

**STREETS AND SANITATION COMMITTEE
MEETING MINUTES**

*March 12, 2012
6:30 p.m.*

MEMBERS PRESENT

Dave Soeldner
Jim Brey
Jason Sladky
Alex Olson
Allen Schema (arrived at 6:35 p.m.)

STAFF PRESENT

Val Mellon
Greg Minikel
Randy Junk

OTHERS

Matt Kadow, 2515 Western Ave
Michael Check, 9140 Hilltop Rd
Denise Larson, 3330 Custer Street
Lisa Kuehn, 1718 Nagle Ave
Sonja Birr, 900 Quay Street

Approval of the Minutes from 02/13/12

D. Soeldner stated that on page 7, in the first paragraph the word "curiosity" should be changed to "courtesy".

J. Brey made a motion to approve the amended minutes from the February 13, 2012 meeting. J. Sladky seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding the DNR's MS4 Stormwater Discharge Permit - 2011 Annual Report

There was minimal discussion.

A. Schema made a motion to approve the content of the MS4 permit report. A. Olson seconded the motion.

G. Minikel stated that we will be forwarding the report to Council for their approval at the March 19th meeting, so that we can submit the report to the DNR by the March 31st deadline and also put the report on the City's webpage.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding request for placement of three crosses at Evergreen Cemetery

J. Sladky made a motion to approve the request from David Naidl to place three crosses at Evergreen Cemetery facing North 18th Street from March 31, 2012 to April 9, 2012. J. Brey seconded the motion.

Motion passed on a 4-1 vote. (1 Nay - A. Olson)

Discussion and possible action on establishing a final leaf pickup date for the last Friday in November

V. Mellon stated that we want to be more efficient with leaf pickup and have time for the change over of the equipment for winter operations. We want the cutoff deadline for last leaf pickup to be the last Friday in November.

A. Olson asked if there is any ability to do one pickup on the Northside and one on the Southside instead of continuously picking up the leaves.

It was stated that various types of trees drop leaves at different times. Leaving the leaves for a single pickup could result in more leaves in the inlets and plugging up storm sewers. There would likely be more people putting them in the street resulting in more flooding issues when it rains.

A. Olson stated that people should be cleaning them out of the street like he does.

D. Soeldner stated that the timing of the falling leaves depends on many weather related factors especially rain and are just too hard to predict to just have one pickup.

J. Brey made a motion to approve the last Friday in November as the cutoff date for leaf pickup. A. Schema seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding the Department of Public Works/Engineering/Parks and Recreation Administrative Assistant position and the need for additional staffing

D. Soeldner asked V. Mellon to give a brief summary of the issue as 3 of the Alderman were in the Personnel Committee meeting prior to this meeting where this same issue was discussed. D. Soeldner stated that he will participate in the discussion but will abstain from voting.

V. Mellon stated that Lisa Kuehn took over this position last fall when Kim Lynch left and went to the Finance Department. Lisa has been in the position for 7 months and is burned out. The clerical position that was assisting the Administrative Assistant position was eliminated in January with the reorganization. Lisa has been doing both jobs. They tried to spread the duties out as much as possible. However, they did as much as they can but still can't get the work load decreased enough for one person. Therefore, Lisa recently accepted a job in the Clerks office. In an effort to retain the knowledge and skill that Lisa offers this

Department, Val asked Lisa what it would take to make the job acceptable for her to stay. Lisa said she would stay if she had clerical help. Val is asking the Committee for one additional half time clerical position.

J. Brey asked about this issue being discussed at the Personnel Committee meeting prior to this meeting.

V. Mellon stated she brought it to Personnel tonight because the position is critical to the operation of the engineering department and she didn't want to miss this Personnel meeting and be forced to wait another month to fill this position.

D. Soeldner said that Personnel decided not to act on this issue tonight stating it was out of order. Personnel will act on it a week from tonight pending the recommendation from Streets Committee.

J. Brey asked where the money would come from to fund this part time position and also if V. Mellon was recommending calling someone back or bringing Sonja back part time (making her full time, half time in Engineering and half time at Senior Center).

V. Mellon stated that they are looking to make Sonja full time, mornings in Engineering and afternoons at Senior Center. We need \$20,325 to fund this additional part time position in Engineering. They are proposing doing this by taking money from other operational lines in the Engineering and Stormwater budget that aren't needed anymore due to reduced staffing.

J. Brey questioned the increased gas prices and the potential need of these funds to cover that cost. V. Mellon was going to look into that and e-mail the committee.

D. Soeldner questioned if benefits have been taken into account if Sonja were to go full time. V. Mellon stated yes.

D. Soeldner commented that he wanted to be mindful of the fact there could be a domino effect from this type of request. There are a lot of departments that are short personnel but may not be at this level of crisis. DPW has been hit hard with the layoffs but bringing back a part time person may result in requests from other departments to bring back staff as well. But to the credit of Engineering, they have come up with the money to support the position.

