

Department of Public Works (DPW)
Annual Report
February 5, 2018

Department Overview – DPW touches all parts of the Township

DPW staffing has changed over the years. In the past, cleaning, snowplowing, and grave digging were contracted out. In the 1980's, we had a Cemetery Sexton. The first full-time DPW employee came on in 1994. Subsequently, the Township brought the cemetery management in-house and purchased a used backhoe. As recent as 2005, we had two DPW employees supplemented with “jail help.” Cleaning was brought in-house in 2011. As expectations have changed, the DPW staff has also increased to meet Township needs.

Current employees:

- Two full-time year round.
- One half-time year round (a full-time position split with the Fire Department).
- Two part-time seasonal (full-time April through October and half-time November through March).
- One seasonal (part-time summer help).

All DPW employees are responsible for all buildings and properties, but individual employees are assigned primary / secondary responsibility for specific buildings and properties the last five years. We've also used a weekend “on-call” schedule for snowplowing the last three years.

There is always something to do; DPW touches all parts of the Township. DPW is responsible for the day-to-day cleaning and maintenance of all Township buildings and properties.

Buildings:

Township Offices
Police Station
Fire Hall
Bath Community Center (BCC)
Senior Center
Library Center (in early 2018 this is still provided on a contract basis)
DPW Garage and Pole Barn

Properties:

Township Campus
Pleasant Hill Cemetery
Rose Cemetery
Couzens Park
Wiswasser Park

Soccer Park
Park Lake Beach
Rickard Boat Launch
Fletcher-Robson Nature Park

The Township also has several properties which require attention either on an as needed basis or have the potential for future development which would mean adding them to DPW's regular schedule.

Other Properties:

Roadways and Ditches (litter, etc.)
Chandler Road Sign
Upton Road Property
The Pit
Community Garden Property (current lease agreement expires May 2018)
Park Lake Preserve ("Poison Ivy Park")
"Overflow" Parking Lots

Various events and activities throughout the year require additional work by DPW to prepare the facilities, set up or deliver equipment, clean-up, etc.

Events and Activities:

Elections
Bath Days
Summer Solstice
Farmers Market – particularly on demonstration days
Tom King Junk Day
Bridge Tournament
Buck Pole
Baseball / Football Programs
Property / Building Rentals

Recent History / Trends / Accomplishments

In addition to its daily routine DPW needs to adjust schedules frequently to accommodate weather, funerals, department "requests," staff time off, and extra projects.

Recent Projects (not complete list):

Assisted renovation of Senior Center kitchen
Removed old Senior Center deck
Landscaped around new Senior Center deck
Fire Department – list of minor projects to address prior deferred maintenance

Remodeled offices / break room / conference room
Painted offices for new employees
Assisted setting up camera system in BOT room
Built additional shelves in basement and disposed of old papers and items
Replenished beach sand
Goose spray deterrent at Park / Beach / Boat Launch
Stripped and stained Couzens Park gazebo
Repaired Soccer Park storage shed
Removed retaining wall blocks
Researched and coordinated installation of vehicle lift
Reorganized cabinets at DPW
Built “workshop” in pole barn
Cleaned up pole barn area

Current Issues / Challenges

- **Busy and Full Schedules** – Much of the DPW work is seasonal and also weather dependent. For example, the early spring is extra busy as the grass begins to grow and needs mowing, the cemeteries require extra duties and attention prior to Memorial Day, and we might not yet have part-time summer help with the string trimming. All in all, this demonstrates that there is always something to do, but it also means that a rainy day or an extra project can be difficult to work into the schedule.

The Township has added a number of services and programs in recent years. These are great for our residents, but they also add to the work load. It is important for the BOT and committees to understand and consider all the job responsibilities before starting new programs. Here are a few recent examples to illustrate:

- Restrooms at Wiswasser Park – Need to be cleaned regularly and locked / unlocked daily, including on weekends.
- Library Center – Needs regular cleaning. (this will end by spring 2018)
- Five-Days Lunch at Senior Center – Not only does it need more frequent cleaning, there are no “vacant” days to do the cleaning.
- Farmers Market Guest Chefs – Needs set-up of tent and equipment.
- BCC Rentals – More frequent rentals on weekends has meant overtime to check and clean in between renters.

Such ongoing maintenance should be considered when the BOT and committees discuss proposals such as: Senior Center building expansion, boat wash, restrooms at Couzens Park, trails at Park Lake Preserve, and park development of Upton Road property.

- **Split DPW/Fire Position** – In September 2016, a full-time DPW position was split between DPW and the Fire Department. This employee’s typical schedule is four hours in

the morning at the Fire Department then four hours in the afternoon at DPW. Additionally, this employee is available to leave DPW to respond to priority calls.

This split arrangement works, but it does have a few inherent difficulties. Most notably, it has been the shift of twenty hours per week from DPW to Fire, and less employee availability for DPW responsibilities. This is compounded when there are priority calls requiring him to leave his DPW duties, with the other DPW employees adjusting their schedules to cover his absence. Additionally, he has found – both when working at the Fire Department and at DPW – that a four hour shift can frustrate the completion of some projects, especially when he needs to take some time to clean up and put away equipment at the end of his shift.

- **Building Maintenance Schedule** – Building maintenance has generally fallen on either the DPW employee with primary responsibility or fix-it when there’s been a problem. With Police air conditioning, Fire sprinkler, and Senior Center air exchanger needing extensive “emergency” repairs in 2017, it has become apparent that each building should have a regular maintenance schedule. In late 2017 / early 2018, DPW has begun reviewing, organizing, and writing the maintenance schedule. This will assist preventive maintenance and budgeting going forward.

Update on 2017 Goals

- **Building Maintenance Schedule** – Building maintenance has generally fallen on either the DPW employee with primary responsibility or fix-it when there’s been a problem. As we’ve added more equipment with the Senior Center kitchen and begun addressing prior deferred maintenance in the Fire Hall, it has become apparent that each building should have a regular maintenance schedule. *Update: Started organizing and writing in early 2018.*
- **Storage Space** – Just like in many homes, the Township basement becomes the repository for lots of stuff. The Township certainly needs storage space for records and occasional items, but some of it has become excessive. The last couple of years, DPW has built additional shelves in the basement, worked with staff to purge outdated records, and otherwise organize the space. DPW has been approved to dispose of unnecessary items from the basement according to the Township’s Disposal Policy. *Update: Senior Center “loaner” equipment and Friends of the Library used books have been removed. Old files and papers should be reviewed and potentially disposed. Some items had no interest when advertised, so will be disposed for scrap metal at upcoming Tom King Junk Day 2018. May need to build additional shelving within next couple years to accommodate papers and files that get added every year.*
- **Projects** – DPW had several projects planned for 2017:
 - **Flagpole** – The flagpole at the Township Offices has become crowded as nearby trees have grown taller. The Lions Club has said it will help offset the cost to relocate

