

CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS



ANNUAL REPORT
2020

**CITY OF GROSSE POINTE WOODS
DEPARTMENT OF PUBLIC WORKS
2020 ANNUAL REPORT
Frank Schulte, 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 2020, 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 10 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 2020, Department of Public Services management, together with the city's consulting engineering firm, Anderson, Eckstein & Westrick (AEW), supervised approximately \$2.6 million in city infrastructure construction projects. These projects included:

- Replacement of water main on Bournemouth, Raymond, Linville, Kingsville, and easement water mains that run between homes on South Renaud, North Saddle Lane and Lakeshore Lane
- Sewer Structure Repairs throughout the city
- 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 2020, as well as general tasks completed by DPW employees during 2020 as compared to 2019.

SPECIAL PROJECTS

Department of Public Works employees worked on several special projects during 2020. 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 2020
- Disinfecting all city offices weekly
- Installed automatic hand sanitizers throughout building
- Installed automatic flush urinals in all men's bathrooms
- Installed automatic faucets and soap and paper towel dispensers in all bathrooms
- Installed coat rack in the supervisor's office at Public Safety
- Made sneeze shields for the Clerk's Office, Community Center, Finance Department, and Voting Precincts
- Made signs to direct residents of closures and procedures due to the pandemic
- Mounted a key box in Public Safety evidence room
- Plumbing repairs throughout Municipal Complex
- Relocated City Hall offices back to City Hall after renovations were completed
- Preparation and clean up for Winterfest Festivity
- Repaired employee parking lot arm gate
- Restocked paper and plastic bags at City Hall and Public Safety

DPW

- Disinfecting offices and garages weekly
- Installed LED lighting in mechanic garage
- Installed automatic hand sanitizers throughout building
- Installed automatic flush urinals in men's bathroom
- Installed automatic faucets and soap and paper towel dispensers in men's bathrooms
- Made sneeze shields for the DPW Office
- Made signs to direct residents of closures and procedures due to the pandemic
- 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
- 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*
- Painted fire hydrants throughout the city
- Replace signs removed or damaged throughout the city

Lake Front Park

- Added cupola to Pavilion #1
- Added crushed concrete to the boardwalk path
- Added numbers to boat docks at the marina
- Added pickleball lines to platform tennis courts
- Added woodchips along the Doremus fence line
- Painted Activities Building
- Built bridges over sand bags in the marina due to the rising water levels
- Built drains for walkway on Sailboat Lane
- 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 broken faucet and sink in concession stand
- Fixed damaged sprinklers
- Made signs to direct residents of closures and procedures due to the pandemic
- Installed automatic hand sanitizers throughout buildings
- Installed automatic faucets and soap and paper towel dispensers in men's and women's bathrooms in Activities Building
- Installed automatic flush urinals in men's bathroom in Activities Building
- Installed large barbeque at Pavilion #4
- Installed LED lighting in Activities Building, pool bathhouse, and offices
- Installed memorial tree markers
- Installed new safe at Activities Building
- Installed snow fence at Point to stop erosion and added stone
- Installed two televisions in lobby of bathhouse
- Installed water lines to ice machine in First Aid Room
- Opened and closed pool
- Painted all guardrails
- Painted the seawall at the marina
- Patched asphalt path
- Planted arborvitaes along the Doremus fence line
- Ran electrical lines and installed television in Activities Building
- Rebuilt filter discharge lines in diving well
- Rebuilt six inch filter lines for the pool
- Repaired buoy lights that were damaged
- Repaired drywall in Activities Building
- Repaired windscreens around the platform tennis courts
- Removed dead arborvitaes behind pool
- Removed old pipes from Marina wall
- Renovated First Aid Room
- Replaced damaged ceiling tiles in Activities Building
- Sewer jetted lines by concession stand, maintenance garage, and Activities Building
- Stained the chairs and doors at 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 School
- Installed automatic flush urinals in men's bathrooms
- Installed automatic faucets and soap and paper towel dispensers in both bathrooms
- Made signs to direct residents of closures and procedures due to the pandemic
- Repaired flag pole

