

August 2023



Monthly *Caretaker* Report



Andy Souza, Public Works Director

 (270) 393-3657  andy.souza@bgky.org

To: Jeff Meisel, City Manager

RE: Public Works Monthly Report for August 2023

Available on the City's Website: <https://www.bgky.org/publicworks>

Date: Submitted **6 September 2023**

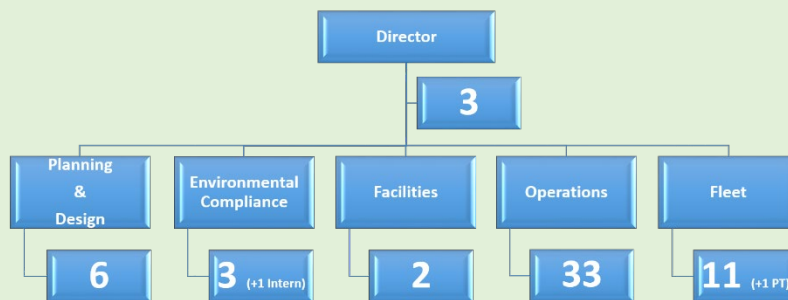


Figure 1- APWA inspectors and Public Works team during the 2023 Reaccreditation (9 Aug)

August 2023



Admin Update



- **American Public Works Association (APWA) Reaccreditation-** The city's Public Works Department is the only APWA Accredited Agency in the state of Kentucky and 1 of 194 agencies in North America. The department received its initial accreditation on 17 April 2007. Every 4-years the department is inspected for compliance with national standards across all five divisions. This year, the inspection examined 119 practices, accounting for 1/3 of the department's regulatory compliance. The team was assessed as being in full compliance on 117 items, substantial compliance for 1 item and 1 listed as not applicable. **The department is fully accredited for another 4-years!** (8-9 Aug)



Figure 2- APWA Inspectors and Public Works Professionals during a city orientation.

August 2023

| | | |
|------------------------------|---------------------|---|
| Code of Ethics Update | Administration | The Board of Commissioners approved an update to the Code of Ethics as part of Fleet's Mechanic Incentive Program (Municipal Order #2023-22) 1 st reading on <u>1 Aug.</u> , approved <u>15 Aug.</u> |
| Surplus Property | Fleet Division | 2007 BOBCAT 24" asphalt planer attachment #4080. Disposal Method #2. Approved on <u>2 Aug.</u> |
| Property Damage | Operations Division | Street Sweeper brush was damaged due to a road cut on Glen Lily Rd. Repair estimate is \$863 (<u>3 Aug.</u>). |
| Property Damage | Operations Division | Mowing operation projected rock into Easy Liquors window. Repair estimate is \$1000 (<u>7 Aug.</u>). |
| Surplus Property | Fleet Division | 2004 Ford Crown Vic 4 door sedan. Disposal Method #3. Approved on <u>14 Aug.</u> |
| New Hire | Operations Division | Jesse James for Operations Maintenance Technician I (Municipal Order #2023-167) on <u>15 Aug.</u> |
| New Hire | Fleet Division | Terry Roberts for Fleet Technician (Municipal Order #2023-168) on <u>15 Aug.</u> |
| Surplus Property | Fleet Division | 2005 Ford F150 Standard Cab Pickup. Disposal Method #2. Approved on <u>25 Aug.</u> |
| Emergency Contacts | Entire Department | Annual Update completed on <u>28 Aug.</u> |

Take Home Vehicles (7)

| Division | Fleet # | Employee | Vehicle Type |
|---------------|-------------|----------|--------------------------|
| Fleet | 7002 | Stice | 1/2 Ton Ford |
| Operations | 4159 | Delp | 2022 1/2 Ton Ford |
| Operations | 4111 | Johnson | 3/4 Ton Dodge |
| Operations | 4160 | Walden | 1/2 Ton Ford |
| Facilities | 5531 | Hehner | 2023 Jeep Grand Cherokee |
| Environmental | 5518 | Powell | ½ Ton Ford |
| Director | 5529 | Souza | 2020 Ford Explorer |



Figure 3- Mrs. Lizette Garcia, Mr. Ryan Johnson and Mrs. Melanie Shy attending the Public Works Expo (PWX) in San Diego (29 Aug)


August 2023



Operations Update

Dave Delp, Operations Manager
270-393-3202 (office)



- **Summary-** Operations completed **103 work orders** in August (79 for July). Asphalt paving, pothole repairs, tree trimming, curb/drainage repairs, sidewalk repairs, and weed and alley maintenance (including mowing and bush hogging) continued to account for the majority of work.
- **Curb Painting Summary-** Curb painting occurs every 3-years in the city. Due to budgetary restrictions, curb painting slated for FY23 was consolidated into FY24 and completed this summer. For FY23/24 we used 980 gallons of yellow paint at a cost of \$18,718. 
- **2023 Fall Leaf Pickup Scheduled-** Beginning on 30 October.
- **Hi Visibility Street Closure Support-** 8-10 September for Holley LS Fest. Expected crowd of 40K.



Potholes
Repaired

67



Street
Sweeping
Hours/miles/tons

178/442/28



L/ft
Sidewalks
Repaired

97



Tons of
Asphalt Used

21.9

Previous Month (July 2023)

