



Office of the City Manager
Julius Suchy

287 E Haron Avenue
Vassar MI 48768
citymanager@cityofvassar.org

Memo

Date: March 8, 2011
To: Department Heads
Re: Vehicle Idling Policy

Please distribute to your staff and post in your offices.

1. **Purpose:** To establish guidelines for eliminating unnecessary idling for City of Vassar vehicles. Limiting City vehicle idling will reduce fuel related costs and vehicle maintenance.
2. **Scope:** This policy shall be applicable to the operation of any vehicles owned by the City of Vassar, excluding the Police Department.
3. **Responsibility:** Each employee of the City of Vassar is responsible for operating City vehicles according to the requirements of this policy.
4. **Policy:**
 - a. **Vehicle Idling:** Idling is not permitted for the operation of an engine of a City vehicle while the vehicle is not in motion and/or is not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.
 - b. **Vehicles:** This policy is applicable to City of Vassar cars, trucks, Fire trucks, tractors, snow plows and other city equipment operated by a driver and utilizing fuels such as diesel, gasoline, propane or compressed natural gas.
 - c. **Initial Warm-up Diesel Fueled Vehicles:** Idle times up to two (2) minutes are allowed for diesel fueled vehicles during their initial shift warm-up and at subsequent times when the car or truck is being restarted after a prolonged period of shut down that would result in vehicle conditions similar to those prior to initial shift warm-up.
 - d. **Initial Warm-up Gasoline and Alternative Fuel Vehicles:** Idles times up to one (1) minute are allowed for unleaded fueled cars or trucks during their initial shift warm-up and at subsequent times when the car or truck is being restarted after a prolonged period of shut down that would result in vehicle conditions similar to those prior to initial shift warm-up.
 - e. **Operation of City Vehicles in the Field:** When a City vehicle is stopped for a foreseeable period of time:
 - i. No operator shall idle the engine of a gasoline and/or alternative fuel vehicle.

- ii. No operator shall idle the engine of a diesel-fueled vehicle in excess of 30 seconds. Diesel fueled vehicles should only be turned off after enough time has passed to allow for proper circulation, and cooling of the engine oil (including lubrication for engine components). Not to exceed two minutes.
5. **Traffic Guideline:** As a safety measure, a City vehicle's engine should not be turned off when the vehicle is stopped while engaged in traffic (i.e. at traffic lights). This vehicle may have to move due to the approach of an emergency vehicle. The time required to restart the vehicle would jeopardize the safety of the driver and the general public.
6. **Policy Exceptions:** There are circumstances that reasonably require the idling of the engine, which include:
- a. Where engine power is necessary for an associated power need such as, but not limited to, electrical or pressure generation, inverter or tool use, lift gate or boom operation.
 - b. To provide power to auxiliary equipment (i.e. overhead emergency lighting) when the vehicle's battery alone is insufficient to meet these needs for the time period required.
 - c. When ice or frost conditions are present, attempts to remove the ice or frost from windows with a scraper must take place before idling begins. If necessary, vehicle may idle for the purpose of defogging, defrosting or deicing windows. Idling MUST end once fog, frost, or ice conditions have been eliminated.
 - d. For resting, maintenance, repair or diagnostic purposes.
 - e. To cool down a turbo-charged heavy-duty vehicle in accordance with the manufacturer's recommendation.
 - f. During extreme cold weather (below 10 degrees Fahrenheit) or heat alerts (above 90 degrees Fahrenheit), idling may be necessary for the well-being of the operator and/or passengers.
 - g. This policy is not intended to be inclusive of all situations, if warranted by unusual circumstances or conditions. Exceptions to the foregoing policy may be allowed upon the written approval of the City Manager and/or designee.
7. **Enforcement/Violation:** The City of Vassar employees are expected to honor the idling policy by shutting off their engines while vehicles are not in motion or not being used to operate auxiliary equipment. Any City employee who engages in idling activity identified in this policy may be subject to discipline.
8. **Authority:** The City Manager shall have the power and authority to expressly change, delete, suspend, modify or rescind any part or parts of this Administrative Policy: Vehicle Idling, after providing thirty (30) days written notice to the City Commission. If no objection is made or other action is taken by the City Commission, the amendment shall become effective on the 30th day.
9. **Definitions:**
- a. **Idling:** Idling means the operation of the vehicle engine while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic operation of the vehicle.

- b. **City Vehicle:** For the purpose of this policy, vehicle refers to cars, trucks, vans, SUV's fire trucks, tractors, snow plows, and other City equipment operated by a driver and utilizing fuels such as diesel, gasoline, propane or compressed natural gas.
- c. **Alternative Fuels:** Alternative fuels include bio-diesel, ethanol, propane and compressed natural gas.

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(Minutes are unapproved until the next council meeting)

- b. City Manager Julius Suchy
Recommendation from the Parks & Recreation Commission to approve Chambers Use of City Parks
Councilor Hornung moved; seconded by Councilor Stedry to approve the Vassar Chamber of Commerce request to use various city properties for their events and activities from August 5 through August 7, 2011 for the Car Show/Riverfest. The motion passes.
- c. City Manager Julius Suchy
Recommendation from Planning Commission – Capital Improvement Plan 2011-2017
Councilor Gamet moved; seconded by Councilor Hornung to table this issue for now; and to bring this item back to a future council meeting. The motion passes.
- d. City Manager Julius Suchy
Public Hearing – Vassar Downtown Development Authority Plan & Tax Increment Financing Plan Update
Mayor Pro-Tem Germain opened the public hearing at: 7:30 p.m. There was no public comment. Mayor Pro-Tem Germain closed the public hearing at 7:31 p.m.
Councilor Stedry moved; seconded by Councilor Hornung to approve the Vassar Downtown Development Authority Plan & Tax Increment Financing Plan Update. The motion passes.
- e. City Manager Julius Suchy (verbal)
Keep Vassar Beautiful Request for Petunia Planting
- Liability Insurance for the Petunia Planters
 - Wages for 2 City workers with a city truck (they transport & place the mulch and set-up and place signs for traffic shift) for an approximate time of 7 hours
 - Comply with MDOT rules once permission is obtained for road closure
- Councilor Gamet moved; seconded by Councilor Stedry to approve Keep Vassar Beautiful Request for Petunia Planting. The motion passes.**
- f. City Manager Julius Suchy
Server Bid Purchase
Councilor Gamet moved; seconded by Councilor Stedry to approve server bid purchase in the amount of \$3067.58 for HP-Dual Server. The motion passes.
- g. City Manager Julius Suchy
Anti-Idling Policy
Councilor Hornung moved; seconded by Councilor Gamet to approve Vehicle Idling Policy with change to item #7, striking the portion that reads up to and including discharge, if activity takes place while the employee is using a city vehicle. The motion passes.
- h. City Manager Evaluation
Councilor Gamet moved; seconded by Councilor Hornung to approve scheduling evaluation for the city manager and to eliminate the council speaking with department heads regarding manager evaluation. Results of evaluation to be sent to the city clerk by March 25th. City clerk to compile results and get

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those results to the council; as well as to the city manager prior to the April 4, 2011 council meeting where city manager will go into closed session to discuss city manager evaluation with the council. The motion passes.

14. Announcements – City Manager Julius Suchy spoke of the approved “dam” grant. He further mentioned that this grant would have a match that would be needed within a 5 year period.

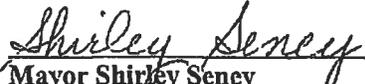
City Clerk Tina Bacon mentioned the Empty Bowls Soup dinner to be held at Vassar High School on Tuesday, March 8th from 4:30 p.m. to 6:30 p.m.

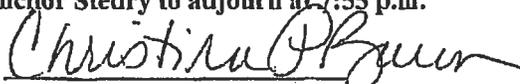
15. Public Comment - None

16. Items for Next Agenda – None

17. Adjournment

Councilor Gamet moved; seconded by Councilor Stedry to adjourn at 7:55 p.m.


Mayor Shirley Seney


City Clerk Christina P. Bacon