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

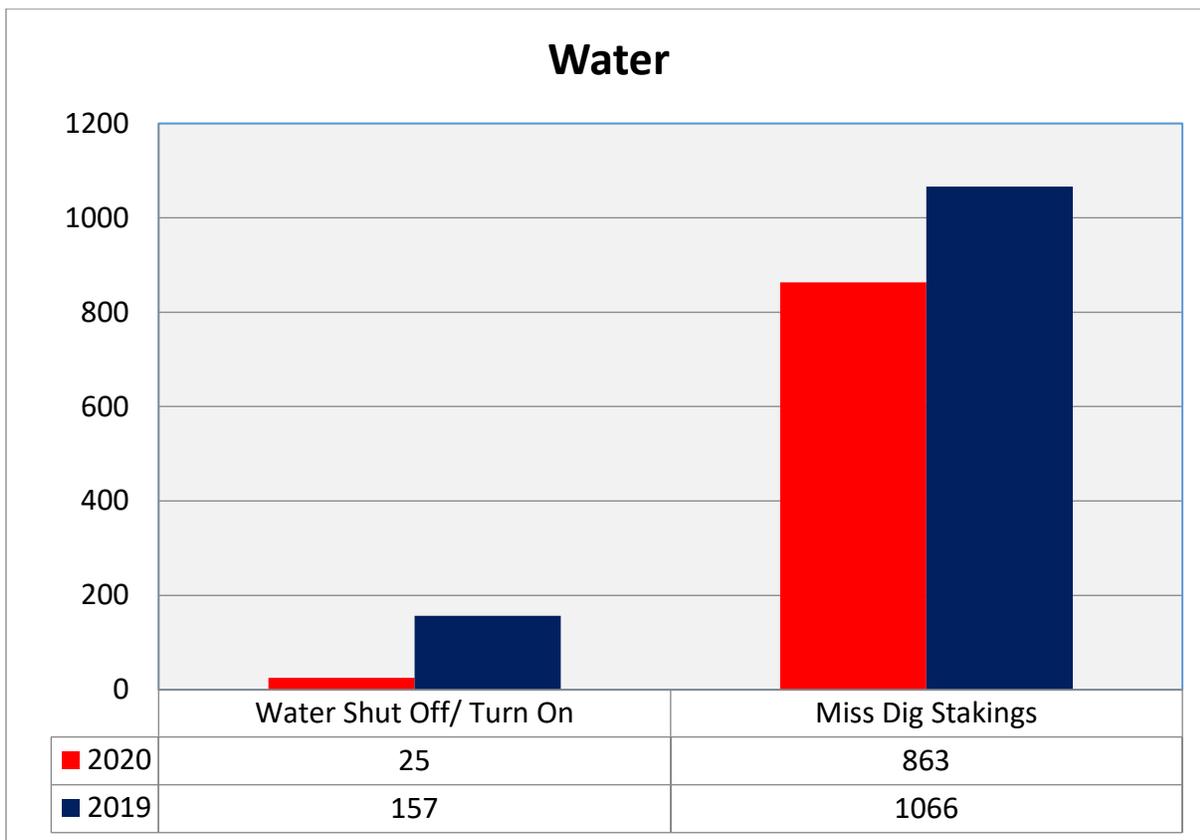
The DPW is responsible for the water distribution system of approximately 68 miles of various size water mains. The State of Michigan requires our city to have at least one certified water distribution operator with a title of S-2 or above. Department of Public Works employees currently hold two S-1, two S-2, one S-3 and five S-4 licenses.

In 2020, DPW employees performed one final water read, a decrease of 75% from the four finals performed in 2019. DPW employees staked 863 water service locations for Miss Dig in 2020, a 19% decrease of the 1,066 staked in 2019 and completed 36 sprinkler system repairs compared to 23 in 2019. Employees installed 20 new water meters in 2020, a 64% decrease of the 56 new meters in 2019, and installed four new MTU reading devices in 2020 compared to one in 2019. DPW employees also repaired 128 meters, MTU reading devices, and stop boxes in 2020 compared to 28 repairs in 2019. In addition, 25 water services were shut off in 2020, an 84% decrease from the 157 shut off in 2019, a direct result of suspending all water shut offs due to Executive Order 2020-28. Three water services were checked for leaks in 2020 compared to 17 in 2019.

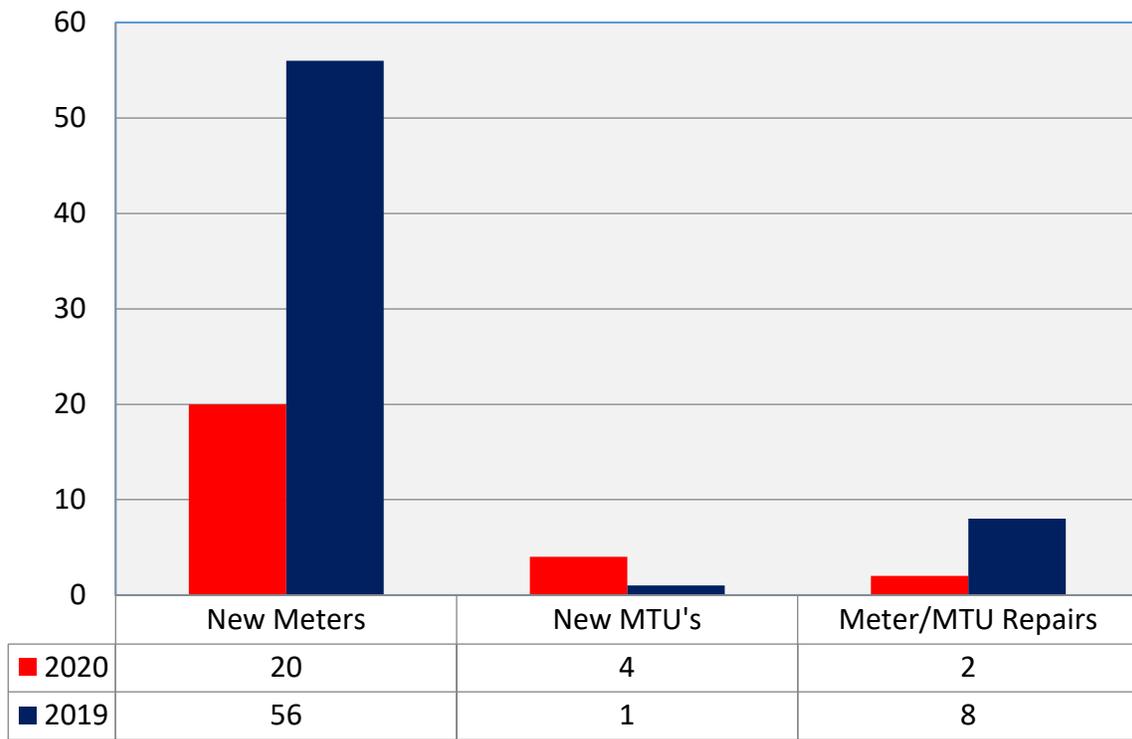
In order to be compliant with the first new requirement of new Lead and Copper Rule that was adopted in June of 2018 by the State of Michigan, DPW employees began a program to inventory all water service lines, including the portions on both public and private property, throughout the city. The second 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 2020, the DPW inventoried 265 service lines and found nine lead service lines, bringing the city's known total to 20.

