


# May 2024



## 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 May 2024

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

Date: Submitted **7 June 2024**



*Figure 1- Operations Crew Leader Derrick Sanders clears tree debris on Highland Way, assisted by Operations Maintenance Technician II Kris Keenan (28 May)*



# Operations Update

Ryan Johnson, Operations Manager  
270-393-3202 (office)

- **Summary-** Operations completed **111 work orders** in April (105 for April). Operations repaired/installed **6 traffic signal** and **50 signs**.

## Current Month (May 2024)



**Potholes  
Repaired**  
**10**



**Street  
Sweeping  
Hours/miles**  
**118/323**



**L/ft  
Sidewalks  
Repaired**  
**37**



**Tons of  
Asphalt Used**  
**7**

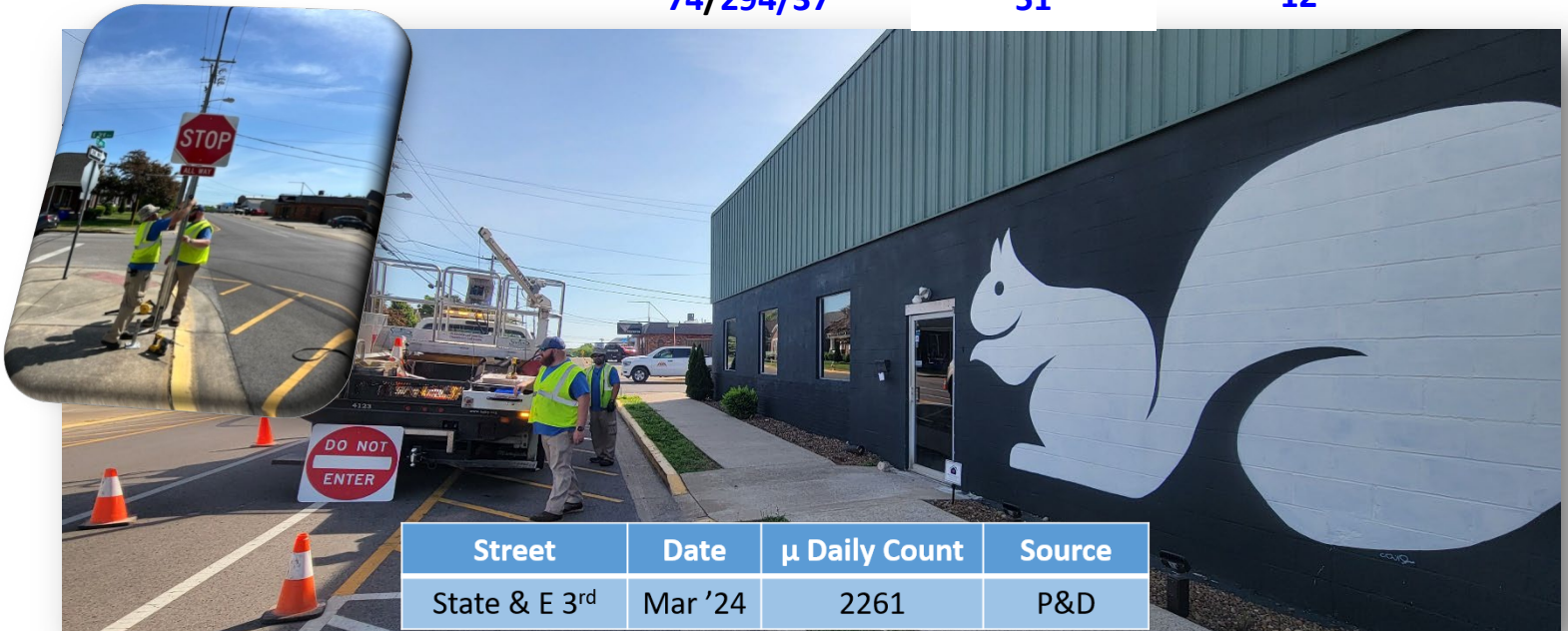
**12**

## Previous Month (April 2024)

**74/294/37**

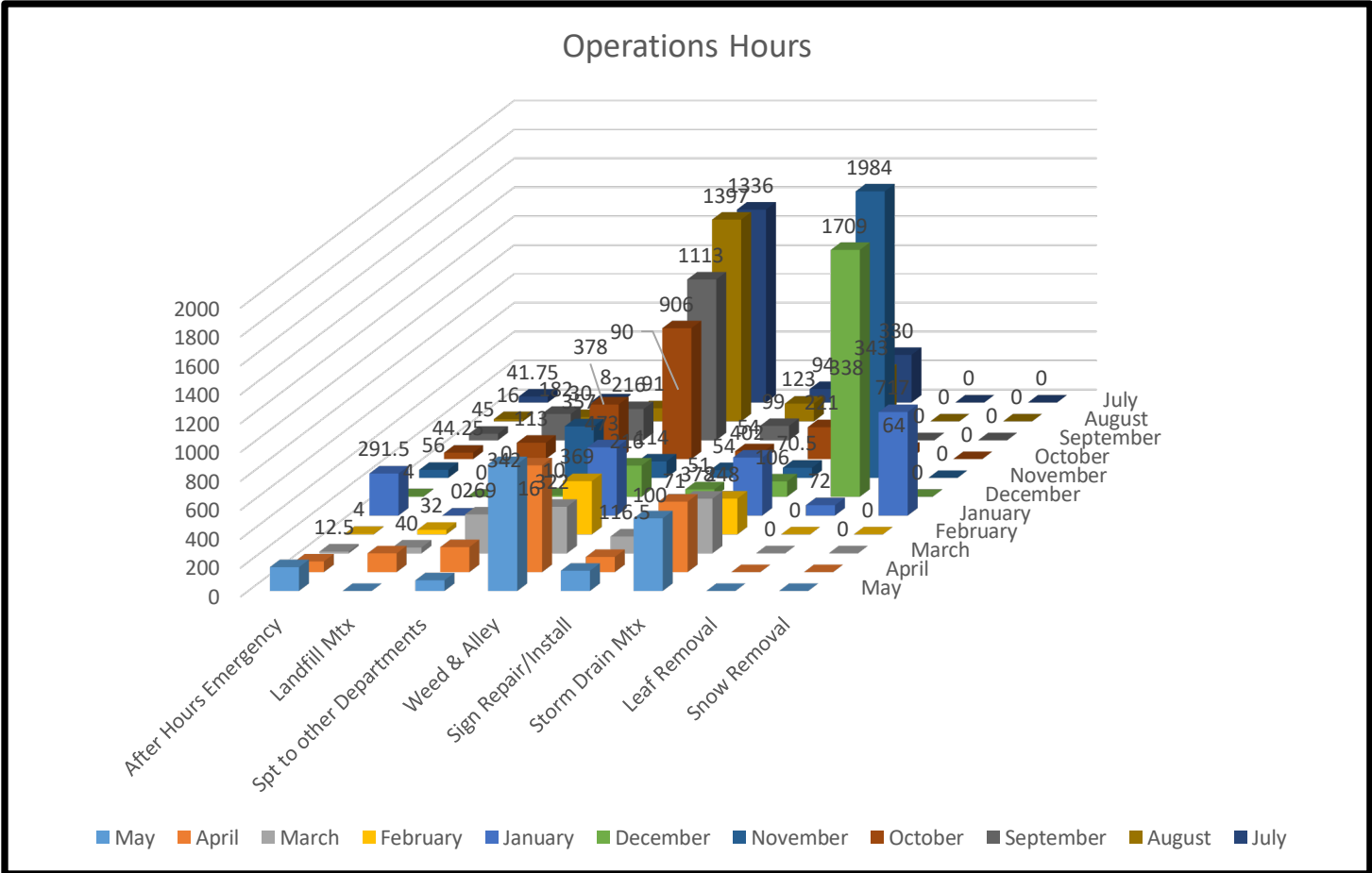
**51**

**12**



Street	Date	μ Daily Count	Source
State & E 3 <sup>rd</sup>	Mar '24	2261	P&D

*Figure 2- Signal Technician I Josh Minton (left) and Signal Technician II Eric Joiner (right) install a Stop sign and Do Not Enter sign at State Street and East 3<sup>rd</sup> Ave. The Planning and Design Division reviewed this street change and conducted a traffic study prior to the addition of an All Way Stop at this location. (2 May)*



**Figure 3- Operations Hours (July - May)**



**Figure 4-Operations crews closed Boatlanding Road and placed warning signs to inform the public due to flooding. The city also updated social media content to help maximize communications. (10 May)**



*Figure 5- (left) Crew Leader Josh Miller (climbing) and Operations Maintenance Technician III Matt White (Below) work on the drill rig. It was being used to install a Class V injection well for stormwater on Spruce Court. The City of Bowling Green closely monitors the placement and maintenance of over 1,000 injection wells placed throughout the city. There are over 531,000 Class V wells across the United States. (15 May).*

*According to the US Environmental Protection Agency- “Class V wells are used to inject non-hazardous fluids underground. This disposal can pose a threat to ground water quality if not managed properly.”*

*Sources: <https://www.epa.gov/uic/class-v-wells-injection-non-hazardous-fluids-or-above-underground-sources-drinking-water>*

*[https://www.epa.gov/sites/default/files/2020-04/documents/uic\\_fact\\_sheet.pdf](https://www.epa.gov/sites/default/files/2020-04/documents/uic_fact_sheet.pdf)*





# Planning & Design Update



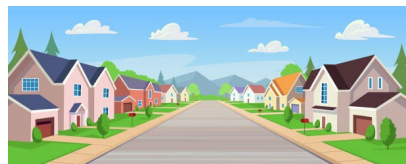
Melissa Cansler, City Engineer  
270-393-3212 (office)

2-minute videos to learn about Kentucky Roads: [KYTC SAFERoads Solutions](#)



**Plats Reviewed**

**4**



**Subdivisions Inspected**

**14**



**ROW Permits**

**31**



**CDR Reviews**

**17**

- **Whispering Hills Stormwater Improvement RFQ-** During the week of 6 May, we finalized our Request for Qualifications (RFQ) for Whispering Hills Stormwater Improvements. The City is seeking professional services for storm sewer design to replace an undersized roadway culvert beneath Whispering Hills Blvd at Jennings Creek and necessary hydrologic analysis to revise the existing FEMA Flood Insurance Rate Maps (FIRMs) in the project area. We received Hazard Mitigation Grant funds for this work given the impact the tornado had in this area and the need to help rebuild in areas that are currently designated as flood zones. We believe we can get some of the properties out of the flood zone with an updated hydrologic analysis along with the upsizing of the culvert.
- **Planning for multi-use path/sidewalk along Scottsville Rd-** On 10 May, City Engineer Melissa Cansler and Director Andy Souza met with members from the City-County Planning Commission, Kentucky Transportation Cabinet-District-3 and BikeWalkBG to discuss initial plans for a multi-use path/sidewalk addition to Scottsville Road. The section being considered would go from Campbell Lane to Three Springs Road
- **College Street Streetscape Pre-Construction Kick-Off Meeting** – Construction Coordinator II Daniel Colter led the pre-construction meeting for the College Street Streetscape project. When completed, new sidewalk, ADA ramps, curb/gutter and landscaping will be installed along College Street. The design area runs from East 7<sup>th</sup> Ave to East 8<sup>th</sup> Ave, in front of the parking garage. Construction time is scheduled to last 2-weeks.



*Figure 2-Construction Coordinator II Daniel Colter leads the pre-construction meeting for College Street Streetscape (16 May)*

# Commercial Development Inspections



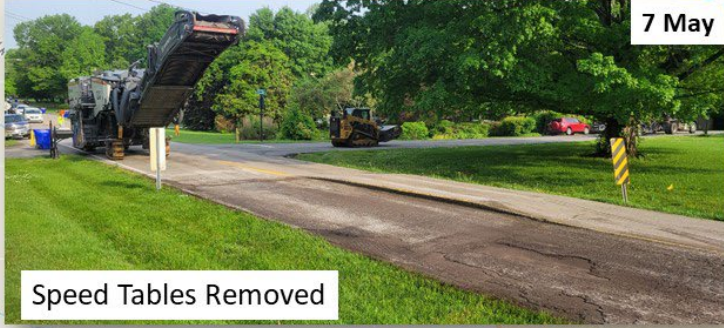
Week	New Permits	Sites Inspected
May 6	65	10
May 13	Training	Training
May 20	Training	Training
May 27	29	4
<b>Total for May</b>	<b>94</b>	<b>14</b>



*Figure 6- Construction has started on the last of 4 roundabouts on Westen Street. This final location will be on the corner of Westen Street and Highland Way. Construction should be completed before school starts in the fall. Roundabouts are already in place on Westen Street at Patrick Way, Rockingham Avenue and Ashley Circle. When completed, this will mark the 15th roundabout in the city. (29 May)*

## Planning & Design Highlight #1

7 May



Speed Tables Removed



Street Overlay  
Highland Way (7 May)



28 May

## Planning & Design Highlight #2

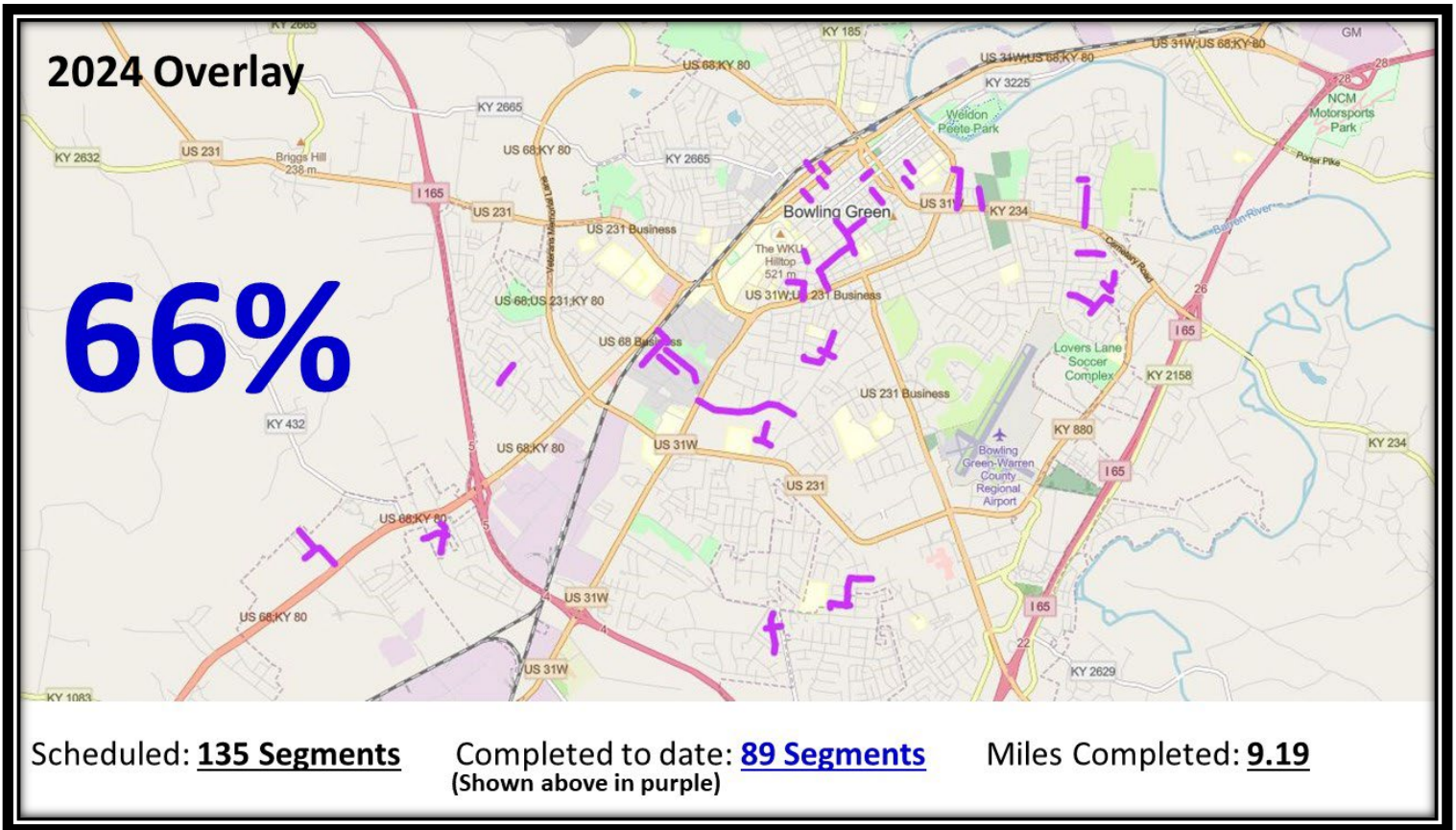


Campbell Lane

Three Springs Road

Multi-use path/Sidewalk Planning  
Scottsville Road  
Initial Site Meeting (10 May)





