

CITY OF GROSSE POINTE WOODS  
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT  
2022

**CITY OF GROSSE POINTE WOODS**  
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**2022 ANNUAL REPORT**  
**James Kowalski, Director**  
**20025 Mack Plaza Drive**  
**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 2022, 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 five Operator I employees at Lake Front Park 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 2022, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$2.37 million in city infrastructure construction projects. These projects included:

- Reconstruction of Allard Road (from Chester to west city limit)
- Asphalt crack sealing in District 8 (south side of Vernier to Fairford, between Fairway and east city limit) and throughout city as needed.
- Asphalt patching of Lochmoor (from Wedgewood to east city limit), Lennon (Mack to west city limit), Bramcaster (Prestwick to Huntington), and the Torrey Road Municipal Parking Lot
- Sewer Structure Repairs throughout the city (lining and open cut)
- Sewer System level sensors and SCADA services
- 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 2022, as well as general tasks completed by DPW employees during 2022 as compared to 2021.

## SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2022. 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 2022
- Designed and installed new instructional door stickers at Municipal Court
- Electrical repairs throughout Municipal Complex
- Installed handrail at Community Center garden area
- Installed new corkboard in Public Safety
- Installed memorial pavers around the clock in front of the Robert E. Novitke Municipal Center
- Moved desks in Detective Bureau
- Moved voting box at City Hall to basement
- 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 Fall Fest
- Preparation, clean up and set up/take down for Music on the Lawn events
- Preparation, clean up and set up/take down for Polar Express
- Preparation, clean up and set up/take down for Winterfest
- Preparation, clean up and set up/take down for Woods Aglow
- Repaired electrical distribution boxes on floors in Council Chambers
- Repaired employee parking lot gate arm
- Repaired toilet in Detective Bureau
- Replaced electrical access plate on light post at employee parking lot
- Replaced faucet in Public Safety restroom
- Replaced lights on Community Center porch
- Restocked paper and plastic bags at City Hall and Public Safety
- Winterized sprinklers

### DPW

- Built new steps and rail for DPW Sign Truck #44
- Completed home inspections for Building Department during transition
- Electrical repairs
- Installed new paper towel dispenser in restroom
- Installed Supervisory Control and Data Acquisition (SCADA) System and monitor for Torrey Road Pump Station at DPW office
- Preparation, clean up and set up/take down for biannual Hazardous Waste Day/Shredding Service, assisted 435 vehicles on April 23, 2022 and 394 vehicles on October 15, 2022
- Repaired and oiled chain on DPW yard gate
- Repaired cupboard shelf in DPW office

### Torrey Road Pump Station

- Annual oversight on pump and motor maintenance
- Installed level sensors and Supervisory Control and Data Acquisition (SCADA) System
- Replaced fittings and shafts for motors that drive pumps
- Switch gear maintenance and repairs

### 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 104 flower pots in baskets on streetlights on Mack Avenue and Vernier Road
- Painted fire hydrants throughout the city
- Raised low hanging cable in rear yard at 1656 Brys
- Repaired bicycle station
- Replace signs removed or damaged throughout the city
- Winterized sprinklers

### Lake Front Park

- Added crushed concrete to the boardwalk path
- Build workbench for garage
- Disinfecting all city offices and buildings weekly
- Electrical repairs throughout park
- Fixed damaged sprinklers
- Installed berm to ice skating rink
- Installed jet ski docks in the marina
- Installed lights to platform tennis court steps
- Installed memorial tree markers
- Installed new meters for flow rate of water slide
- Installed windcreens around the tennis courts
- Opened and closed pool
- Painted floors in bathhouse
- Painted the ladders and seawall at the marina
- Planted grass around boat launch
- Preparation, clean up and set up/take down for Egg Stroll
- Preparation, clean up and set up/take down for Hob Nobbin' with Goblins
- Patched asphalt path
- Removed deteriorated concrete on pool deck and poured new concrete
- Removed dead arborvitaes around pool deck
- Removed dead pine trees along Jefferson
- Repaired book station in front of Activities Building
- Repaired front gate

- Repaired roof on Pavilion 1
- Replaced automatic closing gate hardware
- Replaced back flow preventer on water slide
- Replaced broken mounting brackets from water slide
- Replaced electrical panel on sailboat lane
- Repaired path light electrical line by pedestrian bridge
- Replaced putt-putt score card holders
- Replaced rotted shingles on Concession Stand bathrooms
- Replaced steps on Gazebo 4
- Replaced steps on platform tennis courts and front paneling wood
- Trenched and replaced electrical around marina
- Trimmed trees throughout park
- Winterized the sprinklers, marina, pontoon boat, and concession stand

#### Ghesquiere Park

- General maintenance and repairs to Cook Schoolhouse
- Installed conduit for new surveillance cameras
- Installed 3" drain tile
- Removed old surveillance cameras
- Replaced electrical in restrooms
- Rebuild three toilets

#### Sweeney Park

- Installed walkway at entrance to park

### 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 2022, DPW employees performed 14 final water reads, an increase of one from 2021. DPW employees staked 893 water service locations for Miss Dig in 2022, a 15% increase of the 774 staked in 2021 and completed 25 sprinkler system repairs compared to 23 in 2021. Employees installed 14 new water meters in 2022, a 36% decrease of the 22 new meters in 2021, and installed one new MTU reading devices in 2022 compared to nine in 2021. DPW employees also repaired 12 meters, MTU reading devices, and stop boxes in 2022 compared to 23 repairs in 2021. In addition, 39 water services were shut off and back on in 2022, a 22% decrease from the 50 shut off in 2021. Twenty-seven water services were checked for leaks in 2022 compared to four in 21.