Other water related services performed on a regular basis include:

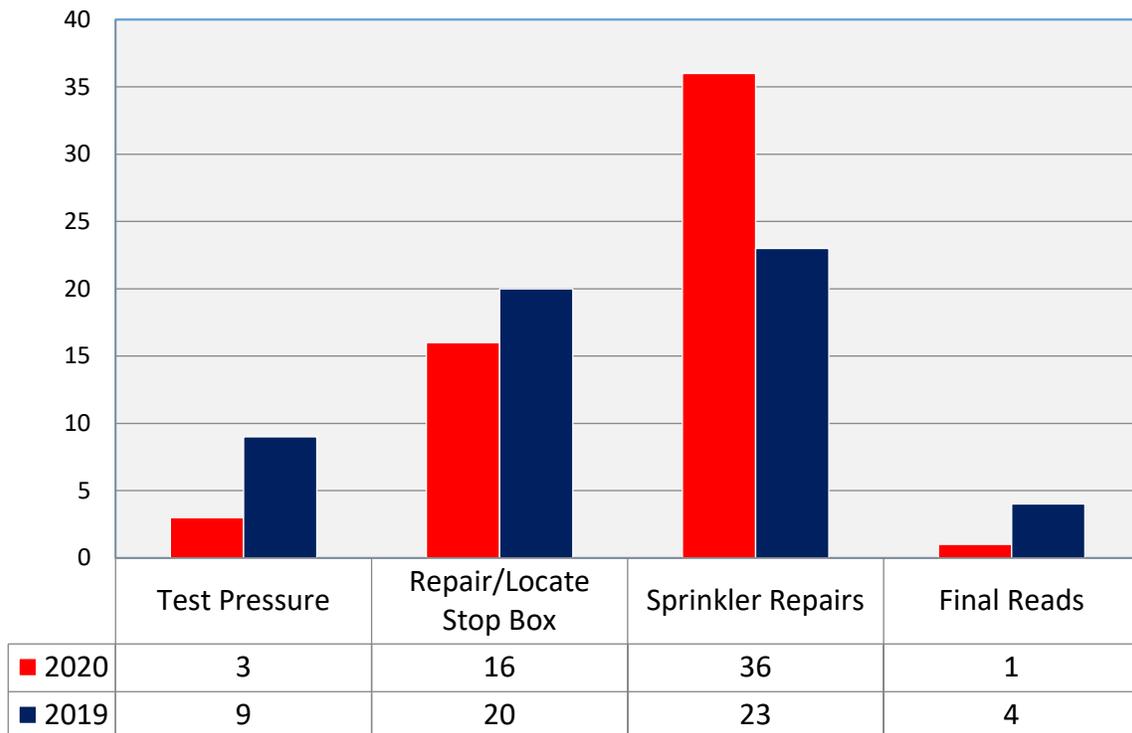
- Assist in the daily operations of the Water Reservoir
- Testing malfunctioning water meters as requested
- Testing water pressure as requested throughout the city
- Regular maintenance, repairs and winterizing the city irrigation system
- Replacing lead water services between water main and stop box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