Street	Date	μ Daily Count
Circle Ave	Feb '24	769
<b>Euclid St</b>	<b>Apr '24</b>	<b>622</b>
Highland Way	Oct '23	2613
Highland Way	Feb '24	2212
Jackson St.	Mar '24	279
Newman Way	Feb '24	315
Nutwood St.	Mar '24	577
Sandra St.	Sep '23	1813
Shawnee Way	Mar '24	719
State & E 3 <sup>rd</sup>	Mar '24	2261
Sycamore Dr.	Mar '24	154







# Environmental Compliance Update

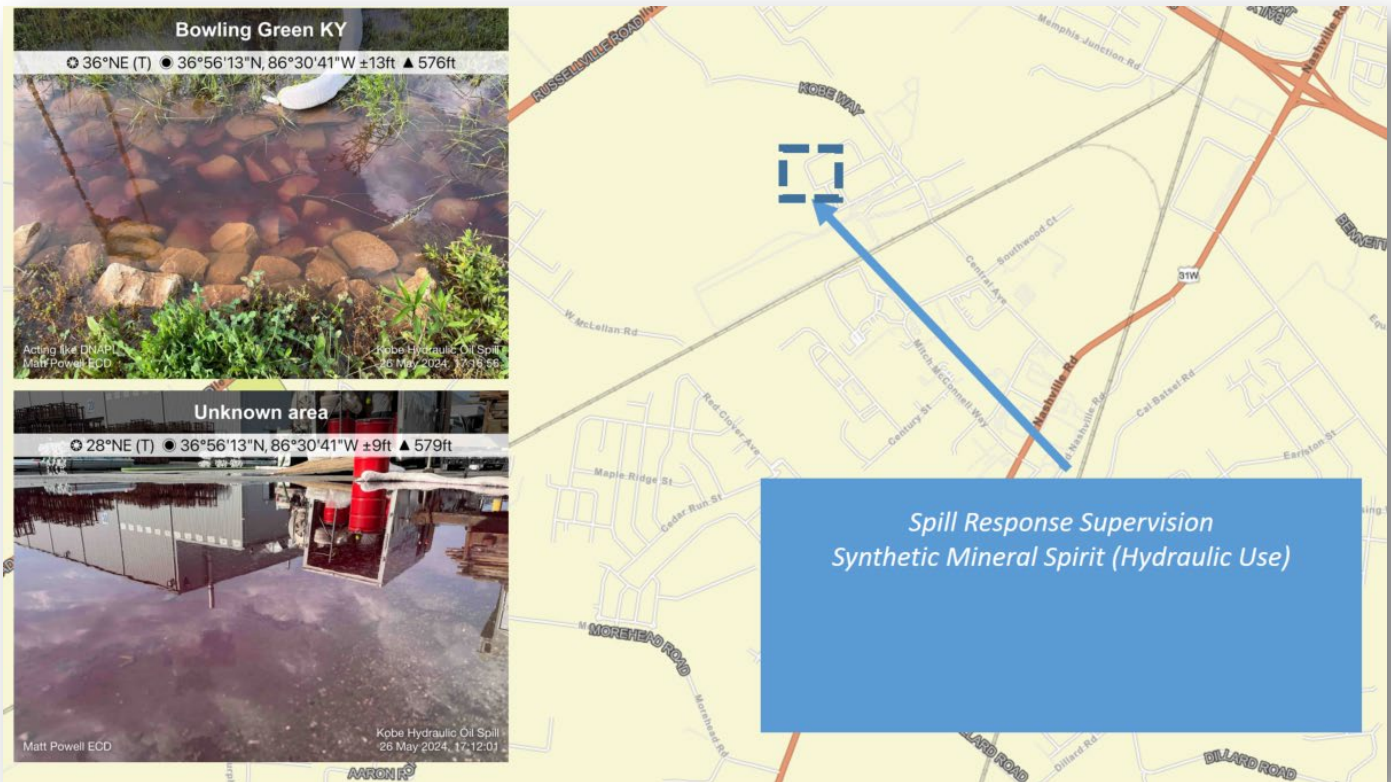


Matt Powell, Environmental Manager  
270-393-3071 (office)

- **Compost hearing at the Warren County Board of Adjustments**-On 9 May, Mr. Powell attended the Board of Adjustments meeting to provide technical details of the composting project for the zoning review.
- **Butler County Landfill Repair Follow-up**- High winds delayed the planned 28 April repair of the torn membrane at Butler County Landfill. It was accomplished on multiple days in May. A replacement patch was placed down and secured via welding and platypus anchors.
- **Erosion Prevention and Sediment Control (EPSC) Class**- During the week of 13 May, members from the Environmental Compliance Division and Planning and Design Division attended hands-on EPSC training at Auburn University in Alabama. This training also highlighted the latest techniques and new products available to help city officials as they teach contractors and inspect commercial developments across Bowling Green.
- **Chemical Spill at KAAP, Windstorm Response**-On 26 May, Mr. Powell responded with Operations to begin documentation of the City's storm response to the storms of the day. This is anticipated to be a FEMA reimbursed cleanup. In an unrelated event the same day Powell responded to a industrial release of synthetic mineral oil at the KAAP facility. Powell supervised the cleanup of the material.



