

# AGENDA FOR THE CITY OF BARABOO PUBLIC SAFETY COMMITTEE

Members noticed must notify Committee Chairman Wedekind at least 24 hours before the meeting if they will not be able to attend.

**Date and Time:** Monday, March 30<sup>th</sup>, 2015 – **1:00 P.M.**  
**Location:** City Services Center - 450 Roundhouse Court, Baraboo, Wisconsin  
**Members Noticed:** Phil Wedekind, Tom Kolb, Michael Plautz  
**Others Noticed:** Administrator E. Geick, Mayor M. Palm, City Attorney M. Reitz, Police Chief M. Schauf, Fire Chief K. Stieve, T. Pinion, R. Koss, W. Peterson, E. Robkin, Media, and Library.

## 1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of February 9, 2015 Public Safety Committee meeting.

## 2. New Business

- a. Review and Approve renewal of contract with MSA for Building Inspection Services.
- b. Review and Recommendation for one-way traffic in Alley between 1<sup>st</sup> & 2<sup>nd</sup>, from Oak St to Broadway
- c. Review Bid Tabulation and Recommend award of 2015 Public Works Contracts.
- d. Review Proposal Tabulations and Recommend award of 2015 Hwy 12 Median Mowing and Noxious Weed & Rank Growth Mowing
- 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
- f. Review and Approve Contract with KLM Engineering for Inspection Services for the Mine Street Water Tower Repainting Project.
- g. Review and Approval of contract with MSA to Update our Sanitary Sewer Service Area Plan.
- h. Review and Approval of sewer credit to Blackhawk Manor for an undetected leak in their private water main.
- i. Review and Approval of monthly Billing Adjustments/Credits for Sewer and Water Customers.

## 3. Reports

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report

## 4. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson  
Agenda Posted by Kris Jackson March 25, 2015

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (135 Fourth Street or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of and possibly a quorum of members of other governmental bodies of the City of Baraboo, who are not members of the above Council, committee, commission, or board, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, **other than the Council, committee, commission, or board identified in the caption of this notice.**

**FOR INFORMATION ONLY, NOT TO BE PUBLISHED**

# MEMORANDUM

City of Baraboo

Date: March 25, 2015  
To: Public Safety Committee  
From: Tom Pinion  
Re: Background for March 30<sup>th</sup> Meeting

## New Business:

**Item A.** The current contract for Building Inspection Services with MSA has expired. Attached is a Proposed Agreement to continue to have MSA provide Building Inspection Services through 2017.

**Items B.** I received a request from Don-Rick Insurance to convert the existing alley adjacent to their building to one-way. That alley does have a fair volume of traffic from the adjoining businesses and existing residences and



there have reportedly been a number of near-miss accidents in that alley. Don-Rick does have angle parking on the south side of the alley but it is oriented toward westbound traffic, which is actually “against the flow”. It would seem that the best direction for a one-way alley is eastbound. This would prevent forcing southbound traffic exiting the alley from making a left turn onto Broadway directly from the alley –

the “mirror image” of the alley on the opposite of Broadway. Rather, it would allow them to use the signalized intersection at 2<sup>nd</sup> Avenue or the intersection at 1<sup>st</sup> Avenue. Although this configuration would result in the need for Don-Rick to restripe their parking area, it’s a rather small consolation for the improved safety. If the Committee favorably considers this request, any recommendation should be contingent on comments from the other affected businesses, primarily Baraboo National Bank since their employees and customers comprise the majority of motorists using the alley.

**Item C.** Bids for our annual Public Works contracts were opened last week and the results are included in the Packet. I am recommending the award of these contracts to their respective low bidders.

**Item D.** Proposals for our annual Mowing contracts were opened last week and the results are included in the Packet. I am recommending the award of these two Proposals to their respective low bidders.

**Item E.** The City and the School have been working on emergency planning for the School’s facilities. If an off-campus evacuation is needed for West School, the School District would like to use the Baraboo Public Library for their evacuation and reunification site. The proposed Agreement is a result of a collaborative effort between the City’s Emergency Management staff, School District Staff, and Library Staff.

**Item F.** It is customary for communities to hire an independent inspection service to supervise water tower repainting projects since the requisite inspections require a fair amount of expertise. We have solicited two Proposals, both of which are included in the packet, and our recommendation is to hire KLM Engineering.

**Item G.** In 2006, the City adopted a Sanitary Sewer Service Area Plan (SSAP) in accordance with the Wisconsin Dept. of Natural Resources regulations. Those regulations require the report be updated every 5 years and an update is due in 2015. MSA drafted the original SSAP as well as the first 5-year update in 2010. Attached is a Proposal from MSA to provide an update to the SSAP this year. Given their familiarity with the report, we did not solicit any additional Proposals. Wade and I will work with MSA to minimize their time and update the SSAP as efficiently and economically as possible.

**Item H.** Blackhawk Manor has private sanitary sewers and watermains throughout their development. A leak developed their water system and it undetected for an extended period. The water collected in a low point near their property and infiltrated into the ground. Since it was not discharged into the sanitary sewer system, they have requested a credit for the sewer charges and since it exceeds \$500, it requires formal Committee approval.

**Item I.** Beginning next month, the Water Utility staff will be processing utility payments that customers send via the US Mail. Since this is a minor departure from existing operations, the City Clerk's Office worked with the Utility Office to develop a set of internal accounting controls to keep the respective auditors "happy". Part of those controls is to have the Committee also review and acknowledge the monthly billing adjustments/credits that are less than \$500, which were previously approved by the Utility Superintendent. Accordingly, we have included a report showing the two adjustments/credits for the month of February. This will be a standing agenda item for the Committee's consideration from now on.

Have a great weekend and I will see you on Monday!

## Minutes of the Public Safety Committee Meeting – February 9, 2015

**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, Rob Uphoff, Ben Bromley, 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 January 9, 2015. By voice vote the motion carried.