Water



Water



WATER & SEWER REPAIRS/SERVICE

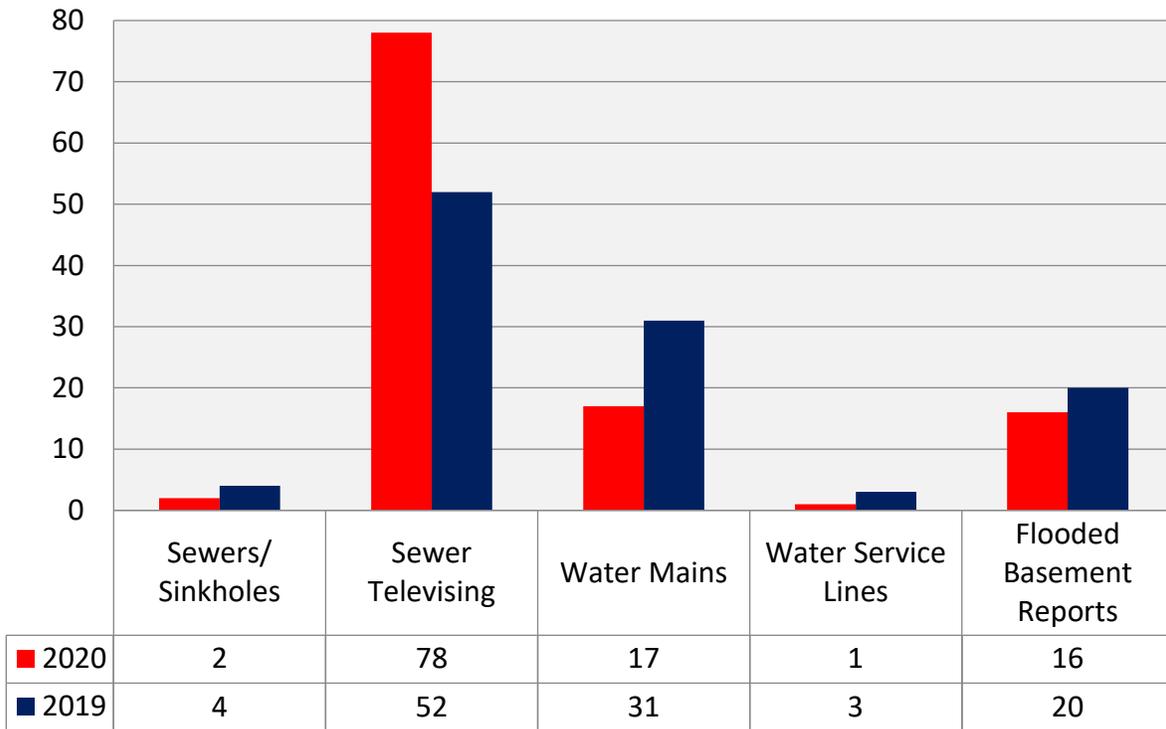
In 2020, DPW employees repaired 17 water main breaks compared to 31 repairs completed in 2019. One hundred ninety-two hydrants were serviced in 2020 compared to 22 hydrants in 2019. Four gate valves, and one catch basin were repaired in 2020 compared to three gate valves, and five catch basins in 2019. One new water service connection was made in 2020, while there were three new connections during 2019. As part of our 8-year rotating maintenance schedule, hydrants in district #6 (Mack to Fairway, from Vernier Road to Torrey Road) were pressure tested, flushed and greased in 2020 as scheduled. During October and November of 2020, 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. Ten sewer inspections were performed in 2020 compared to 11 in 2019, and two sewer/sinkhole repairs were made in 2020 compared to four in 2019. Sixteen flooded basements were reported in 2020 compared to 20 in 2019, and sewer-televising requests increased by 50% from 52 in 2019 to 78 in 2020. Concrete inspections increased to three in 2020 compared to two in 2019.

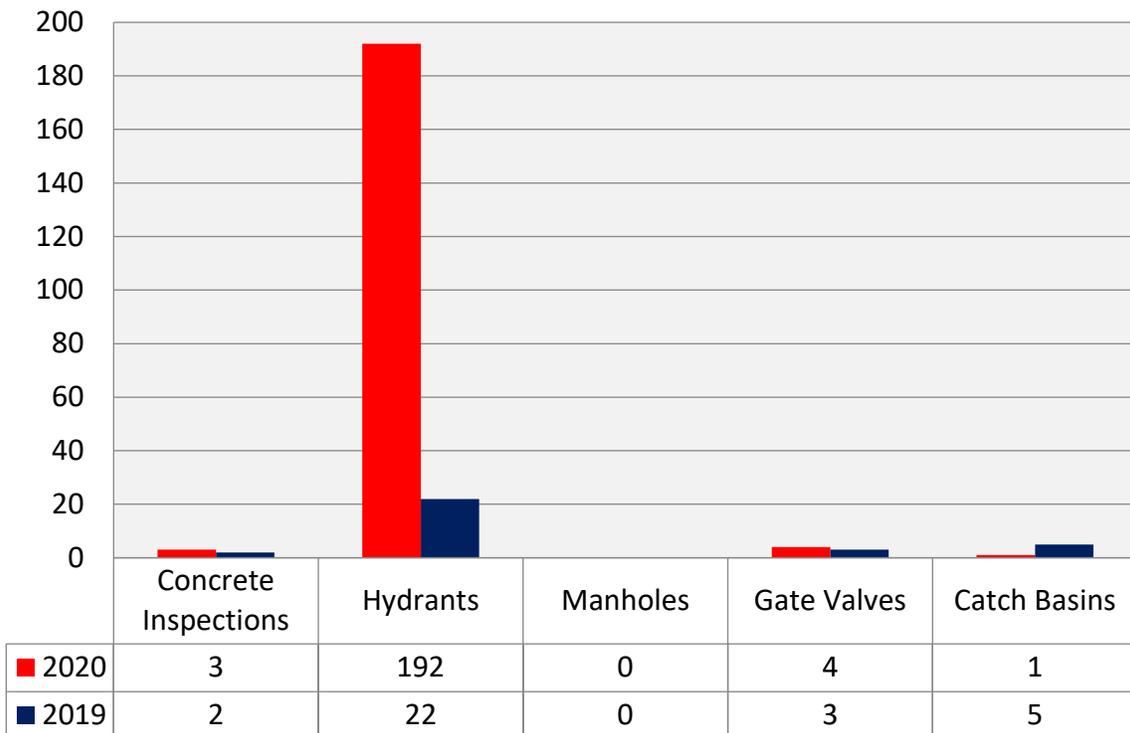
Other repairs and services provided in 2019 included:

- 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 2020, the Director and Assistant Director of Public Services condemned all city and private diseased trees.

In September and October of 2020, Landscape Source planted 110 trees throughout the city. Four memorial trees were adopted in 2020; however, the city's Tree Commission was unable to hold its annual memorial tree dedication ceremony to recognize the recipients due to the pandemic.

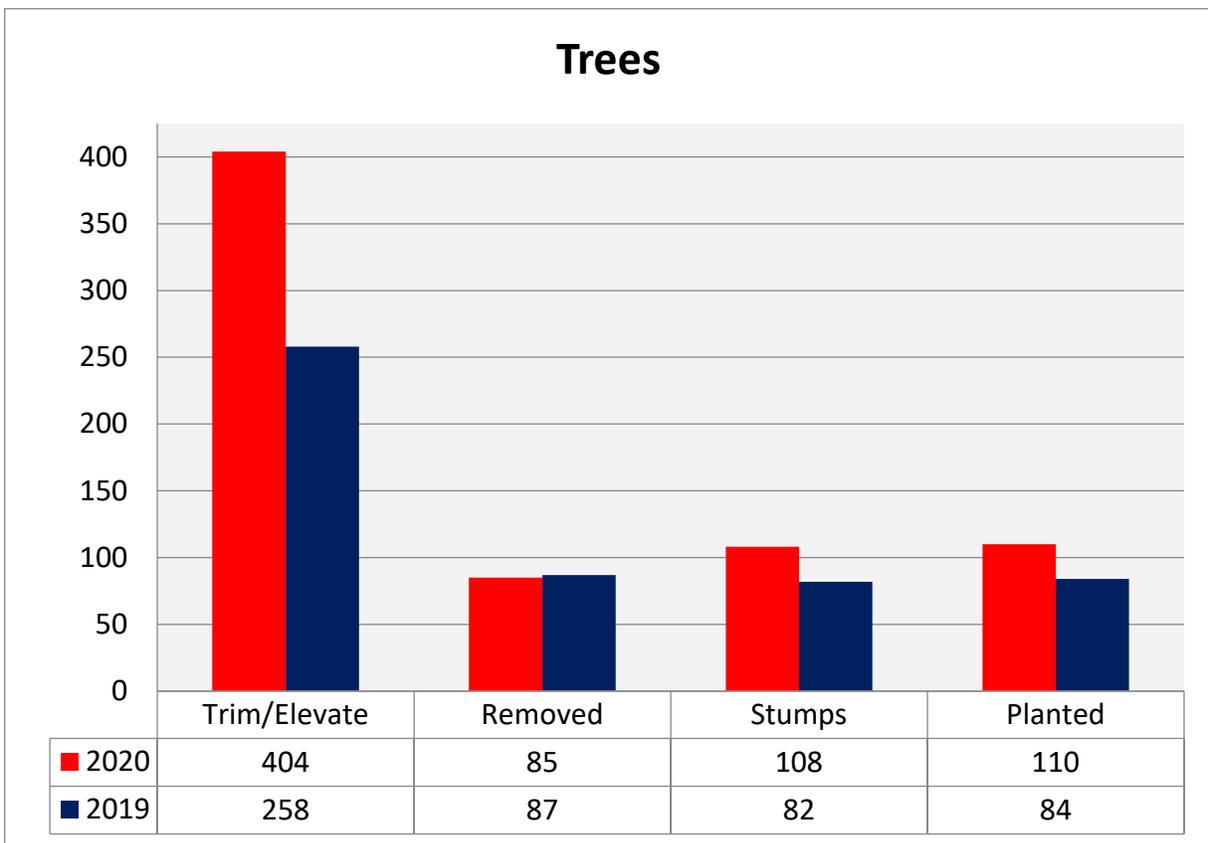
The DPW staff removed 42 trees and city contractor Arbor Pro Tree Service removed another 43 for a total of 85 trees removed in 2020, a 2% decrease from the 87 trees removed in 2019. The DPW staff also removed 108 stumps in 2020, 26 more than in 2019.

In January and February of 2020, DPW crews trimmed and elevated trees in District 8 (south side of Vernier to Fairford, from Fairway to east city limit). By year-end 404 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 2020, DPW spent 2,784 hours chipping brush, compared to 2,016 hours in 2019. The increase in hours resulted from the major storm event that happened on June 10, 2020. DPW crews were working non-stop to clear down trees blocking roads, sidewalks, and driveways and removing heavy brush piles in front of homes.

