

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2021

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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 2021, 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, and one contractual Geographic Information System (GIS) Technician who inputs information for permanent city records. The Department also hires four seasonal gardeners each year to assist with general grounds maintenance throughout the city and its parks during the summer and may hire 1-3 seasonal employees to assist with the parks, if needed.

In 2021, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$5.23 million in city infrastructure construction projects. These projects included:

- Reconstruction of Oxford Road (from Mack to Holiday)
- Asphalt patching of Lochmoor (from Fairway to Morningside)
- Replacement of water main on Hollywood (from Goethe to Marter), Severn (from Mack to Craig), and Christine Court
- Sewer Structure Repairs throughout the city (lining and open cut)
- Miscellaneous Concrete Pavement Repairs throughout the city, including various parking bays throughout the city

The following report offers information on special projects and tasks accomplished during 2021, as well as general tasks completed by DPW employees during 2021 as compared to 2020.

## SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2021. These projects included:

### City Hall

- Assembled and repaired wheels on multiple chairs in Public Safety Dispatch
- Changed out water filters in water fountains
- Delivered bulk mail to main post office for elections in 2021
- Disinfecting all city offices weekly
- Installed memorial pavers around the clock in front of the Robert E. Novitke Municipal Center
- Installed the Robert E. Novitke bronze memorial plaque at the Robert E. Novitke Municipal Center
- Plumbing repairs throughout Municipal Complex
- Preparation, clean up and set up/take down for Annual Flower Sale
- Preparation, clean up and set up/take down for Music on the Lawn events
- Repaired employee parking lot arm gate
- Restocked paper and plastic bags at City Hall and Public Safety

### DPW

- Disinfecting offices and garages weekly
- Installed window and painted offices
- Repaired and oiled chain on DPW yard gate

### Torrey Road Pump Station

- Switch gear maintenance and repairs
- Annual oversight on pump and motor maintenance

### City Streets

- Annual replacement of batteries in parking meters along Mack Avenue
- Assisted the building department with miscellaneous inspections
- Changed out parking meter lenses as needed
- Hot patch street repairs throughout the city
- Hung banners along Mack Avenue to promote shopping local for *The Avenue in the Woods*
- Installed 86 flower baskets on streetlights on Mack Avenue and Vernier Road
- Painted fire hydrants throughout the city
- Raised low hanging cable lines in alley between Brys and Roslyn
- Removed old and installed new benches and trash cans along Mack Avenue
- Repaired bicycle station
- Replaced 925 parking meter housings with refurbished housings and painted all parking meter poles
- Replace signs removed or damaged throughout the city

### Lake Front Park

- Added crushed concrete to the boardwalk path
- Added woodchips along the Doremus fence line
- Painted Activities Building
- Built picnic tables to replace old deteriorating tables
- Buffed and scrubbed the gym floor at Activities Building
- Disinfecting all city offices and buildings weekly
- Fixed damaged sprinklers
- Installed automatic faucets in aquatic facility bathhouse
- Installed jet ski docks and kayak launch in the marina
- Installed fireplace to Activities Building
- Installed memorial tree markers
- Installed television in activities building lobby and Ethernet cable to it from office
- Installed windscreens around the tennis courts
- Installed wood ships along Doremus fence line and repaired top of fence
- Opened and closed pool
- Painted all sign posts green
- Painted port-a-john fence
- Painted the inside of the aquatic facility bathhouse
- Painted the ladders and seawall at the marina
- Patched asphalt path
- Removed deteriorated concrete on pool deck and poured new concrete
- Repaired Activities Building and aquatic facility bathhouse changing room doors
- Repaired chlorinator to the main pool
- Repaired CO<sub>2</sub> injectors for the pool
- Repaired dog park gate
- Repaired fence around the pool deck
- Removed and replaced pump for the pool slide
- Removed sand bags and wooden bridges in the marina
- Sewer jetted lines by concession stand, maintenance garage, and Activities Building
- Trimmed trees throughout park
- Winterized the sprinklers, marina, pontoon boat, and concession stand

### Ghesquiere Park

- Fixed broken lock at bathrooms
- General maintenance and repairs to Cook Schoolhouse
- Installed handrail at bottom of step in the Cook Schoolhouse
- Installed automatic flushers
- Installed new light fixtures in bathrooms
- Painted the restrooms
- Repaired broken bleachers
- Replaced electrical in restrooms

## 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

## 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-1, two S-2, one S-3 and five S-4 licenses. The DPW generates the water quality report, or Consumer Confidence Report (CCR) that provides water customers information on the quality of the drinking water and the sources of the water.