### New Business

- a. Review and recommendation regarding Public Works Department staffing and filling a current vacancy – Engineer Pinion stated that in May of 2014 it was recommended that the department add a second mechanic. He said that it was a good idea for awhile; however, since then one mechanic left in early November and since that time the current mechanic has been doing more than holding his own, so we would like to get back to 14 crewmen and one mechanic, but felt it should be brought before the Committee. It was moved by Plautz, seconded by Kolb to approve the recommendation of staff to fill the vacancy for a Public Works Crewman. Motion carried unanimously.
- b. Discussion and recommendation regarding the proximity of the existing alley right-of-way behind the Baraboo Public Library and its impact on their expansion plans – Pinion said that he and Administrator Geick attended the Library Board and Building Committee's meeting and one of the items that came up that there are no windows on the north side of the library. He said that a couple of members of the committee think that the parking lot off the north side of the library that a secondary, maybe even turn it in to the primary entrance, which he felt didn't have a lot of support. He said that what the architect is saying is because that building is built right tight to the alley right-of-way the building code precludes them from putting any openings in; therefore, thinking out loud they asked what if they removed that as the property line and theoretically vacate the alley and then just grant an easement to continue the alley's use. Pinion felt that it was a unique enough inquiry to at least get some feedback from the Committee. Pinion felt looking at it he feels that the City should just preserve the alley as public right-of-way, the way it is intended. He felt that if it is an alley it should be a right-of-way as opposed to an easement. It was consensus of the Committee to not go with an easement.
- c. Review and recommendation to award contract for the Mine Street Water Tower Repainting project – Peterson said that six qualifying bids for the project were received. Peterson said that they were short on estimating; however, they do have enough funds in the OM fund to proceed with the project. He said that this is a total complete rehab of the water tower, both inside and out. He said that there are some safety features that will be added, it will be made so it has some availability if an outside cell service or somebody would like to co-locate on the tower. Peterson said that he received good references on LC United Painting. He said that the number two bidder, MK Painting did not receive good references; therefore, between the price and that he would like to use LC Painting. Peterson said that at this time it is designed to look like the other water towers, it may either be solid like the other ones or a two-toned. He said that once the bid is awarded he will have them and the Country Club get together because the Country Club has shown some interest in some other paint designs, but they are well aware that they would have the additional cost and that it would be brought back to the Committee for final approval. It was moved by Kolb, seconded by Plautz to award the contract for the Mine Street Water Tower repainting project to L.C. Painting Company in the amount of \$348,500. Motion carried unanimously.
- d. Review and recommendation to approve the Joint Powers Agreement for the 911 System – Chief Schauf stated that this is a housekeeping item; with the joint powers it gives us the authority to have Sauk County dispatch for us. It was moved by Kolb, seconded by Plautz to recommend the approval of the Joint Powers Agreement for the 911 System. Motion carried unanimously.
- e. Discuss the prospective implementation of Rescue Task Force procedures in Baraboo – Schauf said that he asked this to be placed on the agenda is to introduce the concept as the committee that both he and Chief Stieve report to for Public Safety matters. He said that this is the direction that they are moving in Sauk County, which includes all of Sauk County law enforcement well as Sauk County Fire and EMS. He then explained the Rescue Task Force concept to the Committee.
- f. Discuss the Police Department's concerns about building security at City Hall – Schauf said that building security has become an increasing concern for him. He said that there were three incidences in the last three months where people became physically aggressive and assaulted police officers in the small room. He someone came in to the lobby with a weapon on something of that nature and a confrontation took place, City Hall would have to be shut down as a crime scene and no one would come in or out, which could be for days. This is something that needs to be thought about as far as the safety of employees and citizens and come up with a plan.
- g. Review response times report for Baraboo Fire Department – Chief Stieve said that the report talks about single-family dwellings, 2-story with no basements. He said that he includes all structure fires in the report because he feels that it is important for the Committee to know how the department is responding, and how long it takes them to get there. He then explained the report in detail to the Committee. He said that the department goes to the Health Career class at the high school, he is going to try to bundle some of the information in the short time period that they have with them to try to show them the importance of knowing and practicing fire safety. He is going to try and do the same thing other places they go and he will also type something up for the Spring Newsletter. He has taught about trying an "Open House" to invite people to go through it, but he doesn't know how many people would come.

### Reports

- a. Utility Superintendent's Report – Peterson said that Well #8 was pulled and they did find what the issues were and it is hoped that it will back in service by the end of the week. He said that last month the Finance Committee approved for the Utility Department to start taking some of the collections for utility bills, therefore, some internal procedures have been updated. He said that instead of the Committee only seeing credits that are over \$500, the Committee will actually see every credit that was given throughout that quarter.

- b. Street Superintendent's Report – Koss said that they are working on patching and tree removal. He said that they will be doing stump grinding in March and then the Parks will do their planting. Koss said that when all the trees are down, the total is 120 street trees and approximately 200 in the parks. Kolb asked if most of them were Ash trees. Koss said that the ones in the parks are mostly Ash; otherwise they street trees are a little bit of everything.
- c. Police Chief's Report – Schauf said that he is four bodies short in the Department at this time. He said that the Sheriff has hired two of his officers and to answer the question as to why, it is because we are a young agency and they realize that there isn't the ability to grow as the Sheriff's office does. He said that the Sheriff's office is looking that approximately 75% of their supervisors will retire in the next five years, so obviously if someone gets hired here they have a faster way up. He said that there is one officer in field training at this time and then he will get the hiring process going to get some more hired.
- d. Fire Chief's Report – Stieve said that he has had one resign, which brings the department down to 43 and he does has a promotion since Captain Thompson's passing, the Lieutenant on the Aerial Company has been promoted to Captain.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn the meeting at 1:56 pm. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman



# Professional Services Agreement

This AGREEMENT (Agreement) is made today March 24, 2015, by and between CITY OF BARABOO (OWNER) and MSA PROFESSIONAL SERVICES, INC. (MSA), which agree as follows:

**Project Name:** City of Baraboo - 2015-2017 Building Inspection Services

**The scope of the work authorized is:** Provide the following services on a time and materials basis:

- Perform all electrical and plumbing UDC inspections for single and two family residential dwellings
- Perform construction, HVAC, electrical, and plumbing inspections for multi-family and commercial buildings on an as needed basis
- Provide a licensed Master Plumber to supervise all plumbing, new alterations or repairs, report violations of regulations, and perform other duties as required in accordance with section 145.05 of the Wisconsin State Statutes
- Other duties as requested

**The schedule to perform the work is:**

Approximate start date: April 1, 2015  
Completion date: December 31, 2017

Billing rates for Primary Service Providers:

- Bob Wagner (Main Service Provider)
  - UDC construction, plumbing, & HVAC inspections, Commercial Plumbing and Commercial Building inspections
  - \$65/hour (2015)
- Mary Dussling
  - Commercial Building Inspections, UDC construction, electrical, HVAC, and plumbing inspections
  - \$63/hour (2015)
- Sue Worthington
  - UDC and Commercial electrical inspections
  - \$70/hour (2015)

Billing rates (cont'd):

- Bob Riberich – Master Plumber
  - \$84/hour (2015-2016)
- Mileage at current federal rates
- Photocopies, report, etc. rates based on volume
- Rates listed are contingent upon a contract term through December 31, 2016
- Rates subject to 3% maximum increase per year
- All other staff shall be billed at standard billing rates per Attachment A

All services shall be performed in accordance with the General Terms and Conditions of MSA, which is attached and made part of this Agreement or the Master Professional Services Agreement currently in force (as applicable). Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and expense basis.

**Approval:** Authorization to proceed is acknowledged by signatures of the parties to this Agreement. Please select option by circling the chosen option and initialing nearby.

**CITY OF BARABOO**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Ed Geick  
City Administrator

  
\_\_\_\_\_  
John M. Langhans, P.E.  
Team Leader

Date: \_\_\_\_\_

Date: 3/24/15

\_\_\_\_\_  
Michael Palm  
Mayor

Date: \_\_\_\_\_

135 4<sup>th</sup> Street  
Baraboo, WI 53913  
Phone: (608) 355-2730  
Fax: (608) 355-2719

1230 South Boulevard  
Baraboo, WI 53913  
Phone: (608) 356-2771  
Fax: (608) 356-2770



**CITY OF BARABOO  
2015 PUBLIC WORKS PROJECTS  
Bid Tabulation**

March 20, 2015

PROPOSAL #1 Asphalt Paving	APPROX QTY	UNIT OF ITEM	D.L. GASSER CONST.		SCOTT CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			3.5 inch asphaltic surface - streets	2,000	SQ YD	\$11.13
2 inch asphaltic surface - alleys	2,500	SQ YD	\$7.96	\$19,900.00	\$8.65	\$21,625.00
3 inch asphaltic surface - parking lots	2,500	SQ YD	\$10.65	\$26,625.00	\$11.05	\$27,625.00
<b>TOTAL BID:</b>				<b>\$68,785.00</b>		<b>\$72,850.00</b>

PROPOSAL #2 Asphalt Pavement Materials	APPROX QTY	UNIT OF ITEM	D.L. GASSER CONST.	
			UNIT PRICE	TOTAL PRICE
			Single aggregate asphaltic pavement material	800
<b>TOTAL BID:</b>				<b>\$39,200.00</b>

PROPOSAL #3 Asphalt Pavement Patching	APPROX QTY	UNIT OF ITEM	SCOTT CONSTRUCTION		D.L. GASSER CONST.		ABBS PAVING	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			Sawcut Asphalt Pavement	1,000	L.F.	\$2.00	\$2,000.00	\$2.00
Prep base course	1,000	S.Y.	\$8.25	\$8,250.00	\$8.50	\$8,500.00	\$12.00	\$12,000.00
3-inch Thick Asphalt Pavement	1,000	S.Y.	\$22.25	\$22,250.00	\$23.00	\$23,000.00	\$24.00	\$24,000.00
<b>TOTAL BID:</b>				<b>\$32,500.00</b>		<b>\$33,500.00</b>		<b>\$37,000.00</b>

PROPOSAL #4 Miscellaneous Curb & Gutter and Sidewalk Replacement	APPROX QTY	UNIT OF ITEM	FAIRFIELD CONCRETE		VAN'S CONSTRUCTION		J&J CONCRETE		RENNHACK CONST., INC.	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			30-inch concrete curb & gutter	500	L.F.	\$19.50	\$9,750.00	\$22.00	\$11,000.00	\$22.00
Curb Removal	100	L.F.	\$2.75	\$275.00	\$3.50	\$350.00	\$2.00	\$200.00	\$3.75	\$375.00
Concrete sidewalk to drive removal	3,500	S.F.	\$1.00	\$3,500.00	\$1.00	\$3,500.00	\$1.10	\$3,850.00	\$1.85	\$6,475.00
4-inch concrete sidewalk	3,500	S.F.	\$3.40	\$11,900.00	\$4.00	\$14,000.00	\$4.10	\$14,350.00	\$5.12	\$17,920.00
6-inch concrete sidewalk	500	S.F.	\$3.90	\$1,950.00	\$4.40	\$2,200.00	\$4.50	\$2,250.00	\$5.45	\$2,725.00
Mobilization	3	EA.	\$0.00	\$0.00		\$0.00	\$50.00	\$150.00	\$900.00	\$2,700.00
<b>TOTAL BID:</b>				<b>\$27,375.00</b>		<b>\$31,050.00</b>		<b>\$31,800.00</b>		<b>\$42,195.00</b>

PROPOSAL #5 Crushed Aggregate Base Course	APPROX QTY	UNIT OF ITEM	KRAEMER COMPANY, LLC		YAHARA MATERIALS		D.L. GASSER CONST.	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			3" Breaker Run (Picked up at quarry)	500	TON	\$5.45	\$2,725.00	\$5.95
¾" Crushed Aggregate Base Course	500	TON	\$5.45	\$2,725.00	\$5.95	\$2,975.00	\$6.95	\$3,475.00
<b>TOTAL BID:</b>				<b>\$5,450.00</b>		<b>\$5,950.00</b>		<b>\$6,950.00</b>

PROPOSAL #6 Asphalt and Concrete Pavement Crushing	APPROX QTY	UNIT OF ITEM	KRAEMER COMPANY, LLC		D.L. GASSER CONST.		YAHARA MATERIALS	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			Asphalt and Concrete Pavement Crushing	7,500	TON	\$5.32	\$39,900.00	\$5.75
<b>TOTAL BID:</b>				<b>\$39,900.00</b>		<b>\$43,125.00</b>		<b>\$44,625.00</b>



# SCHOOL DISTRICT OF BARABOO

101 Second Avenue  
Baraboo, WI 53913  
(608) 355-3950 • Fax (608) 355-3960

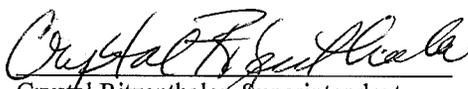


Emergency Evacuation Agreement between  
Baraboo School District  
City of Baraboo  
Baraboo Public Library Board

At any given time, a situation can occur that requires the need for an off-campus emergency evacuation of one or more school buildings.

1. The City of Baraboo and Baraboo Public Library Board has agreed to allow the Baraboo School District the use of the Public Library building located within the Baraboo School District as an evacuation and reunification site. In the event of an emergency:
  - a. The Baraboo School District is responsible for transporting students.
  - b. Baraboo School District employees will supervise students while on the premises.
  - c. The Baraboo School District will notify the City and the Public Library Director before any students are brought onto the premises.
  - d. All parties agree that the Public Library will only be accessible to the district during their regular operational hours when the facility is open to the public.
  - e. Library staff or other City employees will assist to supervise the building during emergencies.
  - f. The School District will be responsible for communications at the building.
  - g. The School District will coordinate their activities with the Baraboo Police and Fire Departments.
  - h. The City, Library Board and School District agree to follow the principles of the Incident Command System during any emergency.
  
2. In consideration of the Baraboo School District's use of the premises during an emergency, the Baraboo School District agrees to hold the City of Baraboo harmless for any loss or injuries arising out of such use.

By signing of this agreement by the representatives of each respective agency, they agree to the above stipulations. However, the representatives of either agency may revoke this agreement at any time.

  
\_\_\_\_\_  
Crystal Ritzenthaler, Superintendent  
Baraboo School District

3-12-15  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mike Palm, Mayor  
City of Baraboo

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Meg Allen  
Director, Baraboo Public Library

3-18-15  
\_\_\_\_\_  
Date



March 17, 2015

**By Email Only**

Mr. Wade Peterson  
Utility Superintendent, City Safety Coordinator  
City of Baraboo  
450 Roundhouse Court  
Baraboo, Wisconsin 53913

**RE: Proposal to Provide Inspection Services During the Reconditioning of the 400,000 Gallon Elevated Water Tower in Baraboo, Wisconsin.**

**KLM Project # MN2933 – Mine Street Tower**

Dear Mr. Peterson:

Thank you for the opportunity to submit this proposal for inspection services during structural repairs, surface preparation and coatings application for the interior and exterior on the above referenced tank.

**Potential Benefits to the City of Baraboo**

- Today’s protective coating systems are designed to last 20 plus years with only minor maintenance. Tight project specifications and inspections give the coating systems the opportunity to realize their intended service life.
- Part-time inspection by KLM Certified Welding Inspectors during structural repairs and NACE Coating Inspectors during coating reconditioning ensures that the work performed by the contractor is in conformance with the specifications, so that it can maximize its life expectancy. KLM’s inspectors monitor workmanship during all phases of work and approve the contractor’s work. Utilizing this process, maintenance costs will be reduced by decreasing the number of reconditioning cycles over the life of the tank.

**Field Coatings Inspection Services Estimate**

<b>Project Management and Inspection Services Cost Per Week</b>			
<b>Personnel</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Project Supervisor	0.2	\$105.00	\$21.00
NACE III/AWS Inspector	8	\$70.00	\$560.00
Clerical	0.2	\$80.00	\$16.00
<b>Expenses</b>		<b>Rate</b>	<b>Total</b>
Per Diem	1	\$120.00	\$120.00
Production Supplies	1	\$25.00	\$25.00
Equipment	1	\$28.00	\$28.00
<b>Costs Per Day</b>			<b>\$770.00</b>
<b>Estimated Total cost for Inspection Services (24 Days)</b>			<b>\$18,480.00</b>
<b>Round Trip Costs</b>			<b>\$450.00</b>

## **Construction Observation**

The inspector assigned to this project will be a NACE Trained Coating Inspector and/or AWS Welding Inspector. All of our inspectors have extensive practical experience and knowledge of water storage tank reconditioning. They are experienced sandblasters, painters, climbers, riggers, coating inspectors, welders and welding inspectors which allow the inspector to perform inspections alongside the contractor to ensure conformance to the project specification.

### **At a minimum, the field inspections will include the following:**

- A preconstruction meeting with the client and contractor to clearly define the role of the Engineer and Inspector and to discuss the intent of the specifications.
- Monitoring and approval of the structural repairs and modifications for conformance to the specifications.
- Inspection of the abrasive blasting media and equipment for conformance to the specifications and to prevent contamination of surfaces during surface preparation with moisture and oil or other contaminants.
- Monitoring the paint removal and abatement process for conformance to the specifications and environmental regulations.
- Monitoring the contractors mixing and application of the coatings for conformance to the specifications and the coating manufacturer's recommendations.
- Approving surface preparation samples.
- Recording the contractor's progress for adherence to the construction schedule.
- Submittal of daily and weekly inspection reports. Prepare and file copies of the reports on construction activities.
- Coordinate and review testing of materials for conformance to the specification and environmental regulations.
- Work directly with residents and property owners to answer questions and respond to Construction related issues.
- Monitor punch list items and subsequent corrective action by the contractor.
- Final inspection, substantial completion, and project acceptance.

The duration of the field inspection depends upon the construction schedule and on the time it takes the contractor to perform the structural repairs and coating work.

## **Construction Service Administration and Inspection Fees**

### **Full Time Inspection**

Based on the project duration of 24 days, a 2015 construction and coating schedule, KLM's current Fee Schedule and Terms and Conditions, and an anticipated 40 hour work week (8 hours per day), our field inspection services will be charged on a time and material basis. Total construction management and inspection fees for the project are estimated at \$18,480.00. Fees are subject to change if proposed work exceeds 12 months from this bid proposal.

This cost estimate includes the attendance of a qualified and assigned Inspector at the preconstruction conference in Baraboo, WI.

**Construction Supervision includes scheduling, daily, surface and weather log reports and time sheet reviews. This is included in the proposed estimate.**

**KLM reserves the right to submit for additional fees for inspection time once the contractor change order is approved by the Owner.**

**KLM reserves the right to negotiate the contract depending on the scope of service requested by the owner.**

**Additional trips to the project location shall be at a time and materials basis. KLM cost per trip will be \$450.00 per round trip.**

### **Warranty Inspection**

We propose to perform a Warranty Inspection on the referenced tank prior to the expiration of the performance bonded two- (2) year warranty for a Fixed Fee of \$1,800.00. This fee includes one (1) copy of the warranty inspection report for the Owner and one (1) copy of the report for the contractor.

Prior to the expiration of the warranty period, KLM will request verification to proceed with the warranty inspection under the terms of this contract.

This phase of the project will be billed upon submittal of the Warranty Inspection Report.

This fee does not include any necessary inspection(s) should warranty repair work be required.

### **Antenna Inspection (optional)**

KLM recommends the owner to set up an escrow account for the antenna providers for any antenna related work on this project. KLM recommends \$7,000 per carrier and \$2,000 for any city antennas.

## **Project Team**

### **KLM Engineering, Inc. Team Members**

- Engineering Manager: Matt Erickson, PE
- Marketing Manager: Shawn Mulhern
- Office Manager: Laurie Sylte
- Wisconsin Sales Manager: Michael Olesen
- Minnesota Sales Manager: Dewey Prinzing
- Project Field Supervisor: Scott Kriese
- Report Writer: Rodney Ellis
- Operations Coordinator: Michelle Nelson
- Telecomm Supervisor: Chad Beyer
- Field Inspectors: Curtis Parison                      David Montgomery                      Josh Fletcher  
   Eric Duncan                                      Greg Zeipelt                                      Devin Severson

## **Terms and Conditions**

The attached Terms and Conditions are part of the agreement between KLM and City of Baraboo, unless otherwise agreed to in writing by both parties.

The Fee Schedule used by KLM while our personnel are working on the project is the current Fee Schedule and will not be changed during the project duration.

Services performed by KLM Engineering, Inc. for this project will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing in this area under similar budget and time restraints.

## **KLM Invoicing**

KLM will invoice monthly. The invoice will include all daily documentations and photos.

## **Additional Information**

Additional information can be found at KLM's website at: [www.klmengineering.com](http://www.klmengineering.com)

**Agreement**

This proposal is valid for sixty (60) days from this date of March 17, 2015. If City of Baraboo finds this proposal acceptable, please sign and return. We can begin work immediately once a contract has been executed.

This agreement, between City of Baraboo and KLM Engineering, Inc. of Lake Elmo, Minnesota is accepted by:

		City of Baraboo, Baraboo, Wisconsin
(Name)	(Title)	

(Date)

	Wisconsin Sales Manager	KLM Engineering, Inc. Lake Elmo, Minnesota
(Name)	(Title)	

March 17, 2015
(Date)

We look forward to working with you.

Sincerely,

Michael C. Olesen  
Wisconsin Sales Manager  
KLM Engineering, Inc.  
Mobile: 920-988-3431  
[molesen@klmengineering.com](mailto:molesen@klmengineering.com)



**DIXON**

**ENGINEERING & INSPECTION SERVICES  
FOR THE COATING INDUSTRY**

9415 West Forest Home  
Suite 208  
Hales Corners, WI 53130  
Telephone: (414) 529-1859  
Fax: (414) 529-3120

**Proposal/Contract Agreement  
for Water Storage Tank  
300,000 Gallon Sphere, (Mine St. Tank), #49-57-21-05**

The Agreement is between Dixon Engineering, Inc. (DIXON) and the City of Baraboo, Wisconsin (Owner) to contract with DIXON for technical services for the 300,000 Gallon Sphere (Project). This Agreement inclusive together with any expressly incorporated appendix or Schedule constitutes the entire Agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

1.01 BASIC AGREEMENT

DIXON shall provide, or cause to be provided, services detailed in Scope of Services and Owner agrees to pay DIXON as compensation for their services the fee/lump sum of Twenty Two Thousand, One Hundred Thirty Dollars (\$22,130). Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change ninety (90) days after proposal date, if not contracted.)

2.01 SCOPE OF SERVICES

Pre-Construction Meeting, Paint Inspection Services, 1 Year Warranty Inspection per Schedule A

3.01 SIGNATURES

James Orr, Project Manager

January 26, 2015

PROPOSED by DIXON (Not a contract until approved by an officer)

CONTRACT APPROVED by OWNER

POSITION

DATE

CO SIGNATURE (if required)

POSITION

DATE

CONTRACT APPROVED by DIXON OFFICER

POSITION

EFFECTIVE CONTRACT DATE

**Members: Society of Protective Coatings • American Water Works Association  
Consulting Engineers Council**

**SCHEDULE A**  
**300,000 Gallon Sphere, (Mine St. Tank), #49-57-21-05**  
**Baraboo, Wisconsin**

**I. Pre-construction Meeting:**

1. Attend a pre-construction meeting, and distribute minutes to major participants. Topics of discussion will include Contractor's:
  - a. emergency response plan,
  - b. responsibilities to the Owner,
  - c. responsibilities to her/his workers,
  - d. responsibilities to the public
  - e. inspection start time
  - f. inspection schedule
  - g. liquidated damages
  - h. Contractor's site specific Lead, Health, and Safety Plan
  - i. Who Contractor's designated OSHA competent person for lead, health and safety plan for notification and protection of the public
  
2. Contractor will have submittals which are to be submitted ten (10) days prior to the pre-construction meeting. Some of these include: Contractor's schedule, ventilation, fall prevention, confined space, waste hauler certifications, welder certifications, etc. These will be reviewed prior to meeting and only deficiencies discussed.

**II. Critical Phase Inspections:**

**A. Wet Interior – Painting:**

1. Set standard for interior abrasive cleaning and examine surface profile created
2. Inspect interior abrasive blast cleaning for thoroughness, surface profile, and compliance with specifications, prior to application of the succeeding paint coat.
3. Inspect the interior primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
4. Inspect the interior intermediate coating uniformity, coverage, dry film thickness, and holiday detection, prior to application of the succeeding paint coat.
5. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.
6. Inspect the interior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal. Inspect the application of top coats/installation of screens, light bulbs, etc.

**B. Exterior – Painting:**

1. Set the standard for exterior water blast cleaning, examine surface profile and feathering created for compliance with specifications.