*Figure 7- (Right) Environmental Manager Matt Powell and City Geologist Nick Lawhon instruct students at Lost River Cave for the Karst Studies Group (22 May)*



**Figure 8-Environmental Compliance Inspector Courtenay Howell (left) and Construction Coordinator I Dara Price (right) practice Erosion Prevention and Sediment Control techniques in the field during training at Auburn University in Alabama. (14 May)**



# Facilities Update

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

## 71-Work Orders

	Plumbing 	HVAC 	Electrical 	Carpentry 	Cleaning 	Construction 	Other	Budget Used
PW Admin			1				5	85%
PW Ops			1				2	62%
PW Fleet	1	1	3	1		1	2	66%
City Hall	1						1	88%
CH Annex	1		1	4			1	70%
NCS					1		2	75%
BGPD	1	1	1				4	99%
Fire HQ		2		2			1	79%
Fire #1	1						2	90%
Fire #2			2	1			1	29%
Fire #3							1	89%
Fire #4	1	1	1	1			1	62%
Fire #5	1						1	69%
Fire #6				2			3	63%
Fire #7			1				1	69%
Fire #8				1			2	67%
CC							1	82%
Hobson House			1				1	22%
White House							1	61%
<b>Totals</b>	<b>7</b>	<b>5</b>	<b>12</b>	<b>12</b>	<b>1</b>	<b>1</b>	<b>33</b>	



Figure 9- Facilities Manager Dave Hehner helped troubleshoot a plumbing issue at Fire Station #2 (Airport) on 15 May.

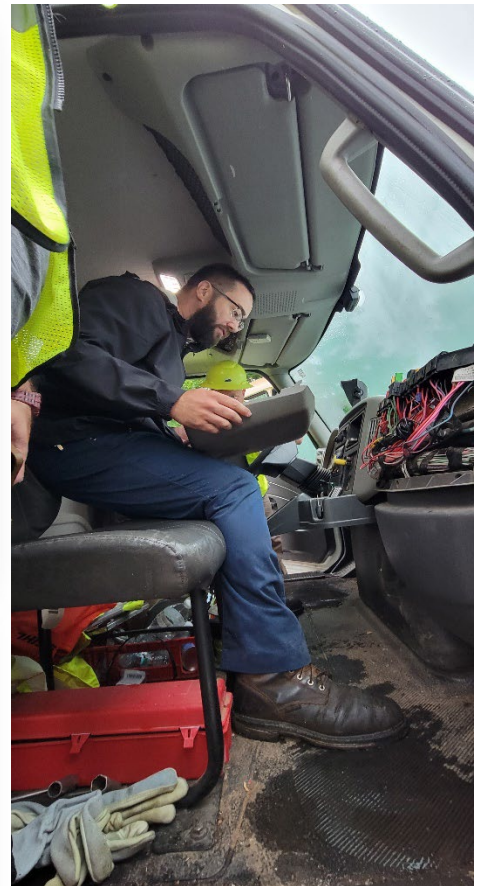
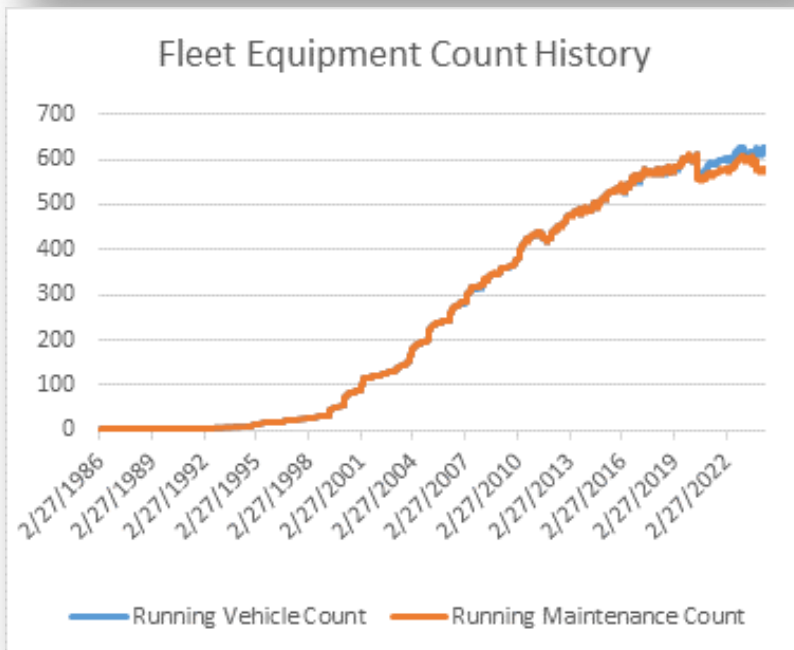
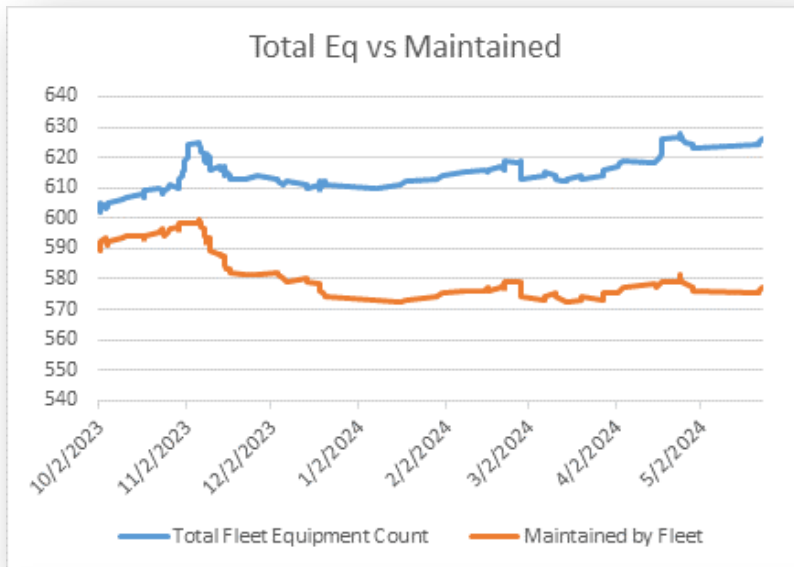