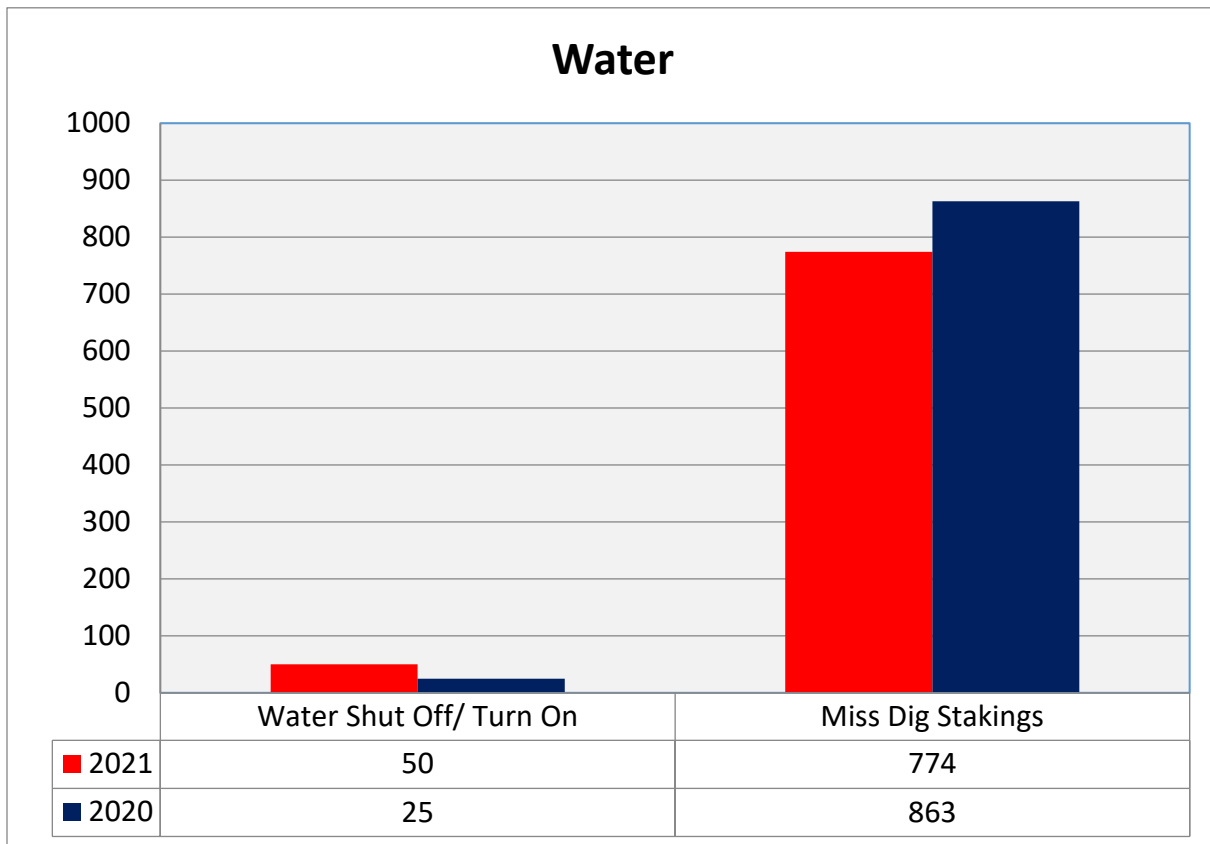
In 2021, DPW employees performed 13 final water reads, an increase from only one in 2020. DPW employees staked 774 water service locations for Miss Dig in 2021, a 10% decrease of the 863 staked in 2020 and completed 23 sprinkler system repairs compared to 36 in 2020. Employees installed 22 new water meters in 2021, a 10% increase of the 20 new meters in 2020, and installed nine new MTU reading devices in 2021 compared to four in 2020. DPW employees also repaired 23 meters, MTU reading devices, and stop boxes in 2021 compared to 18 repairs in 2020. In addition, 50 water services were shut off and back on in 2021, a 50% increase from the 25 shut off in 2020. Four water services were checked for leaks in 2021 compared to three in 20.

In order to be compliant with the first new requirement of new Lead and Copper Rule that was adopted in June of 2018 by the State of Michigan, DPW employees began a program to inventory all water service lines, including the portions on both public and private property, throughout the city. The second new requirement is the city must replace all lead service lines completely, at an average rate of five percent per year, not to exceed 20 years. In 2021, the DPW inventoried 1,540 service lines. Fifty additional lead service lines were found, four were replaced, bringing the city's known total to 68. Twenty-six galvanized service lines were found,

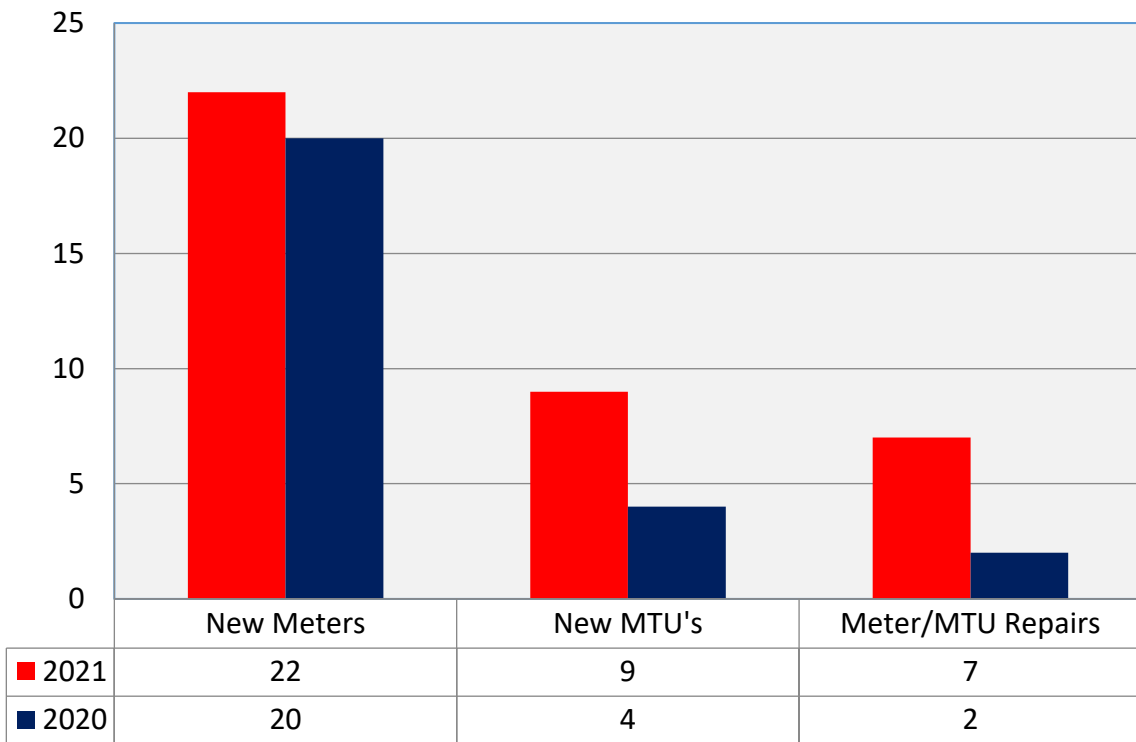
which are assumed to be hooked up to a portion of a lead line by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Other water related services performed on a regular basis include:

