

**STREETS AND SANITATION COMMITTEE  
MEETING MINUTES**

*March 26, 2012  
6:30 p.m.*

**MEMBERS PRESENT**

Dave Soeldner  
Jim Brey  
Jason Sladky  
Alex Olson (arrived at 6:34 p.m.)  
Allen Schema

**STAFF PRESENT**

Val Mellon  
Greg Minikel  
Randy Junk

**OTHERS**

Michael Sgarioto, 843 Nicolas Ct  
Michael Check, 9140 Hilltop Rd  
Denise Larson, 3330 Custer Street

**Approval of the Minutes from 03/12/12**

J. Brey made a motion to approve the minutes from the March 12, 2012 meeting. J. Sladky seconded the motion.

Motion carried unanimously, no further discussion.

**Discussion and possible action regarding the lunch policy for the DPW workers**

D. Soeldner wanted to discuss how the implementation of this new policy was working.

R. Junk stated that this policy is first effective March 27, 2012. The plan is for staff to take a 30 minute unpaid lunch with the hours being from 7:00 a.m. to 3:30 p.m.

V. Mellon stated that she feels the way we were operating before is more cost effective because staff can mobilize out to the field and keep working verses having to come back to the shop and punch out for lunch. She recommends that we don't do this.

J. Sladky asked where the idea that we are going to drive back to the shop to punch out came from.

V. Mellon stated that based on her conversation with Deb Gieger, in accordance with the Fair Labor Standards and Attorney Susan Love the City can not restrict workers activity during their unpaid lunch. R. Junk expressed a concern about staff that chooses to go eat somewhere. Randy told them they can't take a City vehicle. They can take their own vehicle since they are on their own time. In this case, they have to drive back to the shop, punch out, go to lunch, come back and punch in and then go back to work. R. Junk stated that his staff deals with perishable items, such as, concrete and hot mix asphalt, and now they have to schedule all the pours around their breaks because they aren't working for that period

of time.

There was continued discussion about the Fair Labor Standards Act in regard to breaks and lunch.

J. Sladky asked if staff used to always stay at the job site.

V. Mellon stated that sometimes they would go to a nearby facility to use the restroom.

J. Sladky stated that he was ok with staff using a City vehicle to go to a restaurant or nearby facility within their 30 minutes. He does not agree with staff packing up and heading back to the shop 15 minutes before noon to punch out and then leaving for a half hour lunch and then coming back and driving across town to the job site.

D. Soeldner asked if every City employee punches a time clock. Why couldn't they write down on their timesheet when they arrived to work, to ok their lunch and left for the day?

A. Schema questioned how this is going to affect the budget in regards to extra fuel used on lunch breaks.

A. Olson stated he would be fine if there is work to be done that it gets done first and then they take their lunch after that work is done. The managers should be able to have their employees exercise some flexibility to schedule their lunch around critical construction operations.

R. Junk confirmed that the Alderman were ok with the workers stopping at various businesses on their lunch hour such as banking, etc. If it's within their 30 minutes and they are close to the location the Committee is ok with staff using a City vehicle to go to these places during their 30 minute unpaid lunch.

J. Brey will not support using a City vehicle to go to area businesses during lunch.

**Discussion and possible action regarding the DPW on call duty policy and procedures**

D. Soeldner stated that when Council adopted the policy manual they specifically removed the \$1/hour that was going to be paid to the people on call. He wants to know currently when someone is on-call, who calls the on-call person and how is that call routed to them?

R. Junk stated that calls come in thru various ways. Some come through the Police Department, for some sewer calls the people call wastewater treatment and then they call DPW. The main route is usually through the

Police Department. Lift stations are all based on SCADA and come in through the pager. Bridge calls come in through the pager as well. D. Soeldner confirmed with R. Junk that sometimes when they get a call they need to call in another person to fix the problem. It depends on what the call is for, it varies for various situations.

D. Soeldner questioned if there was some way to set up a system that the call be routed directly to the secondary person who will need to address the problem verses the primary person.

R. Junk stated that the main issue about assigning the secondary person to respond is that staff duties vary from year to year and there is always the issue of whether or not a person is in town and available to come in. This is why the DPW Supervisors develop sign up list for activities like salter operator, etc.

A. Olson asked who is all on the on-call list now, how many people?

R. Junk stated that 3 people are currently on the on-call list.

A. Olson referred to a previous discussion where it was indicated that the transit manager was on the on-call list before and maybe they need to look at adding Jim Muenzenmeyer and some other people to the on-call list.

V. Mellon clarified that Jim Muenzenmeyer, as Recreation Manager, is already on the on-call with Denise for recreation issues which are separate from the sewer/streets on-call issues and are just as necessary and as frequent.

V. Mellon recommended taking a laborer from each aspect of the department and put them on call. That labor would be equipped with the materials they need in their truck to respond to the problem. They would know who to call if assistance is needed. She proposes one laborer from each of the following: parks, DPW, cemetery, a mechanic and the electrician.

J. Brey stated that what V. Mellon is proposing would remove the salary employees from the on-call list.

V. Mellon stated that the salary people would always be available as backup and for consultation and training. Randy will likely continue to respond to snow plow issues all winter. Denise and Jim will always be responding to aquatic center and recreation issues. Kevin would always be backup for parks or fleet issues.

A. Olson asked how you compensate an hourly person like that? We can't pay them a two hour minimum every time they get a call.

J. Brey asked what the incentive would be for someone to be on-call.

R. Junk stated that 90 or more percent of the calls that they take in, they end up calling someone out to fix the problem. With what V. Mellon is proposing would result in a much quicker response.

V. Mellon stated that another aspect of her proposal is to create a pool of labors that could step up in the future into management positions.

A. Olson stated he understands the idea of creating a pool of labors for future positions, why wouldn't we just add a few more to the current pool. A. Olson asked how many recreation department type calls are received throughout the year.

D. Larson stated that during the summer, Jeremy received calls about 3 or 4 times a week. For the Aquatic center, it's about once a week. Summer is much busier than winter. The amount of time per call varies greatly.

There was additional discussion about the cross training and use of management to assess the situation before calling people.

J. Brey made a motion to create a pool of laborers that are unpaid, on-call. J. Sladky seconded the motion.

The motion failed on a 1-4 vote. (1 Aye - J. Brey; 4 Nays)

D. Soeldner made a motion to create a pool of salaried managers to man the on-call duty like before. J. Sladky seconded the motion.

The motion passed on a 4-1 vote. (4 Ayes; 1 Nay - A. Schema)

No further discussion.

**Discussion and possible action on the DPW spring activities, including but not limited to street sweeping and tree trimming**

D. Soeldner asked about the street sweeping parking ban enforcement process for this year.

V. Mellon stated that the sweeper operator is going to be documenting the list of vehicles that are in violation and that list will be passed to the Police Department to issue the tickets.

A. Olson wanted to understand how we determine what trees get trimmed and what the procedure is for trimming trees.

R. Junk stated that they started out trimming for sign visibility. They also did trimming for sidewalk clearance.

A. Olson asked what happens if we don't trim the trees?

This is a liability issue and causes damage to higher clearance trucks and since these trees are City owned trees they are the City's responsibility.

**Discussion and possible action concerning obstructions in the river at the site of the old railroad bridge at city center location**

J. Sladky stated that at a Harbor Commission Meeting last week a person from St. Mary's Cement was concerned about a series of wood pilings from the old railroad bridge foundation that was left when the bridge was taken out. He wants to make sure this channel obstruction is marked so nobody hits it.

V. Mellon stated that US Army Corp survey vessel was supposed to be here today and survey the entire bed of the channel. They are supposed to be marking those areas to be removed. The Coast Guard is doing the follow-up on this to make sure they are removed.

V. Mellon was going to follow up assuring that these areas are marked.

**Special Events Request (12-158) from Two Rivers Main Street for 12<sup>th</sup> Annual Cool City Classic Car Show and Cruise Night on Friday, June 29, 2012, traveling from Silver Creek Park along the route detailed therein to Two Rivers, and asking for police assistance**

D. Soeldner questioned the charge by Police Department for overtime for this event.

D. Soeldner was going to talk to the Chief about this.

No further discussion.

*Motion to adjourn at 7:47 p.m.*

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