

## Minutes of the Public Safety Committee Meeting – January 31, 2022

**Members Present:** Phil Wedekind, Tom Kolb and Mike Plautz. **Others Present:** Tom Pinion, Ryan Labroschian, Tony Gilman, Kevin Stieve, and Casey Bradley.

**Call to Order** - Committee Tom Kolb called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Wedekind, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Wedekind, seconded by Plautz to approve the minutes of the November 22, 2021 meeting. Motion carried unanimously.

**Public Invited To Speak** (*Any citizen has the right to speak on any item of business that is on the agenda for this meeting if recognized by the presiding officer.*) – There were no speakers.

### Action Items

- a. Consider Sauk County’s request for a Handicap Parking Stall on east side of Broadway between 3<sup>rd</sup> & 4<sup>th</sup> Avenues – Pinion presented background to the Committee. He said the west side of the Courthouse will be the new secured and accessible entrance and they are requesting a handicap-parking stall. It was moved by Wedekind, seconded by Plautz to approve the request for a handicap-parking stall on the east side of Broadway between 3<sup>rd</sup> & 4<sup>th</sup> Avenues. Motion carried unanimously.
- b. Review and recommend Council authorization for the Fire Chief and City Administrator to sign the updated Fire Department/DNR Memorandum of Understanding for Mutual Aid and Fire Suppression Services with the Wisconsin Department of Natural Resources – Chief Stieve presented the background to the Committee. It was moved by Wedekind, seconded by Plautz to forward to Council with a positive recommendation. Motion carried unanimously.
- c. Review and recommend Council authorization for the City Administrator and City Clerk to sign the proposal for Standard of Cover and Strategic Plan for Baraboo Fire Department and Baraboo District Ambulance Service from the Center for Public Safety Management, LLC, a partner of the International City/County Manager’s Association (ICMA), in the amount of \$31,500. The cost of this project shall be funded by the proceeds of the Fire Remodel project – Chief Stieve presented background to the Committee. It was moved by Wedekind, seconded by Plautz to forward to Council with a positive recommendation. Motion carried unanimously.
- d. Review and recommend Council authorization for the Council President, Public Safety Committee Chair, City Administrator, and Fire Chief to work with the BDAS Chief and a subcommittee of the Baraboo Ambulance Commission, as appointed by the Commission, to create the necessary governance documents to form a consolidated Fire/EMS District – Chief Stieve said this is the process to start the formalization of the Fire/EMS District. He said he would envision that the two chiefs and City Administrator, in conjunction with the separate attorneys would be doing the biggest share of the work, getting that information together, bringing it to that committee, presenting it and then the Committee finalizing the decision and then forwarding it up to the change of command. Bradley said that the biggest point would be the funding formula that everyone is going to be hung up on. He said he feels the most difficult thing will be to what will be more difficult is getting people to understand how it works. He said forming a district does not benefit an entity, and it does not hurt an entity. Bradley then explained the two funding formulas. He then explained how a district works. It was moved by Wedekind, seconded by Plautz to forward to Council with a positive recommendation from the Committee. Motion carried unanimously.
- e. Review and approval of monthly Billing Adjustments/Credit for Sewer and Water Customers for the months of November and December 2021 and January 2022 – It was moved by Wedekind, seconded by Plautz to approve the monthly Billing Adjustments/Credits for November & December, 2021, and January, 2022. Motion carried unanimously.

### Information Items

- a. 221 Elm Street – Unimproved alley right-of-way used as a shared private driveway. Pinion presented this item to the Committee. He said that a petition would be needed to improve the alley right-of-way. He said that if the City did this the property owners would be assessed. Owners did not agree saying they have been using it forever and the City use to plow and pick up garbage. Pinion said that would stop because it is an unimproved right-of-way.
- b. 4-hour Limit for parking on East Side of Ash between 4<sup>th</sup> & 5<sup>th</sup> Streets –Pinion presented background. He said this is directly across the street from a City parking lot, and residents could park in the lot rather than on the street.

- c. Parking Restrictions on east end of the 200 block of Blake Street – Pinion said a resident that has to navigate the steep hill on Blake Street is saying that it is slippery and is a hazard, especially if someone is parked on the side of the street, he is afraid he could end up side swiping the vehicle.

## **Reports**

- a. Utility Superintendent’s Report
  - i. Staffing Updates – No report.
  - ii. Project Updates – Pinion gave an update on the West Baraboo agreements. Pinion said there has been three water main breaks this year. He said the contract for the Hwy. A water tower is being worked on with US Cellular. Pinion said that the lead service grant has been submitted to the DNR. Televising sewer mains proposal came in under budget, so funds should be left to line outdated mains with some cast in place pipe. He said that in 2008, 2009, and 2010 every underground sanitary and storm sewer line were televised, and it is time to get them done again. He said that roughly a third of the City would be done each of the next three years. Pinion said there is a new program that the DOA created to assist low-income customers in which a permit has been submitted to the DOA to participate, and it has been approved.
- b. Street Superintendent’s Report
  - i. Staffing Updates – Gilman said that a DPW employee took a position with Parks Department. He said the position was advertised, 13 applications were received, and three were interviewed. He said staff is on the same schedule. He said when street sweeping, leaf vac, and taring start up the department might work some 10-hour days, and some staff on 8-hour days on Monday or Friday.
  - ii. Project Updates – Gilman said winter has been light, only 5 times has the entire crew been out plowing. He said that 220 tons of salt has been used this season. Christmas trees are still being picked up. He said tree removal with the Parks/Forestry Department is ongoing. Discussion took place regarding a tree contractor being paid doing private tree removal, but not cleaning up the.
- c. Police Chief’s Report
  - i. Staffing Updates – No report.
  - ii. Project Updates – Labroschian said the reports were included in the packet. Kolb questioned the activity at the high school. Labroschian said that the truancy rate continues to be high.
- d. Fire Chief’s Report
  - i. Monthly Incident Report – Report was included in Council packet.
  - ii. Fire & EMS Facility Design update – Stieve said in 2019 professionals were interviewed to select a site and provide preliminary designs for Fire/EMS station. He said from that time until today there was always a question where EMS would fit in to all of this and he feels that the question has been answered with the consolidation study. However, working with MSA and CR Architects out of Cincinnati, CR lost two key staff members that the City was going to rely on for fire safe design. He said that they are meeting with MSA tomorrow, and it may be the process of selecting a new firm for the design. Bradley said that either way the City would be looking to go back out, even if MSA wants to rebid with a different firm.
  - iii. Staffing Updates – Stieve said that one new member was added in December 2021, and two new members were added in January. Stieve said that there was a minor incident with Car 2, the passenger side mirror was damaged, it is under the threshold of the insurance, and it will be replaced in house. He said there is a full-time staff member on administrative leave at this time.

**AJOURNMENT** – It was moved by Wedekind, seconded by Plautz to adjourn at 1:50 p.m. Motion carried.

Respectfully submitted,

Tom Kolb, Chairman