- the pole away from the trees. This will include some minor landscaping. **Update:** *Completed.*
- Soccer Field Retaining Wall – Portions of the railroad tie wall are bowed. It is not in imminent danger of collapse, but does need repair. The most cost effective fix appears to be filling the empty space below the wall so it is just a slope rather than a wall. This could be done by DPW or might be coordinated with a nearby construction project. **Update:** *Completed. Grass seed will need to be checked and touched up in spring 2018.*
 - Rose Cemetery Shed – Replacing the electric service, fascia, and minor repairs. **Update:** *Completed.*
 - Fletcher Robson Nature Park – The trails are due for periodic clearing of encroaching brush. A fence or other barrier will be installed to prevent vehicles from entering and damaging the property. In the past a gravel parking lot has been discussed but is not a priority at this time. **Update:** *Trails cleared, fence not installed.*
 - Police Department Floors – The twenty-four / seven nature of the Police (and the fact that we can't just close it down for a few days like other buildings) makes it difficult to maintain the tile floors. They should be stripped and waxes annually, but this often gets skipped or only partially completed. DPW will explore commercial carpet, polished concrete, or other low maintenance alternatives for the floors. But actually changing out materials may not occur this year, depending on cost and complexity. **Update:** *Contractor to measure department and provide sample materials.*
 - Parking Lot – Crack filling and patching of the Township Offices parking lot is budgeted for this year. This will be contracted out, but DPW may assist with the work or will likely re-stripe the parking lots afterward. **Update:** *Project changed. Extensive "overlay" patch by Senior Center was done in 2017 as first of six year plan to rehab parking lots. Afterward, DPW striped the parking stalls throughout the Township Office Complex.*
 - Couzens Park Shed – If the Township proceeds with restrooms at Couzens Park, the School has said something could be "worked out" for the Township to acquire the existing storage shed on the site. DPW would remove and transport the shed, so it could replace the small shed at the Senior Center. **Update:** *The shed was not moved from Couzens Park. DPW patched several roof leaks.*
 - Several "unplanned" projects came up during 2017:
 - Lighting Project – DPW replaced lighting fixtures and / or lamps in all Township buildings. The \$21,700 cost was partially offset by an \$8,400 rebate from Consumers Energy. This is estimated to reduce electric costs by \$7,400 annually, resulting in a payback period under two years.
 - Coir Logs – DPW consulted with Michigan Department of Environmental Quality on permitting requirements to install coir logs and sand fill to prevent shoreline erosion that was getting close to undermining the edge of the parking lot at Rickard Boat Launch. DPW worked with United States

Department of Agriculture for native plants establishment to reduce erosion due to wave action. This project will be reviewed in spring 2018 to touch up any settling or replant any winterkill vegetation.

- Sealed the Senior Center Deck.
- Landscaping was done behind the Office and next to the Senior Center Deck.
- Painted interior of BCC.
- Senior Center Entry – An automatic door opener was installed by a contractor. An accessible ramp was built by DPW.
- Built shelves for Fire Department radio room equipment.
- Built multi-section wood box for back of Fire Department command truck.
- Refurbished boat trailer for Fire Department.
- Built rolling unit to hold 20 air tank bottles for Fire Department.
- Added light and electric outlets to work area in DPW Pole Barn and built welding table.

2018 Goals

- **Projects** – DPW has several projects planned for 2018:
 - BCC Interior Lights – The lights need to be properly rewired between the false ceiling and the original ceiling to remove a fire hazard.
 - Insulate Fire Hall – Insulation needs to be added above the Chief's Office and above the Radio Room. This is an energy efficiency measure, and it will protect the sprinkler system in these areas from potential freezing.
 - Gravel Rose Cemetery Roads.
 - Gravel Soccer Parking Lot.
 - Curb Stops or Bollards at Soccer Parking Lot – We frequently have teenagers who do “donuts” in the parking lot. This results in lost gravel, trip hazards, and frequent maintenance to re-grade the parking lot. Adding curb stops or bollards through the center of the lot might be an inexpensive but effective deterrent to the donut activity.
 - Landscaping below Senior Center Deck.
 - New Doors on Senior Center Shed.

Long-Term Goals

- **Multi-Year Planning** – Under the current Capital Improvements Plan (CIP), maintenance of existing buildings and equipment are not eligible for listing in the CIP. But these items still need to be maintained and can be quite costly. Continuing and further developing the multi-year budget will help plan for major expenses in advance. This will also help avoid higher costs in the future due to deferred maintenance. Some future expenses include: generators for Office and Fire, lawnmowers, cars, parking lot repair, and Police roof.

***Update:** These items are included in the “future planning” section of the budget, but some vehicles and equipment may need better detail.*

Additionally “proposals” should be tracked even if they might not be planned in the budget. For example, the BCC building has had little investment. The building may be low on the BOT’s priority list, but there should be a general awareness of it. For another example, the BCC parking lot was budgeted for repairs a couple years ago, when that winter turned out easy we decided not to do the work at that time, but it still needs to be done at some time rather than be forgotten. **Update:** *Prior proposals need to be reviewed and organized.*

- **Cross Training** – All DPW employees are responsible for all buildings and properties, but individual employees are assigned primary / secondary responsibility for specific buildings and properties. Particularly for less common job duties, employees need the chance to practice in areas they don’t typically work. **Update:** *This is an ongoing expectation among DPW employees.*