



**Public Works / Parks Safety Committee  
October 22, 2013  
Minutes**

Meeting called to order at 8:20 AM.

Present: Randy Losselyong, Tim Jacobson, Jeff Nieland, Adam Alix, Corey Gordon, Brian Tungate, Todd Drew, Sue Nett, Vince Maas, Pamela Captain, Kevin Schmahl, Eric Whitman  
Absent: Mark Radtke

Approval of minutes from September 24, 2013 motion by V. Maas second P. Captain - Motion passed

**B. Old Business**

1. **Work Zone Safety/ MPD Enforcement** – Per email sent to Chief Styka City of Menasha already has the Give `em a Brake language which extends to sanitation works in municipal code 10-1-1.

T. Jacobson raised an additional question regarding whether regulatory signs (speed limits) in work zones could be temporarily changed under current ordinance. Drew will email T. Styka regarding this question.

Additional concern regarding work zone safety was brought to the committee where a small detour was set up on Ninth St., law enforcement on site stated signage was incorrect and did not enforce on a witnessed car traveling the wrong way on the Blvd.

T. Jacobson suggested forming an Ad Hoc committee between Public Works Engineering and Menasha Police Department to discuss work zone issues and attempt to come to a resolution. P. Captain made a motion to form this committee motion seconded by V. Maas – Motion Passed. Drew to address this request at the Police Safety Meeting on October 22, 2013.

2. **Leaf Truck CVMIC Significant Program Award** – Drew reported that the City of Menasha did not receive the significant program award for the submission regarding leaf truck retro-fit.

3. **Microwave issue City Hall Cell Towers –update** – Letter and documentation received from Cell Com regarding safe exposure levels related to workers near the cell towers.
4. **Placing cones in front and behind parked work vehicles** – J. Nieland made the suggestion during October meeting to consider a policy requiring that cones be placed in front and behind vehicles when parked. Intent of the cones is to make driver check for obstructions in front and behind vehicle prior to moving truck. Suggestion made following some incidents of bumping items due to the driver not being fully aware of obstructions in front and behind the vehicle. Committee discussion included circumstances which would require cone placement. Intent of discussion/ proposal is to make sure that the equipment driver was fully aware of surroundings prior to moving.

C. Gordon made a motion to address this item by providing additional training and discussion with crews, including specific vehicle training for summer help and not to require cone placement at this time. Motion seconded by R. Losselyong - Motion passed.

#### C. **New Business**

1. **Monthly Safety Topic** – distributed and discussed. Requested to be posted in appropriate departments.
2. **Injury Review.** – No injuries reported
3. **Additional items for discussion** – T. Jacobson cited an observation at the 9<sup>th</sup> / Elmwood lift station where a contractor working in a wet well was not complying with any confined space entry procedures on a City project. T. Jacobson informed contractor. It was also recommended that T. Jacobson contact the Appleton OSHA office for inform them of the issue.

#### D. **Training**

1. **Fire Extinguisher Training** – Postponed – Drew will set up an alternate date.
2. **Confined Space Training** – training to be conducted on October 23, 2013 at 8:00am at the Jefferson Park Pool.
3. **Lifting Training** – Lifting Training scheduled for December 10, 2013.
4. **Chain Saw Training** – conducted by the City of Appleton Forester on October 10, 2013. Training included 1.5 hours classroom followed by hands on training practicing various skills. Training was very well received by attendees. 5 Parks and 6 DPW employees attended.

E. Motion to adjourn at 9:45 AM made by P. Captain and seconded by V. Maas.

