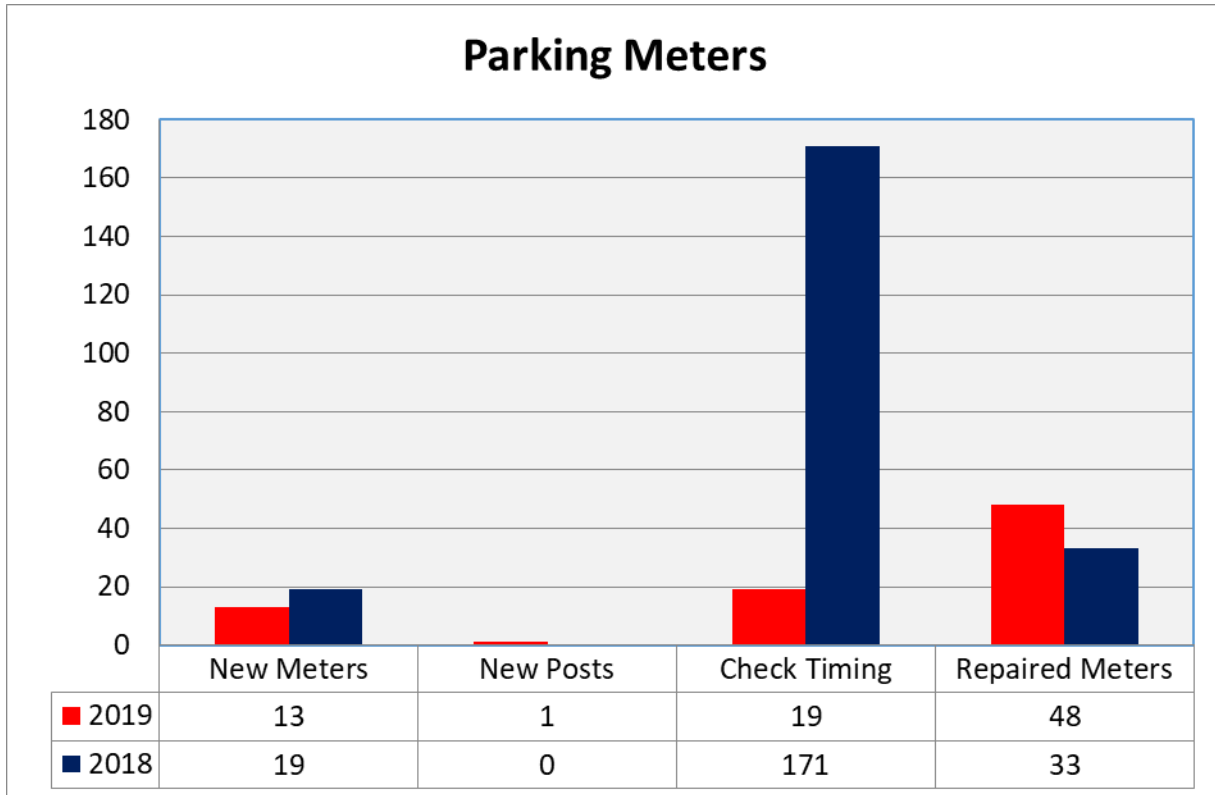
SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2019, a physical inspection of all city street signs was performed in District 2 (Vernier to north city limit, between Marter and Wedgewood) 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 2019, 54 new signs and posts were installed compared to 14 in 2018. In addition, 19 sign and post repairs were completed in 2019 compared to 17 repairs completed in 2018.



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 2019, 13 new meters were installed compared to 2018 when 19 new meters were installed. There were 48 meters repaired in 2019, a 45% increase from the 33 meters repaired in 2018. DPW employees also checked the timing on 19 meters in 2019, a significant decrease compared to the 171 meters checked in 2018.