14

120/379/32.2

207

2.2

August 2023

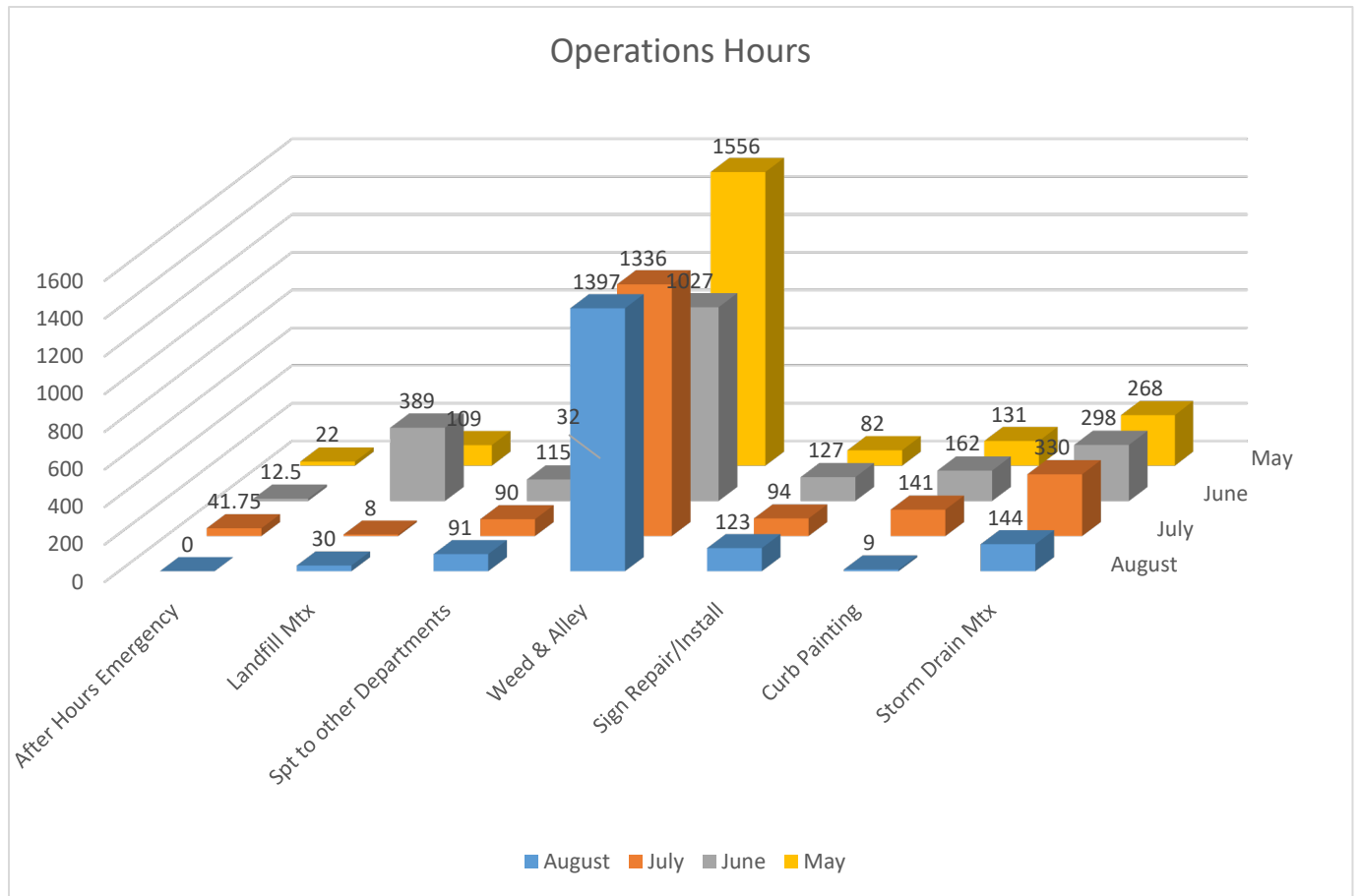


Figure 4- Operations Hours (May-August)



Figure 5- Operations Team competing in the state-wide APWA ROADeo (2 Aug)

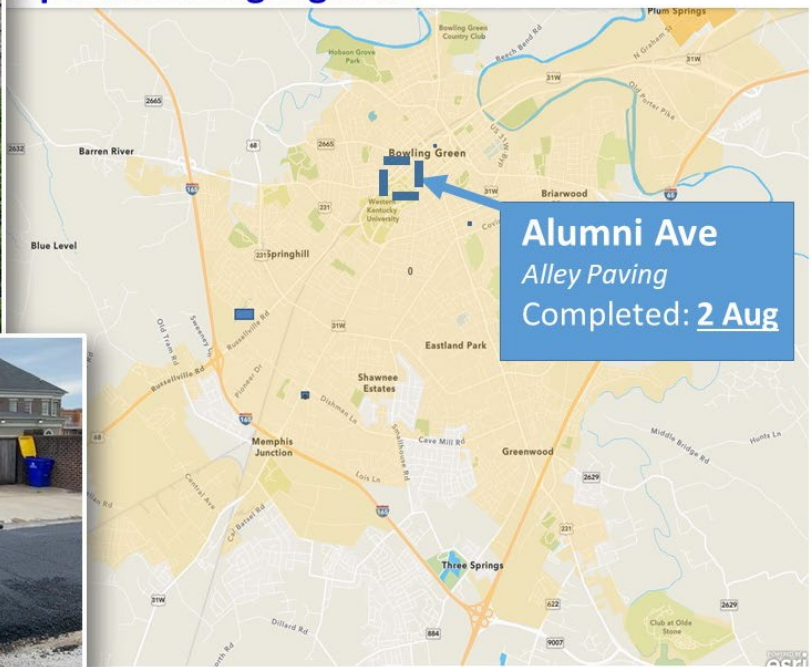
August 2023

Operations Highlight #1



Magnolia St.
Curb & Sidewalk Repair
Completed: 1-3 Aug

Operations Highlight #2



Alumni Ave
Alley Paving
Completed: 2 Aug

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* Also posted to the City of Bowling Green FB Page

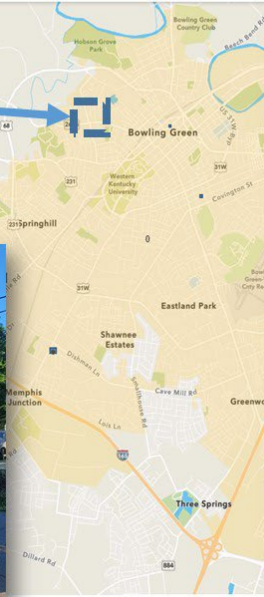


Operations Highlights #3

Crewdson Dr.

Tree Trimming

Completed: 15 Aug

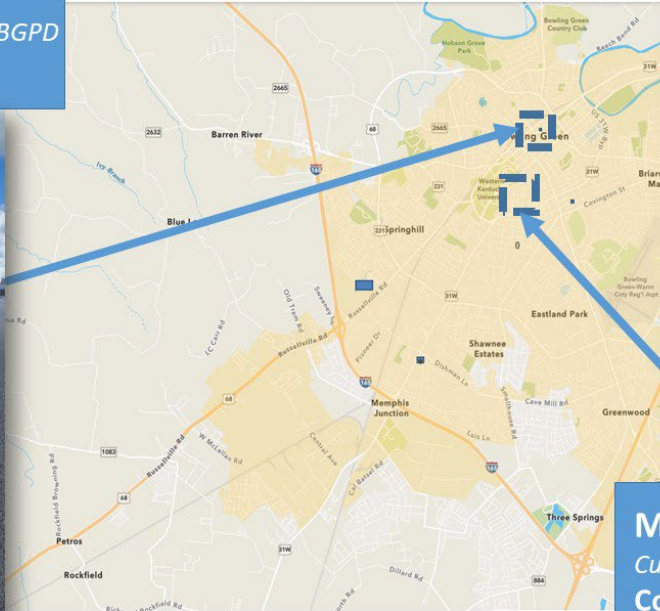


Operations Highlights #4

Kentucky St.

Curb Painting in front of BGPD

Completed: 15 Aug



Merideth Dr.

Curb Painting

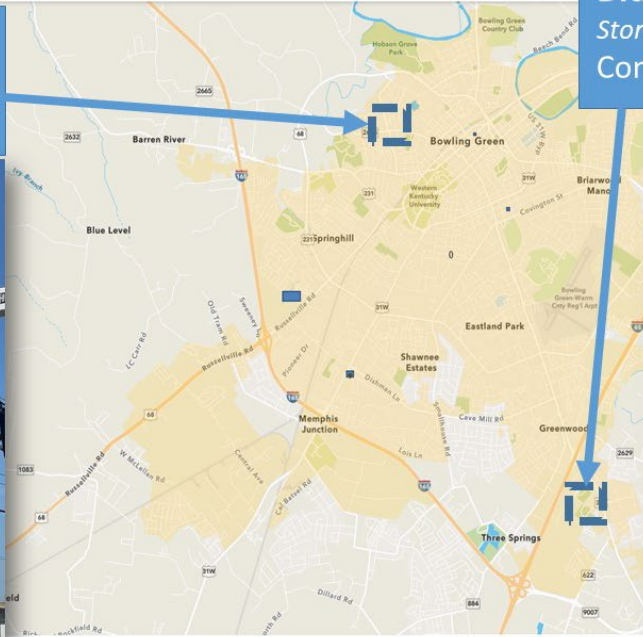
Completed: 15 Aug

August 2023

Operations Highlights #5 & #6

Scottsville Rd.

Signal Work with KYTC
Completed: 21 Aug



Bluegrass Farms Blvd

Storm Drain Repair
Completed: 23 Aug



Operations Highlights #7

Jackson St.

Illicit dumping cleanup
Completed: 29 Aug



August 2023



Planning & Design Update

Plats Reviewed

12

Melissa Cansler, City Engineer
270-393-3212 (office)

- **FY24 Overlay evaluation** – Staff is approximately 50% complete on field inspections determining overlay needs for the current fiscal year contract.
- **College Street Pedestrian Bridge** - Final structural inspection completed this month on underside components of the bridge and the engineer is preparing repair recommendations. Construction continues on pier repairs and the bridge has been closed to pedestrians to prep for lead removal and repainting. It will reopen in November.
- **31-W Bypass**- Continue work with KYTC on the operation of the Broadway Ave. signalized intersection. Monitoring level of service to determine if minor modifications are needed on city-maintained portion to allow two thru lanes out of town.
- **Planning efforts for upcoming Highway Plan**- Staff worked alongside other local agencies and the MPO Technical Advisory Committee to identify priority projects to “sponsor” for the next Highway Plan that will be recommended by Governor Beshear.
- **Ashley Circle/Westen St. Roundabout** – Construction continues and work began on the “inner island” this month. Through traffic has been maintained throughout construction with a few exceptions.



Figure 6- Mr. Daniel Colter and Mr. Tyler Phelps conduct survey analysis along College St & E. 10th Ave (9 Aug)

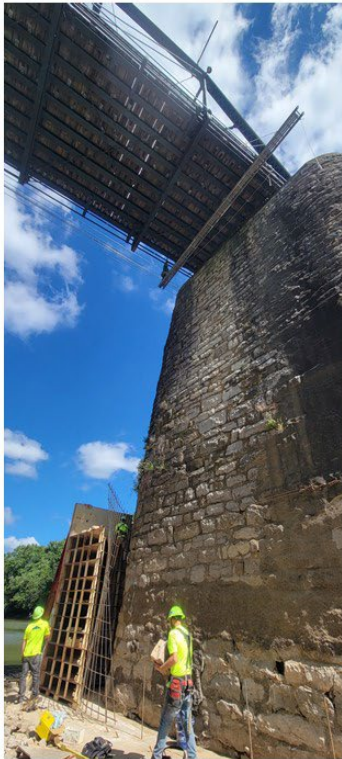
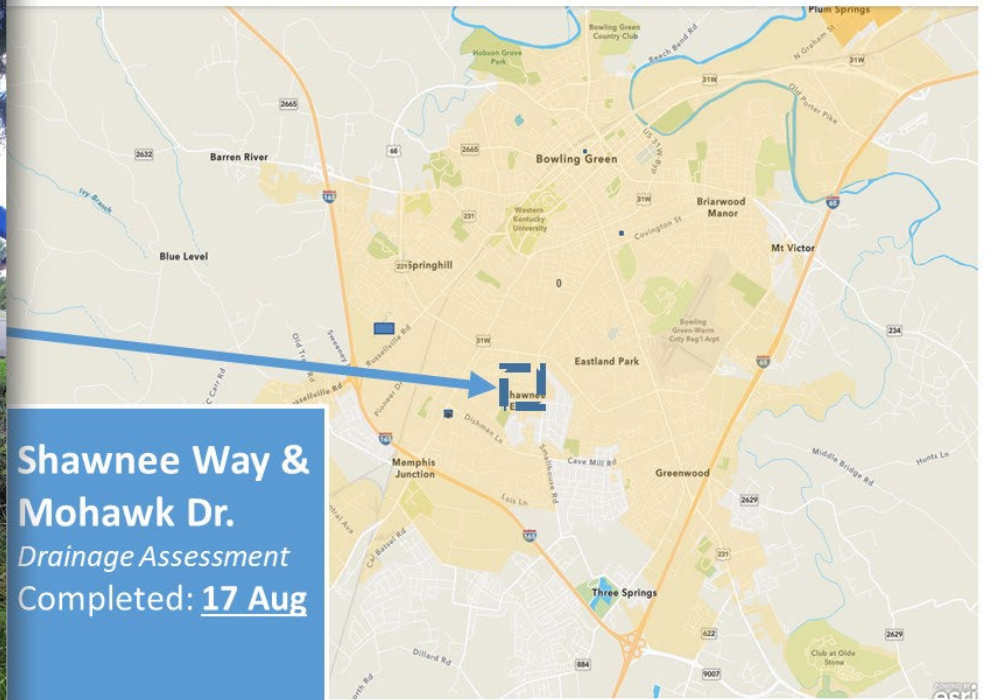