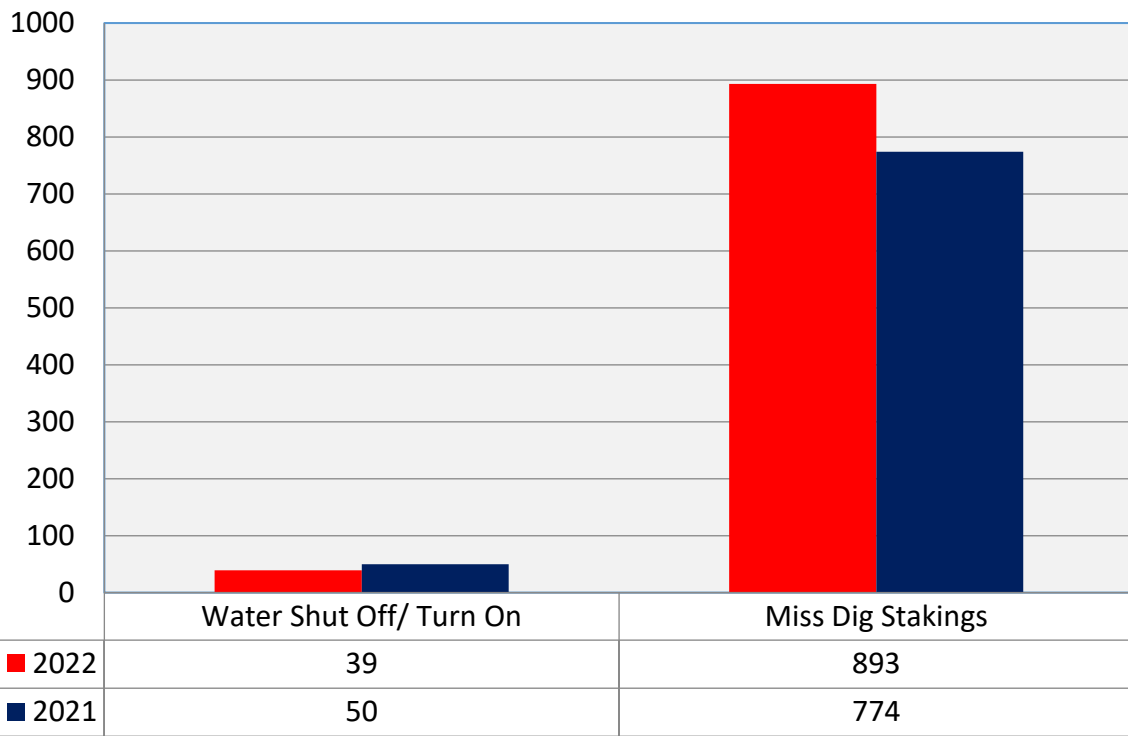
In order to be compliant with the first requirement of new Lead and Copper Rule that was adopted in June of 2018 by the State of Michigan, DPW employees began a program to inventory all water service lines, including the portions on both public and private property, throughout the city. The second requirement is the city must replace all lead and/or galvanized service lines completely, at an average rate of five percent per year, not to exceed 20 years. Galvanized service lines are assumed to be hooked up to a portion of a lead line by the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

In 2022, the DPW inventoried 1,376 service line compared to 1,540 service lines in 2021. Thirty-five additional lead and/or galvanized service lines were found, 36 were replaced, bringing the city's known total to 128.

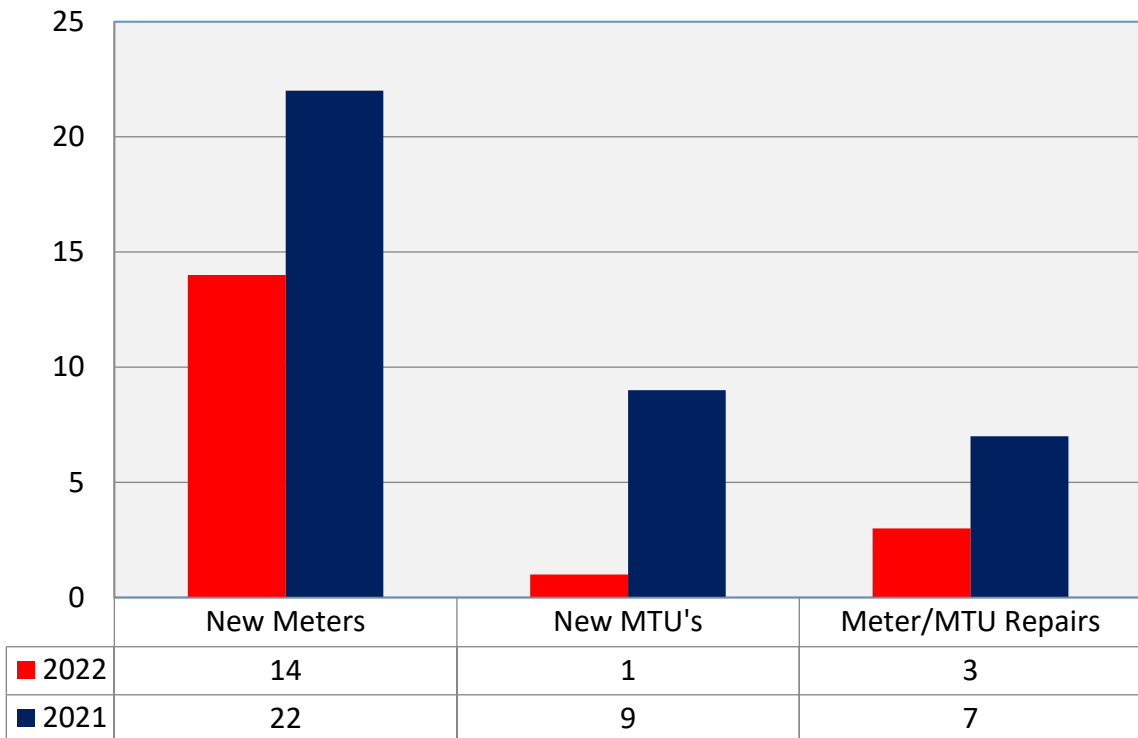
Other water related services performed on a regular basis include:

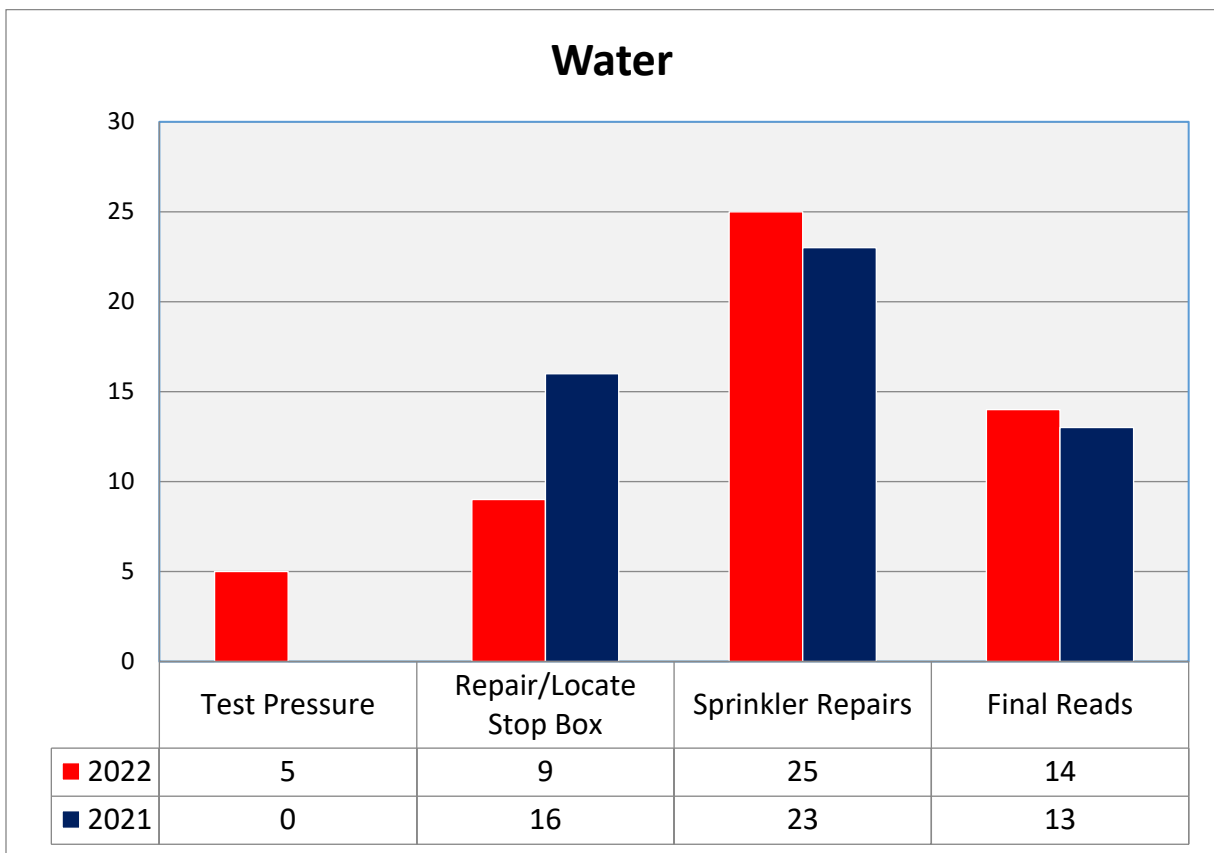
- Assist in the daily operations of the Water Reservoir
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box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

## Water



## Water





### WATER & SEWER REPAIRS/SERVICE

In 2022, DPW employees repaired 30 water main breaks compared to 17 in 2021. One gate valve and one catch basin were repaired in 2022, the same completed in 2021. One new water service connection was made in 2022, compared to two in 2021. As part of our 8-year rotating maintenance schedule, hydrants in district #4 (west of Mack, City Hall to north city limit) were pressure tested, flushed and greased in 2022 as scheduled. During October and November of 2022, all 605 hydrants in the city were checked, pumped and winterized.