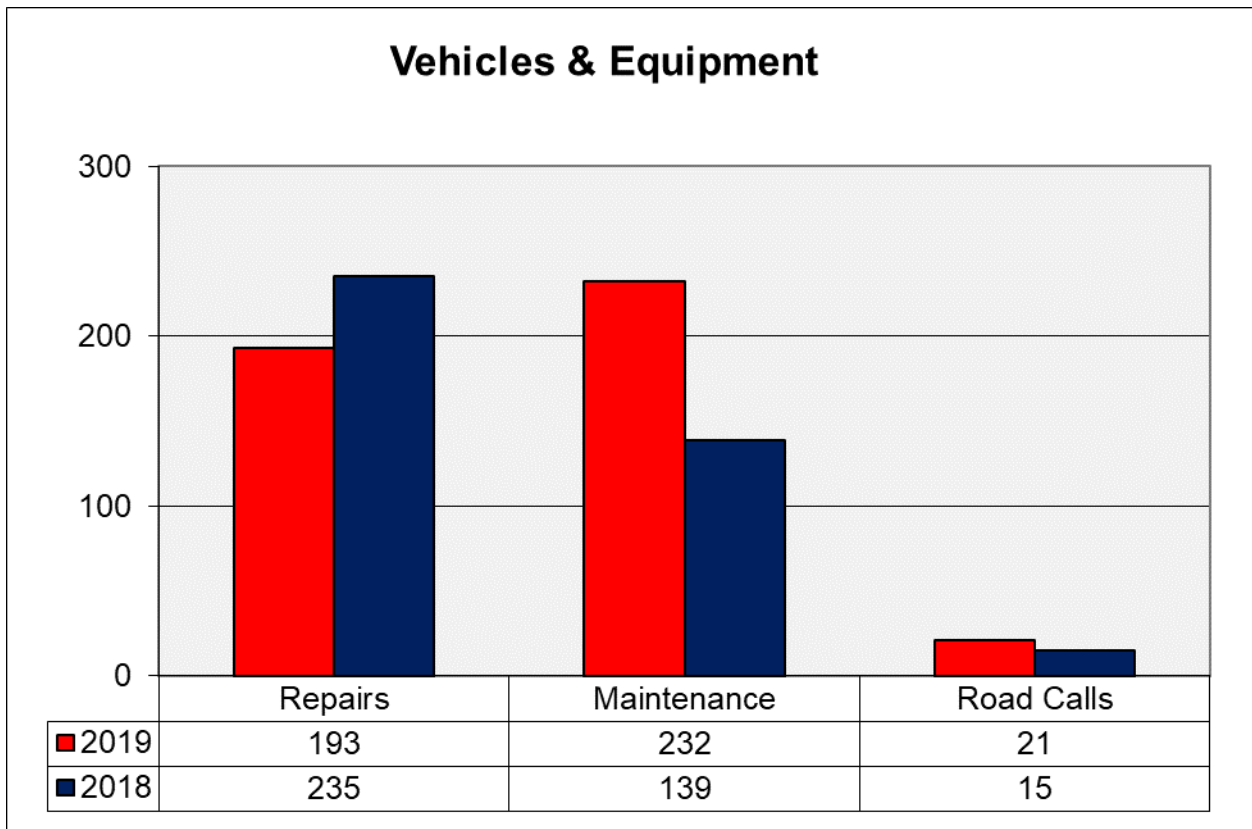


VEHICLES & EQUIPMENT

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 completed 193 vehicle and equipment repairs in 2019, an 18% decrease from the 235 repairs completed in 2018. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. Regular scheduled vehicle maintenance increased 67% from 139 vehicles serviced in 2018 to 232 vehicles serviced in 2019.

In 2019, the DPW updated the fleet with one new 2019 Allstar 24 passenger bus to provide our residents with reliable summer bus services to Lake Front Park and to be used for Polar Express and smaller events for the senior citizen program. This bus replaced the two 1997 buses that were experiencing an increasing number of issues and had become unreliable.



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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.