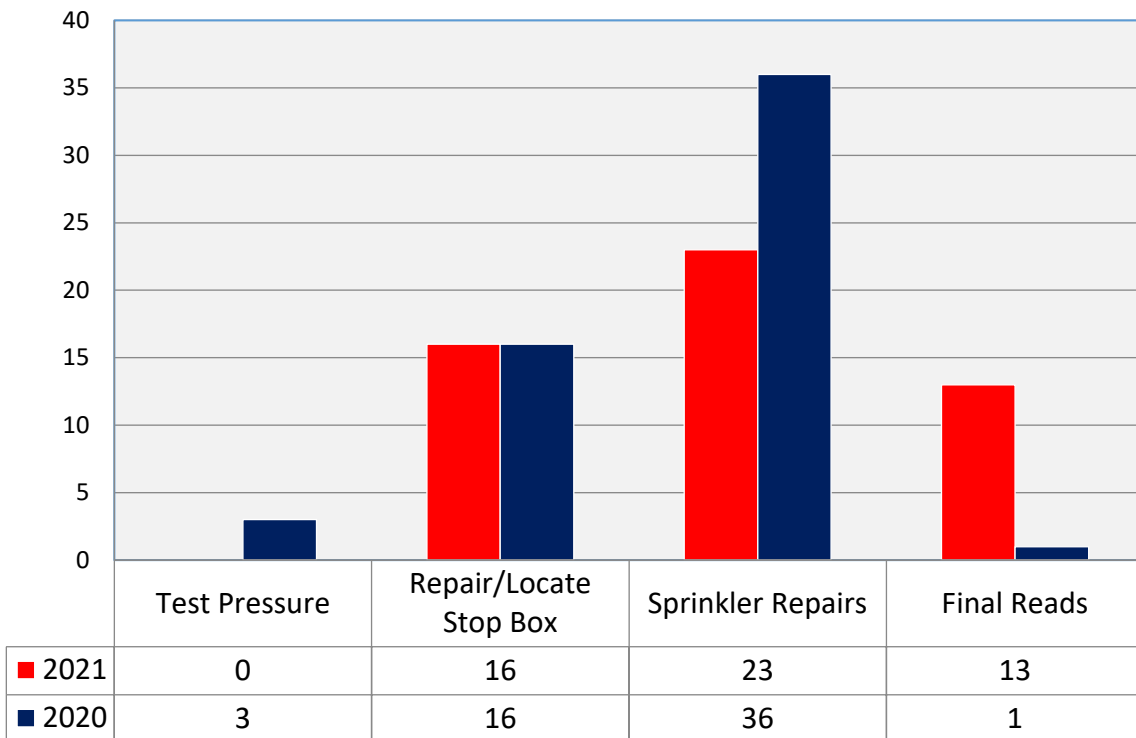
- Assist in the daily operations of the Water Reservoir
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box as needed



## Water



## Water



## WATER & SEWER REPAIRS/SERVICE

In 2021, DPW employees repaired 17 water main breaks the same amount completed in 2020. One gate valve and one catch basin were repaired in 2021 compared to four gate valves and one catch basin in 2020. Two new water service connections were made in 2021, while there was one new in 2020. As part of our 8-year rotating maintenance schedule, hydrants in district #5 (west of Mack between south city limit and City Hall) were pressure tested, flushed and greased in 2021 as scheduled. During October and November of 2021, all 605 hydrants in the city were checked, pumped and winterized.