Figure 7- Mr. Tyler Phelps oversees roundabout construction on Ashley Circle and Westin Street. (28 Aug)

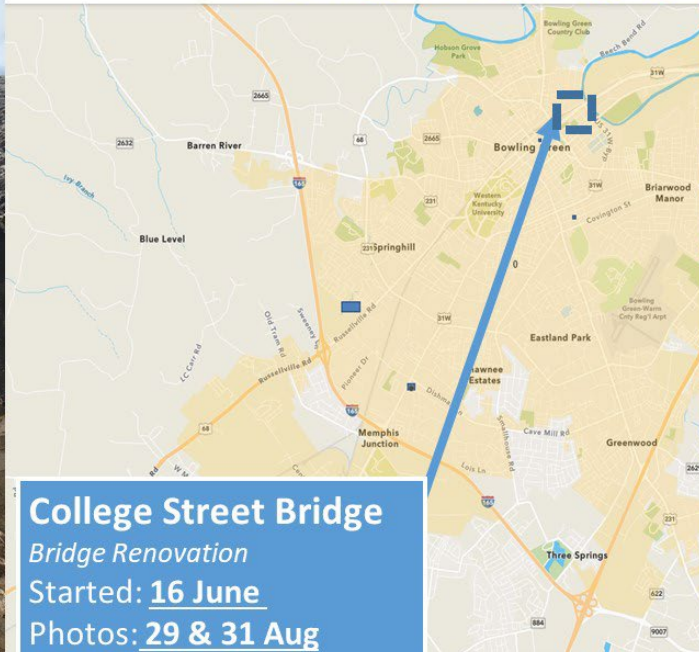
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Planning & Design Highlight #1



Planning & Design Highlight #2



August 2023



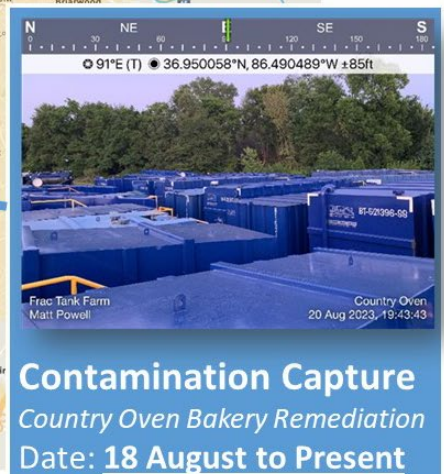
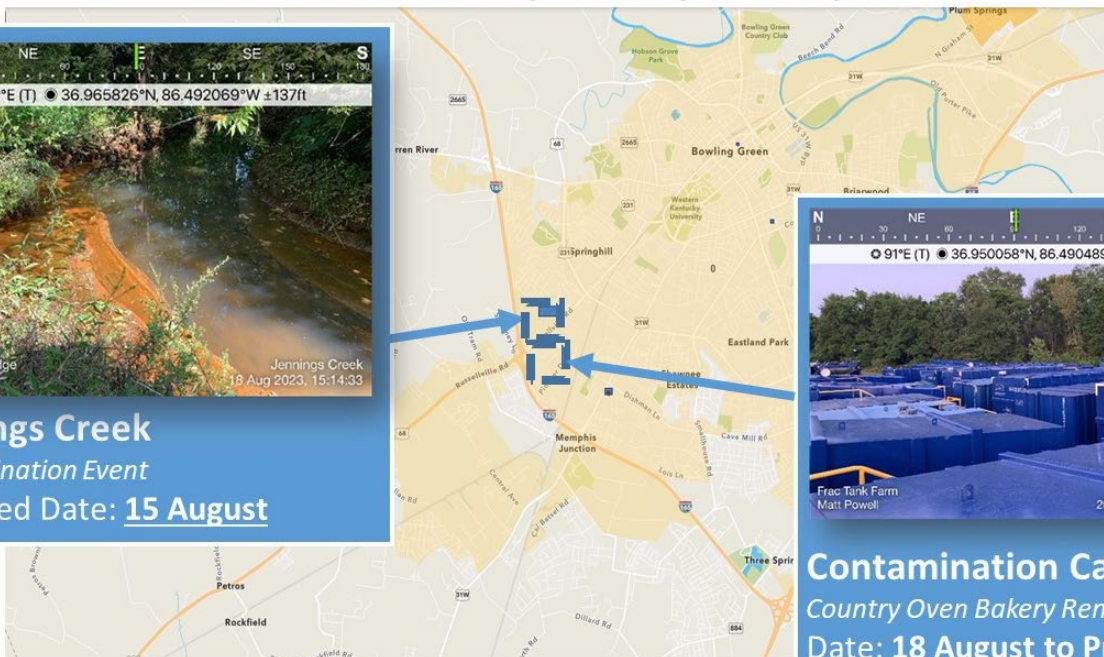
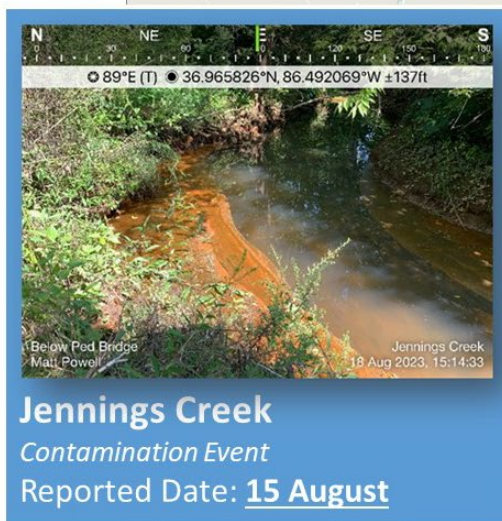
Environmental Compliance Update

Matt Powell, Environmental Manager
270-393-3071 (office)



