

Date: Monday, October 17, 2016
Time: 4:45 pm
Place: Westside Fire Station

PUBLIC SAFETY COMMITTEE

- A. CALL TO ORDER & ROLL CALL
- B. CORRECTION OF MINUTES
- C. ANY APPEARANCES FROM THE PUBLIC
- D. BUSINESS PRESENTED BY FIRE/EMERGENCY MANAGEMENT DEPARTMENT

- 1. ENGINE 5 REFURB PROPOSAL

- Discuss the recent proposal to refurb Engine 5 as part of the recent bonding in October.

Individual Requesting Item	Interim Chief Heins
Expected Length of Discussion	10 min

Documents:

[Engine 5 refurb Council Letter.doc](#)

- E. BUSINESS PRESENTED BY POLICE DEPARTMENT

- 1. CONSIDER SPECIAL EVENT PERMIT APPLICATIONS FOR RECOMMENDATION TO COMMON COUNCIL

- The Committee will discuss and possibly approve the following special event(s):

- 1. Main Street Monroe Halloween Parade and Trunk or Treat Event

- In addition, the Committee will set hours for Halloween Trick or Treat activities City-Wide.

- Details of the events are attached, along with the application(s).

Individual Requesting Item	Chief Kelley
Expected Length of Discussion	10 minutes

Documents:

[DETAILS OF SPECIAL EVENT APPLICATIONS.doc](#)
[SPECIAL EVENT APPLIC halloween event.pdf](#)

- F. BUSINESS BY MEMBERS

- May make brief informative statements or bring up items to be discussed at a future meeting.

- G. ADJOURNMENT

This Committee may take any action it considers appropriate related to any item on this agenda.

Request from persons with disabilities who need assistance to participate in this meeting,

including need for an interpreter, materials in alternate formats, or other accommodations, should be made to the Office of the City Clerk at (608) 329-2564 with as much advance notice as possible so that proper arrangements can be made.

Members: Chairperson Chris Beer, Tom Miller, Brooke Bauman, and Alternate Ron Marsh



Lane Heins
Deputy Fire Chief
Monroe Fire Department
601 West 17th Street
Monroe Wisconsin 53566
608-329-2570
lheins@monroefiredept.com



Members of Public Safety and Finance Committees;

In early October, the council had bonded to fund capital projects in the city. In this bonding, the fire department had requested \$250,000.00 to refurb Engine 5. Engine 5 is a 1998 Pierce Quantum that is currently located at station 2. Our goal for this project was to refurb the engine in attempt to get an additional 10-15 years out of the truck. Currently the truck is 18 years old. Our planning was to get 30 years out of the truck before replacing it.

In August, personnel from Pierce Manufacturing came down to Monroe to evaluate Engine 5 and to write a proposal for the refurb. This refurb would include items such as emergency lighting upgrade, intake valves rebuilt, rust repair and repainting to name a few.

The proposal came in much higher than expected and budgeted for. The proposal came in at \$400,000. We had budgeted \$250,000. The biggest concern with the refurb was the corrosion repair. The underneath and frame work has experienced corrosion damage.

After evaluating the proposal from Pierce Manufacturing, it is my recommendation that we eliminate this refurb project on Engine 5. Listed below are reason I feel that this project should not be completed:

1. The project is currently \$150,000 over budget. This does not take into consideration and additional overruns that may be found during the project.
2. In 1998, the engine was purchased for around \$400,000 - \$450,000. A new truck built the same would cost nearly \$600,000 - \$625,000 today.
3. It does not seem fiscally responsible to spend \$400,000 in attempt to extend the service life of this vehicle another 10-15 years.
4. The refurb could not take place without addressing the corrosion issues. If the corrosion issues are not address and the rest of the refurb would take place, it would be putting a band-aid on a larger problem.
5. The engine is still operational. In its current state, we are still able to respond and perform at the level of service that is needed. By not performing the refurb, the vehicle replacement schedule will need to be adjusted. Currently Engine 5 would be scheduled to be replaced in 2023.

I do not feel that it is fiscally responsible to proceed with this project at this time. I would recommend that we utilize the funds in a vehicle replacement fund. As mentioned previously by Fire Chief Rausch, the replacement plan would include Engine 5 in 2023 (25 yrs. old) and Ladder 7 in 2025 (33 yrs old). These two trucks alone could cost over 1.5 million dollars.

If you have any further questions or comments, please feel free to contact me.

Lane Heins
Deputy Fire Chief

DETAILS OF SPECIAL EVENT APPLICATIONS:

1. Resolution by the Public Safety Committee to recommend the approval of a special event application from Main Street Monroe to hold the annual Halloween Parade and Trunk or Treat Event, October 31, 2016, from 3:30 PM to 6:30 PM in the Downtown area. The parade will be at 4:30 PM, and the Trunk or Treat Event will take place immediately after. The following temporary street closings are authorized from 3:30 PM to 6:30 PM on October 31, 2016: the inner lane of the 1000 block of 16th Avenue and the inner lane of the 1600 block of 11th Street. The Monroe Street Department is directed to supply barricades for the temporary street closure, to be installed by the Police Department. The Police Department is further directed to direct and control traffic for the event and close certain streets to facilitate the event, including the use of overtime personnel. If not needed, blocks of the temporary closing areas will not be used, and will be re-opened. It is further resolved that the following area may be closed and used for the Trunk or Treat event in case of rain: the two lower levels of the Municipal Parking Ramp. The Police Department will install cones to close that area if needed. A certificate of insurance indemnifying the City of Monroe in the amount set by City Code is required and attached to the permit, along with any other required permits or special requirements. For purposes of this event, the special event area is that area within the boundaries of 10th Street, 16th Avenue, 17th Avenue, 13th Street and the Municipal Parking Ramp if used. No other events or similar activities, other than those authorized by law, may take place in the same location and at the same time as this event.

It is further resolved that the "Trick or Treat" hours for the City of Monroe will be 5:30 PM to 8:30 PM on October 31, 2016.

City of Monroe Special Event Permit

Received in Clerk's office on	<u>9/28/16</u>
By <u>JMC</u>	Date Paid <u>25.00</u>

Thank you for being willing to plan a community celebration or special event. This permit application form will provide the City information needed to assist you in sorting through departments and types of requirements needed to obtain proper permits and inspections so as to assist us all in creating a safe and lawful event.

Application must be turned in to the Clerk's office **no later than 30 calendar days** prior to the start of the event. A late fee of \$50.00 will apply for any permit applications turned in less than 30 calendar days prior to the start of the event. The permit application must be complete with the proper insurance certificate, fees, maps, other necessary permit applications, and signatures included in order to be considered on time to avoid the late fees. There are no exemptions to the fees.

Special events are governed by city ordinances and organizers are responsible for all necessary permits, trash and litter pickup, and for damage to any property as well as possible billing for city services. The organization/organizer agrees to be responsible for the supervision of the event and conduct of persons present.

1. Name and Address

a. Name, address, and telephone number of Sponsor:

Name: Main Street Monroe

Address: 1717 10th Street
Monroe, WI 53566

Phone: 608.328.4023

Person in Charge Jordan Nordby

b. Names, addresses and telephone numbers of not less than (3) individuals who will hold positions of responsibility with respect to the Special Event:

Name: <u>Andy Hill</u>	Name: <u>Jordan Nordby</u>	Name: <u>Kareesa Wilson</u>
Address: <u>2110 8th Avenue</u> <u>Monroe, WI 53566</u>	Address: <u>1024 1/2 17th Avenue</u> <u>Monroe, WI 53566</u>	Address: <u>604 Bridge Street</u> <u>Winslow, IL 61089</u>
Phone: <u>815.291.6916</u>	Phone: <u>608.214.7145</u>	Phone: <u>608.214.1502</u>

2. Convictions A statement of any conviction of the Sponsor, any officer or director of the Sponsor, the person in charge, and the three (3) individuals listed under 1b above, for any violation of any criminal law or municipal ordinance other than traffic violations. Such statement shall include a statement of the nature of the offense and the punishment or penalty assessed therefore.