# Fleet Update

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



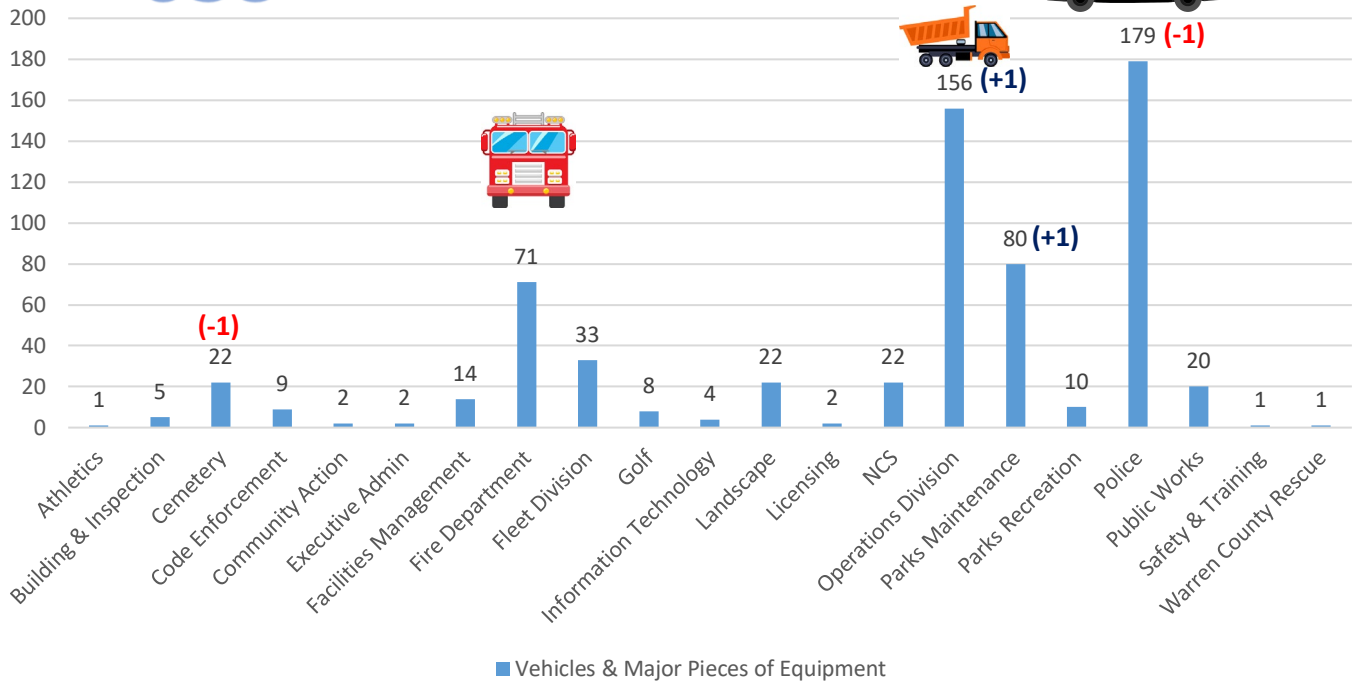
- **Summary-** Members from the Fleet Division attended the Police Fleet Expo in Louisville, as well as prepared for upcoming inventory. The team also surged to help provide assistance for the 26 May wind storm.



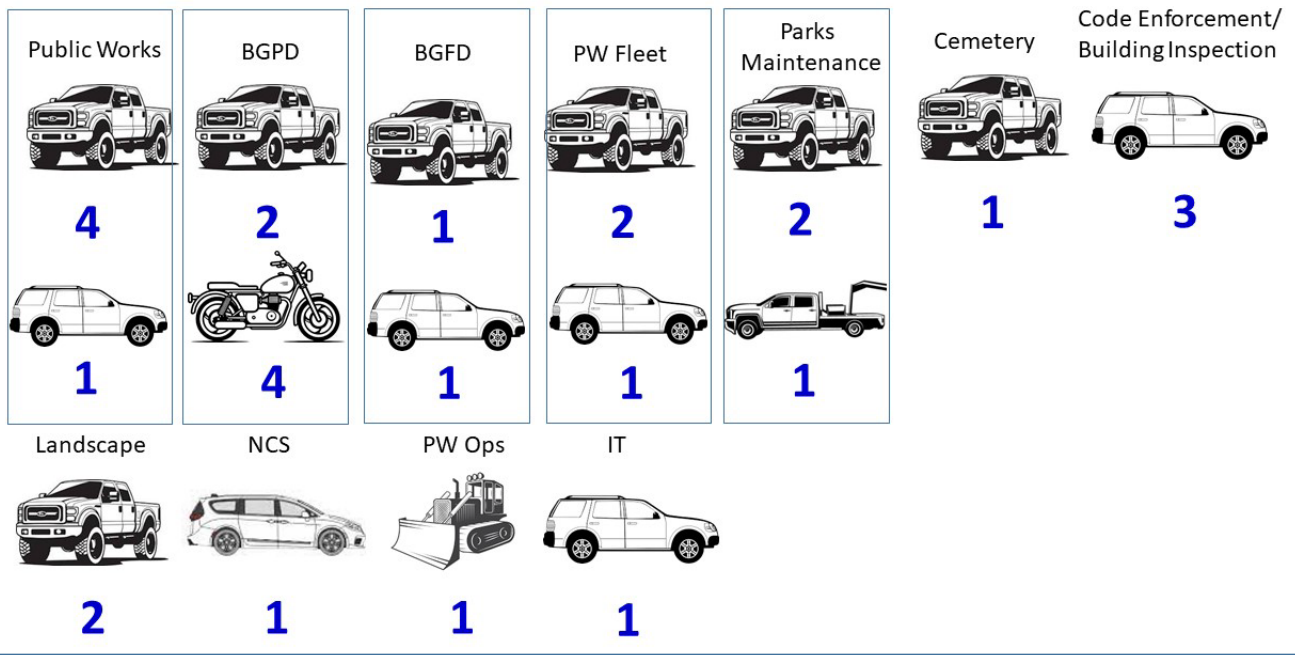
*Figure 10- Master Technician Josh Johnson repairs a knuckle boom truck in the field on Sunday, 26 May. As Operations Division crews addressed wind damage across the city, Fleet Division responded to immediate work orders. (26 May)*

# 659

## Vehicles & Major Pieces of Equipment



## City Leased Equipment

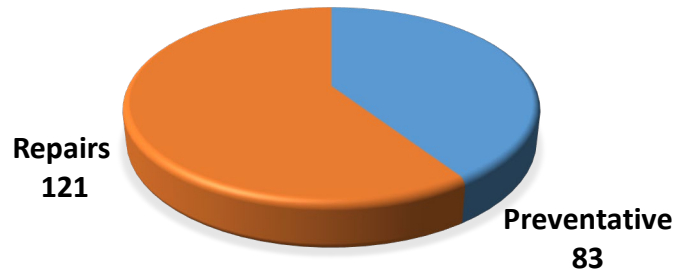


**Total Parts used in May**

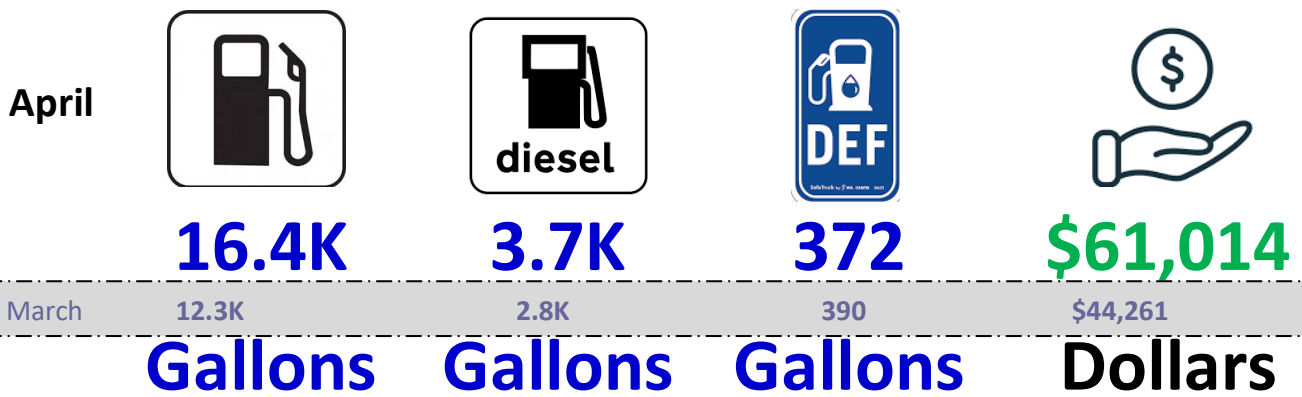
**256**

(272 in April)

**WORK ORDER TYPES**



**City Fleet Monthly Usage (Previous Month)**



*Figures 11 & 12- (Left) Office Associate I Kim Wilhelm practices marksmanship while being overseen by Deputy Chief Penny Bowles. (Right) Fleet Division was able to take a break for some teambuilding during Public Works Week with a friendly game of cornhole (29 May)*