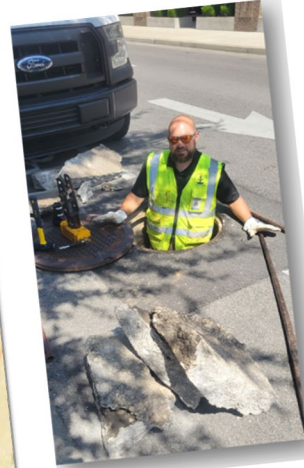
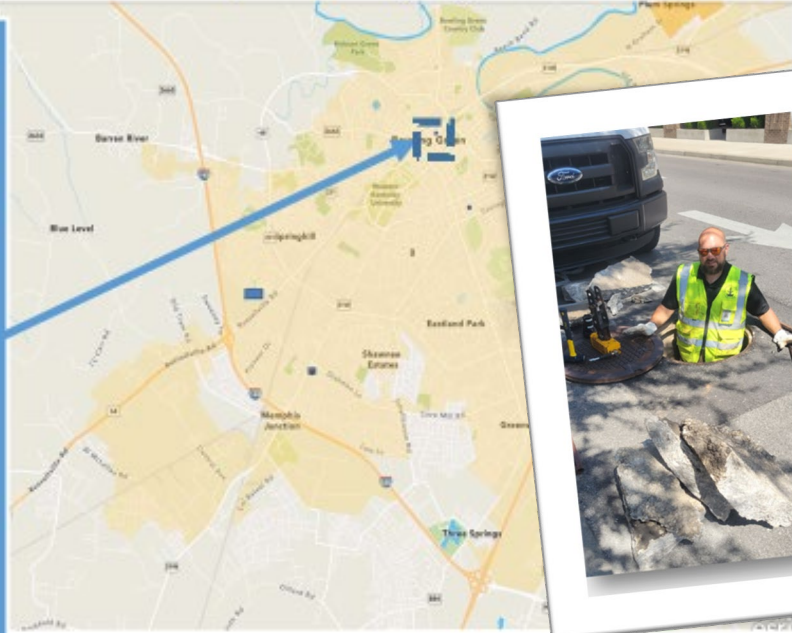
- **Jennings Creek Contamination Event**, On Tuesday August 15, 2023 ECD staff received a report Jennings Creek was experiencing a bloom of iron processing bacteria resulting in a foul smelling scum in the stream and dead wildlife. The resulting investigation revealed County Oven Bakery (COB) was actively releasing hundreds of thousands of gallons of wastewater into a sinkhole. The contaminated water was reemerging at Wells Spring, the headwaters of Jennings Creek. ECD staff immediately began working with COB to capture the water and eliminate the discharge. The work continues.
- **Jennings Creek Parks**, ECD staff continue to facilitate the collection of funds from non-profits and state grants for the construction of parks along the Creekwood Greenway. MKSK Landscape Architects has been selected to design the playground and complete the greenway masterplan.

Environmental Compliance Special Report

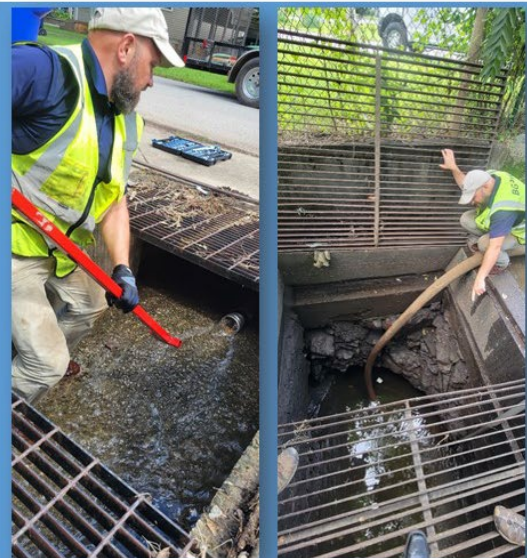


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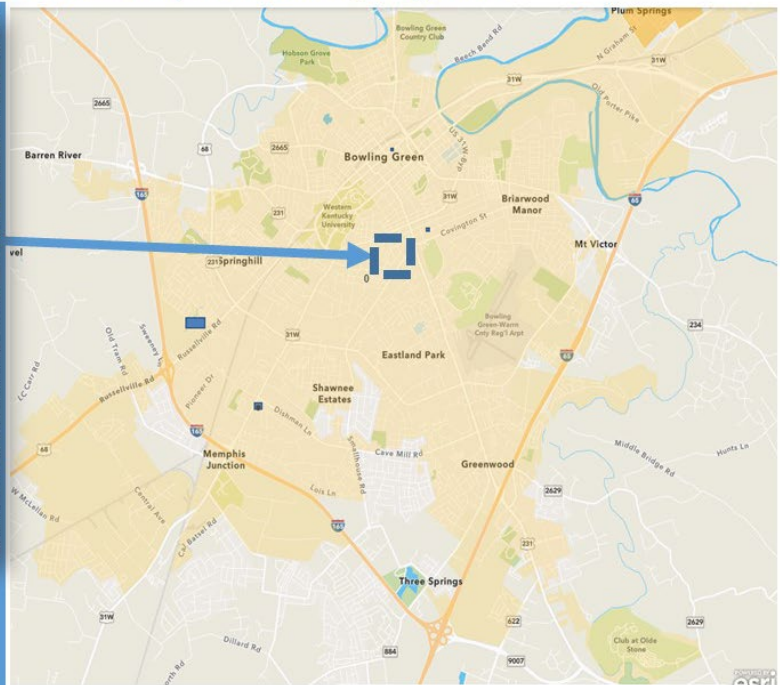
Environmental Compliance Highlight #1