A. Olson asked about the number of contracts that Engineering has to get out yet this year. His first reaction is that this will be an ongoing expense that will have to be funded in future years. He also does not trust the budget and is concerned with moving money around.

G. Minikel stated that we are always going to have many contracts each year. It would be hard to scale back on these contracts and hard to judge

how many contracts we'll have from year to year. For example, in addition to our normal paving and sewer projects each year, this year we have the Harbor Assistance Program Grant for the dockwall & fender system at the City Center Property, the TEA Grant Rail Spur project for the City Center property, the Coastal Management Grant (Riverwalk Project), Safe Routes to School (SRTS) Grant project and the ARRA funded Transit Transfer Station project. In addition, we have several quotes each year for vehicles, equipment, ready-mix concrete and ferric chloride to name a few. All of these quotes and contracts require a significant amount of administration.

J. Brey stated that we all knew from the start that there was going to be problems. There is a lack of leadership at the top for the shared services model. There is a need for the centralized office for clerical. He supports this request for additional help.

J. Sladky likes Lisa and Sonja and has confidence that they will ensure the Engineering Department is functional. He would like to retain their experience and training. He would like to see Lisa stay and Sonja become full time. However, he is concerned that other departments are going to have the same type of requests.

J. Brey sincerely believes that there needs to be help in this department.

Sonja Birr stated that there is so much to do in this department. She has been in Engineering in the mornings this past week and it was overwhelming. The Administrative Assistant position is a lot of work and is extremely busy. She doesn't want that the Administrative Assistant position but is more than willing to help out part time as the Clerk. She also really enjoys the Clerk position at the Senior Center.

A. Olson asked how much time the customer service calls take. Lisa stated that in a half hour she had seven calls in response to the 292 assessment letters that recently went out. On a daily basis phone calls can take up at least two hours of the Administrative Assistant's time.

A. Olson stated that there was supposed to be a centralized customer service window that was never implemented. So now each department is now feeling the pinch because these tasks were not centralized.

There was additional discussion about the need for the centralized customer service as part of the shared service model.

J. Brey made a motion to recommend that Personnel Committee make Sonja's position fulltime with half in Engineering and half at Senior Center.

A. Schema seconded the motion.

Motion passed on a 3-1 vote. (1 Nay - A. Olson) (1 abstained - D. Soeldner)

Resolution (12-084) establishing a Complete Streets policy

Alderman Matt Kadow discussed what a complete street is. It is Communities insuring that their infrastructure is designed to meet the needs of all users in a safe manner to travel. One of the main reasons M. Kadow introduced this is that it really makes cycling and walking safer. Cycling is a 1.5 billion dollar industry to the State of Wisconsin. Stake holders in the community, local bike shops and a number of people involved with the visitors' convention bureau and himself believe that they can make Manitowoc County a cycling destination and bring in some of those tourism dollars. We can do what we feel is best for us. The resolution says that if Council feels there is too high of a cost they don't need to do that route when retrofitting a street. However, every time we retrofit or build a street, we are going to take into consideration that all users needs are being met. M. Kadow cited some things that are being done in the City of Green Bay and Two Rivers to support cycling. At the very earliest , we would look at implementing this starting in 2013.

J. Sladky commented that the State requires their projects to have bike lanes as was recently discussed for Dewey Street.

M. Kadow stated that amount of money municipalities in Wisconsin have spent on this has been relatively low, less than a million dollars. Most of the funding has been secured through the Federal Government via transportation funds.

D. Soeldner stated that the resolution really just says that we shall review the following criteria and doesn't require the City to do any of this. It's basically saying lets look at the whole picture when designing a street.

J. Brey asked if there has been many bike related accidents lately.

M. Kadow thought there was about 34 bicycle accidents from January 1, 2008 thru this last April. Just in the last 4-5 months in 2011, there were 40 accidents and 1 fatality. So there has been an increase in accidents.

J. Brey made a motion to adopt the resolution and recommend Council approval. A. Schema seconded the motion. Motion carried unanimously.

Lease (11-746) between Lease Finance Group and City of Manitowoc Evergreen Cemetery for credit card equipment

V. Mellon stated that this is from 2006. Most other cemeteries have payment plans but the City does not. In regard to the credit card machine, in 2010, 28 out of 90 spaces that sold were paid by credit card. Of those 28, 8 were immediate need and 20 were pre-need. They are getting more spaces pre-need because of the credit care machine.

V. Mellon stated that we have the machine we are just looking to finance the continued rental of it. There is a lease document that appears to be recommended for approval by Streets Committee but for some reason didn't get approved by Council.

J. Brey asked if there is a way to enter that credit card without renting another machine.

V. Mellon stated that they are trying to move to a new software for parks and recreation that allows the ability to enter credit cards online.

V. Mellon is going to do more research on what locations within the City are able to currently process credit cards.

D. Soeldner thought this may be a better issue for Cemetery Commission to take up.

No further discussion.

*J. Sladky made a motion to adjourn
A. Olson seconded the motion*


Valerie Mellon, P.E.
Director of Public Works/
City Engineer/
Director of Parks & Recreation