# Admin Update



<b>Surplus</b>	Fleet Division	2014 John Deere Z950M 60 Inch Commercial ZTrak mower. Asset #17597. Disposal Method 2. Approved on <b>1 May</b> .
<b>RFP Approval</b>	Planning & Design Division	The Board of Commissioners approved Municipal Order 2024-76 regarding the College Street Streetscape proposal (RFP 2024-38) from Scott & Murphy in an amount not to exceed \$207,275 on <b>7 May</b> .
<b>Bid Approval</b>	Facilities Division	The Board of Commissioners approved Municipal Order 2024-77 regarding a bid to renovate the transit facility (Bid 2024-33) from Sunbelt Construction in the amount of \$1,788,000 on <b>7 May</b> .
<b>Bid Approval</b>	Planning & Design Division	The Board of Commissioners approved Municipal Order 2024-91 regarding intersection improvements (roundabout construction) at the corner of Westen Street and Highland Way (Bid 2024-37) from Scotty's Contracting & Stone in the amount of \$936,292.17 on <b>21 May</b> .
<b>Purchase Order</b>	Fleet Division	The Board of Commissioners approved Municipal Order 2024-92 accepting the purchase of motor fuel through sole source from Key Oil Company in the amount of \$250,000 on <b>21 May</b> .
<b>Purchase Order</b>	Facilities Division	The Board of Commissioners approved Municipal Order 2024-93 accepting the purchase for HVAC replacement at Fire Station #7 (Lovers Lane) through sole source from Comfort Systems USA in the amount of \$178,246 on <b>21 May</b> .



*Figure 13-Public Works Director Andy Souza attended the APWA Executive Leader Forum near Seattle the week of 20 May. This is one of only two classes available for Director's across the country. The other is hosted by the APWA Minnesota Chapter. (22 May)*

## Take Home Vehicles (7)

Division	Fleet #	Employee	Vehicle Type	Mileage
Fleet	<b>7027</b>	Stice	<b>2023</b> Chevy Silverado ½ Ton	<b>5,633</b>
Operations	<b>4159</b>	Phelps	<b>2022</b> Ford 1/2 Ton	<b>30,317</b>
Operations	<b>4111</b>	Johnson	<b>2015</b> Dodge Ram 2500 3/4 Ton	<b>71,292</b>
Operations	<b>4160</b>	Walden	<b>2022</b> Ford 1/2 Ton	<b>22,458</b>
Facilities	<b>5531</b>	Hehner	<b>2023</b> Jeep Grand Cherokee	<b>13,776</b>
Environmental	<b>5538</b>	Powell	<b>2023</b> Chevy Silverado ½ Ton	<b>11,045</b>
Director	<b>5529</b>	Souza	<b>2020</b> Ford Explorer	<b>28,281</b>

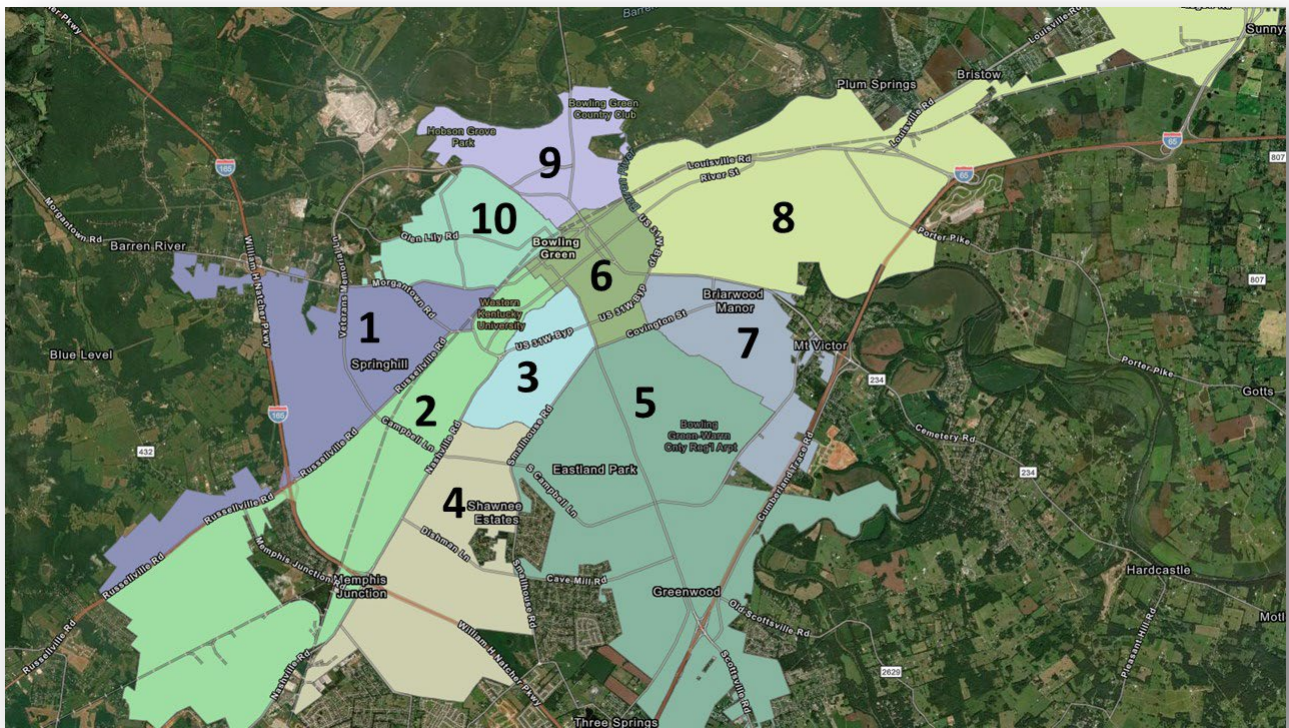


Figure 14-Work Zones (used for sweeping, leaf removal, and snow plowing)

Not sure what Zone you live in? Enter your address here:

<https://www.bgky.org/publicworks/leaf-pickup>