Environmental Compliance Highlight #2



E. 15th Ave and Neal St.
Storm Drain Cleanout
Conducted: 15 Aug



August 2023

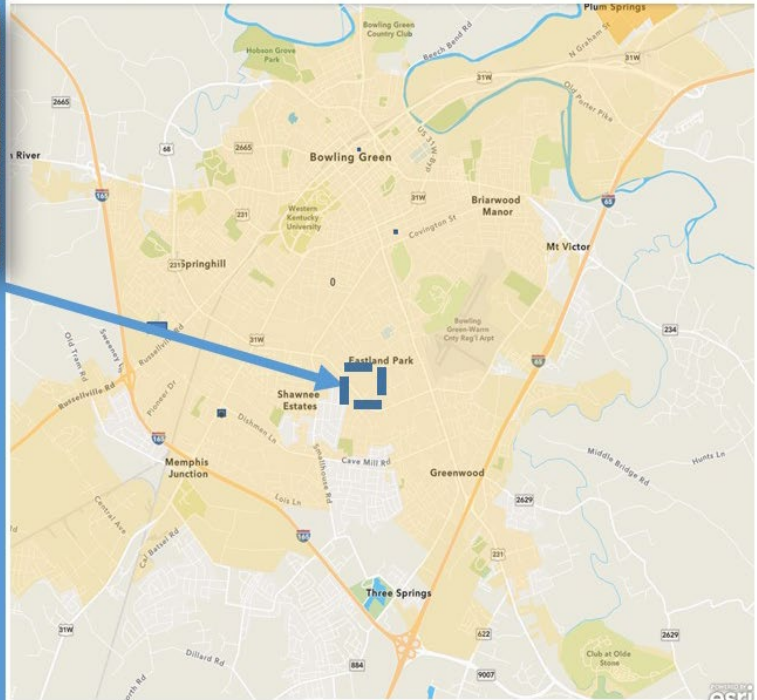
Environmental Compliance Highlight #3



Campbell Ln. (Future Menards)

Class V Injection Well Flow Test

Conducted: **17 Aug**



What is a Class V well?

A Class V well is used to inject non-hazardous fluids underground. Fluids are injected either into or above an underground source of drinking water.

Class V wells include any wells that are not already classified as Classes I-IV or Class VI wells. This diverse group ranges from simple shallow wells to complex experimental injection technologies.

Most Class V wells are "low-tech" and depend on gravity to drain fluids directly below the land surface. Dry wells, cesspools, and septic system leach fields are examples of simple Class V wells. Because their construction often provides little or no pretreatment and these fluids are injected directly into or above an underground source of drinking water, proper management is important.

Figure 8-Class V Well Explanation from the EPA (<https://www.epa.gov/uic/basic-information-about-class-v-injection-wells>)

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Facilities Update

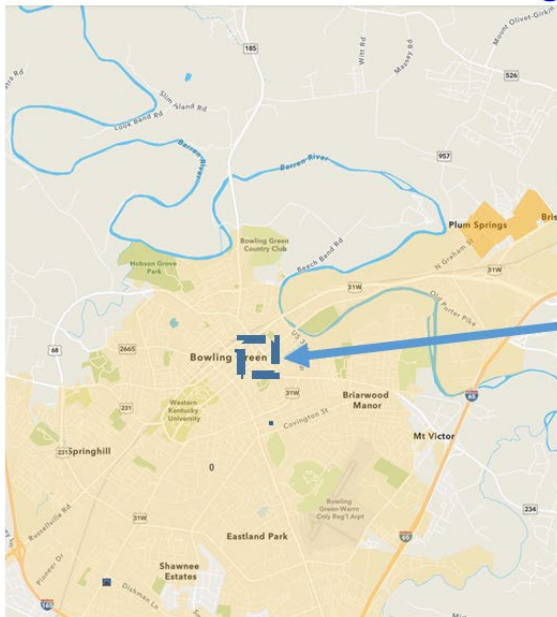
Dave Hehner, Facilities Management
270-393-3055 (office)

Work Orders

70

- **City Hall Annex- Licensing Renovation-** This work allowed us to create two new offices in the City Hall Annex. Work is substantially complete.
- **Fire Station #8 Construction-** Sunbelt Construction is the general contractor on this project. Work is progressing smoothly.
- **Fire Station #5 Construction-** Scott, Murphy and Daniel is the general contractor on this project. We have encountered two sinkholes on this project thus prompting a possible change in the building foundation. The hope is to rectify this issue soon.
- **Police Records Door Installation-** Wehr Constructors was hired to install a second door in Police Records as a security measure. This work is substantially complete.

Facilities Highlight #1



City Hall Annex
Licensing Renovation
Completed: 18 Aug



Full Time Facilities Managers



August 2023

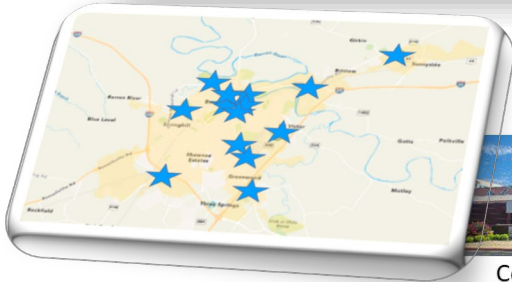
Fire Station Admin
Bathroom Maintenance
Completed: 25 Aug



Facilities Highlights #2-3



Fire Station #3
Kitchen Maintenance
Completed: 17 Aug



Convention Ctr



NCS



Hobson House



City Hall



City Hall Annex



PW Admin



PW Fleet



PW Operations



Police HQ



Station #1 & Admin



Station #2



Station #3



Station #4



Station #5



Station #6



Station #7



Station #8

17 Facilities + 1 Under Construction

Figure 9-Facilities Maintenance Responsibilities

August 2023



Fleet Update

Denise Gilland, Fleet Manager
270-393-3201 (office)



Figure 10-Mr. Nick Updegraff prepares an engine replacement for a police cruiser (16 Aug)

Total Parts used

322

(205 in July)



