

Minutes of the Public Safety Committee Meeting – March 30, 2015

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Administrator Geick, Mayor Palm, Chief Schauf, Chief Stieve, Engineer Pinion, Bob Koss, Wade Peterson, Pat Liston, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Service Building, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted and by voice vote, the motion carried. It was moved by Kolb, seconded by Plautz to approve the minutes of the February 9, 2015. By voice vote the motion carried.

New Business

- a. Review and Approve renewal of contract with MSA for Building Inspection Services – Pinion said that the City currently contract with MSA for Building Inspection services and it is time to renew the contract. The new contract would go through 2017. The maximum increase is 3% per year. It was moved by Kolb, seconded by Plautz to approve the renewal of the contract with MSA for Building Inspection Services. Motion carried unanimously.
- b. Review and Recommendation for one-way traffic in Alley between 1st & 2nd, from Oak Street to Broadway – Pinion said that Don-Rick Insurance say that this is a constant source of concern with several near-miss accidents. He said that every alley in town is a two-way alley with a couple of minor exceptions, such as the post office alley. He said that this alley is allowable for two-way traffic; however, it is a busy alley, mainly due to the bank drive-through. He said that he has reached out to the bank to see if they had any preferences; however, they have not gotten back to him. He said traffic exiting to the west of Broadway; if they want to go southbound that is less than an ideal situation with the mid-block arrangement and that close to the intersection. He said that if it did go one-way it would make sense to mirror the post office alley and have it go away from Broadway. He said that him and Chief Schauf have talked about and don't have any real objections; it certainly would improve traffic movements on Broadway. He feels before anything is done the City should wait for feedback from the bank. It was the consensus of the Committee to bring this item back to the Committee in April.
- c. Review Bid Tabulation and Recommend award of 2015 Public Works Contracts – Pinion said that these are the annual bids taken for Public Works Contracts. Pinion went through all the proposals, and the following were the results. Proposal 1, Asphaltic Paving – Gasser \$68,785. Proposal 2, Asphaltic pavement Material – Gasser \$39,200. Proposal 3, Asphalt pavement Patching – Scott Construction \$32,500. Proposal 4, Misc. C&G, Sidewalk Replacement – Fairfield Concrete \$27,375. Proposal 5, Crushed Aggregate Base Course – Kraemer Co. \$5,450. Proposal 6, Concrete & Asphalt Crushing – Kramer \$39,900. It was moved by Kolb, seconded by Plautz to accept the low bidders on all proposals as stated. Motion carried unanimously.
- d. Review proposal Tabulations and Recommend award of 2015 Hwy. 12 Median Mowing and Noxious Weed & Rank Growth Mowing – Pinion stated that three bidders were received for the median mowing, Top 2 Bottom, Sunrise Property Care, and Breakthrough Services. He said that all three have successfully bid in the past and this year the bidder was Breakthrough Services at \$48.50 and it is recommended to award the bid to them. He then said that the Rank Growth Mowing, which is when people fail to mow their yards, one bid was received from Sunrise Property Care and it is recommended to award the bid to them. It was moved by Plautz, seconded by Kolb to award the bids to the low bidders in each category.
- e. Review and Recommendation of the West School Emergency (Off-Campus) Evacuation Agreement between the Baraboo School District, the City of Baraboo, and the Baraboo Public Library – Chief Stieve said that the School District has requested to use the Public Library as a shelter location if they would have to evacuate West School for whatever reason. He said that the Library Director has requested them to calculate the square footage for occupancy load of the basement area. He said that there is enough space to accommodate the 130-140 people, which includes children and staff. He said that staff has no problem with it and the Library Board has also approved it. He said that the next step is to do some sort of drill with the students. It was moved by Kolb, seconded by Plautz to recommend the West School Emergency Evacuation Agreement. Motion carried unanimously.
- f. Review and Approve Contract with KLM engineering for Inspection Services for the Mine Street Water Tower Repainting Project – Peterson said that it was agreement to spend \$400,000 to rehab the tower we need to have a professional services company come in and be our on-site inspector during the project. He said that two bids were received and KLM Engineering was the low bid. Peterson recommended that the low bid be accepted. It was moved by Kolb, seconded by Plautz to approve the contract with KLM engineering for Inspection Services for the Mine Street Water Tower Project. Motion carried unanimously.
- g. Review and Approval of contract with MSA to Update our Sanitary Sewer Service Area Plan – Peterson said that every five years the City is required to update the area wide plan, which includes some of the Township, West Baraboo, and the Sanitary District. He said that the last one was done in 2010, which was a very substantial one, so this year it will be more of just a couple of meetings and some tweaking. He felt that since MSA did the last one and instead of recreating the wheel, it was by easier to contract with MSA to update the plan and then submit it to the DNR. It was moved by Kolb, seconded by Plautz to approve the contract, not to exceed \$5,000. Motion carried unanimously.
- h. Review and Approval of sewer credit to Blackhawk Manor for an undetected leak in their private water main – Peterson said that one mobile home with a vacant landlord/tenant borders a field had a break underneath the trailer which drained to the field and no one saw it. It said that the City has four large meters within Blackhawk and then they have their own billing system within that and they requested a credit. Peterson said that he told Blackhawk that the only way that they would be issued a credit is if they, in writing, verify that they are giving the same credit to that tenant. He said that the credit is for sewer. He said that the actual amount is \$1,195.26. It was moved by Kolb, seconded by Plautz to approve the credit. Motion carried unanimously.