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

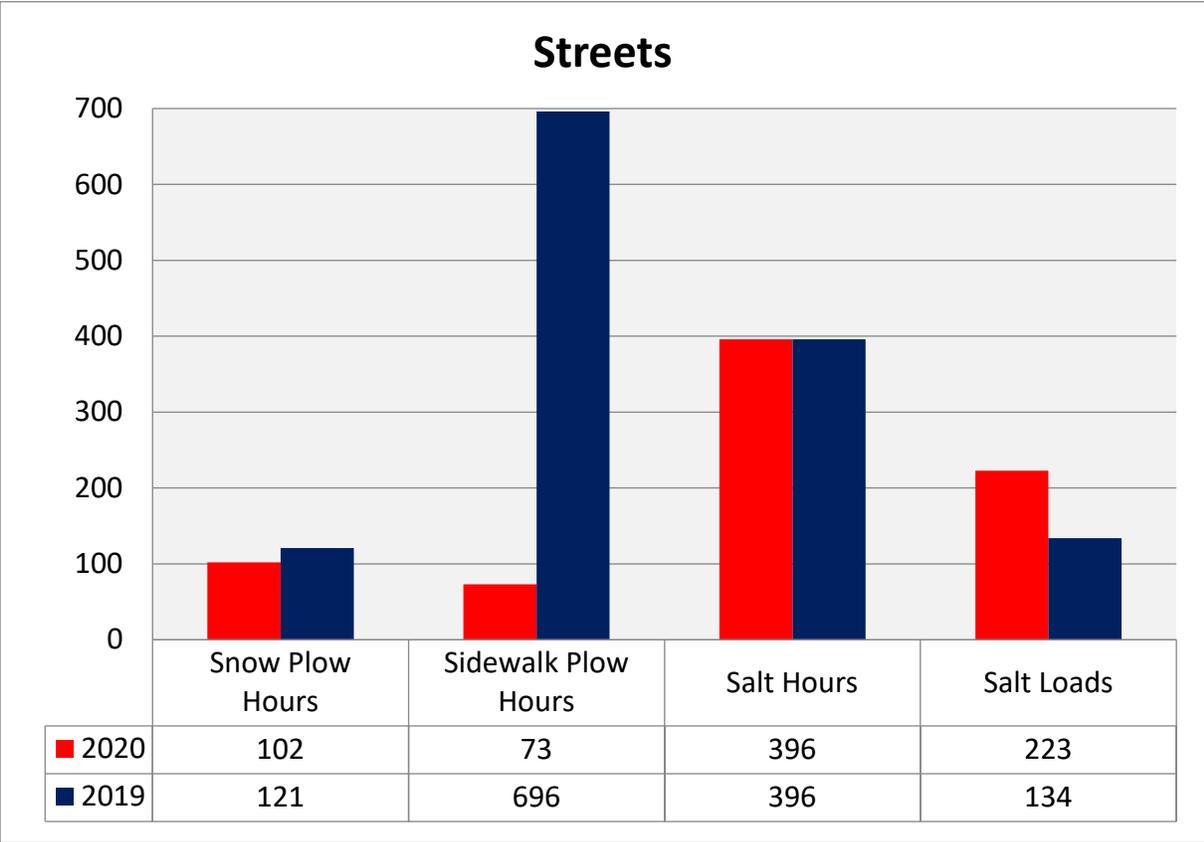
The Department of Public Works staff is responsible for approximately 54 miles of city streets. Regular duties consist of street sweeping, cleaning debris from alleys, parking lots and city boulevards, street painting/marking, and pothole repairs. The DPW administers the city’s yearly sidewalk replacement 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 2 (Vernier to north city limit, between Marter and Wedgewood) in 2020, 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 2020, 908 leaf loads, weighing slightly over 1,980 tons, were collected curbside. During the year, the city’s street sweeper registered 3,277 sweeping miles. Snow removal procedures implemented to reduce overtime expense were continued in 2020. Salt loads used increased by 66% as a result of utilizing smaller trucks that better fit the needs of the city. In total, DPW crews spread 1,034.50 tons of salt on city streets and sidewalks as needed. Snowplow miles and hours decreased significantly due to the milder winter weather in 2020.

Other tasks performed in 2020 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