336 Vehicles

260 Pieces of Equipment



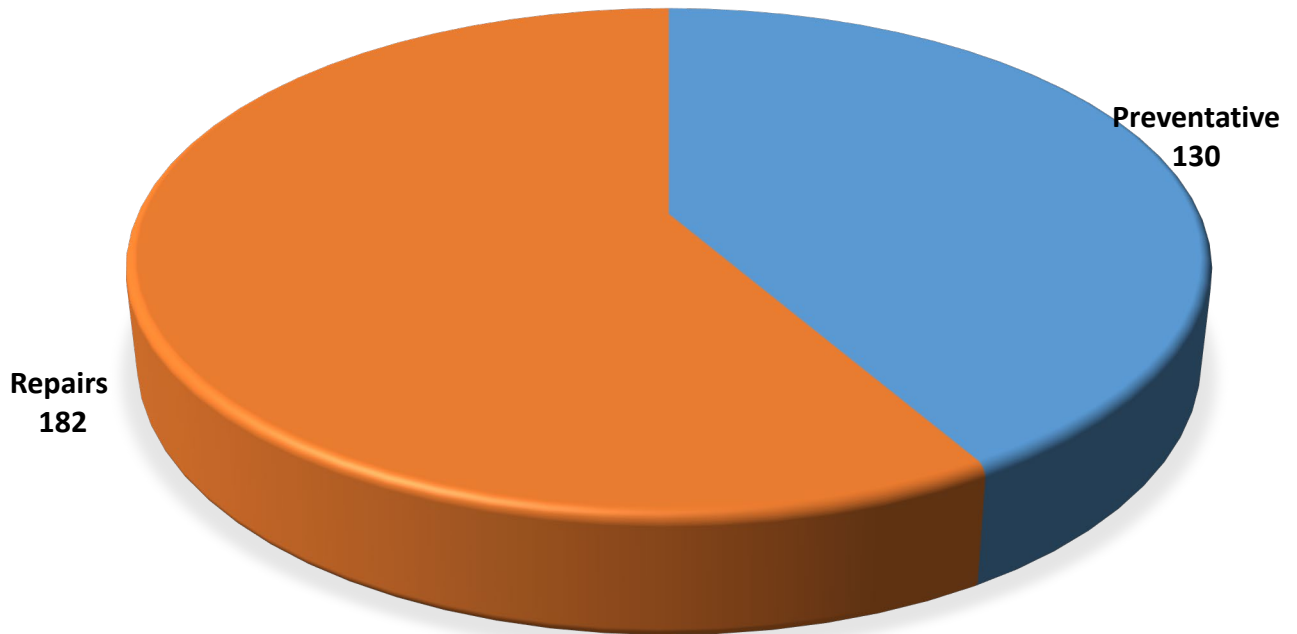
Full Time Mechanics



Part Time Mechanic

August 2023

WORK ORDER TYPES



August Work Orders

244 Created
168 Completed
69%

Carry Over Work Orders

Previous Months
144 Completed

FD Out of Service

E4 (2256)
4 days, 23 hrs, 29 mins
R1 (2259)
32 days, 0 hrs, 7 mins

Fire Department Completed Work Orders

21

August 2023



Figure 11-Mr. Nick Updegraff installs a new magnetic pick-up bar on a sweeper at Fleet (7 Aug)



Figure 12-Mr. Paul Staubs changes fluids on a police cruiser. (16 Aug)

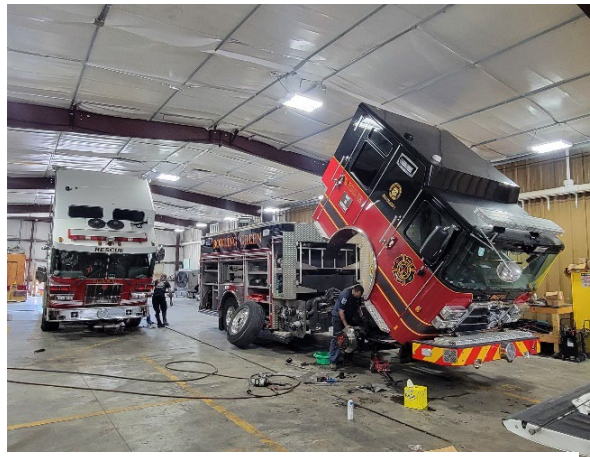


Figure 13- A busy day for fleet (18 Aug)

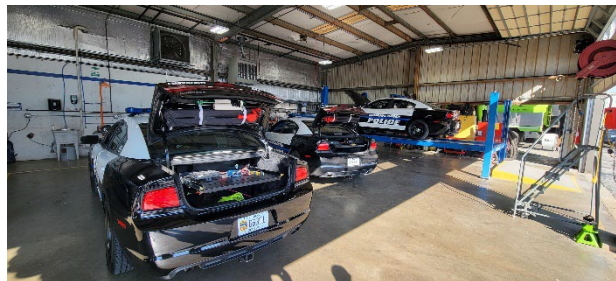


Figure 14- Police Camera Install (29 Aug)

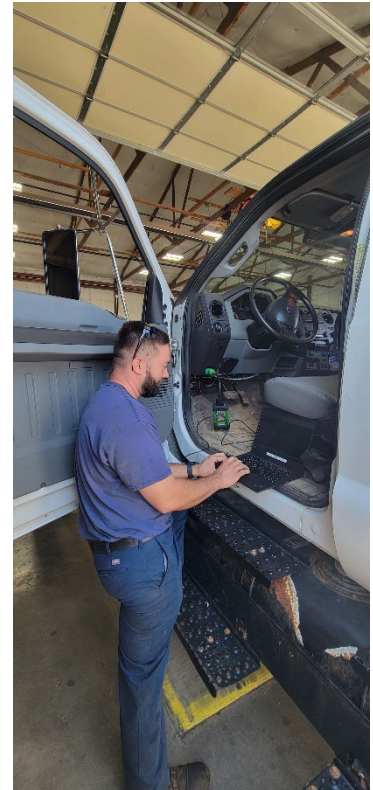
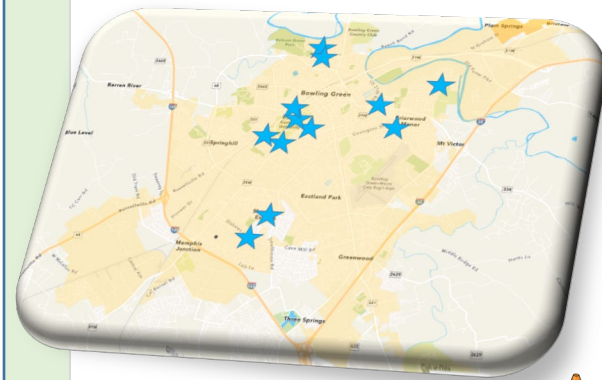


Figure 15-Mr. Josh Johnson performs a diagnostic test (18 Aug)

Citizen Feedback Snapshot (August 2023)



Chippewa Dr.



Collette Ln.



Merideth Dr.
Riverwood Ave.



Pearl St
Jackson St.