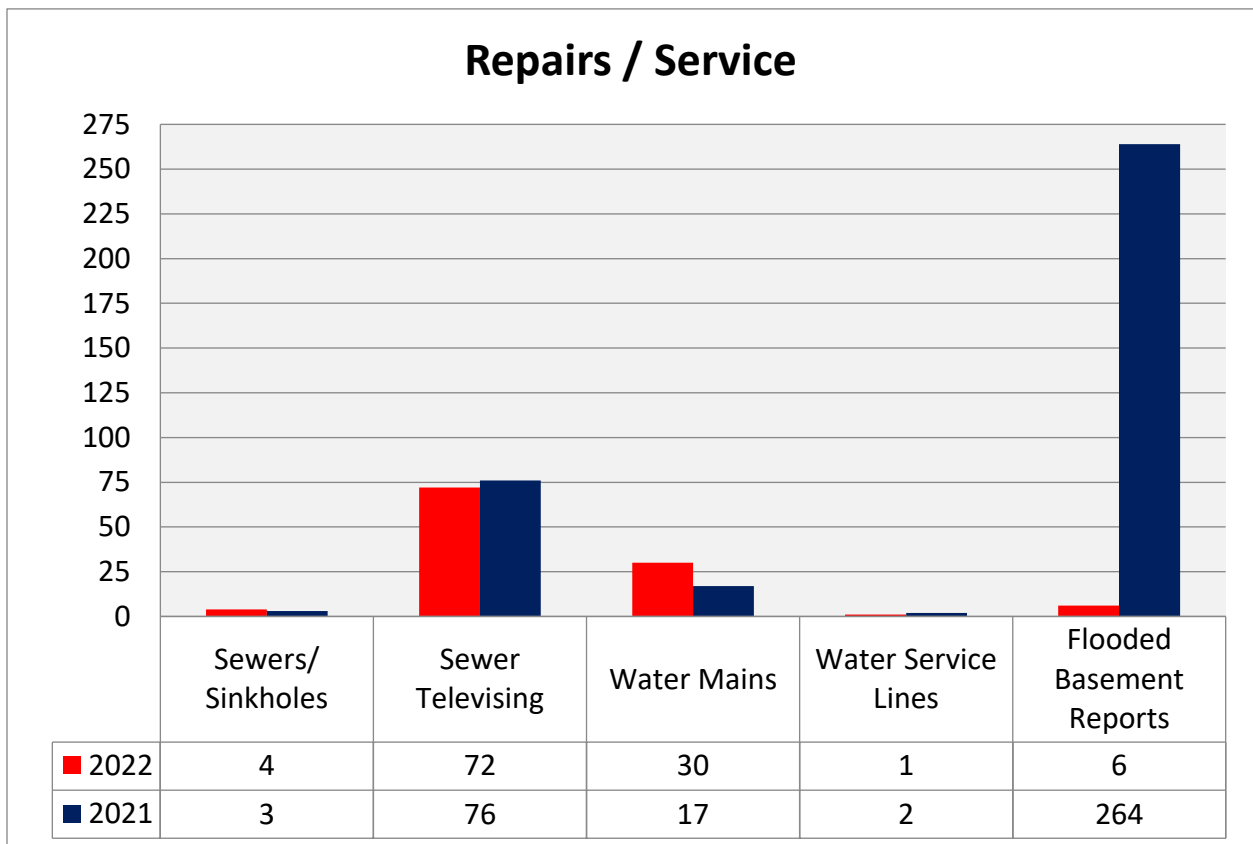
The department is also responsible for maintaining approximately 95 miles of sewer, 1,297 manholes, and the Torrey Road Pump Station (TRPS), which pumps sanitary, and storm water from Grosse Pointe Woods to the Milk River Pump Station. Department sewer related functions include repairing storm and sanitary 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. Eighteen sewer inspections were performed in 2022 compared to 12 in 2021, and four sewer/sinkhole repairs were made in 2022 compared to three in 2021. Six flooded basements were reported in 2022 compared to 264 in 2021. This decrease was caused from the historic rain events that occurred in June and July of 2021. Sewer-televising requests stayed consistent in 2022 with 72 requests compared to 76 in 2021. There were no concrete inspections in 2022, compared to six in 2021.

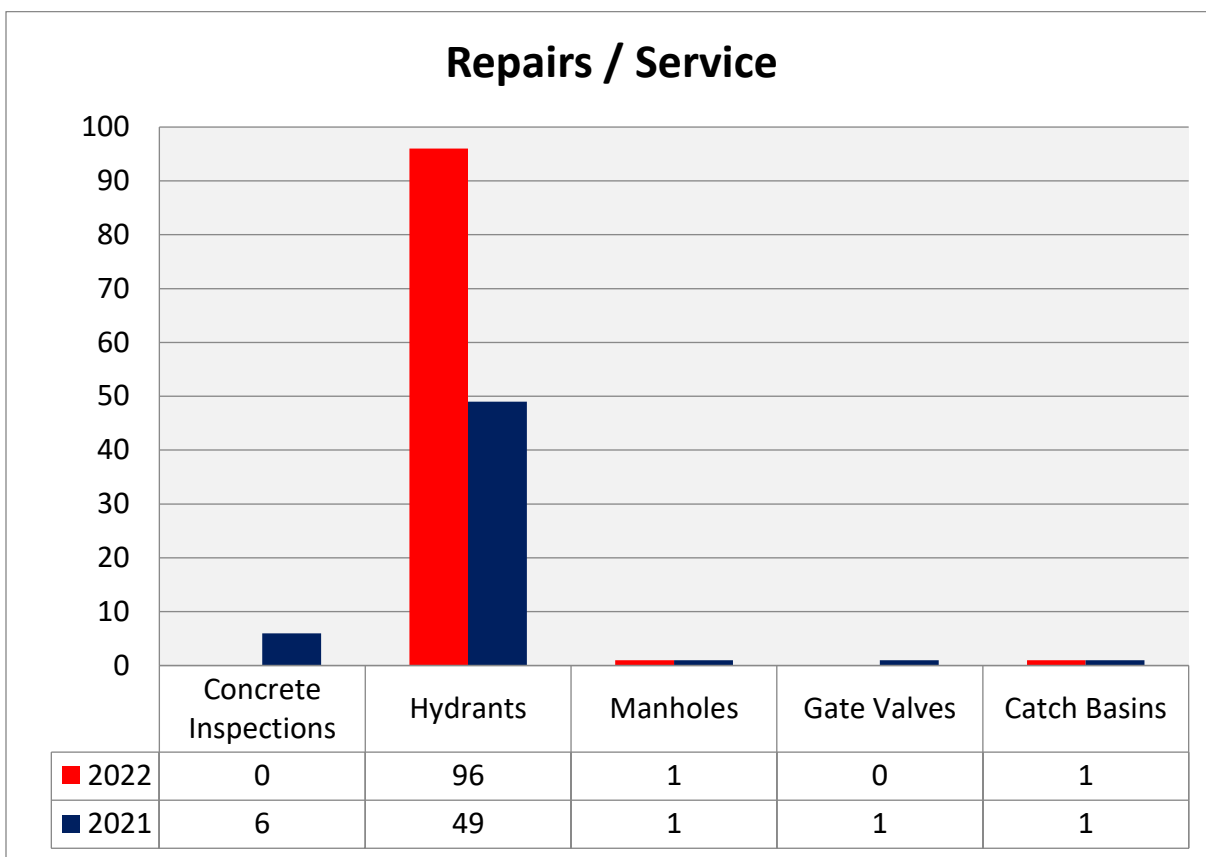
Other repairs and services provided in 2022 included:

- 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





### 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 2022, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In June of 2022, the DPW applied for the 2022 DTE Energy Foundation Tree Planting Grant and the city was awarded \$4,000.00 in October towards the Fall Tree Program. Landscape Source planted 49 trees throughout the city and 21 trees were planted in construction areas. Eight memorial trees were adopted in 2022 and the city’s Tree Commission held its memorial tree dedication ceremony on April 6, 2022 to recognize recipients of the memorial trees in 2022.

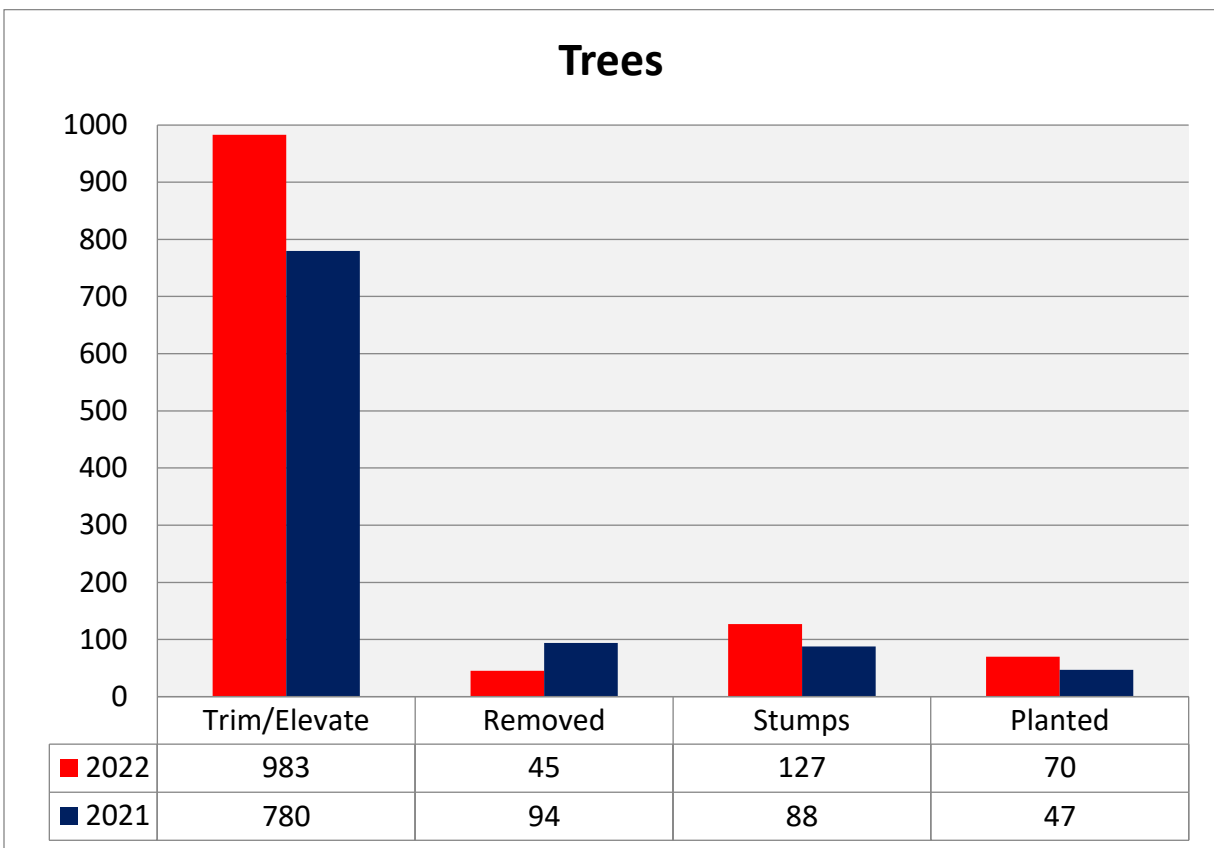
The DPW staff and city contractor Arbor Pro Tree Service removed 45 trees in 2022, a 52% decrease from the 94 trees removed in 2021. The DPW staff also removed 127 stumps in 2022, compared to 88 in 2021.

In January and February of 2022, DPW crews trimmed and elevated trees in District 6 (Mack to Fairway, from Vernier to Torrey). By year-end 983 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 2022, DPW spent 2,432 hours chipping brush, compared to 2,576 hours in 2021.

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

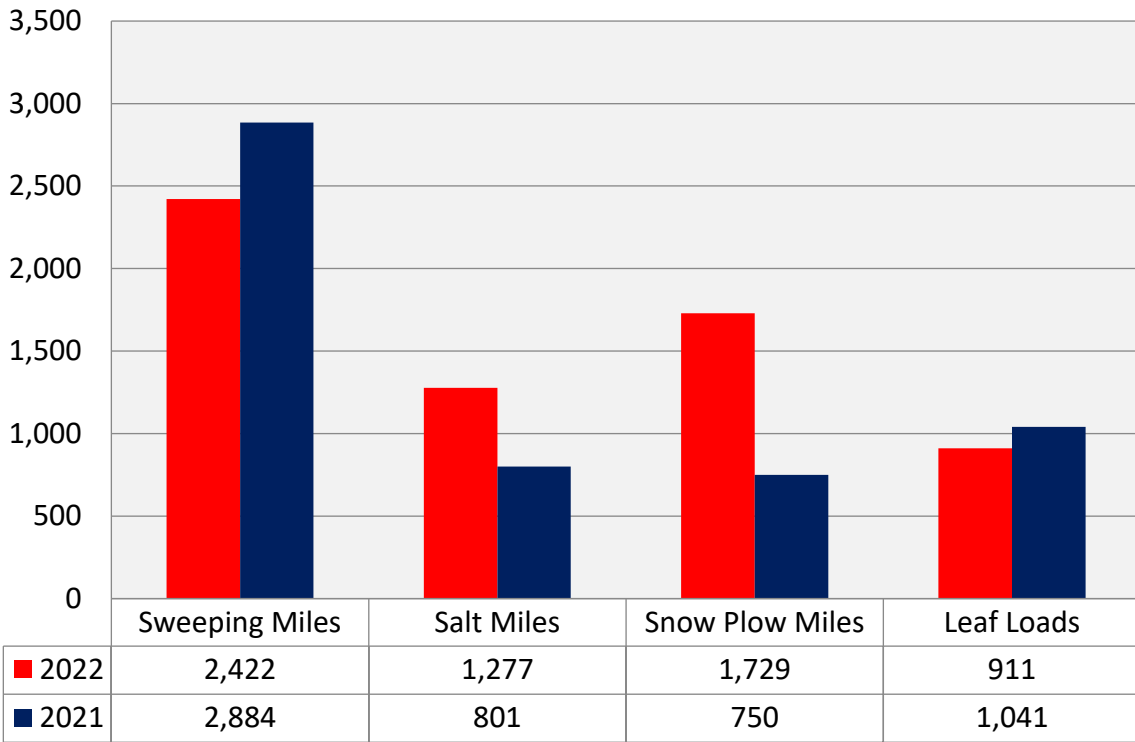
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marketing, and pothole repairs. The DPW administers the city's yearly sidewalk replacement program and street repairs including maintenance of both concrete and asphalt streets and curbs. DPW employees inspected all sidewalks in District 8 (south side of Vernier to Fairford, between Fairway and east city limit) and District 7 (Mack to east city limit, south city limit to Huntington and Fairford) in 2022, 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 2022, 911 leaf loads, weighing slightly over 1,985 tons, were collected curbside. During the year, the city's street sweeper registered 2,422 sweeping miles. Snow removal procedures implemented to reduce overtime expense were continued in 2022. Salt loads used increased by 31% as a result of the extreme winter weather. In total, DPW crews spread 1,053 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours also increased significantly due to the winter weather in 2022.

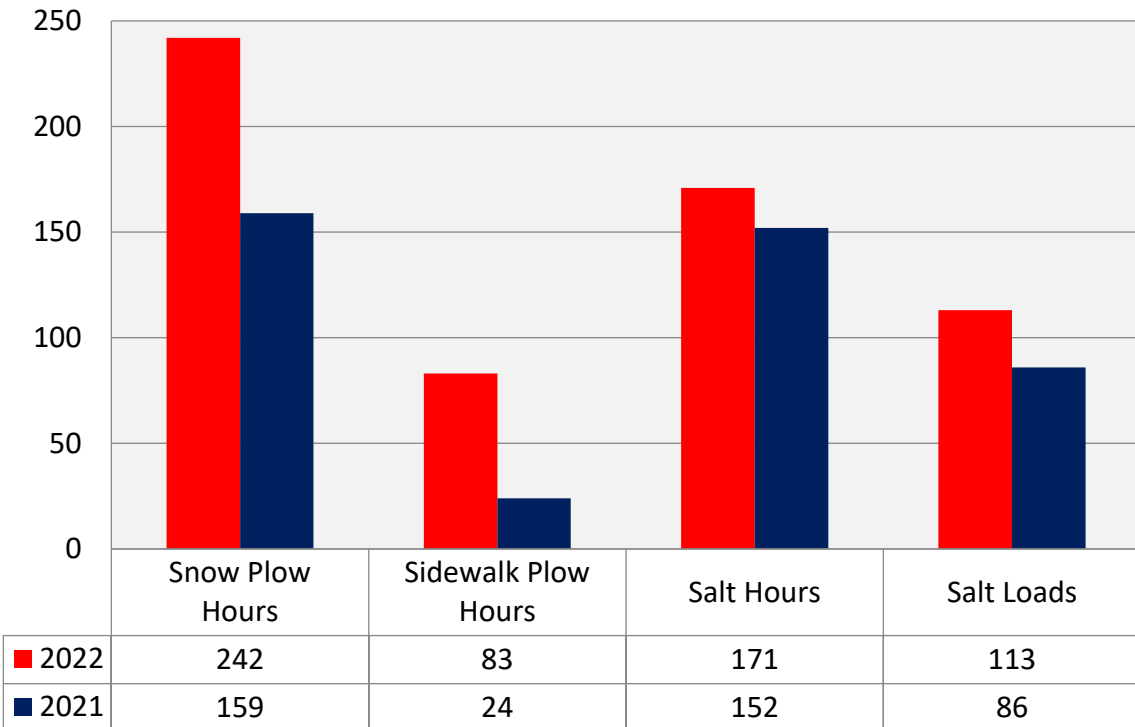
Other tasks performed in 2022 included:

- 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

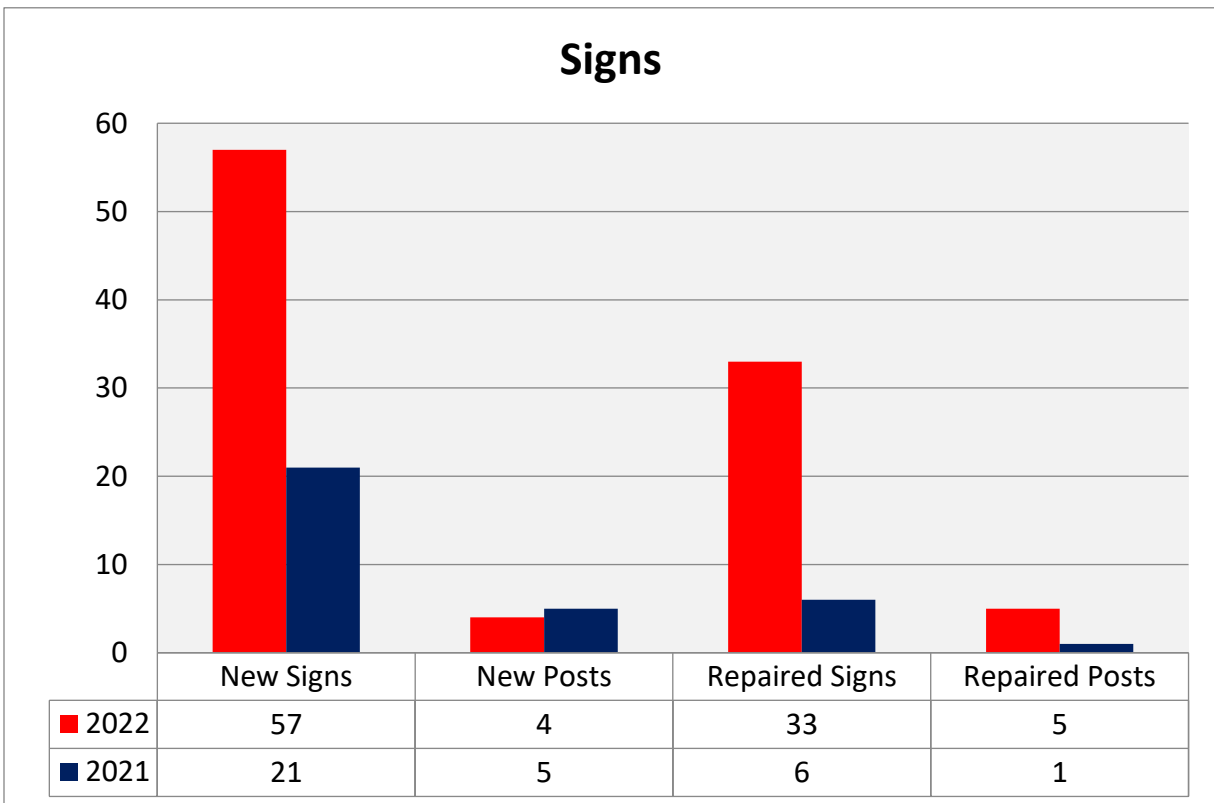


### Streets



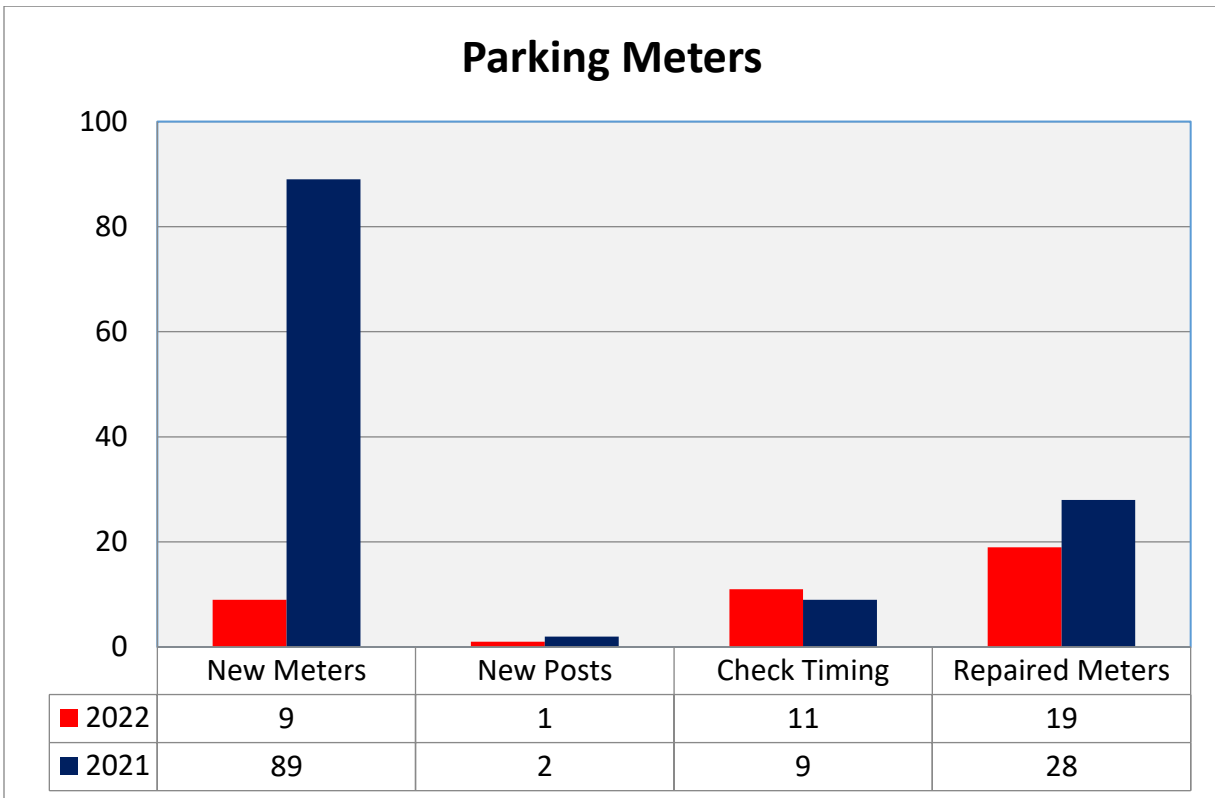
## SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2022, a physical inspection of all city street signs was performed in District 7 (Mack to east city limit, south city limit to Huntington and Fairford) 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 2022, 61 new signs and posts were installed compared to 26 in 2021. In addition, 38 sign and post repairs were completed in 2022 compared to seven repairs completed in 2021.