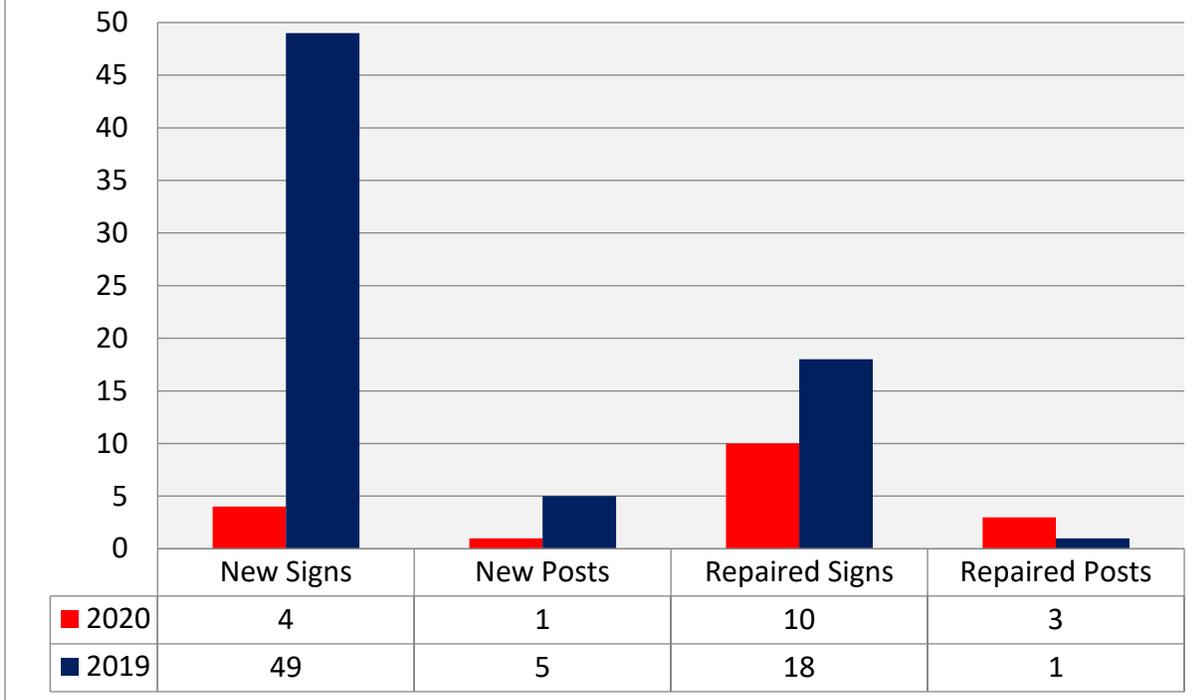




SIGNS

Department of Public Works employees are responsible for the installation and maintenance of all city signs. During 2020, a physical inspection of all city street signs was performed in District 1 (north side of Vernier Road to north city limit, between east city limit 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 2020, six new signs and posts were installed compared to 44 in 2019. In addition, 13 sign and post repairs were completed in 2020 compared to 19 repairs completed in 2019.

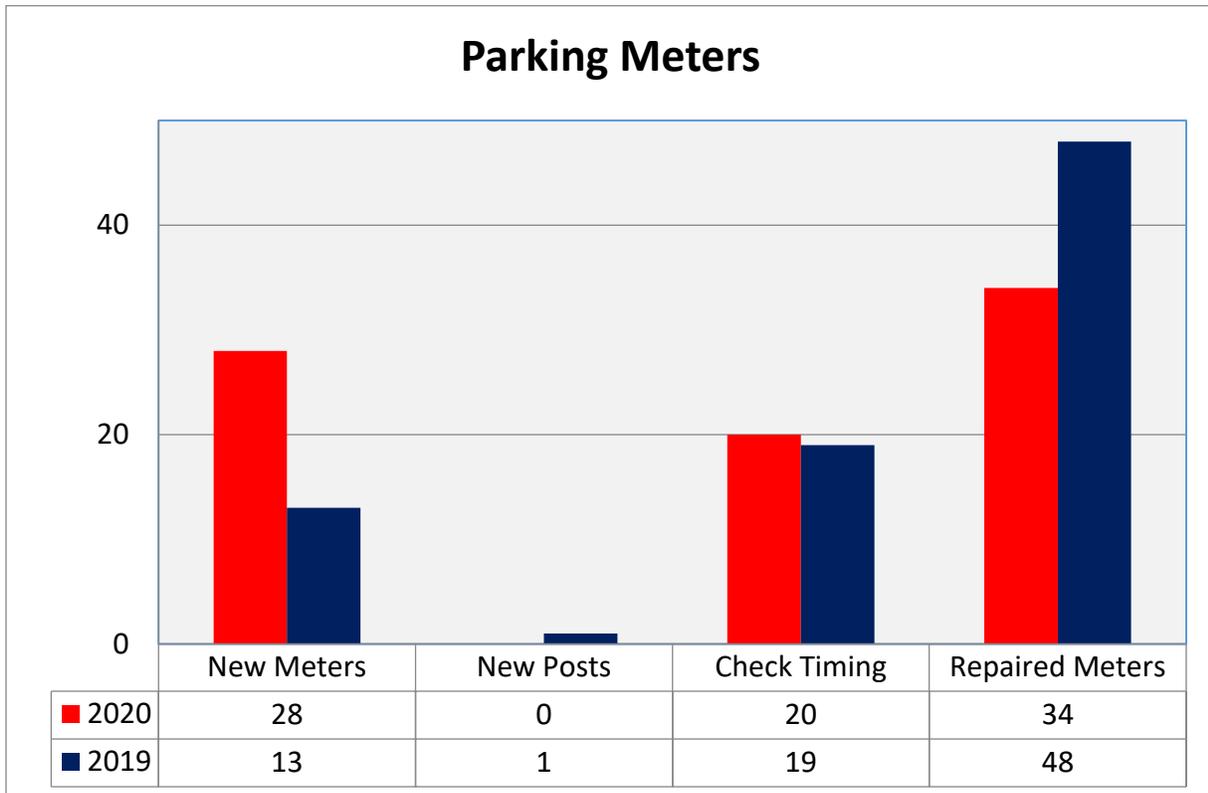
Signs



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 2020, 28 new meters were installed compared to 2019 when 13 new meters were installed. There were 34 meters repaired in 2020, a 29% decrease from the 48 meters repaired in 2019. DPW employees also checked the timing on 20 meters in 2020, one more than checked in 2019.

Parking Meters



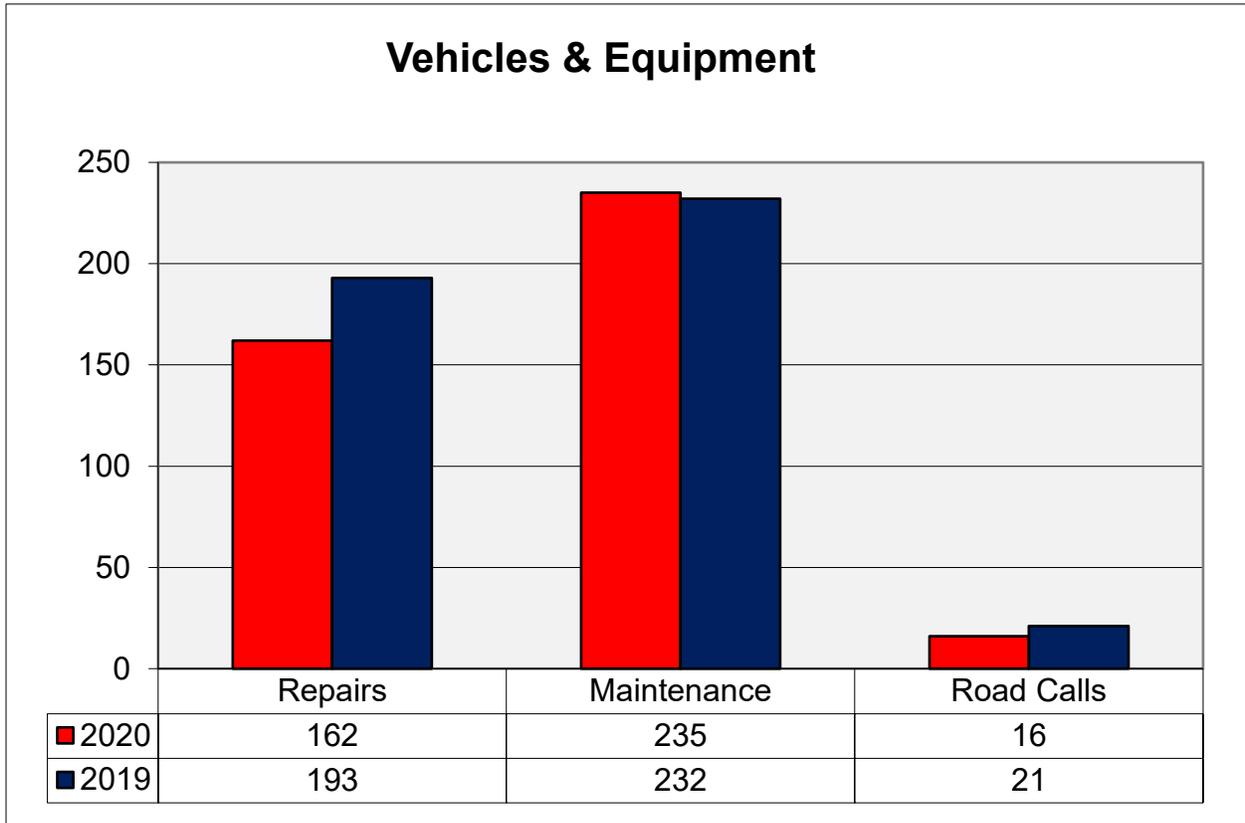
VEHICLES & EQUIPMENT

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 162 vehicle and equipment repairs in 2020, a 16% decrease from the 193 repairs completed in 2019. Repairs decreased as a result of updating the fleet with new pickups, equipment and police vehicles. In 2020, 235 vehicles were serviced for regular maintenance.

In 2020, the DPW updated the fleet with two new vehicles, a tractor, and chipper. The new 2020 Morbark Eger Beaver 1415 Chipper replaced the 1994 Morbark Chipper that is crucial to continue to provide the chipping service to our residents. The new John Deere 3033R Compact Utility Tractor with Backhoe replaced the 2008 John Deere Tractor that is used to maneuver in rear yards and easements to repair water mains and sewers. The two new vehicles were the 2020 Freightliner 4x2 Vactor Combination Sewer and Catch Basin Cleaner Truck and the 2019 Ford F-750 5-yard Dump Truck with a plow and salt spreader. The 2020 Freightliner 4x2 Vactor Combination Sewer and Catch Basin Cleaner Truck replaced the 2008 Sewer Jet Vactor Truck that had become undependable. It is a vital piece of equipment used for water main breaks, stop box replacements, catch basin repairs, and most importantly sewer cleaning. The 2019

Ford F-750 5-yard Dump Truck replaced the 1992 Mack 10-yard dump truck. The 5-yard dump trucks are smaller and easier to maneuver throughout the city.



* * * * *

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.