3. Description of Special Event

NAME OF EVENT: Trunk or Treat: Square on the Square

TYPE OF EVENT: Parade/neighborhood event
(Example: run, walk, parade, festival, neighborhood event)

LOCATION OF EVENT: Inner south/west sides of square. Parade: Suisse Hause/Turner Hall

NUMBER OF YEARS THIS EVENT HAS BEEN IN EXISTANCE: _____

NUMBER OF PEOPLE ANTICIPATED: 600

PEAK HOURS OF EVENT: 4:30-5pm

ESTIMATED CROWD SIZE DURING PEAK HOURS: 400

NUMBER OF PEOPLE AT LAST EVENT: 450

WILL THIS YEARS EVENT INCLUDE, USE OR PROVIDE (Indicate "yes" or "no")

No beer/wine No carnival No tents No electrical usage No barricades
No food service No noise amplification No fireworks No 2-way radios
No use of city hydrants No medical assistance or first aid
Yes outdoor signs/banners

ARE YOU CHARGING FOR PARKING, PARTICIPANT FEES, OR ANY TYPE OF ADMISSION OR SPECTATOR FEES? PLEASE EXPLAIN.

No

ARE YOU SELLING CONCESSIONS? PLEASE EXPLAIN.

No

HAVE PROVISIONS BEEN MADE FOR PORTABLE/PERMANENT RESTROOMS? ATTACH PLAN FOR ANY NEEDED PORTABLE RESTROOMS, INCLUDING NUMBER RENTED AND COPY OF RENTAL AGREEMENT

No

NUMBER OF SITES AND LOCATIONS WHERE MONEY WILL BE HANDLED:

Not applicable

THE EVENT IS RESPONSIBLE FOR TRASH AND LITTER CONTROL. HOW WILL THIS BE HANDLED?

Volunteers

WILL ANYTHING BE SERVED IN GLASS, METAL OR PLASTIC CONTAINERS? (If yes, please attach a copy of your recycling plan) yes no

PLEASE INDICATE ANY ADDITIONAL SECURITY MEASURES BEING TAKEN AND DESIGNATE HEAD OF SECURITY IF APPLICABLE: (private security, fences, persons checking identification, etc.)

None/Not Applicable

IF STREET CLOSURES ARE REQUESTED, please indicate exact requested location, dates, and times, including set up and take down: (attach map and site plan of the area)

south and west sides of inner ring of downtown square. First floor of parking ramp (rain location)

PLEASE INDICATE ANY NEED FOR POLICE SERVICES OR ANY OTHER CITY SERVICES:

4. Term of Permit

Special Event Begins: Date: 10.31.2016 Hour: 3:30pm
Special Event Ends: Date: 10.31.2016 Hour: 6:30pm

Hours of operation each day

(Attach separate sheet located at end of form if necessary) From: _____ To: _____

5. Prior Suspensions or Revocations A statement of any prior suspension or revocation of a Special Event permit of the Sponsor or any Individual who will hold a position of responsibility with respect to the special event _____

6. Mapped Routes When the proposed Special Event will feature foot or bicycle races, runs, rides or parades, the Sponsor shall submit the proposed route at the time of filing the application.

7. Vendors Is Sponsor requesting suspension of vendors (Vendors, Canvassers, Peddlers) that are not associated with Special Event? If yes, describe area in which vendors are suspended during special event.
Downtown square and two blocks in all directions

THE CITY REQUESTS THAT ALL NEIGHBORS/BUSINESSES IN THE CLOSED AREA BE NOTIFIED. HAVE THE REQUIRED LEVELS OF INSURANCE INDEMNIFYING THE CITY BEEN OBTAINED? _____

ATTACH A COPY OF INSURANCE CERTIFICATE TO COMPLETED SPECIAL EVENT PERMIT APPLICATION. (PLEASE NOTE INSURANCE REQUIREMENT THAT THE CITY OF MONROE BE NAMED AS AN ADDITIONAL INSURED ON THE CERTIFICATE OF INSURANCE)

Special Event Permit Fee - \$25.00 fee per event or series of same event within a calendar year.

Late fee - \$50.00 late fee for applications received less than 30 calendar days prior to the start of the event.

(NO REFUND ON FEES)

The applicant agrees to indemnify and save harmless the City against all liabilities, claims, demands, and losses, including costs, expenses, and reasonable attorney fees, for injury or death of any individual or loss or damages to the property of any person arising from any activity undertaken pursuant to a permit issued under this chapter. Applicant agrees to provide insurance binder or certificate of insurance as required by 3-13-10 INSURANCE REQUIREMENTS (Attached). Applicant further agrees to comply with 3-13-13 SPECIAL EVENT REGULATIONS (Attached).

By submitting this form, I certify that: (1) I am authorized to submit this form on behalf of the individual or entity for whom the form is being submitted; (2) The individual or entity for whom I am submitting this form is solely responsible for the accuracy and currency of all information contained in this form.

[Signature]
Signature of Applicant

9/28/16
Date



TO BE COMPLETED BY CITY OF MONROE

Approved by:

[Signature]

Fire Chief

[Signature]

Police Chief

[Signature]

Building Inspector

[Signature]

City Clerk

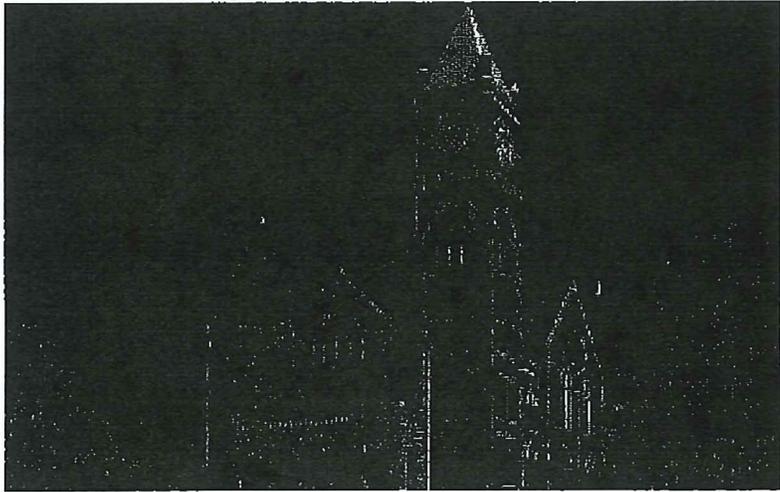
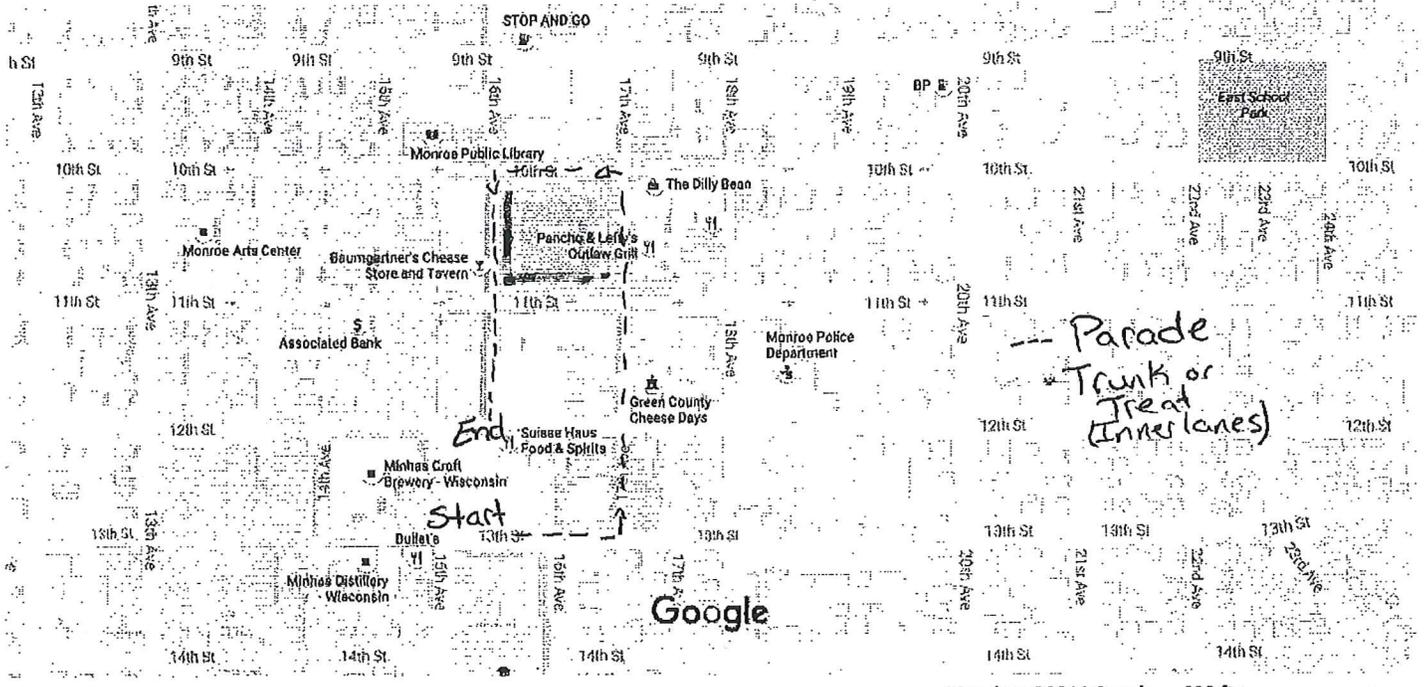
Approved by Public Safety Committee on: _____

Approved by City Council on: _____

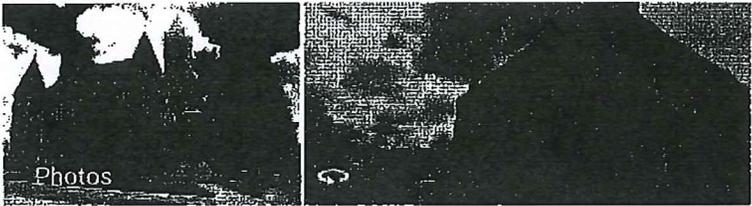
Google Maps

Monroe

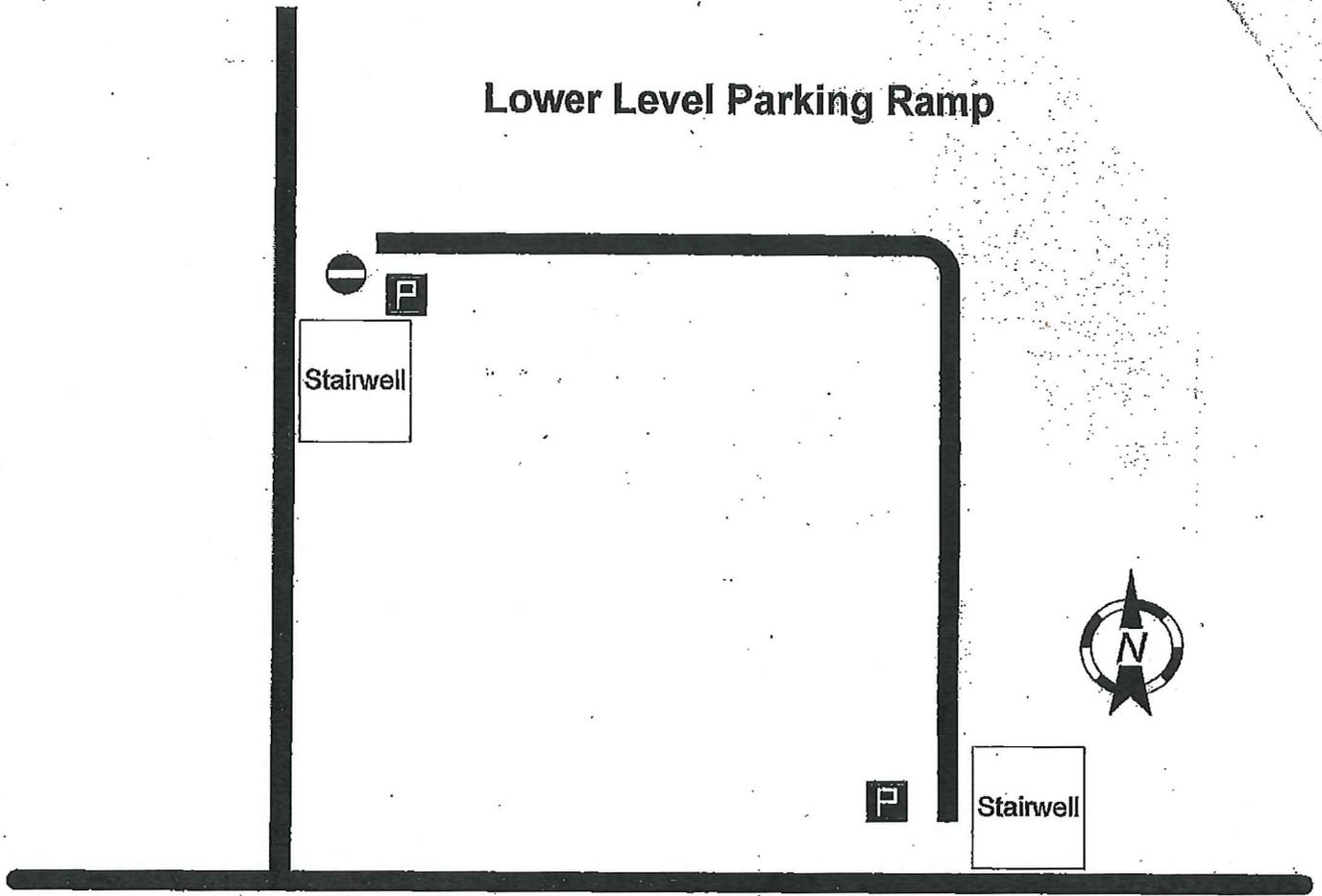
Main Street Monroe Trunk or Treat: Scare on the Square 2016



Monroe
Wisconsin 53566



Lower Level Parking Ramp





The rain location for Trunk or Treat will be the downtown parking ramp. Map is attached.

In case of rain the Trunk or Treat participants can enter street level into the door on the South entrance to the lower level.

Jordan M. [Signature]

CITY OF MONROE
PUBLIC SAFETY COMMITTEE
SPECIAL EVENT REQUIREMENTS

SPECIAL EVENT

HALLOWEEN PARADE AND TRUNK OR TREAT EVENT, AND NORMAL TRICK OR TREAT HOURS

October 31, 2016

SPONSOR

Monroe Main Street

1717 10th Street

Monroe, WI 53566

(608) 328-4023 (Jordan Nordby)

This special event permit is approved subject to the following conditions and requirements:

- 1.** Authorize the Sponsor(s) to hold a Halloween Parade and “Trunk or Treat” event, October 31, 2016, from 3:30 PM to 6:30 PM, in/around the downtown area of the City of Monroe.
- 2.** The event includes a 4:30 PM parade, beginning and ending at/near 16th Avenue and 13th Street, traveling east on 13th Street, north on 17th Avenue, west on 10th Street, then south on 16th Avenue back to 13th Street, and a “Trunk or Treat” event following the parade in the inner rings on the south and east sides of the Downtown Square.
- 3.** The following temporary street closures are authorized from 3:30 PM to 6:30 PM on October 31, 2014: the inside lane of the 1600 block of 11th Street, and the inside lane of the 1000 block of 16th Avenue. If during the “Trunk or Treat” event, not all of these blocks are needed, only those blocks needed for the event will be closed. The Street Dept will supply barricades to indicate the closing, and the Police Dept will erect the barricades.
- 4.** In the event of rain, the Trunk or Treat event is authorized to be held in the lower levels of the Municipal Parking Ramp. The applicant will contact the Police Department to cone off those areas needed.
- 5.** The Police Department is authorized to temporarily stop and/or re-route vehicle and pedestrian traffic in conjunction with the events to facilitate movement in the interests of public safety, and to provide the staff necessary to accomplish this.
- 6.** A certificate of insurance is required and attached, along with any other required permits.
- 7.** This permit is only valid within the corporate limits of the City of Monroe.

- 8.** The applicant is responsible to insure that no candy or other item is thrown from any parade vehicle. Candy or other items may be handed to the crowd by walkers in the parade, or thrown well into the crowd by walkers. When thrown from vehicles, items typically land in the street, prompting children to enter the street to retrieve the item, causing a safety hazard.
- 9.** For purposes of this permit, the boundaries of the special event area will be within 16th Avenue, 17th Avenue, 10th Street and 13th Street, and the two lower levels of the Municipal Parking Ramp if used. No other events or activities will be authorized within that area at that time.
- 10.** In addition, the normal Trick or Treat activity hours will be set at 5:30 PM to 8:30 PM.
- 11.** No other services are requested or authorized.