## 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 2022, 9 new meters were installed compared to 2021 when 89 new meters were installed. There were 19 meters repaired in 2022, a 32% decrease from the 28 meters repaired in 2021. DPW employees also checked the timing on 11 meters in 2022, compared to nine in 2021.

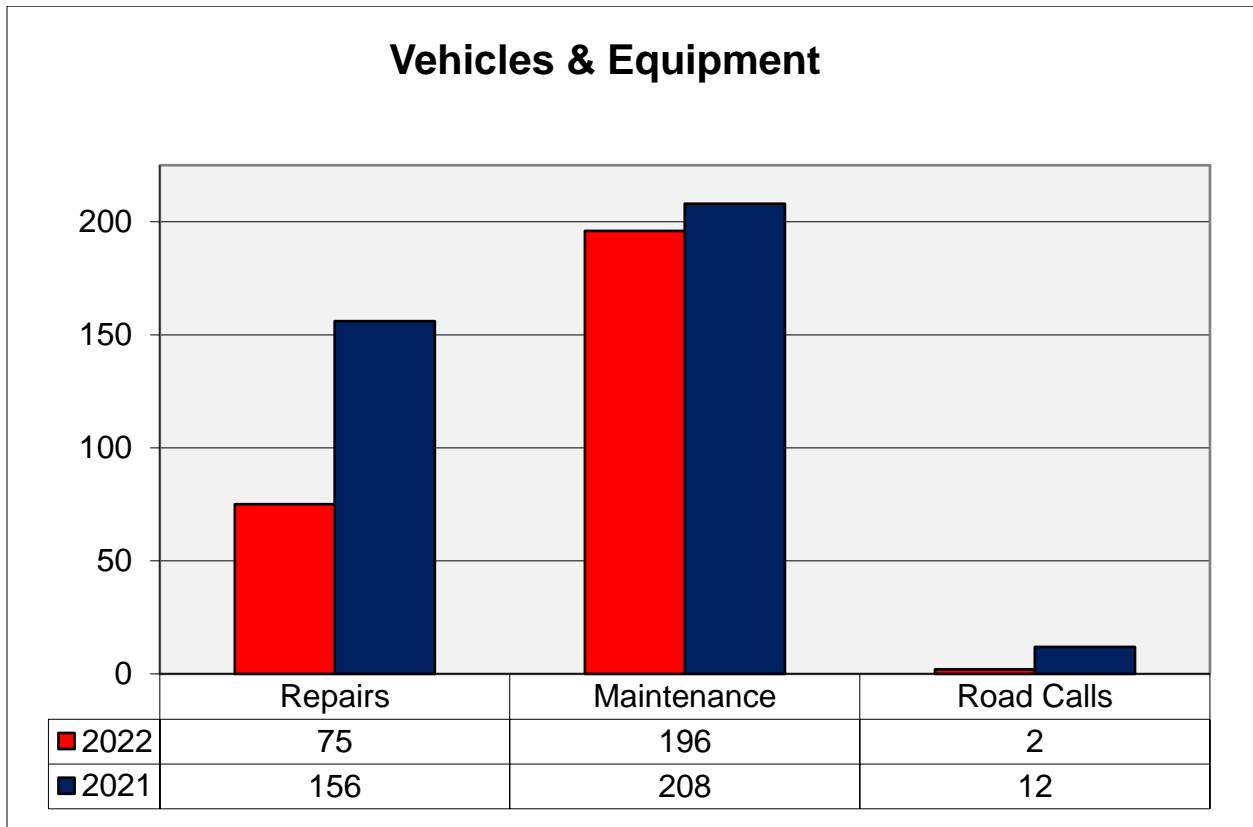


## VEHICLES & EQUIPMENT

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 75 vehicle and equipment repairs in 2022, a 52% decrease from the 156 repairs completed in 2021. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. In 2022, 196 vehicles were serviced for regular maintenance.

In 2022, the DPW updated the fleet with a tractor, a gator, and a chipper. The new John Deere 3033R Compact Utility Tractor with Broom replaced the 2003 John Deere Tractor that is used for street patchwork, island grass edging, and sidewalk plowing. The new John Deere Gator replaced the 2005 John Deere Gator that is used by park maintenance due to its ability to drive all the parks' grounds because of its weight. The new Intimidator 18XP Brush Bandit Chipper replaced the 2005 Morbark Chipper that is crucial in order to continue providing the chipping service to our residents and clean up during storm events.



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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.