

**STREETS AND SANITATION COMMITTEE
MEETING MINUTES**

*January 14, 2013
6:30 p.m.*

MEMBERS PRESENT

Dave Soeldner
Jason Sladky
Jim Brey
Tyler Martell

STAFF PRESENT

Greg Minikel
Sonja Birr
Kevin Glaeser

OTHERS

David McCue, 1993 Silver St.
Jesse Ray, 1980 Silver St.

MEMBERS ABSENT

Allan Schema

Approval of the Minutes from 12/10/12

J. Brey made a motion to approve the minutes from the December 10, 2012 meeting. T. Martell seconded the motion.

Motion carried unanimously, no further discussion.

Approval of the December 10, 2012 Joint Personnel and Streets Committee Meeting

J. Sladky made a motion to approve the minutes for the December 10, 2012 joint Personnel and Streets Committee meeting. T. Martell seconded the motion.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding stormwater drainage problems on Silver Street

Two property owners from Silver Street were present at the meeting. David McCue, 1993 Silver Street; and Jesse Ray, 1980 Silver Street, were both present to discuss flooding and drainage issues on their properties.

Mr. McCue presented photos to the Committee members of the flooding that takes place in this area. He said that the ditch on the east side of the street contains small gravel that gets washed into the culvert during heavy rains and ends up in Mr. Ray's yard. The water will actually flow over the road. The property owners would like to see the water re-directed into the existing Vits Drive stormwater pond. The only way this can happen would be to build a berm or fill in the lot and redirect a swale to push the water in the direction it needs to go. The problem comes from an area that is owned by the City (Industrial Park land on southwest corner of West Dr. and S. 59th St.) and leased out to be used as farm land.

Jesse Ray said that every spring the DPW replaces the gravel. Then, when we get heavy rains the new gravel gets washed away and ends up in his yard. Mr. Ray stated that the previous owner built a drainage system that worked for a while, but has since stopped working. He would like direction from the City for what to do next.

G. Minikel said he was not aware of all of these drainage problems until they were brought to his attention this past August. He also stated that he did not realize how severe the problems were until he received the photos from Mr. McCue.

Mr. McCue is also concerned with the fertilizers (liquid manure) that he has seen placed on the land that might be flowing over these properties and into the creek from the farmland leased by the City.

D. Soeldner asked if we have any topographic data from this area.

G. Minikel said that re-directing the water from the City land around the corner of the existing barn into Silver Creek would be one option to solve the problem. The Engineering Department will have to do some survey and design work to see if this is a viable option.

The Committee, City Engineer and property owners discussed several different options.

G. Minikel suggested another option, which would include installing a new larger storm sewer pipe (and installed deeper than the existing culvert crossing) from the woods on Mr. Ray's property near Silver Creek and cross Silver Street to the east side of the road and build a better endwall to capture the water. This would keep any gravel away from Mr. Ray's yard and hopefully keep all stormwater in the ditch and not overtop the roadway .

G. Minikel said that we could also remove a few trees in front of Mr. McCue's property and re-grade the ditch area to be wider and flatter side slopes and restore with topsoil, seed and erosion matting or we could look at continuing the storm sewer up the ditch and then go east across Mr. McCue's property (would require an easement) to pick up the water from the City's property. However, there is no money in the 2013 budget for any of these proposed improvements. We could wait until later in the year to see if we have any unused funds available or we could include it in the 2014 budget.

G. Minikel said that he started looking into the possibility of filling the City's Lot on the southwest corner of West Drive and S. 59th Street and would utilize the material from the two proposed stormwater pond construction sites, one on S. 35th & Dewey Street in 2013 and West Drive & Dufek Drive in 2014. This proposal would be to fill in the lot over a 2 year period. He believes that we have more than 100,000 cubic yards of material to dispose of from these two ponds.

D. Soeldner and D. McCue thought putting a berm on the east side of his property to redirect the water to the north around his property.

G. Minikel questioned who owned the barn. Mr. McCue said that he was given the verbal O.K. by the previous City Engineer, Bill Handlos, to store his equipment in the barn as this is on City owned land and the barn is owned by the City.

D. Soeldner thought the best solution would be to never allow the water onto the properties by building a berm.

J. Brey questioned the cost for removing the dirt for the pond, would it be beneficial to dump the dirt at this location.

J. Sladky asked if the City Surveyor has been in the area recently. G. Minikel said we did a minimal amount of cross sectioning on the west side of Silver St. and to the south of Mr. Ray's house, but no survey work on the City's land to the east and north.

D. Soeldner requested the Engineering Dept. perform additional surveys of the North and East side of the properties.

Mr. Ray wanted to know what to do with the system that was put in place by the previous owner. K. Glaeser said he would like to meet him at the site to look at it.

D. Soeldner is open to all options that G. Minikel mentioned to try to intercept the water in this area. He requested that G. Minikel stay on top of this issue.

Jesse Ray is concerned with the contaminants that might be running over his property into the creek.

The Committee advised G. Minikel to check with the City Attorney to find out how the lease reads.

Status update, discussion and possible action on snow removal policies and procedures

D. Soeldner wanted a status update on the couple storms that we had, staffing and any concerns that have arisen.

J. Brey asked about the part-time (seasonal) snow plow drivers. K. Glaeser said that they didn't receive many applications until the CDL license requirement was removed. We now have 6 possible applicants. They all sound interested.

J. Brey asked if the City drivers are required to have a CDL. K. Glaeser said that he would not be putting these seasonal part-time drivers in CDL required equipment. His intentions all along were to place these seasonal employees in tractors, pickup trucks with plows, etc. These types of equipment do not require the driver to have a CDL license. He said that this is the equipment that needs to be filled anyway.

K. Glaeser stated that we utilized all available drivers for the recent storms including Randy and Chad. K. Glaeser described the last couple storms and he felt that in general it all went well. It may have taken a bit longer than usual, with new people in new equipment and revised routes, etc. The Committee did not receive any complaints.

K. Glaeser said that his main concern is with who calls the general plow and the snow emergency parking ban. He is hopeful that this will be called by the Operations Manager or the Interim Director of Public Infrastructure. The current policy is that the Mayor calls for the snow emergency.

G. Minikel said that if they can't reach the Mayor, a general plow still occurs; however, the crews end up plowing around more parked vehicles (turn-outs) since no snow emergency was called and the related parking ban was not in effect.

J. Brey thought it would be best to determine who should ultimately make this call.

K. Glaeser said that he would like the authority to make this call with the Operations Division as they are ultimately the ones that are watching the road conditions and the weather forecast, not just now, but in the next 24 hours.

J. Sladky said he understands why the Mayor wants control over this decision. He wanted to know what happens when the Mayor is unreachable. When would the Council President possibly make the decision for a snow emergency?? This is a political decision.

D. Soeldner is still in favor of the parking ban to be continuous through the season or entire year. He knows he won't have the backing or support from other alderpersons; but understands that this is a concern as these cars need to be removed from the streets. Kevin said that it goes hand in hand with the general plow.

J. Sladky said he would like a back-up plan in place if the Mayor is unreachable.

G. Minikel said that we don't want to call the snow emergency parking ban too far in advance in the case the storm would miss us or not be enough snow (3") for general plowing.

The BPI process discussed several issues, including the snow emergency declaration.

K. Glaeser understands that we need to allow as much time as possible to get the word out to the public through the media.

J. Sladky made a motion to direct the City Attorney to draft an Ordinance change to the chain of command to be the Mayor, Chair of Streets, and then to the Chair of the Public Property and Safety for snow emergency approval. The motion failed as there was no second.

The Committee discussed changing the time as well to 5:00 p.m.

J. Sladky made a motion to instruct the City Attorney to draft an Ordinance that reads if the Mayor is not reachable within one hour the

Department of Infrastructure can make the call for snow emergencies up until 5:00 p.m. J. Brey seconded the Motion.

Motion carried unanimously, no further discussion.

Update on Director of Public Works Infrastructure position

D. Soeldner asked if we have the status on the current opening. G. Minikel said that he has not checked on the status.

J. Sladky asked if Greg has applied. He said he is currently working on his resume. D. Soeldner said he will follow up with the Human Resource Department.

J. Brey said he would like to know why we are going through the process if Greg is applying.

G. Minikel said that he assumed that he would need to apply like anyone else. He has a few questions with the elimination of the Deputy Director and the new organization chart would put him as the Engineering Team Leader. Greg was concerned with the role and the pay of the Engineering Team Leader position.

D. Soeldner felt these were all strong points and said that he would address some of these concerns with the Mayor.

Discussion about who would be on the committee to hire the Director of Public Works Infrastructure. D. Soeldner said that he would like to discuss the interview committee with Ald. C. Able. He feels that any member of the Streets Committee should be able to be a part of that committee.

The Committee addressed a concern that G. Minikel had regarding hiring of a new Engineer if he were offered the Director's position. He would like to hire an experienced engineer and not a recent graduate. J. Sladky said that would be the Director of Public Infrastructure's decision. D. Soeldner said that he will address some of these concerns with the Mayor.

Discussion and possible action regarding a snow dump location on private property near N. 10th & Maritime Drive

D. Soeldner explained to the Committee that there is Canadian National (CN) Railroad property located near N. 10th & Maritime Drive that is not being used. The City is looking to use a portion of this site for a snow dump location. The initial step is to apply to the CN Railroad and request the use of their property through their lease program, which is a non-refundable \$750 application fee to the CN Real Estate Department.

J. Brey made a motion to approve the fee of \$750 to submit an application requesting use of the CN Railroad property. J. Sladky seconded the motion.

D. Soeldner said the City can save money by dumping snow at this site location.

Motion carried unanimously, no further discussion.

Discussion and possible action regarding the refilling of the Stormwater Aide Position

Janet Sosnosky, Stormwater Aide, resigned from the Engineering Department.

G. Minikel said the position is no longer 100% stormwater issues at this time, since Governor Walker rescinded the 40% TSS reduction regulations. In addition, many of the ordinances and programs that needed to be created are done and now they simply require normal administration. This position at this time was going to be utilized in other ways in the engineering department, including such tasks as surveying, construction staking, plan preparation, construction inspection, etc.

D. Soeldner asked if we would be looking more for an Engineering Technician position to include all of our needs.

J. Sladky said that the job description should be for the needs within the department. The Stormwater title may not attract the applicants that we need for our department at this time. D. Soeldner agreed.

G. Minikel said that the Engineering Technician part of the job is harder to teach or learn than the Stormwater portion of the job. Discussion about the possibility of a Civil Engineer position was also briefly discussed.

Nobody is opposed to filling the position. The next step would be to update the job description and forward to the Streets Committee either via e-mail or bring to the next meeting if it is before Personnel.

Discussion and possible action regarding the DPW On-Call Duty Policy & Procedures

G. Minikel distributed a sheet that summarized the most frequent type of after hour calls and the number of each that we had over the past 3 years (2010 - 2012).

K. Glaeser said that the current on-call duty rotation is not working with only 4 people. They would like to make it a 5-man on-call duty rotation. It makes a big difference having the 5th person.

Mark DeZeeuw will be part of the on-call duty rotation and would be the 5th person. He already has a city vehicle and he has basically been on call/standby for all traffic signal and lift bridge issues anyway. He is non-exempt and K. Glaeser said they wanted to figure out how to pay him.

G. Minikel said that the on-call personnel at the Manitowoc Public Utilities are paid \$300 per week to be on-call.

J. Sladky said they would like for Jim Muenzenmeyer and Rick Schwarz to be part of the on-call rotation.

K. Glaeser said that Jim Muenzenmeyer was not part of the on-call duty rotation. His responsibilities include the Aquatic Center, facilities and recreation programs. We did not really consider Rick Schwarz simply because he was not in our department. K. Glaeser said we have considered Police and Fire and talked to both Chiefs, but it wasn't feasible because they don't know our procedures and buildings. Police and Fire also have emergency calls of their own. Rick Schwarz could possibly be used for the DPW on-call duty, however, he is outside of our organizational chart.

K. Glaeser said that on-call person can take care of the situations on their own some of the times.

K. Glaeser said they designed the 5 man rotation to best suit the City. He said that he would like to possibly pursue Rick Schwarz as a 6th person. The Interim Director of Public Infrastructure is requesting that the on-call duty personnel be paid \$150 per week for their duty responsibilities. This would amount to approximately \$8,300 annually including social security benefits.

J. Brey made a motion to pay the on-call duty personnel \$150 per week for the on-call duty responsibilities. J. Sladky seconded the motion.

K. Glaeser asked the Committee if they can decide who and how many will be part of the on-call duty rotation.

The same type of vehicle will be used by the on-call duty persons (grey pick-up truck), except that M. DeZeeuw has a City Van and G. Minikel has the Taurus. The yellow City trucks would not be used by duty personnel. The call schedule will have requirements and limitations.

The Committee requested Engineering to draft a Resolution to be presented at Council.

Motion carried unanimously, no further discussion.

The next regularly scheduled meeting would be on January 28th, 2013.

J. Sladky made a motion to adjourn the meeting at 7:53 p.m.

T. Martell seconded the motion.

Greg Minikel, P.E.
Interim Director of Public Infrastructure