Covington Grove Blvd



Covington Grove Blvd



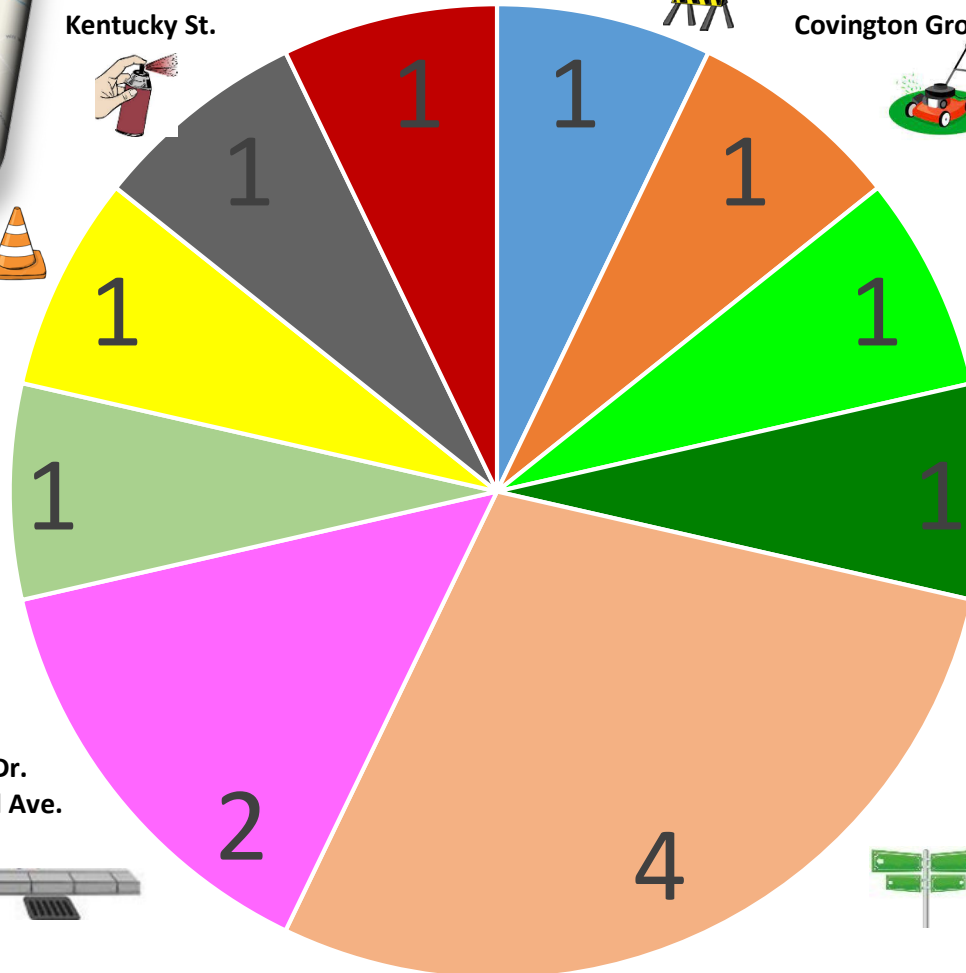
State St.



Shawnee Way & Mohawk Dr.



Merideth Dr.
Craig St.
Sumpter Ave.
Normal St.



Access

Drainage

Parking/Bike Lane

Illicit Discharge/Dumping

Mowing

Signage

Road Cut

Tree Limb Removal

Sidewalk/Curb

Graffiti

August 2023



Public Works
Dashboard
Serving **75K** Residents
43 square miles


59/65



336 vehicles/260 eqp



Vision
Safely, efficiently, and professionally enhance
the quality of life for the citizens of Bowling
Green



| Administration 3/3 | Planning & Design 6/8 | Facilities Management 2/2 | Fleet Management 11/11 | Operations Crew 1: 6 AM Crew 2: 730 AM 33/34 | Environmental Compliance 4/3 |
|---|------------------------------------|--|-------------------------------------|--|---|
| Andy Souza Director | Melissa Cansler City Engineer | David Hehner Facilities Mgr | Denise Gilland Fleet Mgr | David Delp Ops Div Mgr | Matt Powell Environmental Mgr |
| 2023 | 2001 | 2007 | 2018 | 2018 | 2007 |
| Miles of Road (16 Miles per/yr Overlay) | Miles of storm sewers | Miles of Sidewalks | Injection Wells/ Sinkholes | Signalized Intersections | Water Quality Units |
| 277 | 71 | 187 | 1,079 | 23 | 1400 |



August 2023

Bowling Green Public Works Department 2023



Matt Barrow
OMT II



Barry Basham
OMT III



Brent Brawner
Crew Leader



Tommy Burris
OMT II



Daniel Colter
Public Works
Technician



Timmy Cowles
OMT II



Dustin Davis
OMT I



Chad Doughty
Civil Engineer II



Jeremy Forsythe
OMT I



Uzele Garcia
Administrative
Assistant



Charles Gray, Jr.
OMT II



Patrick Henderson
Crew Leader



Doug Hoots
OMT I



Courtenay Howell
Environmental
Compliance Inspector



Kyle Hunt
Assistant City Engineer



Pam Hurt
Office Associate II



Wes Jackson
OMT II



Josh Johnson
Master Technician



Ryan Johnson
Crew Supervisor II



Eric Joiner
Signal Technician I



Austin Jones
OMT I



Kristopher Keenan
OMT II



Bryon Kinser
OMT II



Andy Souza
Public Works Director



Melissa Cansler
City Engineer



David Delp
Operations Manager



Denise Gilland
Fleet Manager



David Hehner
Facilities Manager



Matt Powell
Environmental
Manager



Robert Kirby
Fleet Supervisor



Nick Lawhon
Environmental
Compliance
Coordinator



David Long
Service Technician



John Lyons
OMT I



Josh Miller
Crew Leader



Josh Minton
Signal Technician I



Trevor Noble
Service Technician



Allen Papp
OMT III



Keith Patton
Service Technician



Randy Phelps
Fleet Inventory
Coordinator



Tony Phelps
Crew Leader



Tyler Phelps
Public Works
Technician



Jagger Rone
OMT I



Derrick Sanders
OMT III



Melanie Shy
Public Works
Technician



Paul Staubs
Master Technician



Jordan Slice
Fire Equipment
Technician



Nick Updegraff
Service Technician



Jeff Walden
Crew Supervisor II



Farah Wallace
Office Associate I



David Webb
OMT II



Matt White
OMT III



David Wilbert
OMT III



Kimberly Wilhelm
Office Associate I



David Wood
OMT II



Hunter Woods
OMT I



Kenny Woods
Facilities Technician



Trevor Young
OMT I