



## AGENDA FOR THE CITY OF 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 4, 2019 – **1:00 P.M.**

**Location:** City Services Center – 450 Roundhouse Court, Baraboo, WI

**Members Noticed:** Phil Wedekind, Tom Kolb, Michael Plautz

**Others Noticed:** Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, T. Pinion, W. Peterson, T. Gilman, 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 4, 2019 Public Safety Committee meeting.

### 2. New Business

- a. Consideration of Proposed Policy that Prohibits the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations in accordance with the CDBG CLOSE Public Facilities Grant Application program requirements.
- b. Review and Approve Bids for 2019 Public Works Projects.
- c. Consideration of Proposals for State Road 136 Median Mowing.
- d. Consideration of Proposals for Noxious Weed and Rank Growth Mowing.
- e. Consideration of Proposals for Concrete Grinding.
- f. Consideration of Proposals for Concrete Leveling.
- g. Consideration of Proposals for Engineering Design Services for 2019 Street Improvement Projects.
- h. Consideration of Proposals for Engineering Services for Oak Street Booster Station Electrical Upgrade.
- i. Consideration of Proposals for Engineering Services for Mill Race Water Main and Sanitary Sewer River Crossing Replacements.
- j. Consideration of proposed Application for a 2019 Urban Non-Point Source Planning Grant to update the City's 2007 Water Quality Plan.
- k. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for January and February 2019.

3. **Reports**

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report
- e. Committee will tour garage and grounds to view the new storage building and 2019 Public Works Department equipment purchases at the City Services Center.

4. **Adjournment**

Phil Wedekind, Chairperson

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Agenda Prepared by Kris Jackson  
Agenda Posted by Kris Jackson March 01, 2019

**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 (101 South Blvd 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**

## Minutes of the Public Safety Committee Meeting – February 4, 2019

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Mayor Palm, Chief M. Schauf, Fire Chief K. Stieve, Wade Peterson, Tony Gilman, Ben Bromley, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind 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 Plautz, seconded by Kolb to approve the amended agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the December 10, 2018 meeting. Motion carried unanimously.

### New Business

- a. Consideration of Proposals to perform a warrant analysis for proposed 4-way stop signs at the intersection of 5<sup>th</sup> and Oak – Engineer Pinion said that he solicited proposals from Traffic Engineering Firms, and received two responses. MSA Professional Services would do a study for \$1870 and KL Engineering \$4250. He said that this cost would be only to see if this meets the warrants, which looks doubtful to him. It was moved by Kolb, seconded by Plautz to award the Warrant Analysis Study to MSA Professional Services, for \$1870. Motion carried unanimously.
- b. Consider proposed revision to the Financial Hardship repayment provision for Special Assessments – Pinion said that since his time with the City there has been only one property owner who claimed financial hardship for repayment of a special assessment. He said that this past year there were four. He said that the current policy reads that if a property owner can demonstrate financial hardship, they pay \$100/year until the balance is paid. He said that this year there is one that would take 33 years and one would take 57 years to pay off. Pinion said that due to the life expectancy is around 30 years, it would be bad financial practice to depreciate and pay for something over twice its' life span as opposed to once. Therefore, both the Finance Director and Treasurer has recommended that a change to this to make it commensurate to the 30-year life span. He is then presented the proposed revision to the Financial Hardship Provision of the payment options to the Committee. It was moved by Plautz, seconded by Wedekind to approve the proposed revision to the Financial Hardship repayment provisions for Special Assessments as presented. Motion carried unanimously
- c. Consideration of Proposals for Asbestos Inspection and Sampling for the City-owned buildings at 314 Depot Street – Pinion said that this is the building that the City recently acquired and with the building that is going to be built, these buildings are too dilapidated to be saved; therefore, he took the liberty to getting proposals for asbestos inspections. It was moved by Kolb, seconded by Plautz to accept the proposal of MSA Professional Services for \$1,125. Motion carried unanimously.
- d. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for December 2018 –It was moved by Kolb, seconded by Plautz to approve the Adjustments/Credits as presented. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report – Peterson said that Bio-solids is up and running, but still a few punch list items to fix. He said that the total cost appears to be approximately \$200,000 under budget. Peterson said that there have been three water main breaks, one frozen service, and valve failure. He said that the new Jet Vac, mini excavator, and sewer wheel loader replacement are all here and can be seen on the tour. He said that Request For Proposal are now out for engineering services for the electrical upgrade at the Oak Street booster station and the Sanitary Sewer Inverted Siphon-Water Main replacement across the Baraboo River at the old water pump station.
- b. Street Superintendent's Report – Gilman said that Cleary Building is scheduled to deliver the materials for the building on this week. He said that the plow truck is here, and was just delivered today. The 2018 Autocar refuse truck is expected to arrive the week of 2/11/19. He said that the Crafcro tar kettle will be delivered next week. He said that he is exploring options of monitoring the brush site top reduce illegal dumping. He then presented information regarding the "warning" stickers to try to educate residents on proper cart placement and allowable materials.
- c. Police Chief's Report – Parking issues were discussed. He said that they department to a lot of vehicle being stuck in the snow on Monday and then vehicles not starting Tuesday through Thursday. Schauf gave kudos to Officer Car Ustupski for expertise as a certified Drug Recognition Expert.
- d. Fire Chief's Report – Stieve said that the Department has had two resignations, one due to time commitment, and the other moved out of the area. He said that the Assistance Chief/Training interviews started last week, with a couple of

postponements due to weather. He said that with the New Year, the department is continuing to work on items that were in the Operations Study. He thanks the Public Works Department for the help to the department.

The Committee then were given a tour to view the new JetVac, Mini Excavator, Loader, Plow Truck, and Pusher.

**ADJOURNMENT** – It was moved by Kolb, seconded by Wedekind to adjourn at 1:53 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

# MEMORANDUM

City of Baraboo

Date: February 28, 2019

To: Public Safety Committee

From: Tom Pinion

Re: Background for the March 04 mtg. @ 1:00 pm – City Services Center

**Item A.** The City intends to pursue a Community Development Block Grant from the Department of Administration, specifically through the public facilities grant program for the reconstruction of Lake Street. One of the requisite conditions of the Grant is that the City have a policy on the use of force. The Police Department, as part of their WILEAG Accreditation, already has several formal policies on this matter. Those existing policies were sent to the Department of Administration for their review and they indicated that the City should adopt the model resolution included in their packet since the existing policies did not have all of their desired language. The Chief has reviewed this model resolution and has no objection.

**Item B.** We had Bid Opening February 19<sup>th</sup> for the annual Public Works projects and the Bid Tabulations are included in the packet. Staff is recommending approval to award contracts to the respective low bidders.

**Items C and D.** On February 15<sup>th</sup>, staff reviewed Mowing Proposals for the State Rd 136 Median Mowing and Noxious Weed & Rank Growth Mowing contracts that are solicited annually. These Proposal Tabulations are included in the packet. Staff is recommending approval to award contracts to the respective low “bidders”.

**Items E and F.** On March 1<sup>st</sup>, staff will be reviewing Proposals for Sidewalk Grinding and Sidewalk Leveling contracts that are solicited annually. I will bring the Proposal Tabulations to the meeting on Monday.

**Item G.** An RFP was issued for Engineering Services for the 2019 Street Improvement Projects, which include the reconstruction of Lake Street, the reconstruction of Washington Avenue (from 4<sup>th</sup> to 8<sup>th</sup>), and the Mill & Overlay of Broadway (from 5<sup>th</sup> to 8<sup>th</sup>). We are expecting four Proposals on March 1<sup>st</sup> and staff will review them. I will bring a summary of that review to Monday’s meeting.

**Item H.** An RFP was issued for Engineering Services for the Water Utilities Oak Street Booster Station Electrical Upgrade project. Four Proposals were submitted and staff has reviewed them. A summary of that review is included in the packet.

**Item I.** An RFP was issued for Engineering Services for the Utilities’ Mill Race Water Main and Sanitary Sewer River Crossing Replacements projects. Two Proposals were submitted and staff has reviewed them. A summary of that review is included in the packet.

**Item J.** In 2004, the City hired MSA for the first UNPS Planning Grant application and the cost at that time was also \$3,500. That application was approved and used to fund the 2006 Water Quality Assessment, which was prepared by MSA. The Final Report, issued in June 2007, analyzed all of the City’s existing storm water management facilities and made recommendations for additional facilities, some of which have been completed, to achieve the water quality standards cited in the original General Permit.

The DNR was expected to release new Total Daily Maximum Load (TMDL) limits for the MS4 communities discharging to the Wisconsin River watershed in 2017 so the City applied for an Urban Non-Point Source Storm Water Planning Grant to update the City’s 2007 Water Quality Plan at that time. Grant funds were limited and since the applications exceeded available funding, not all applications were funded. Baraboo’s application was that was not funded.

The final TMDL’s were not released in 2017 as expected; they were delayed until recently. The new TMDL standards have a compliance schedule, which will require some planning followed by implementation. UNPS Planning grants are only be available in even years with an April 15<sup>th</sup> application deadline in the preceding odd

year. Accordingly, April 15, 2019 is the application deadline for a 2020 planning grant. Similarly, construction grants will only be available in odd years with an April 15<sup>th</sup> application deadline in the preceding even year.

I believe the most prudent approach is to apply for a UNPS Planning Grant this year and if successful, complete the Plan in 2020 and apply for a UNPS Construction Grant in 2019 and plan to construct the recommended improvements in 2020, and 2021 if necessary.

I would like your approval to prepare and submit application for an UNPS Storm Water Planning Grant to update the City's 2007 Water Quality Plan prior to the April 15<sup>th</sup> deadline. There is money in the 2019 Budget for this project but the Grant could provide 50% funding, if successful.

**Item K.** This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for December are included in the packet.

We are meeting at the CSC to provide the Committee with an opportunity to view a couple new pieces of equipment that were part of the 2019 budgeted purchases.

See you Monday at **1:00 PM !**

The City of Baraboo, Wisconsin

**Background:** This resolution satisfies a requisite condition for a CDBG CLOSE Public Facility grant application. Both the Finance Committee and City Council reviewed the CDBG CLOSE program at their respective meetings on January 22, 2019 and the City Council authorized the submittal of a grant application to the CDBG CLOSE Public Facilities program.

The Public Safety Committee review this matter at their March 4, 2019 meeting and forwarded it to the Council with a favorable recommendation

**Fiscal Note:**  Not Required  Budgeted Expenditure  Not Budgeted  
**Comments:**

**A resolution to adopt a Policy to Prohibit the Use of Excessive Force and the Barring of Entrances/Exits for Non-Violent Civil Rights Demonstrations.**

**Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:**

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Baraboo to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED by the Mayor and the City Council of the City of Baraboo;

It is policy of the City of Baraboo to prohibit the use of excessive force by law enforcement agencies within the City of Baraboo’s jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

It is policy of the City of Baraboo to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City of Baraboo’s jurisdiction.

The officials and employees of the City of Baraboo shall assist in the orderly prevention of all excessive force within the City of Baraboo by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

The City Council directs the Police Chief to implement this Resolution by amending applicable departmental policies and procedures.

**Offered by:**  
**Motion:**  
**Second:**

**Approved:** \_\_\_\_\_

**Attest:** \_\_\_\_\_



**CITY OF BARABOO  
2019 PUBLIC WORKS PROJECTS  
Bid Tabulation**

February 19, 2019

PROPOSAL #1 Asphaltic Paving	APPROX QTY	UNIT OF ITEM	DL GASSER CONSTRUCTION		SCOTT CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			3.5 inch asphaltic surface - streets	2,000	SQ YD	\$13.96
2 inch asphaltic surface - alleys	2,500	SQ YD	\$10.05	\$25,125.00	\$12.65	\$31,625.00
3 inch asphaltic surface - parking lots	2,500	SQ YD	\$13.31	\$33,275.00	\$18.40	\$46,000.00
<b>TOTAL BID:</b>				<b>\$86,320.00</b>		<b>\$110,325.00</b>

PROPOSAL #2 Asphalt Pavement Materials	APPROX QTY	UNIT OF ITEM	DL GASSER CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE
			Single aggregate asphaltic pavement material	800
<b>TOTAL BID:</b>				<b>\$40,400.00</b>

PROPOSAL #3 Asphalt Pavement Patching	APPROX QTY	UNIT OF ITEM	ABBS PAVING		DL GASSER CONSTRUCTION		SCOTT CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			Sawcut Asphalt Pavement	1,000	L.F.	\$2.25	\$2,250.00	\$2.00
Prep base course	1,000	S.Y.	\$8.50	\$8,500.00	\$12.61	\$12,610.00	\$12.45	\$12,450.00
3-inch Thick Asphalt Pavement	180	TONS	\$124.00	\$22,320.00	\$149.33	\$26,879.40	\$195.00	\$35,100.00
<b>TOTAL BID:</b>				<b>\$33,070.00</b>		<b>\$41,489.40</b>		<b>\$50,050.00</b>

PROPOSAL #4 Miscellaneous Curb & Gutter and Sidewalk Replacement	APPROX QTY	UNIT OF ITEM	CONCRETE SERVICE COMPANY		RENNHACK CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			30-inch concrete curb & gutter	500	L.F.	\$25.00
Curb Removal	100	L.F.	\$4.00	\$400.00	\$4.05	\$405.00
Concrete sidewalk ro drive removal	4,500	S.F.	\$2.00	\$9,000.00	\$3.75	\$16,875.00
4-inch concrete sidewalk	6,000	S.F.	\$6.00	\$36,000.00	\$8.85	\$53,100.00
6-inch concrete sidewalk	2,000	S.F.	\$6.70	\$13,400.00	\$9.50	\$19,000.00
Mobilization	3	EA.	\$600.00	\$1,800.00	\$1,840.00	\$5,520.00
<b>TOTAL BID:</b>				<b>\$73,100.00</b>		<b>\$112,150.00</b>

PROPOSAL #5 Crushed Aggregate Base Course	APPROX QTY	UNIT OF ITEM	YAHARA MATERIALS INC		KRAEMER COMPANY		DL GASSER CONSTRUCTION	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			3" Breaker Run (Picked up at quarry)	500	TON	\$5.90	\$2,950.00	\$6.05
¾" Crushed Aggregate Base Course	500	TON	\$5.90	\$2,950.00	\$6.05	\$3,025.00	\$7.30	\$3,650.00
<b>TOTAL BID:</b>				<b>\$5,900.00</b>		<b>\$6,050.00</b>		<b>\$7,200.00</b>

PROPOSAL #6 Asphalt and Concrete Pavement Crushing	APPROX QTY	UNIT OF ITEM	GERKE EXCAVATING		ALLEN STEELE CO INC		KRAEMER COMPANY		A-1 EXCAVATING INC		YAHARA MATERIALS INC	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			Asphalt and Concrete Pavement Crushing	7,000	TON	\$5.14	\$35,980.00	\$5.55	\$38,850.00	\$5.85	\$40,950.00	\$6.00
<b>TOTAL BID:</b>				<b>\$35,980.00</b>		<b>\$38,850.00</b>		<b>\$40,950.00</b>		<b>\$42,000.00</b>		<b>\$45,500.00</b>

PROPOSAL #7 Grading & Paving (Mill Pedestrian Path)	APPROX QTY	UNIT OF ITEM	DL GASSER CONSTRUCTION		SCOTT CONSTRUCTION		ABBS PAVING	
			UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
			Final Grading	1	L.S	\$1,800.00	\$1,800.00	\$3,600.00
2-inch Asphaltic Pavement (8' wide)	140	TONS	\$89.12	\$12,476.80	\$84.00	\$11,760.00	\$120.00	\$16,800.00
2-foot wide Gravel Shoulder	1,250	LF	\$1.84	\$2,300.00	\$2.55	\$3,187.50	\$2.40	\$3,000.00
<b>TOTAL BID:</b>				<b>\$16,576.80</b>		<b>\$18,547.50</b>		<b>\$21,800.00</b>



## 2019 State Rd 136 Median Mowing Proposals

February 15, 2019

Company	Price Per Mowing	Labor (\$/hr) for trimming or weeding
Top 2 Bottom	\$55.00	\$25.00
Sunrise Property Care	\$70.00	\$40.00

## 2019 Mowing Proposals Noxious Weeds & Rank Growth Vegetation

February 15, 2019

	Company	Sunrise Property Care (Price / Sq Ft)
<b>Improved Lot</b>	Mowing 12" Weeds or Rank Growth	\$0.01
	Mowing 12" Weeds or Rank Growth w/collection	\$0.02
<b>Vacant Property</b>	Mowing 12" Weeds or Rank Growth ( < 0.5 acres)	\$0.01
	Mowing 12" Weeds or Rank Growth w/collection ( < 0.5 acres)	\$0.05
	Mowing 12" Weeds or Rank Growth ( > 0.5 acres)	\$0.008
	Mowing 12" Weeds or Rank Growth w/collection ( > 0.5 acres)	\$0.05
	Chemical Application	\$0.04
	Minimum Charge	\$40.00

## Oak Street Booster Station Electrical Upgrade

<b>Evaluation Criteria</b>	<b>Donohue</b>	<b>Cedar Corp</b>	<b>MSA</b>	<b>CBS<sup>2</sup></b>
Understand requirements of the project	X	X	X	X
Project approach & schedule needs	X	X	X	X
Qualifications & experience of personnel	X	X	X	X
Background experience of project team	X	X	X	X
Record of past performance on similar projects	X	X	X	X
Quality & cost control procedures	X	X	X	X
Resources to conduct & complete project	X	X	X	X
Clarity, conciseness, & organization	X	X	X	X
<b>Design &amp; Bidding Cost</b>	<b>\$22,500<sup>1</sup></b>	<b>\$29,450</b>	<b>\$30,000</b>	<b>\$27,333</b>
Construction Phase Cost	\$14,000	\$9,800	\$10,000	\$13,467
<b>TOTAL ENGINEERING FEES:</b>	<b>\$34,500</b>	<b>\$39,250</b>	<b>\$40,000</b>	<b>\$40,800</b>

### Comments on Donohue's Proposal

- In-house Electrical Engineer
- Mentions Focus on Energy rebates
- Project Approach is very thorough
- <sup>1</sup>Subtract \$5,000 in design fees if no permanent generator
- Construction Phase Cost is estimate only; billed T & M

### Comments on Cedar Corp's Proposal

- Sub-contracted Electrical Engineer - Muermann Engineering
- Construction Phase Cost is estimate only; billed T & M

### Comments on MSA's Proposal

- In-house Electrical Engineer
- Site work for additional driveway for fixed generator included
- 11-month warranty inspection
- 2 hrs Construction Staking
- 24 hrs Construction Observation
- Did not mention temporary operation to fill CTH A Tower
- Construction Phase Cost is estimate only; billed T & M

### Comments on CBS<sup>2</sup>'s Proposal

- Sub-contracted Electrical Engineer - Powrtek Engineering
- Construction Phase Cost is estimate only; billed T & M

## Mill Race Water & Sewer River Crossing

Evaluation Criteria	MSA	Cedar Corp
Understand requirements of the project	X	X
Project approach & schedule needs	X	X
Qualifications & experience of personnel	X	X
Background experience of project team	X	X
Record of past performance on similar projects	X	X
Quality & cost control procedures	X	X
Resources to conduct & complete project	X	X
Clarity, conciseness, & organization	X	X
Design & Bidding Cost	\$22,000	\$16,300
Construction Phase Cost	\$10,000	\$15,850
<b>TOTAL ENGINEERING FEES:</b>	<b>\$32,000</b>	<b>\$32,150</b>

### Comments on MSA's Proposal

Geotechnical investment - Additional cost (3rd Party)

**Eight river crossing projects in last 9 years; six were HDD projects**

Construction Phase Cost based on following estimate; billed T & M

8 hrs of Construction Staking

8 hrs of Construction Observation by P.E.

40 hrs Construction Observation by Eng Tech.

Engineer's cost estimates historically higher than construction cost.

### Comments on Cedar Corp's Proposal

Geotechnical investment - Additional cost (3rd Party)

Includes design of access road on East side of project

**Three HDD projects in last 16 years - no river crossing listed**

Construction Phase Cost based on following estimate; billed T & M

12 hrs of Construction Staking

4 hrs of Construction Observation by P.E.

98 hrs Construction Observation by Eng Tech.

No history of Engineer's cost estimates vs. construction cost.

Report Criteria:  
Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**01/03/2019**

Name	Customer Number	Type	Description	Amount	Service
OPPERMAN, TIFFANY	65-068000-03	Billing Adjustment	DOUBLE BILLED, FOR FINAL R/O	-25.79	Multiple
Total 01/03/2019:				<u>-25.79</u>	

**01/04/2019**

Name	Customer Number	Type	Description	Amount	Service
BLAKE, EDWIN	61-094000-04	Billing Adjustment	REPAIRED TOILET	-54.91	Multiple
WEILAND, PATRICK	62-008000-00	Billing Adjustment	WATER HEATER PROBLEMS	-431.38	Multiple
Total 01/04/2019:				<u>-486.29</u>	

**01/14/2019**

Name	Customer Number	Type	Description	Amount	Service
WEILAND, PATRICK	56-017000-00	Billing Adjustment	REPAIRED TOILET	-85.23	Multiple
Total 01/14/2019:				<u>-85.23</u>	

**01/23/2019**

Name	Customer Number	Type	Description	Amount	Service
BROWN, JIM	86-045100-00	Billing Adjustment	REPAIRED WATER SOFTNER	-12.80	Multiple
JONES, JOANN	65-096000-00	Billing Adjustment	REPAIRED TOILET	-53.56	Multiple
Total 01/23/2019:				<u>-66.36</u>	

**01/25/2019**

Name	Customer Number	Type	Description	Amount	Service
STEIGERWALD, ERNST	77-078000-00	Billing Adjustment	PAYMENT WAS MISAPPLIED	-9.58	Multiple
Total 01/25/2019:				<u>-9.58</u>	

**01/28/2019**

Name	Customer Number	Type	Description	Amount	Service
MATHERS, JAMES	79-105000-00	Billing Adjustment	REPAIRED TOILET ON 1/8/19	-85.07	Multiple
Total 01/28/2019:				<u>-85.07</u>	
Total Billing Adjustment:				<u>-758.32</u>	
Grand Totals:				<u>-758.32</u>	

Report Criteria:  
Selected types: Assistance Applied, Billing Adjustment

Report Criteria:  
Selected types: Billing Adjustment

**Billing Adjustment**

**02/01/2019**

Name	Customer Number	Type	Description	Amount	Service
PEYTON, JACOB & BETH	86-023700-00	Billing Adjustment	REMOVE MISAPPLIED PENALTY-1/20 PSN PYMT	-3.22	Multiple
Total 02/01/2019:				<u>-3.22</u>	

**02/05/2019**

Name	Customer Number	Type	Description	Amount	Service
BOYSA FOX POINT APTS	86-008400-02	Billing Adjustment	FINAL R/O ON 1/17/19	-1.79	Multiple
Total 02/05/2019:				<u>-1.79</u>	

**02/06/2019**

Name	Customer Number	Type	Description	Amount	Service
VIANA, RAFAEL	65-120000-01	Billing Adjustment	REPAIRED TOILET END OF NOV 2018	-149.30	Multiple
Total 02/06/2019:				<u>-149.30</u>	
Total Billing Adjustment:				<u>-154.31</u>	
Grand Totals:				<u>-154.31</u>	

Report Criteria:  
Selected types: Billing Adjustment



**City of Baraboo**  
**Department of Public Works**  
**Activity Report**  
**February 2019**



TASK	DESCRIPTION	DATE
Curbside Trash Service	We provide curbside trash pickup to the residents weekly.	Daily
Curbside Recycling Service	We provide curbside recycling pickup to the residents every other week.	Bi-weekly
Signs and Lights	We perform maintenance and repairs on signage, traffic lights, and street lighting as needed. We also provide signage and detours on work performed in house.	Daily
Tree Removal/ Trimming	We assist the Parks and Forestry Departments with tree trimming and removals.	4,5,6,11
Vehicle Repair and Maint.	We perform repairs and routine maintenance on our equipment and assist other departments as needed.	Daily
Mix Salt Sand	We mixed approximately 500 tons salt sand as we had used the 800 tons we prepared in the fall.	22,28
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	4,5,6,8
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	14,15,22,25,26
Roll Back Plow Routes	We roll back routes that were affected by ODD/EVEN Parking regulations.	14,15
Downtown Snow Removal	We haul downtown as needed after snowfalls.	14,15,21
Plow	We plow as needed to keeps streets safe for motorists.	5,6,7,11,12,13,18,19,23,24,25,28
Brine	We brine prior to storms, which helps prevent snow from sticking when we plow.	6,19
Sand/Salt	We sand or salt when needed depending on road conditions.	5,6,7,11,12,13,18,19,23,24,25,28
Assist CDA	We assisted the CDA with disposal of unwanted furniture and an accumulated snow pile at Corson Square.	22, 27
Training	Select staff attended a training provided by Farrell Equipment and TK Products. (Concrete preparation and preservation related)	22
Stormwater Utility	We clean off catch basin tops to encourage draining during melting or rain.	4,5,18,19,20,21,22,23,28
Water Utility	We assist the Water Utility with various tasks when needed.	25,26
Parks Department	We assist Parks with sidewalk snow removal when needed.	12,13,18,22,23