2. Inspect exterior high pressure water cleaning for thoroughness and compliance with specifications, and set a standard for spot tool cleaning (SP-11) or abrasive blast cleaning.
  3. Inspect exterior abrasive blast cleaning for thoroughness, surface profile, and compliance with specifications. The exterior binder coat will be inspected for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
  4. Inspect the exterior prime coating for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
  5. Inspect the exterior intermediate epoxy coating for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
  6. Inspect the exterior intermediate urethane coating for uniformity, coverage, and dry film thickness prior to application of the succeeding paint coat.
  7. Inspect the exterior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal. Inspect the application of top coats/installation of screens, light bulbs, etc.
  8. Inspect the application of the lettering/logo to the exterior for thoroughness, location and aesthetic appearance in accordance with specification requirements.
- C. Dry Interior – Painting:
1. Set standard for dry interior abrasive cleaning and examine surface profile created
  2. Inspect dry interior abrasive blast cleaning for thoroughness, surface profile, and compliance with specifications, prior to application of the succeeding paint coat.
  3. Inspect the dry interior primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
  4. Inspect the dry interior intermediate coating uniformity, coverage, dry film thickness, and holiday detection, prior to application of the succeeding paint coat.
  5. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.
  6. Inspect the dry interior topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal. Review all contract items to assure they have been completed according to contract requirements.
- D. Pit Piping – Painting:
1. Set standard for pit piping abrasive cleaning and examine surface profile created
  2. Inspect the abrasive blast cleaning of the pit piping, examine surface profile, and cleanliness for compliance with specifications.

3. Inspect the pit piping primer coat for uniformity, coverage, and dry film thickness, prior to application of the succeeding paint coat.
  4. Inspect the interior stripe coat for uniformity, coverage, and thoroughness.
  5. Inspect the pit piping topcoat for uniformity, coverage, performance, and dry film thickness for compliance with specifications. Examine the overall project for possible damage caused by equipment removal. Review all contract items to assure they have been completed according to contract requirements.
- E. Project Finalization
1. Formulate a punch list of items to complete.
  2. Finalize the project to assure all items in the contract specifications have been completed, and the quality of workmanship meets contract requirements.

Collection of samples will be taken during regularly scheduled visits. If additional sampling is requested that cannot be completed during a regular visit, it shall be considered an additional service.

### **III. Inspection Services:**

1. Review Contractor's crew size and equipment for ability to meet specification requirements and time constraints.
2. Review abrasive and coating materials for approved manufacturers.
3. Inspect compressed air at blast nozzle for cleanliness (i.e. oil, moisture).
4. Measure surface profile created by abrasive blast cleaning by compressive tape or surface comparator.
5. Inspect abrasive blast cleanliness for specification requirements using SSPC Visual Standards, latest edition thereof.
6. Review coating mixing, thinning, and manufacturer's application requirements.
7. Monitor environmental conditions prior to and during coating application (i.e. ambient temperature, surface temperature, relative humidity, and dew point).
8. Inspect applied coating for dry film thickness, coverage, uniformity, and cure.
9. Collect appropriate samples for pre-disposal laboratory testing.
10. Prepare daily inspection report detailing above mentioned items and daily progress.

**SCHEDULE B**  
**300,000 Gallon Sphere, (Mine St. Tank), #49-57-21-05**  
**Baraboo, Wisconsin**

1. Compensation for participation at the pre-construction meeting shall be the lump sum fee of **\$600.00**, and will include preparation and travel time.
2. DIXON will provide daily inspection services as outlined in Schedule A – Inspection Services. Compensation for these services is **\$20,576**, estimated using an average of Eight (**8**) hours on-site daily. This time frame will vary based on Contractor speed, Contractor activity, complexity of individual inspection, and environmental or neighbor concerns. DIXON reserves the right to send the level of inspector they feel necessary based on the Contractor, project scope, and project progress. All fees are time and material per Schedule C. DIXON will notify the Owner bi-weekly of the “ESTIMATED” remaining budget, and will advise if a change in fees or Scope of Services is necessary. The fee and Scope of Services are negotiable between DIXON and the Owner.

Typical inspection schedule and associated rates:

Inspection time 8 hrs. @ \$75.00/hr.	=	600.00
Per Diem \$ 125 p/d	=	125.00
Secretarial 0.5 hrs. @ \$48.00/hr.	=	24.00
Contract Administration 0.25 hrs. @ \$100.00/hr.	=	<u>25.00</u>
Total Estimated Daily Fee:	=	\$774.00
Estimated Daily Fee		\$774.00
	Project Length	x <u>24</u> days
	Total Inspection Fee	<b>\$18,576.00</b>

Travel Fees: \$ 477 per round trip x 2 trips = **\$ 954**

3. 1 Year Warranty Inspection by R.O.V. **\$2,000.00**
4. DIXON reserves the right to adjust individual inspection line items as necessary based on the Contractor’s performance and pace of work. The total fees for Schedule B will not be exceeded without prior approval from the Owner.
5. Invoices will be compiled after the 20<sup>th</sup> of the month and shall include from the 20<sup>th</sup> of the preceding month to the 20<sup>th</sup> of the invoiced month. Bimonthly invoicing will be completed on larger projects, or at the Owner’s request.
6. All DIXON service invoices which are paid within ten (10) days of date of issue shall be discounted (Owner’s favor) one percent (1%).
7. All DIXON service invoices which are outstanding more than sixty (60) days from date of issue shall be assessed (DIXON’s favor) one and one half percent (1½%) per month interest from date thirty (30) days after date of issue.

8. Delay in completing the work which is the responsibility of the Owner and which extends the amount of time required for DIXON to complete their work shall be considered an additional service, and DIXON shall be compensated for this delay under the provisions of Schedule C of the Agreement.
9. Failure by the Contractor to notify DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be considered an additional service, and DIXON shall be compensated for travel and/or expense under the provisions of Schedule C of the Agreement.



February 27, 2015

Tom Pinion, P.E.  
City of Baraboo  
135 Fourth Street  
Baraboo, WI 53913

Re: Baraboo Sewer Service Area Plan 2015 Update

Dear Tom:

The City of Baraboo has a Sanitary Sewer Service Area Plan that was originally approved by the DNR in October 2002 and most recently revised in 2010. DNR regulations require that the plan be reviewed, amended if necessary, and re-approved every five years by the DNR to meet state requirements. The current plan approval is set to expire in 2015. The City should begin the process of evaluating the current plan and determining whether there are any amendments necessary prior to submitting the revised plan to the DNR for approval.

MSA has prepared the following scope of services to address the re-approval of the Sewer Service Area Plan.

- Kickoff Meeting with City to review the plan;
- Send out notice to all stakeholders, (City of Baraboo, Town of Baraboo, Village of West Baraboo, Sanitary District of Baraboo, Town of Fairfield, Town of Greenfield, Sauk County, and Devil's Lake State Park), indicating the need to review the current plan and possible changes;
- One (1) Meeting with City and all stakeholders, to discuss the current plan and possible revisions;
- Review growth projects for service area, address issues from first meeting with parties, amend map as necessary, revise plan;
- Submit draft plan to City for review by **June 17, 2015**;
- Submit plan to DNR for review and approval by **July 30, 2015**;
- Respond to DNR review comments;
- Provide copies of the final amended report to the stake holders
  - City – 3
  - Town of Baraboo – 1
  - Town of Greenfield – 1
  - Town of Fairfield – 1
  - Village of West Baraboo – 1
  - Sanitary District of Baraboo – 1
  - Sauk County - 1

The estimated fee for the above scope of services is **\$5,000, Not to Exceed.**

---

***Offices in Illinois, Iowa, Minnesota, and Wisconsin***

1230 SOUTH BOULEVARD • BARABOO, WI 53913-2791  
608.356.2771 • 1.800.362.4505 • FAX: 608.356.2770  
www.msa-ps.com

Page 2

Tom Pinion, City Engineer  
City of Baraboo  
February 27, 2015

Additional services beyond this scope of work can be completed on a time and materials basis, with prior approval by the City.

Please find enclosed two copies of a Task Order for the above described scope of service for your review and approval.

If you have any questions regarding this scope or the task order, please feel free to me at (608) 355-8972.

Sincerely,

MSA Professional Services, Inc.



Jeff Montpas, P.E.  
Senior Project Manager

JTM:dp

Enc.

cc: Wade Peterson, Utility Superintendent



# Task Order

**PROFESSIONAL SERVICES**

More ideas. Better solutions.

**To:**  
**Date of Issuance:**  
**Tom Pinion, City Engineer**  
**135 Fourth Street**  
**Baraboo, WI 53913**

**City of Baraboo**  
**February 27, 2015**

**MSA Project No.: 00035078**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** Baraboo SSAP 2015 Update

**The scope of the work authorized is:** Prepare Sewer Service Area Plan Update for the City of Baraboo to meet DNR requirements for plan update every 5 years. See attached letter for scope of work.

**The schedule to perform the work is:**  
approximate start: April 1, 2015  
Submittal to DNR: July 31, 2015  
Approximate completion: September 30, 2015

**The estimated fee for the work is:** \$5,000, Not to Exceed

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.

**CITY OF BARABOO**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Tom Pinion, PE  
City Engineer  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Jeff Montpas, PE  
Senior Project Manager  
Date: 2/27/15

135 Fourth Street  
Baraboo, WI 53913  
Phone: 608-355-2730  
Fax: 608-356-9209

1230 South boulevard  
Baraboo, WI 53913  
Phone: 608-355-8972  
Fax: 608-356-2770

(533,700)

3rd scenario  
credit on  
493,500 gallon

1,017,200  
37,500 @ .163 = 57.38  
979,700  
412,500 @ .128 = 528.00  
567,200 @ .110 = 623.92  
1209.30

Billed 1,017,200 @ .3898 = 3965.05  
- 2769.79

SE 1,017,200  
- 533,700 @ .3898 = 2041.38  
493,500 @ .1476 = 728.41  
2769.79

4935 x .2422 = -1,195.26 CR SE

Done  
3/1/15

JMS  
3/3/15

Caselle Clarity © 4.2.147.1383 (Licensed to City of Baraboo, WI)

File Edit Search Filters Period Other Settings Document Management Help

Caselle Clarity® > Utility Management > Customer Inquiry

Caselle Clarity® Customer Inquiry

Customer: 89-093000-00 BLACKHAWK MANOR PO BOX 987 Account balance: .00  
902 MOORE ST Balance due: 01/20/2015 .00  
89093000 356-6500 SUN PRAIRIE WI 53590-0666 Last payment: 01/16/2015 5,956.98

Display Compare History Transactions Customer Services Location Meters Backflow Contracts Loans Certification Credit History Supplemental

Meter ID	Service
70737902	WATER
1153992	WATER - Retired

Meter: 70737902  
Status: Active Sequence number: 1  
Route-Sequence: 189-460 Size: 4 INCH  
Multiplier: 1.0000

Activity Meter Electronic Reading Registers Detail Attachments Notes

Meter ID	Action Code	Period Date	Read Date	Multiplier	Reading	Reading Usage	Information Code
70737902	Meter Installed	09/30/2011	08/17/2011	1.0000	1	0	
70737902	Period Meter Reading	09/30/2011	09/09/2011	1.0000	1589	1588	
70737902	Period Meter Reading	12/31/2011	12/19/2011	1.0000	7091	3502	
70737902	Period Meter Reading	03/31/2012	03/19/2012	1.0000	12551	5460	
70737902	Period Meter Reading	06/30/2012	06/19/2012	1.0000	17620	5069	
70737902	Period Meter Reading	09/30/2012	09/21/2012	1.0000	23290	5670	
70737902	Period Meter Reading	12/31/2012	12/20/2012	1.0000	28860	5570	
70737902	Period Meter Reading	03/31/2013	03/21/2013	1.0000	35055	6195	
70737902	Period Meter Reading	06/30/2013	06/21/2013	1.0000	40933	5878	
70737902	Period Meter Reading	09/30/2013	09/23/2013	1.0000	47135	6202	
70737902	Period Meter Reading	12/31/2013	12/18/2013	1.0000	51775	4640	
70737902	Period Meter Reading	03/31/2014	03/21/2014	1.0000	61652	9877	
70737902	Period Meter Reading	06/30/2014	06/20/2014	1.0000	66965	5313	
70737902	Period Meter Reading	09/30/2014	09/24/2014	1.0000	72488	5523	
70737902	Period Meter Reading	12/31/2014	12/22/2014	1.0000	82660	10172	

550,200.00+  
557,000.00+  
464,000.00+

003

1,571,200.00+

1,571,200.00+

average  
dec 523,733.33\*

BARABOO WATER SEWER UTILITY Wendy M:\Baraboo Startup Mon, Jan 26, 2015 2:45 PM

Taskbar with icons and system clock: 2:45 PM 1/26/2015

Kathy@bhmbaraboo.com

Total sewer pd 3 months  
(2484.43)

Report Criteria:

Types Selected: Billing Adjustments

Customer Number	Name	Date	Reference Number	Amount	WATER PRIVIFIRE	WATER ONLY PUBLICIFIRE	DEDUCT WAPEN	WA BASE SE PEN	NSM ST PEN	SEWER WATTP	SE BASE SEWTP	SE DIST STOTP	SE FLAT	SURCG	ST WATER
51-042000-00	KRUSE MOTOR SALES	02/13/2015	1	93.74-	15.52-	.00	.00	.00	.00	78.22-	.00	.00	.00	.00	.00
77-138000-00	STEVENS, FRANK	02/09/2015	1	18.23-	18.23-	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Grand Totals:				111.97-	33.75-	.00	.00	.00	.00	78.22-	.00	.00	.00	.00	.00



To: Public Safety Committee  
From: Utility Superintendent  
Re: Agenda March 2015

**Old Business:**

None

**New Business:**

Review/Recommend contract for Mine Street Water Tower Inspection Services to KLM Engineering for \$18,480.

Review/Recommend issuing sewer credit to Blackhawk Manor.

Review/Recommend contract with MSA Professional Services to Update the Baraboo Urban Area – Sanitary Sewer Service Area Plan.

Review/Approve February's Utility Billing Credits

**Reports:**

*Well #8 Rehab*- Work on Well #8 has been completed. The column piping close to the pump had several holes in it. We replaced all the column piping and had the pump serviced.

*Blackhawk Manor* – There was a lengthy water leak caused by a broken pipe under a mobile home. The leak went unnoticed because the tenant wasn't around and the excess water went into a field. Sewer credit of \$1,195.26

*Mine Street Water Tower* – LC United Painting plans on starting the restoration project in late June. We received 2 bids for the independent on-site inspection for this project. KLM Engineering is at \$18,480 and Dixon Engineering is at \$22,130.

*SSAP Update* – Every 5 years the sewer utility is required to update our Sewer Service Area Plan (SSAP). MSA Professional Services completed our last one in 2010. Since MSA has all the information collected for the 2010 report, I would suggest continuing to use MSA.

*Utility Billing Credits* – See Attachment.

*WWTP Equipment Trial* – The last week of March, the WWTP will have a weeklong demo going on for a rotary drum thickener for processing our bio-solids. Our existing belt filter press is from 1982, so we are looking at some new technology processes.

## Baraboo Police Department Monthly Activity Report February 2015

Calls for Service	Current Month	Current Year to Date	Prior Year to Date	Change	Percentage Change
Burglaries	2	9	3	6	200.00%
Thefts	41	78	60	18	30.00%
Criminal Damage	5	12	0	12	#DIV/0!
Assist other agencies	52	119	125	-6	-4.80%
Assists - West Baraboo	3	9	5	4	80.00%
Animal Complaints	14	33	33	0	0.00%
Total of all Calls	654	1,354	1,455	-101	-6.94%

### Traffic Crashes

Total Traffic Crashes	20	48	58	-10	-17.24%
Persons Killed	0	0	0	0	0.00%
Persons Injured	3	11	5	6	120.00%
Pedestrians Injured	0	0	0	0	0.00%

### Enforcement Activity

Adult Notices of Appearance	67	253	152	101	66.45%
Drug Charges	13	20	29	-9	-31.03%
Traffic Citations	237	689	1,345	-656	-48.77%
OWI Arrests	7	13	36	-23	-63.89%
Seatbelt Violations	16	39	100	-61	-61.00%
Traffic Warnings	111	390	663	-273	-41.18%
Juvenile Offenses	38	69	74	-5	-6.76%
Curfew Violations	0	0	2	-2	-100.00%
Underage Alcohol Citations	2	6	11	-5	-45.45%
Parking Citations	442	764	357	407	114.01%

### Fines and Fees

Court Fines	\$9,029.56	\$12,274.69	\$13,744.57	-\$1,469.88	-10.69%
Parking Fines	\$5,902.54	\$11,687.02	\$7,560.00	\$4,127.02	54.59%
Police Department Fees	\$233.66	\$375.79	\$189.25	\$186.54	98.57%



# POLICE LINE

The Baraboo Police Department Newsletter

March 2015

## From the Chief

With March upon us, the madness will certainly be here. We see this not only on the basketball courts, but on the streets as well.

This time of year, we have all had enough of the cold and it is time to stretch our legs and get outside. We start to walk and bike and do our yards work, but we need to keep safety in mind.

If we are raking leaves, please do not put them into the street. Leave them on the boulevard for pick up by the streets crew. Leaves in the street are a hazard to cars driving and bicyclists. Additionally, when it rains, they plug the storm drains flooding the roads.

When driving, we now need to be on the lookout for pedestrians and bicyclists. We have gotten into the habit of cold weather, but now that it is warming, make sure we are watching out for all traffic. If walking, be sure to use sidewalks and cross at marked crosswalks. Drivers are required to stop for you when stepping into the crosswalk.

On our bikes, be sure we are acting like a vehicle. Obey the traffic laws, signal all of your turns and always wear your helmet.

## Anniversaries

In March, we have the anniversaries of Officer Mark Creighton; 10 years, Officer Jim Haas; 9 years, Community Officer Gordon Ringelstetter; 27 years and Admin. Assistant Trina Cromwell; 5 years.

## Equipment Profile



Our Equipment this month is the Taser. The model pictured is the X26 and we also have some of the X26P units. The Taser is a less lethal weapon designed to impact the muscle to create incapacitation. The two probes attach to the drive engine by wires and deliver an electric shock between the two points.

The Taser has helped us to reduce physical use of force in many cases, but is not a substitute for other force options including the firearm. All of the uniformed officers are issued a Taser for carry while on duty. The X26 costs about \$800 per unit and the new X26P costs around \$1,100.

## Sauk County OWI Task Force

You may have seen recently that there is increased enforcement on certain dates in the County. You may even see some cars from other jurisdictions in the area doing saturation patrols for enforcement. This is because several agencies, led by Sheriff Meister here in Sauk County have joined forces to combat driving while under the influence in Sauk County.



The OWI Task Force has been deployed about once a month in the winter months and will be much more involved in the spring and summer. We are planning multiple deployments in conjunction with large events all over Sauk County in an effort to put more officers on the lookout for people who should not be driving because they are impaired by alcohol or drugs. Each deployment will have a press release letting people know we are out looking for impaired drivers and a reminder for people to find a safe ride home.