

Minutes of the Public Safety Committee Meeting – October 27, 2014

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

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 August 25, 2014 meeting. By voice vote the motion carried.

New Business

- a. Review and approve State-Municipal Agreement for a State Let Local Bridge Project for the Moore Street Bridge deck rehabilitation project– Engineer Pinion said the five bridges in the City undergo an annual inspection and a year ago the inspection of the Moore Street Bridge revealed that it was time that the City starts looking at a deck rehabilitation project. He said that he submitted this for Local Bridge Program and it was approved. He said that it won't be scheduled for construction until 2016 or early 2017; however we will have to undertake the design for this. Kolb asked if there would be a bike path here and Pinion said that there would not be. It was moved by Kolb, seconded by Plautz to approve the State-Municipal Agreement for a State Let Local Bridge Project for the Moore Street Bridge deck rehabilitation. Motion carried unanimously.
- b. Consider repealing Ordinance #2301 that imposed a No Parking restriction on the north side of 15th Street between Tuttle Street and East Street – Pinion said that 15th Street was talked about for sidewalks several years ago, as a result of those not going in, the City imposed a no parking restriction on the north side of 15th Street. He went on to say that now that sidewalks are in on that location, the residents are asking for the no parking restriction to be repealed. It was moved by Kolb, seconded by Plautz to repeal the no parking restrict on the north side of 15th Street between Tuttle and East Street. Motion carried unanimously.
- c. Request for street lights on Waldo Street between South Blvd. and Parkside Avenue– Pinion said that a resident has asked why the City has no streetlights in this location, there is sidewalk from South Blvd. up through Oak Park Place. The streetlights are installed by Alliant Energy, with the City paying the initial installation cost and then an annual maintenance fee for the electricity. He said that he doesn't have a cost estimate associated with this request. Wedekind said that this is a long block with no streetlight. Pinion said that there is a streetlight at the intersection of Quarry, but beyond there it is dark. It was the request of the Committee for Pinion to get the cost estimates and bring this back to the Committee in December.
- d. Request for a street light in the alley behind 1160 2nd Street– Wedekind said that he had a constituent contact him with this request; however, he informed him that the City doesn't install streetlights in the alley. He said that this alley is unique as it goes down to a dead end and then makes a left turn and goes unto 3rd Street. He felt that the citizen could install a dusk to dawn light just as easily. Pinion said he doesn't have a cost estimate, but it is typically something that the City hasn't done, putting streetlights in the alleys. Pinion said that he would suggest encouraging them to install a dusk to dawn, or motion activated light in their back yards. It was moved by Kolb, seconded by Plautz to deny the request for a street light in the alley behind 1160 2nd Street. Motion carried unanimously.
- e. Review and approve Conveyance of Easement Rights to the WDOT for a small portion of an existing utility easement, lying between Teel Court and the westerly line of Gateway Business Park, located within the new US Hwy. 12 Bypass Right of Way – Pinion presented this issue to the Commission. He said that the traffic circle directly in front of Teel Plastics headquarters, off to the west to their westerly property limits, the Gateway Business Park is a City utility easement and it straddles the parcel line. He said when the DOT obtains ROW; they want it free and clear of all encumbrances, including utility easements. This would not compromise the City ability to use this in the future. It was moved by Plautz, seconded by Kolb to approve the Conveyance of Easement Rights to the WDOT as requested. Motion carried unanimously.
- f. Review and recommendation to grant a transmission line easement to ATC over city-owned property on the southwest corner of CTH W (South Blvd) and Commerce Parkway to facilitate the relocation of their existing transmission line in conjunction with the US Hwy. 12 Bypass Project – Pinion said that this is an outlot in the Gateway Business Park, home to a detention basin for that development. He said ACT is now requesting a utility easement on that property for their transmission line to connect to Alliant's distribution line that goes in there. He said that ACT is will to compensate the City \$19,300 for this easement. He said that this doesn't encumber the property for any specific use that the City may have. It was moved by Plautz, seconded by Kolb to recommend granting a transmission line easement to ATC as requested. Motion carried unanimously.
- g. Review Proposals for Engineering Services for the Well #6 Rehab project and recommendation to award a contract – Peterson said that the City has five wells and each gets inspected or pulled every ten years. Well 6 is up and bids were taken, receiving four with the lowest bid being Municipal Well and Pump for \$12,460 and \$14,000 was budgeted. He said the work would be done in 2014. It was moved by Kolb, seconded by Plautz to approve the low bid of \$12,460 to Municipal Well and Pump. Motion carried unanimously.
- h. Review Proposals for replacement of the Motor Control Center (MCC) for Well #6 and recommendation to award a contract – Peterson said that the Motor Control Center at Well #6 dates back to the late 1960s, \$70,000 has been budgeted to do this work. He said five proposals were sent out and he received two bids with LW Allen being low at \$53,232. He said that they will be going from a soft start to a variable frequency drive, which will be an energy savings. It was moved by Kolb, seconded by Plautz to approve the low bid and award the contract to LW Allen in the amount of \$53,232. Motion carried unanimously.
- i. Review Proposals for Engineering Services for the Mine Street Water Tower Rehab project and recommendation to award a contract – Peter said the Mine Street Water Tower is in the 2015 budget to get rehabilitated. In order to do this, the tower was thoroughly inspected two years

ago and from that engineering firms looks at it to give the City their proposals to do the design, the bidding process, the construction oversight. He said three quote were received, from MSA, Strand Associates, and Cedar Corp. The low quote was from MSA at \$28,073. \$35,000 was budgeted in the 2015 budget, so there will be some expenditures in 2014. He will take this to Finance and Council tomorrow night to talk about using some of those expenses budgeted in 2015 in 2014. He said that idea for this is to get the contracts let in January. Kolb moved, Plautz seconded to recommend awarding the contract to MSA Professional Services in the amount of \$28,073. Motion carried unanimously.

- j. Review and approve purchase of a 2014 cargo van for Water Utility – Peterson said that roughly \$30,000 is budgeted in the 2014 budget to replace the 2004 van that was purchased from the Police Department and will forwarding on to the Engineering Department. He said that he sent out six proposals to different vendors, he received two back, one from Baraboo Motors and Glacier Valley Ford. The low bid came in from Baraboo Motors; however, their van that they specked wasn't remotely close to what was asked for in specifications. He met with Baraboo Motors and they can't offer the size van that he was looking to purchase, so he is asking to award this to Glacier Valley Ford in the amount of \$25,846. Geick asked if Peterson checks that State bid prices. Peterson said that if the State bid comes in lower than this, it would be purchased from the State bid. It was moved by Kolb, seconded by Plautz to approve the purchase of a 2014 cargo van not to exceed \$25,846. Motion carried unanimously.
- k. Review and recommendation of Towing Contract for the 2014-2015 Winter Season – Chief Schauf said that they do their towing contracts for a full year, or two years on calendar year; therefore, it will be for all of 2014 and all of 2015. He said that Bill's Towing contract, he submitted a request for proposal and received three back, one from Hovlands, Bill's Towing, and M & J, which is a one-man operation based out of West Baraboo. The low bid was from M & J at \$50.00 for the towing to a private party. All three parties indicated no cost to towing a City-owned vehicle. He said that challenge that he has in looking at that as being the low bid is that they don't acknowledge the need to be able to tow heavy trucks; Bill's has that ability and has done that in the past. Hovlands mentions it in the tow bid, but actually indicates that they would have to subcontract with another vendor if needed to do so. Bill's Towing is an all-in-one shop, he is the medium bid, it was lower than Hovlands; therefore his recommendation would be to continue with Bill's Towing for the next two years. Kolb moved, Plautz seconded to approve the Towing Contract with Bill's Towing for 2014 and 2015. Motion carried unanimously.
- l. Review and approval of Mutual Aid Agreement with Portage Fire Department – Chief said that he was asked to bring this back to the Committee this month. He said that this contract before the Committee is the same Mutual Aid Contract with the exception of the last two paragraphs. It was moved by Plautz, seconded by Kolb to approve the Mutual Aid Agreement with Portage Fire Department as presented. Motion carried unanimously.
- m. Review and recommendation on proposed revisions to the Baraboo Fire Department's Equipment Replacement Schedule – Stieve said that this is the schedule was replaced in 2012. He said in this year's budget he tried to replace two vehicles with one, to rid of the van and car and have F-250 4-day pickup truck with a topper, Tom Clark would use it in winter months for fire inspections and then they would utilize a City Administration car or the PD has a Durango, and the Department would use that in nicer weather for Tom to drive during his inspection. He said during the budget process and deliberations, since the Ford van, the support vehicle and the Crown Victoria weren't on the replacement schedule, and it was suggested to him through the budget process if they weren't on the schedule it should be revised so that they get on; therefore, he put them on for 2016. He said that the reason to consolidate those vehicles is because, no one both those vehicles do not handle well in the snow, and another reason would be to gain space in the Fire Station. Wedekind stated that he thought this was put in the budget and was taken out. Stieve said that it was deleted from 2015 budget; this request is to approve the revised schedule to replace these vehicles in 2016. Wedekind asked Geick how this looks for the 2016 budget. He said that he didn't know yet, it depends on how much an increase in value of property is seen; however, it fits into 2016 budget much better than next year. Stieve said that actually the money is there, it is the Equipment Replacement Fund; there is over \$800,000 in that fund at this time. Wedekind asked if this is part of the Fund Balance. Geick said that it is segregated, but yes, it is part of the Fund Balance. Plautz asked if it could be sold to another department and it was answered in the affirmative. Geick said that it isn't used that often by other departments to make it worthwhile to keep it in storage. Kolb moved, Plautz seconded to recommend approval of the proposed revisions to the Baraboo Fire Department's Equipment Replacement Scheduled as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report – Peterson said that last meeting, utility payments were discussed, with the due date being on the 20th, the Committee asked if the payment was made on-line when it would be posted. Peterson said that it is noted right away, and there is no delay. He that he has concluded the sanitary sewer budget for 2015, the items in there are stuff for the Highway 12 bypass and he is going to reduce to the sewer main repairs and maintenance from \$65,000 to \$55,000, and \$6,000 will be pulled from the O&M Funds to make a balanced budget. He said the biggest item in the Water Budget is the \$300,000 for the Mine Street Water Tower rehabilitation, and the couple of small items for the Highway 12 Bypass. He said with the water tower being so expensive, there will be the need to pull \$65,000 from the O&M Funds to balance the budget. He said he met earlier today with the City Administrator and the folks from the Clerk's office to discuss the utility payment collections. He said that they were trying to shift some duties around and maybe try to save the utilities some money. It was stated that all walk-in traffic will continue to be done at City Hall and only payments mailed in would be done by Utility staff. He said that the newest employee at the Treatment Plant is Ben Hall has decided to go to Mauston for a mechanic position and has left the City and left on October 10th. He said 22 applications were received and they have been narrowed down to six, interviews will be done on November 12.
- b. Street Superintendent's Report – Koss said that leaf pickup has started and will continue until the snow flies. Koss said that they are just starting Tuesday's garbage route.
- c. Police Chief's Report – Schauf said that the Police Line and statistics report were included in the packet. He said that one of the areas that may have been seen in the newspaper recently was some complaints about parking; both alternate side and up at the school. He said that every week

he gets an alternate side parking ticket back with some type of sticker or comment on it, but the department has been actively writing alternate side parking violations at night so Bob's crew can get the leaves picked up. He said with the change that was approved at Council the Department can now enforce the parking at the high school. He said that the small challenge the Department is facing is the fact the school purchased small hang tags and with some of the newer cars when they are hung behind the mirror, they are not being seen. He said that he is 99% sure that the officer are getting out and actually looking for the tags; however, he can't substantiate that when a parent says that the tag was hanging there and they didn't see it; therefore, he is working with the school at this time to try to develop a better way to do that, so they are holding off enforcement right now. Twenty-six citations for parking without a permit have been issued at this time. He said that he has been questioned as to why the department is doing this and he said that it increases the security around the buildings. He said that Sarah Ellickson has joined the Department as a new officer, this leaves one opening in the Department, but the promotion for lieutenant will be done before and interviews are being done for that the first week in November. Wedekind asked if the Department is getting any complaints on the corner of Park and 8th. Schauf said that he and Pinion will check this area out. Pinion said that there are a couple of issues here, they have abused the vision triangle and get parked vehicles that are for sale too tight to the corner. Schauf then presented a picture of 714 Walnut Street and he said they were contacted by the residents that lives in the adjacent driveway, the homeowner in the second driveway called Mike Hardy with a concern that he was trying to back out of his driveway and the lilac bushes were causing a vision obstruction and he was almost hit. Obviously the lilacs were planted in the City's right-of-way, Hardy had a conversation with the property owner and the owner indicated that the bushes were plants as a psychological barrier, concerned the cars would come off of Parkways and come at such a speed that they would miss the corner and put her and her home in danger and so at least if the bushes were they no one would drive into her home. One of the requests that the homeowner made was to put in a traffic barrier, or guardrail. He said that he and Pinion have discussed this and thought that there is no reason, it isn't a high-risk area. He said that the bushes were removed by Hardy's crew.

- d. Fire Chief's Report – Stieve said that as the memo said a new firefighter has been hired in early October, he was on the original eligibility list that was approved by Police and Fire Commission; however, he did not have residency within the 15 miles. He actually moved by the rural Westfield area to become a member of the fire department. He job is down in Milwaukee and his wife teaches in the Westfield School District. Cadet Firefighter is a program that we have had for several years and we currently have Jake Thompson going through it and he will go to Lodi in January for entry level firefighter. He said that this Saturday they department will be doing a house burn on College Avenue, owned by Tim Teelin, so it can be replaced by a new home. He said that the road will be closed from Lincoln just south of Crestview Drive all the way to Washington. He said that there is a car in the parking that says "Bill" on the side of it, that is a crash vehicle. He said they have been very cooperative with the Department as far giving them vehicles to train with.

Pinion said that South Blvd. is getting paved at this time and paving operations should conclude by the end of this week.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn the meeting at 1:58 pm. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman