

City of Decatur
Board of Public Works & Safety Minutes
December 15, 2020

The City of Decatur Board of Public Works and Safety members met on Tuesday, December 15, 2020 at 6:00 P.M. Members present were Craig Coshow, Tyler Fullenkamp and Mayor Dan Rickord. Also present were Clerk-Treasurer Phyllis Whitright and City Attorney Timothy Baker.

The Clerk-Treasurer had emailed the minutes of the December 1, 2020 meeting, and the December 9th Executive meeting. Fullenkamp made a motion to approve the minutes. Coshow seconded the motion. Motion carried.

At the previous meeting members were given quotes from three (3) insurance companies for property and liability insurance to review. Marc Graber of Graber Insurance, the City's insurance agent and Randy Teltoe representing Zurich Insurance were present to answer any questions. Marc Graber had shopped for the best coverage and the best rates. Clerk-Treasurer Phyllis Whitright summarized the three (3) options and shared that Option 1 was \$133,981 from Zurich and included more coverage at a lower cost. The Clerk-Treasurer also checked with other cities who were covered by Zurich, and they were happy with their service and claims were processed quickly. Coshow made a motion to accept Option 1 from Zurich for property and liability insurance. Seconded by Fullenkamp, the motion was adopted.

Next on the agenda was the Bowen Center Lease Agreement for an additional room at the M.E.R.I.T. Center. The Bowen Center is wanting to lease room 108 starting January 1, 2021. The rate is calculated at \$2.27 per square feet for 312 square feet at a total cost of \$354.12 or \$59.02 per month. The lease is for six (6) months to match up with the current lease of room 107, and will likely be renewed. In deciding the rate of any lease agreement for the M.E.R.I.T. Center, Councilman Sirk noted a cost analysis had been done resulting in a three-tiered rate schedule. The non-profit rate is \$2.27 and there will be a middle rate, and a for-profit rate, each increasing gradually. Fullenkamp made a motion to accept the Bowen Center Lease Agreement at \$2.27 per square feet for a six (6) month lease and authorize Clerk-Treasurer Phyllis Whitright and Mayor Rickord to sign the lease on behalf of the City. Seconded by Coshow, the motion was adopted.

The Memorandum of Agreement for the K-9 fence was next considered. The cost of \$6,711.26 for the fence had been approved at the December 1, 2020 meeting. \$1,500 will be paid from the K-9 fund raised in donations by Sgt. Hamm and his wife. The remaining total of \$5,211.26 will be paid from the LOIT-Public Safety funds. It was noted that Sgt. Hamm had decided to upgrade the fence to a cedar fence at a cost of \$497.55 which he will personally pay for. It was noted that the fence would be installed by H & H Fencing in the Spring of 2021. A five (5)-year agreement was brought forth by City Attorney Tim Baker which has the Hamm's repaying the City at a 20% rate over a five (5) year period starting in June 1, 2021 if Sgt. Hamm would leave the force or he would decide not to be the K-9 Officer, or if he would sell his residence in Monroe. Fullenkamp made a motion to approve the Agreement and authorize Mayor Rickord and Clerk-Treasurer Whitright to sign the agreement on behalf of the City. Seconded by Coshow, the motion was adopted.

Jeremy Gilbert, Operations Manager appeared before the Board noting work has been ongoing to update the City-owned buildings on Elm Street. Work on the third building which has an open front includes the recent pouring of a concrete floor. Gilbert had sought quotes for overhead garage doors, and the vendors will still honor the quotes from last December. JC Garage Door Sales & Service had

quoted \$5,410.38 per door and opener. Arnold Lumber quoted \$12,940 for two (2) doors, and Fisher Doors did not respond with a quote. Gilbert would like to order the doors from JC Garage and do four (4) doors noting there is \$35,000 in the 2021 budget for the work. The desire is to get the building prepared so equipment can be closed in. Coshow made a motion to approve the low quote from JC Garage for the four (4) overhead garage doors and openers. Seconded by Fullenkamp, the motion was adopted.

Coshow made a motion to suspend the Board of Public Works and Safety meeting and open a Public Hearing for the purpose of hearing from various individuals regarding failure to abate nuisance orders. Seconded by Fullenkamp, the motion was adopted.

Curt Witte, Building and Zoning Superintendent appeared before the Board regarding various residents for failure to abate nuisance orders. The first residence was at 223 S. 7th Street. It was found that no one was in attendance regarding the residence. Witte reviewed the number of letters that had been sent regarding the dilapidated home and shared that the owner Brad Smeal had been sent a notice of the Public Hearing this evening. Witte noted that normally the owner would be given 30 days to abate following a Public Hearing, if not, then condemnation process would begin. Witte will follow through with a notice of the time to owner Brad Smeal.

The second resident, Nicholas Holden-Nolan at 515 Indiana Street was also a no-show. Witte summarized the number of notices that had been sent and the number of drive-bys that had taken place by the department since October 10, 2020 when the complaint for trash, rubbish and weeds had been received. Witte noted some trash had been removed from the front, but nothing had been done in the back. A letter sent on October 28, 2020 noted the owner had ten (10) days to correct the situation, yet no change has taken place. A notice was sent regarding the Public Hearing this evening. Witte had talked to a neighbor who seems to be interested in buying the house. Kevin Hackman, Utilities Auditor, shared that water had been shut off at the residence. City Attorney Tim Baker commented that with the water shut off, the property could be condemned. Rather than condemning the property and ordering it to be demolished by the City at the owner's cost, Fullenkamp suggested that he would rather give the owner another opportunity to respond. Thus, Fullenkamp made a motion to have Witte place a note on the door, and if not cleaned up within two weeks, the City will clean up the property at \$160 an hour at the owners, Nicholas Holden-Nolan expense. Seconded by Coshow, the motion was adopted.

The third residence was owned by Christine Cox at 1619 W. Madison Street. Witte listed the letters and drive-by incidents that his department had made since October 19, 2020. A letter regarding the Public Hearing had been sent to Ms. Cox and she was in attendance. Ms. Cox shared that she had decided to sell the home and the new owner, Tara Koehmstedt was also in attendance. Fullenkamp made a motion to give the new owner 30 days to get the weeds, rubbish and debris cleaned up. Seconded by Coshow, the motion was adopted.

The fourth residence was located at 437 Mercer Avenue and owned by David Wilson. Mr. Wilson and his son were in attendance. It was noted the first date regarding the situation was August 20, 2020 when a permit had been granted for the repairs of a hole in the roof. However, the permit was pulled on October 29, 2020 as no action had taken place to repair the roof. Notification had also been sent regarding the need to clean up leaves and other vegetation which had been done, but still no roof repair. Mr. Wilson noted he had tried to get someone to repair the roof but found him to be unreliable. He noted he would like names of possible people to do the repair and Witte noted he could give him some names of qualified individuals. Mr. Wilson noted he had been quarantined since November 11, 2020 regarding COVID so he had not done much. Fullenkamp made a motion to give Mr. Wilson 30 days to do the needed work and to keep in contact with Curt Witte who extended the current permit for 30 days. Seconded by Coshow, the motion was adopted.

Fullenkamp made a motion to close the Public Hearing and re-open the Board of Public Works and Safety meeting. Seconded by Coshow, the motion was adopted.

Karey Fuelling, Wastewater Superintendent appeared before the board noting she had to re-quote the aluminum walkway extension for the aeration tanks, as the time of the quote had expired. The new quote which was greater due to an increase in the cost of materials was \$16,080, an increase of \$2,011 over the original quote. Coshow made a motion to accept the \$16,080 quote from Universal Metalcraft for the aluminum walkway. Seconded by Fullenkamp, the motion was adopted.

Police Chief Lennie Corral appeared before the Board regarding the appointment of a Second Shift Sergeant. Chief Corral shared that four (4) officers had been interviewed at an Executive meeting of the Board of Public Works & Safety for the second shift Sergeant position noting each had fewer than five (5) years of experience on the force. Mayor Rickord noted that even though it is a young force it is a good force. Coshow complimented each of them for taking the step to apply and go through the interview. Fullenkamp noted that the Officers seemed to be prepared and ready to lead. Chief Corral recommended that Lucas Rumschlag be named as the second shift Sergeant beginning January 1, 2021. Coshow made a motion to support Chief Corral's recommendation of Lucas Rumschlag as the second shift Sergeant as of January 1, 2021. Seconded by Fullenkamp, the motion was adopted.

Fire Chief Les Marckel sought permission to purchase equipment items for the new truck which could be delivered prior to Christmas. The Fire Chief provided a detailed list of equipment, which is included in the 2021 LOIT Public Safety budget, and is requesting permission to purchase the equipment without having to come back for each item. The total cost of the equipment is \$225,300. Fullenkamp made a motion for Chief Marckel to proceed with the purchases. Seconded by Coshow, the motion was adopted.

The process for taking bids for the surplus equipment, Engine 104 Fire truck, was considered. It was shared that the truck had been offered to all local departments with no interest shown. Bids will be taken until 4:00 p.m. on January 19, 2021 with advertisements to be in the newspapers on December 29, 2020 and January 5, 2021. Any bid received can be accepted or rejected. If a County Fire Department wishes to bid after the bids are opened, they can do so within ten (10) days. It was noted that the fire truck is bought "as is." Chief Marckel reported that the new truck could be here before Christmas and could actually have left Appleton, Wisconsin today. Coshow made a motion to proceed with the bid process for the Engine 104 Fire truck. Seconded by Fullenkamp, the motion was adopted. With Council's approval of a resolution to sell the surplus truck later this evening, the bidding process could be placed on the fire departments website tomorrow.

City Attorney Tim Baker shared that Councilman Sirk had met with Debbie Baker of the Decatur Force Volleyball Club regarding use of the gym at the M.E.R.I.T. Center. The Club has agreed to pay \$18.00 an hour to rent the facility from 4:15-9 P.M. week days and \$85 for use on Saturday or Sunday. The group would use the gym entrance and would have access to the restrooms by the gym. If the plan is acceptable, Attorney Baker would prepare a lease for signatures. The Club is making a commitment by providing the needed poles and nets. A calendar of usage will be prepared so if the Club is not using the facility, it can be rented to another group. Coshow made a motion to authorize City Attorney Tim Baker to prepare a lease agreement and allow for Clerk-Treasurer Phyllis Whitright and Mayor Rickord to sign said agreement. Seconded by Fullenkamp, the motion was adopted.

There being no other business to come before the Board, Coshow made a motion to adjourn. Seconded by Fullenkamp, the motion was adopted.

Adjournment was at 7:12 P.M.