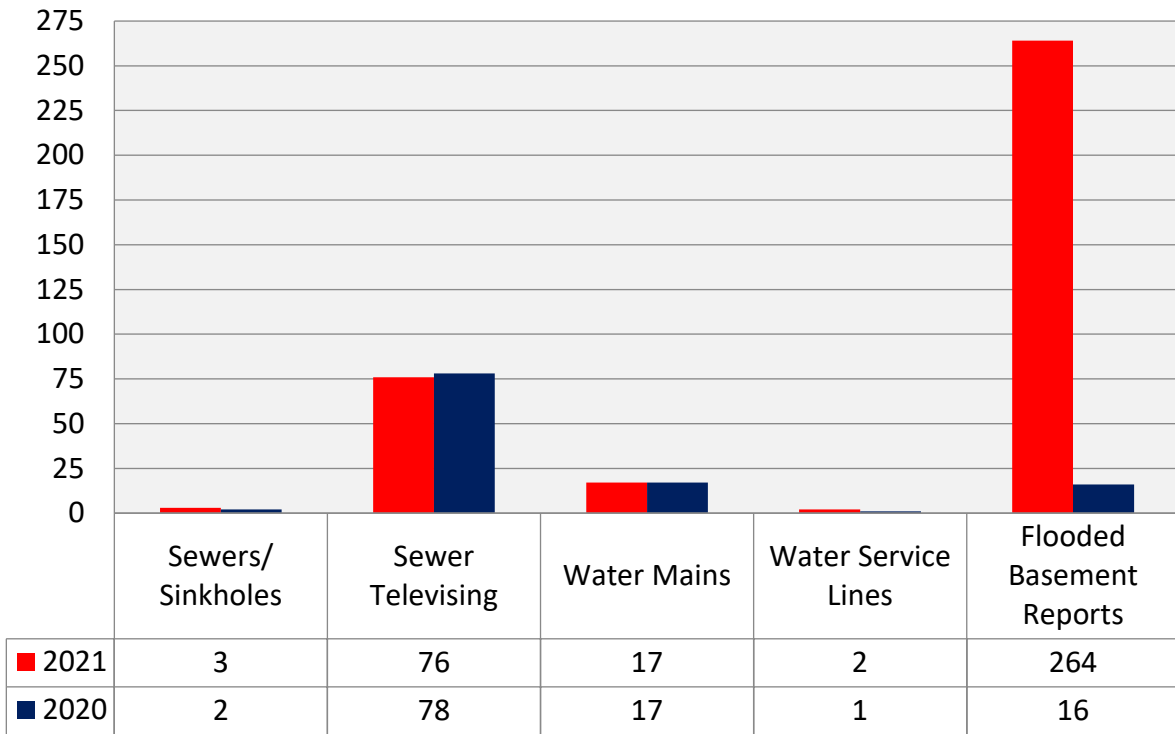
The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary 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. Twelve sewer inspections were performed in 2021 compared to 10 in 2020, and three sewer/sinkhole repairs were made in 2021 compared to two in 2020. Two-hundred sixty-four flooded basements were reported in 2021 compared to 16 in 2020. This increase was caused from the historic rain events that occurred in June and July of 2021. Sewer-televising requests stayed consistent in 2021 with 76 requests compared to 78 in 2020. Concrete inspections increased to six in 2021 compared to three in 2020.

Other repairs and services provided in 2021 included:

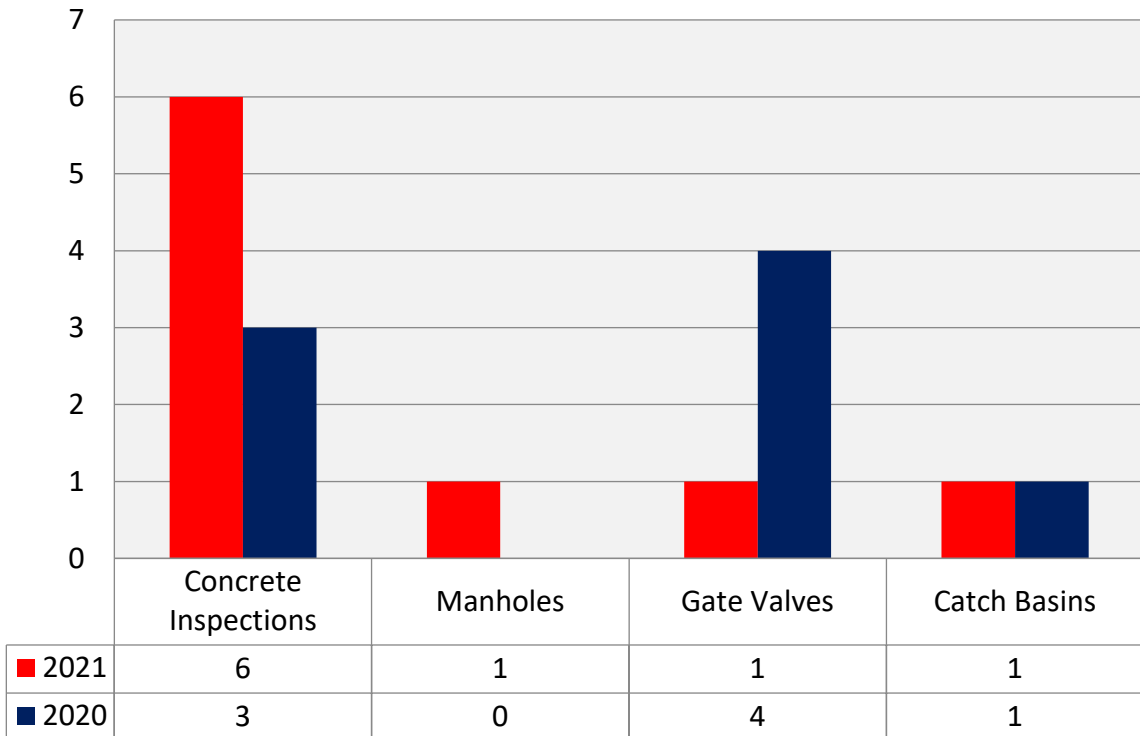
- Assist in the daily operations of the Torrey Road Pump Station
- Exercise water valves throughout the city so in an emergency the mains can be isolated for necessary repairs
- Sewer jetted/cleaned in various city locations
- Annual District sewer jetting to maintain free and clear running lines
- Annual 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 2021, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In September and October of 2021, Landscape Source planted 47 trees throughout the city. Four memorial trees were adopted in 2021 and the city's Tree Commission held its memorial tree dedication ceremony on August 4, 2020 to recognize recipients of the memorial trees in 2020 and 2021.

The DPW staff removed 70 trees and city contractor Arbor Pro Tree Service removed another 24 for a total of 94 trees removed in 2021, a 10% increase from the 85 trees removed in 2020. The DPW staff also removed 88 stumps in 2020, 20 less than in 2020.

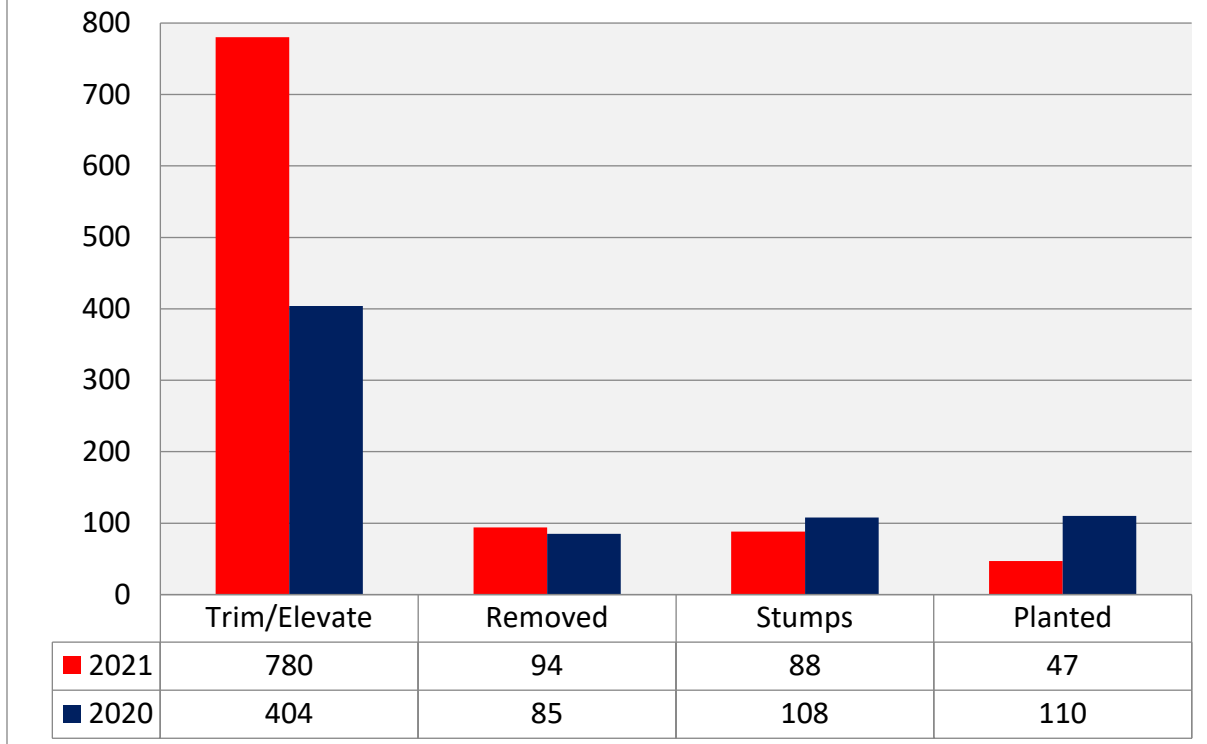
In January and February of 2021, DPW crews trimmed and elevated trees in District 7 (Mack to east city limit, from south city limit to Huntington and Fairford). By year-end 780 city trees were trimmed and elevated as part of the regular annual maintenance program and throughout the city as needed.

DPW employees also provide a chipping service to residents for 39 weeks on a four-day schedule. In 2021, DPW spent 2,576 hours chipping brush, compared to 2,784 hours in 2020.

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

## Trees



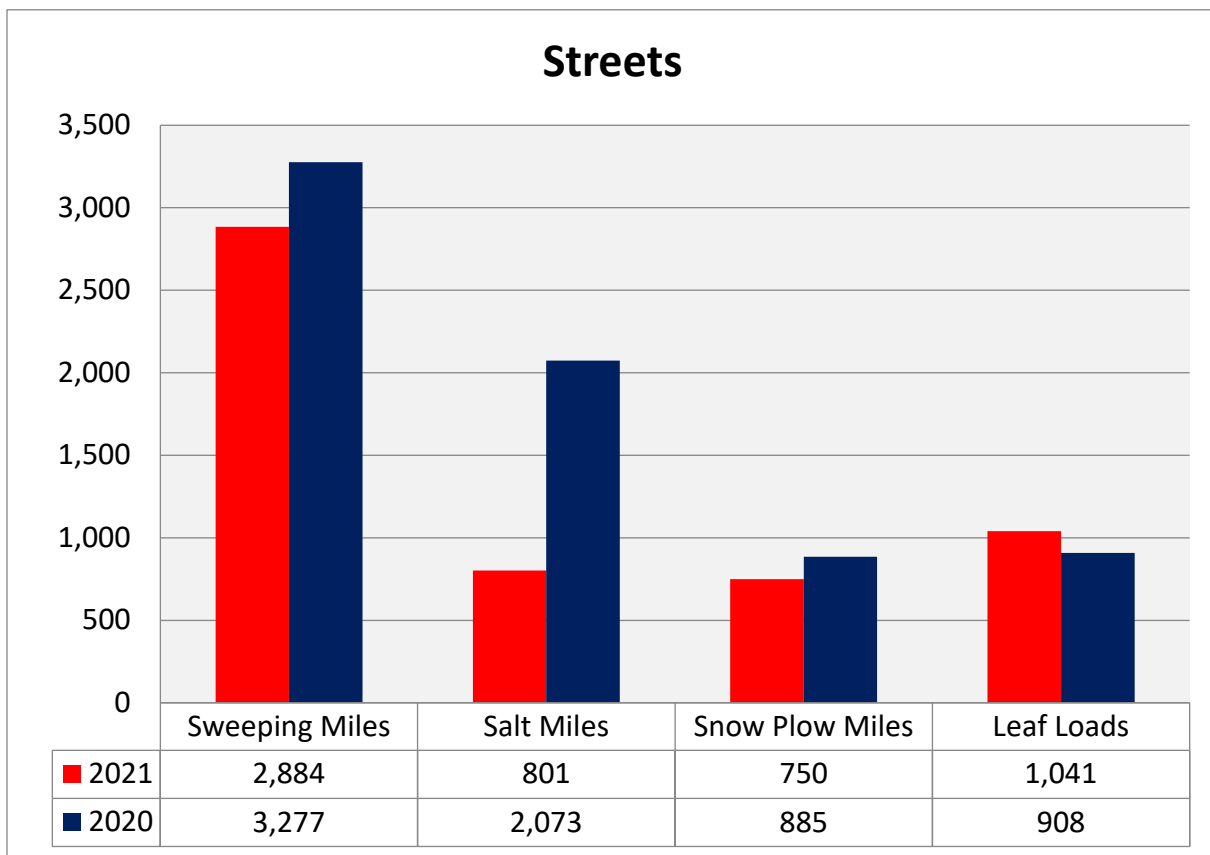
## STREETS

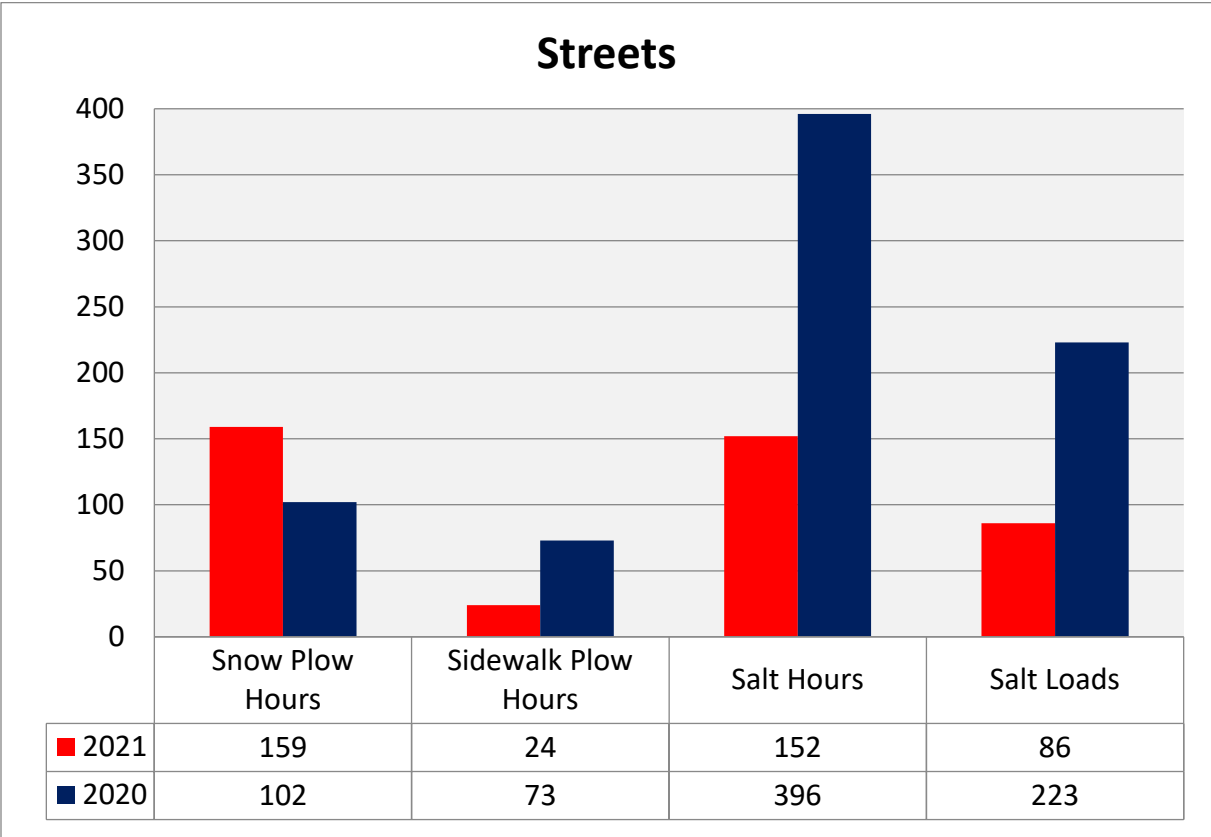
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city’s yearly sidewalk replacement 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 1 (north side of Vernier to north city limit, between east city limit and Wedgewood) in 2021, 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 2021, 1,041 leaf loads, weighing slightly over 2,270 tons, were collected curbside. During the year, the city’s street sweeper registered 2,884 sweeping miles. Snow removal procedures implemented to reduce overtime expense were continued in 2021. Salt loads used decreased by 61% as a result of a milder Michigan winter and utilizing smaller trucks that better fit the needs of the city. In total, DPW crews spread 400 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours also decreased significantly due to the milder winter weather in 2021.

Other tasks performed in 2021 included:

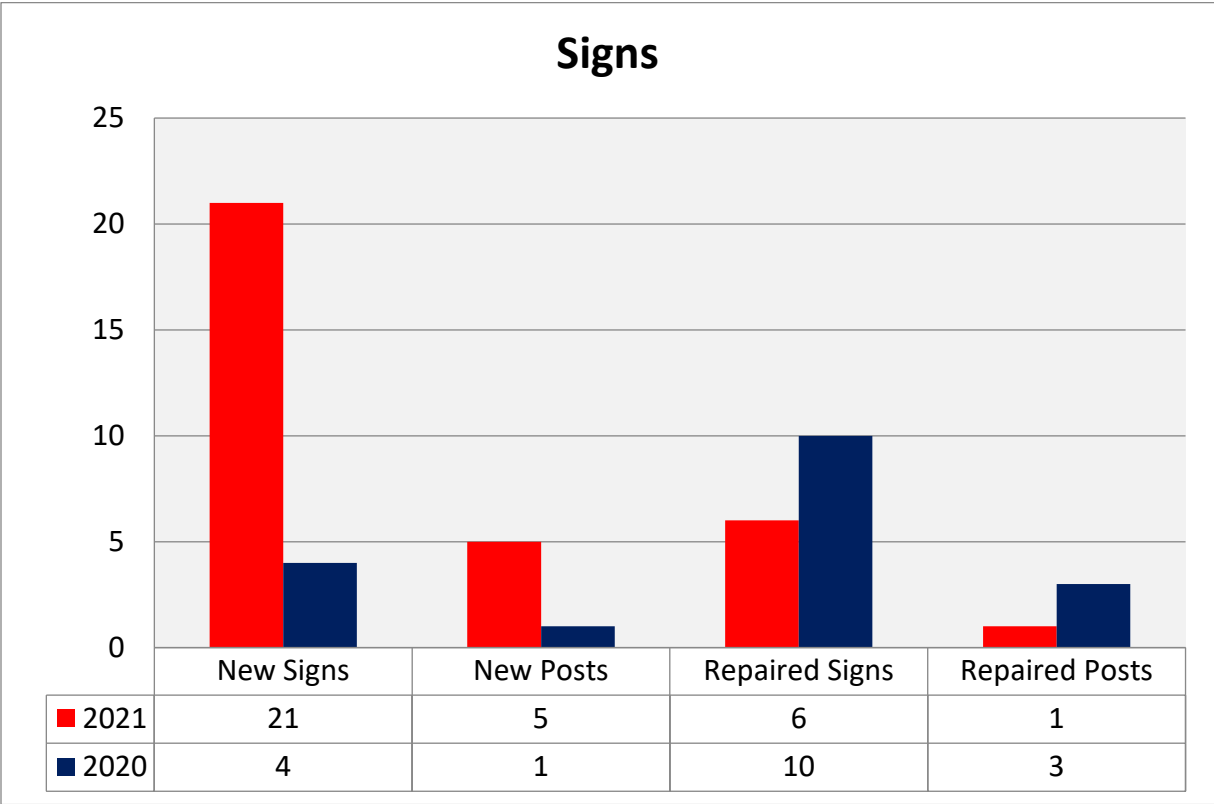
- Cleaning up debris in streets after accidents
- Painting curbs and striping street and park parking lots
- Painting and applying 3M reflective materials at school crossings
- Mulching leaves in city parks and island landscape beds
- Mulching trees in islands and city parks
- Put up and remove holiday 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





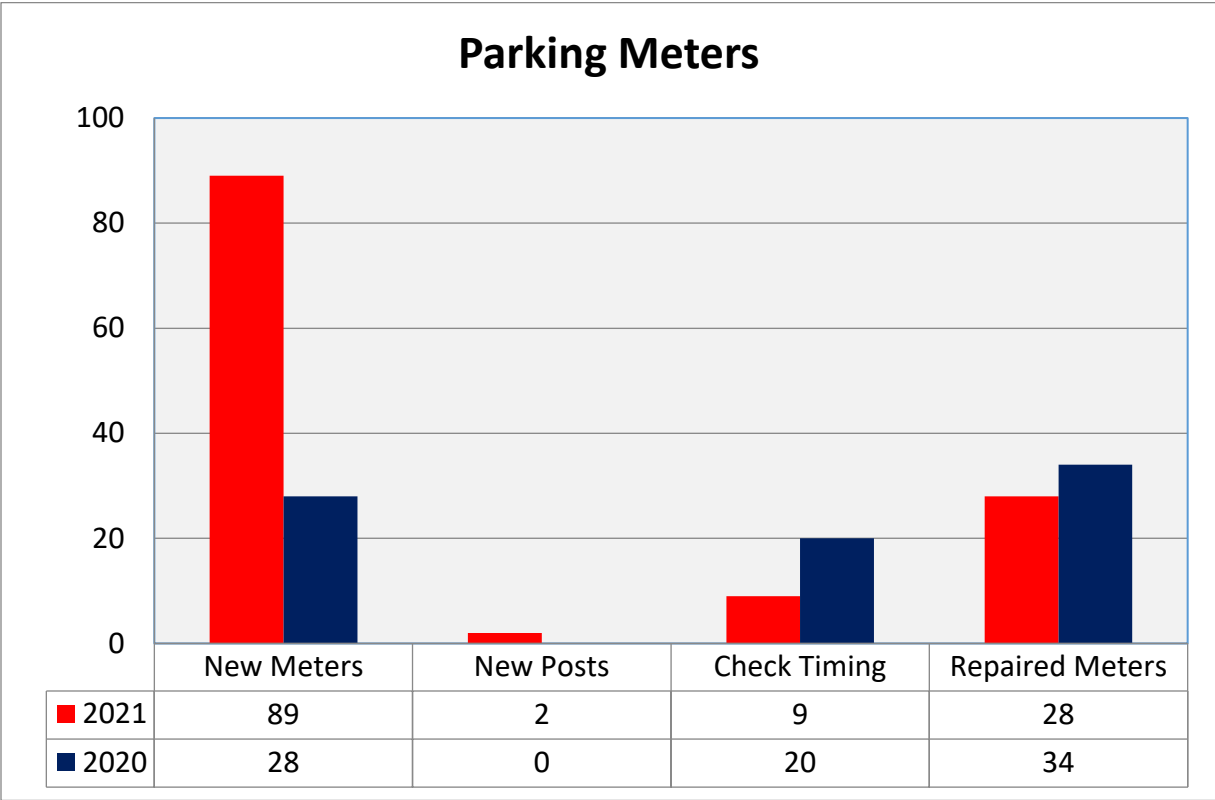
### SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2021, a physical inspection of all city street signs was performed in District 8 (south side of Vernier to Fairford, from Fairway to east city limit) 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 2021, 26 new signs and posts were installed compared to six in 2020. In addition, seven sign and post repairs were completed in 2021 compared to 13 repairs completed in 2020.



### 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 2021, 89 new meters were installed compared to 2020 when 28 new meters were installed. There were 28 meters repaired in 2021, an 18% decrease from the 34 meters repaired in 2020. DPW employees also checked the timing on nine meters in 2021, compared to 20 in 2020.



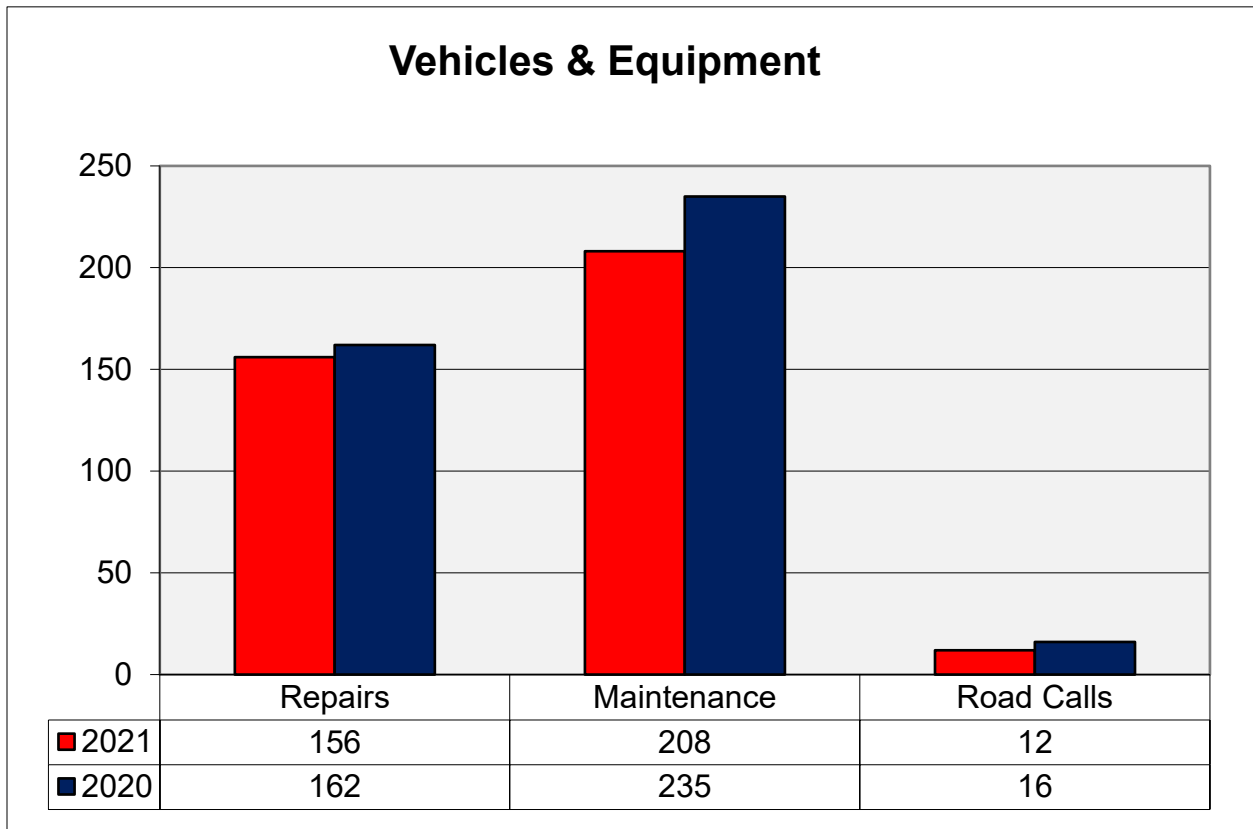
### VEHICLES & EQUIPMENT

The Public Works Department is responsible for providing preventative maintenance and daily repairs on approximately 175 vehicles and pieces of equipment that include autos, a bus, 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 156 vehicle and equipment repairs in 2021, a 4% decrease from the 162 repairs completed in 2020. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. In 2021, 208 vehicles were serviced for regular maintenance.

In 2021, the DPW updated the fleet with three new vehicles and a tractor. The new John Deere 3033R Compact Utility Tractor with Bucket replaced the 2002 John Deere Tractor that is used for street patchwork, island grass edging, and sidewalk plowing. The three new vehicles were the 2021 Global Street Sweeper, the 2021 Ford F-750 Regular Cab Diesel with a plow and salt spreader, and the 2021 GMC 2500HD 4WD Regular Cab Pickup with dump box and plow. The 2021 Global Street Sweeper replaced the 2007 Allianz Johnston Sweeper. It is a visible piece of equipment used to keep up with street sweeping and help with leaf season that is noticed by our residents. The 2021 Ford F-750 5-yard Dump Truck replaced the 1999 GMC 10-yard dump

truck. The 5-yard dump trucks are smaller and easier to maneuver throughout the city. The 2021 GMC 2500HD Pickup replaced the 2003 GMC 2500 pickup.



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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.