- i. Review and Approval of monthly billing Adjustments/Credits for Sewer and Water Customers – Peterson said that the Committee will be seeing monthly adjustments, which will include anything smaller than \$500, and there are only two from last month. He then explained the two credits. It was moved by Kolb, seconded by Plautz to approve the credits as submitted. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson said that the auditors will be here next week. He said that Well #8 rehab has been completed and has been up and running for a month and during very well, pumping has increased. The water tower painting will start around the end of June. He said that this week there is a piece of equipment at the Treatment Plant for sludge processing. He said that they are trying to see if they can find something that dewater better so we get a better percentage of solids and cut down on the lime, but also how it handles phosphorus and water and electric consumption.
- b. Street Superintendent's Report – Koss said that all three sweepers are out. Stump grinding will be starting April 6th. Leaf pickup will begin on April 13 and along with the leaves all stump grindings will be removed. Pinion said that street construction bids will be here on 23rd and will be at the meeting on the 27th. He then clarified a project from 2009, when the special assessments were levied on Manchester Street, the resolution said that those assessments would be due upon development of the property because the existing residents all had existing sewer and water and the treasurer sends out reminders to the property owners, not as a bill, but as a reminder of the deferred assessment. He said that it is only benefited if the property is subdivided or developed. Pat Liston asked if the three properties to the east of him annexed to the City would they be responsible for the assessment. Pinion asked if it extended up to them and Liston said that extended to the end of his property, which is the last property in the City. Pinion said that if they annexed, they would have to pay to have it extend it across their frontage, but not responsible for any costs that has been installed so far.
- c. Police Chief's Report – Schauf said that the department is down four officers at this time and they are working to get them replaced. He last two officers to the Sheriff's Department and one was let go during the training process. He said that they have a current list that they are working off of and they also have an interview process that they are starting for new applicants and will be testing on April 11. Schauf that explained protocol for tasers.
- d. Fire Chief's Report – Stieve said that Tim Stieve, Assistant Chief, in charge of safety and training retired after 36 years of service, thus leaving that position open. He said that after looking at that and the rest of the leadership in the department, the succession planning hasn't been done well. He said that he sent out a short questionnaire to fire department members to see where they are at, as far as what they want to do in the future. He said that he is in the process of updating the position descriptions. He said that he has heard things regarding wanting to change to requiring more education as far as instructor type training because the officers are the training officers for the department. He said that he tried to budget for Emergency Service Instructor One, which is a 40 hours course, but the money wasn't there. He said that there the CIVIC grant program, half of the course fee could be recuperated if approved through the program. He said another part of his position description requires him to become Fire Officer II certified and he is enrolled in the class through MATC-Reedsburg. He asked the Committee what direction that they want the department to go. He said that he feels that the City has a very professional department; however, he feels that it could be better. He said that training provides preparedness, professionalism, recruiting, and retention. He feels that there are a couple of options to go, one would be going to a full-time department. He said that they are looking at building a live fire training prop, which involves shipping containers. He said that this would have to be managed and researched. He said that they use a training center out of Indianapolis called Fire Department Training Network, it is on-line and they have one person going to Truck Company Operations, one going to Engine Accompany Operations, and one going to Designing Training props in April. He said as part of the full-time position there is a grant called Safer Grant, it is staffing for adequate fire and emergency response grants; however, unfortunately the deadline was March 6. Also, as part of the full-time possibility it is a succession planning for the Fire Chief's position. He said there would also be the option of part-time. The last option would be to keep the department the way it is. He said that if it stays the way it is. He said one thing is through the position description review they have to adjust the requirements based on what is in the department if it is kept the way it is. If it is kept the way it is Stieve said that he would do his best to provide the guidance and assistance as needed; however, he would like to delegate the training, which would mean more time commitment and increase in salary. Stieve said that he spoke to the Mayor after the Council approved the EMS Study and stated that he would welcome a study in the Fire Department. He said the UW-Oshkosh Public Administration Program has students, as part of their studies, they offer this service free, where a study can be done on any particular topic that is wanted. He said that he requested a study through the professor in charge and received a study of the Waterford Water Department that was based on staffing. After the lengthy discussion, Stieve asked which direction does the Committee want the Fire Department to go, what does Fire Department training provide, and what direction does the Committee want to explore further. Stieve then showed a video of the March inside air management drill that was held in the Civic Center. Stieve said he is open to any conversation regarding anything discussed today and the Committee is welcome to any of the training, which are held the 1st, 4th, and 5th Mondays of the month. Compensation for officers and call pay was then discussed.

Kolb said that when the sidewalk issue was looked at last year, one of the complaints was that the City should stretch things out so everyone knows what sidewalks will be done. He would like to have some type of plan done when it is looked at again. Pinion said that he will have some options regarding sidewalks at the April meeting.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 2:24 pm. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman