

# AMENDED 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, April 30, 2018 – **1:30 P.M.**  
**Location:** **City of Baraboo Municipal Building (Rm 204) – 101 South Blvd, 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, Mike Hardy, Jared Lex, Bob Spencer, Mark Zweifel, Library, **Jeff Roemer, Al Szymanski, and Dana Sechler.**

## 1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of March 19, 2018 Public Safety Committee meeting.

## 2. New Business

- a. Consider revising posted speed limits on Taft Ave (CTH T) north of 8<sup>th</sup> Street (STH 33)
- b. Consider the proposed US Bike Route 30 through the City of Baraboo.
- c. Consider Wisconsin DOT's request to detour traffic onto South Blvd, Parkway, and Walnut Street for the duration of the 2021 STH 136 bridge replacement project over Skillet Creek.
- d. Discuss Baraboo Bluffs ATV Club's request for an ATV route through the City of Baraboo.
- e. Consider extending the contract with RW Management for Implementation Management Services of Operations Study Recommendations for the Baraboo Fire Department
- f. ~~Consider an Automatic Aid Agreement with Delton Fire Department.~~
- f. Review Progress to-date on Implementation of Fire Department Operations Study.
- g. Review Baraboo Fire Department's Standards of Response Coverage.
- h. Consider Authorizing the Baraboo Fire Chief to initiate negotiations for Automatic Aid Agreements with surrounding Fire Departments.
- i. Review MSA's initial report on the Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street for the Fire Department and BDAS as a prospective tenant.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March & April 2018.

## 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 April 27, 2018

**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**

## Minutes of the Public Safety Committee Meeting – March 19, 2018

**Members Present:** Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Wade Peterson, Ed Geick, Mike Palm, Mark Schauf, Tony Gilman, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Services Center, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. Kolb, seconded by Plautz to approve the agenda as posted, moved it. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the February 26, 2018 and March 5, 2018 meetings. Motion carried unanimously.

### New Business

- a. Review Bid Tabulation and Recommend award of 2018 Public Works Contracts – Pinion presented and bid tabulation from bid openings on March 16, 2018. He said that it was staff recommendations to award the contracts to the respective low bidders. Kolb moved, Plautz seconded to accept the low bid on each of the six proposals. Motion carried unanimously.
- b. Review Bid Tabulation and Recommend award of 2018 Mowing Proposals – Pinion said two contractors submitted prices with identical numbers. The bids were \$55.00/mowing for medians on Highway 12, and if there is weed abatement, \$35.00/hour. He said Top 2 Bottom has had the contract for median mowing the last few years and Sunrise Property Care has been the sole provider for the Noxious Weed and Rank Growth. It was moved by Kolb to award the median mowing to Top 2 Bottom, and the Noxious Weed and Rank Growth mowing to Sunrise Property Care. Plautz seconded the motion. Motion carried unanimously.
- c. Consideration of State-Municipal Project Agreement for Preliminary Engineering for the reconstruction of STH 33 between Lincoln Ave and the westerly City Limits – Pinion presented the background for this issue. He said that the DOT informed the City in February that Hwy 33 is slated for reconstruction in 2025. He said that at this point, they have submitted a State Municipal Financial Agreement, which would cover just the preliminary design engineering only, and the City's share would be 25%. He said that the preliminary engineering is \$1,000,000, with the City's share being forecasted at \$270,000. Plautz moved to approve the State-Municipal Project Agreement for the Preliminary Engineering for the reconstruction of STH 33 between Lincoln Ave. and the westerly City Limits as presented. Plautz seconded the motion. Motion carried unanimously.
- d. Consideration of revising posted speed limit on South Blvd. – Pinion said that the posted speed limit does not jive with the City Ordinance, despite the fact that the ordinance has two speed limits on the same segment. Pinion explained the proposed speed limits to the Committee. Plautz moved to recommend revising City Ordinance to coincide with posted speed limits on South Blvd. as presented. Wedekind seconded by the motion. Kolb voted not, motion carried 2 to 1.
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2018 – It was moved by Kolb, seconded by Plautz to approve monthly Billing Adjustments/Credits as presented. Motion carried unanimously.

### Reports

- a. Utility Superintendent's Report – Peterson had nothing to report.
- b. Street Superintendent's Report – Kolb asked if he is concentrating on the inlets. Gilman said that they are cleaned periodically and as soon as the Johnson Sweeper is back, it will be sent around to pull the grates and suck the leaves out. Trimming at the end of the outfalls has started, and this summer the silt will be cleaned out so they can be opened and then they will be jetted. He said that a grinder for stump removal has been reserved the month of April. He said that 230 trees were taken down this winter. Pinion explained the procedure that was being taken for the logs from the trees and the revenue made. Gilman then gave the department's monthly report and equipment purchase update.

- c. Police Chief's Report – Chief Schauf said that the 2017 yearly report will be in the next Council packet. He said that the department participated in the recent student walkout and everything went well. He said that the department continues to work with the school district on different issues, trying to make sure that safety is the primary thought. He said the department continues working on the ongoing drug issues. He discussed the pending budget items.
- d. Fire Chief's Report – No report.

**ADJOURNMENT** – Kolb moved, Plautz seconded to adjourn at 1:28 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

# MEMORANDUM – AMENDED

City of Baraboo

Date: April 27, 2018

To: Public Safety Committee

From: Tom Pinion

Re: Background for April 30<sup>th</sup> mtg. @ **1:30 pm** – **Municipal Building (Council Chambers)**

## New Business:

**Item A.** There is an existing discrepancy in speed limits on Taft Avenue (CTH T) established by ordinance (40 mph) and the posted speed limit (35 mph & 45 mph). Following is an excerpt from Chapter 7 of the General Code of Ordinances:

**7.08 SPEED LIMITS.** The Council hereby determines that the statutory speed limits on the following streets or portions thereof are unreasonable, unsafe and imprudent and modifies such speed limits as follows:

- (1) **SPEED LIMITS INCREASED.** Speed limits are increased on the following designated streets or portions thereof:
  - (a) **40 Miles Per Hour. On Taft Avenue (C.T.H. T) between 8th Street and the northerly City limits.**
  - (b) 35 Miles Per Hour. On South Boulevard between the westerly City limits and a point 1/4 mile east of Moore Street.
  - (c) 30 Miles Per Hour.
    1. On South Boulevard between Badger Drive and a point 1/4 mile east of Moore Street.
    2. On 8th Street between Washington Avenue and the easterly City limits.

Chief Schauf and I have reviewed the matter and we suggest the following:

**35 Miles Per Hour.**

1. On Taft Avenue (CTH T) between 8<sup>th</sup> Street (STH 33) and 12<sup>th</sup> Street.

**45 Miles Per Hour.**

1. On Taft Avenue (CTH T) between 12<sup>th</sup> Street and a point 650 feet north of the centerline of City View Rd/Man Mound Rd.

**Item B.** Following is an excerpt from Mike Hardy's April 9<sup>th</sup> Monthly Report to the Parks & Recreation Commission:

USBR 30 representatives have been working with local municipalities for the past few years to complete the route through Wisconsin, which includes a section through Baraboo. I began working with the group in 2010 to bring the route through Baraboo. The group has settled on a route and is proposing that the federal bike route (much like a federal highway) enter the City on Hill Street (at Maxwell-Potter Conservancy) north to Manchester Street, east to Effinger Road, north to Water Street, west (past Circus World) to South Boulevard (past new City Hall) out of town on CTH W. The route shown in yellow is what is proposed. An alternate (green) route is another option that I have proposed which is more direct with wider streets, but eliminates the Maxwell-Potter and Circus World sites. If acceptable, a recommendation should be made to City Council.

Following is an excerpt from Parks & Recreation Commission's April 9<sup>th</sup> meeting minutes:

Members reviewed a proposed route from the Bike Federation of Wisconsin to bring US Bike Route 30 through Baraboo. Hardy noted that the federal route starts on the East Coast and ends in Idaho, with the middle of the route entering Wisconsin south of Milwaukee and exiting at LaCrosse. He stated that he was contacted by the Bike Federation regarding this route several years ago, and earlier this year was contacted again when the Bike Federation wanted to get final approval of the proposed route from local municipalities. Schlender moved to recommend the approval of the proposed USBR 30, entering Baraboo on Hill Street north to Manchester, east to Effinger, north to Water, west to South Boulevard and exiting west on CTH W past Wal-Mart as noted on the provided map. Seconded by Witczak. Motion carried.

Attached is the final proposed route for US Bike Route 30. This is the route being recommended by the Bike Federation of Wisconsin and was reviewed and recommended by Parks Commission earlier this month. The Bike

Federation only provides signage on State Highways or lands; local municipalities are responsible for their own signs (but there is no requirement to sign locally).

**Item C.** Following is a recent e-mail we received from the WDOT about their 2021 Skill Creek Bridge replacement project in 2021 and a request to detour traffic on our local roads. (See the detour map in the packet.)

**From:** Lex, Jered A - DOT <[Jered.Lex@dot.wi.gov](mailto:Jered.Lex@dot.wi.gov)>  
**Sent:** Monday, April 09, 2018 7:32 AM  
**To:** Gilman Tony <[tgilman@cityofbaraboo.com](mailto:tgilman@cityofbaraboo.com)>  
**Subject:** STH 136 Skillet Creek Bridge Detour Route

Mr. Gilman,

My name is Jered Lex and I am the designer for the Skillet Creek bridge replacement project on STH 136 (WisDOT project number 5918-00-01). This will be a bridge replacement project which will require a full road closure causing traffic in the area to be detoured. As of now, construction is scheduled for 2021. Due to the low traffic volumes and low truck traffic, I am proposing the detour route to be signed through the south end of Baraboo on South Blvd, South Pkwy, and Walnut St, see attached map.

Typically, WisDOT tries to keep detour routes on other state or county highways but since the traffic counts are low I think this might work. This will be the shortest detour route and smallest inconvenience to the public. Please let me know what your thoughts are on this, we would need your/ City of Baraboo's approval to detour onto your streets. The other option would be to detour traffic up to STH 33 through town then down on STH 113 and over to CTH DL.

Thank you,

**Jered Lex**  
Civil Engineer Transportation  
WisDOT Southwest Region-La Crosse  
608.397.2221

**Item D.** This is a discussion item only. The City has received a request from Bob Spencer on behalf of the Baraboo Bluffs ATV Club to considered officially establishing an ATV Route through the City of Baraboo. I have included Mr. Spencer's original correspondence as well as some subsequent documentation he supplied to show support of ATV trails throughout Sauk County; a draft model ordinance (for the Town of Baraboo); the WDNR's ATV Route Guidelines & Suggestions (A Community Official's Handbook); and a map of the Club's proposed route through the City of Baraboo.

**Item E.** At the November 2, 2017 meeting, the Committee authorized an agreement with RW Management Group, Inc. for Implementation Management services for the recommendations included in the Fire Dept. Operations Study for a period of time not to exceed 6 months at a cost of no more than \$4,000 per month. Although progress has been made, additional time is required to complete the implementation process so staff is requesting your authorization to extend the contract on a month-by-month basis, as needed. Both Ed and Kevin can provide additional information at the meeting.

**Item F.** Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet.

**Item G.** Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet.

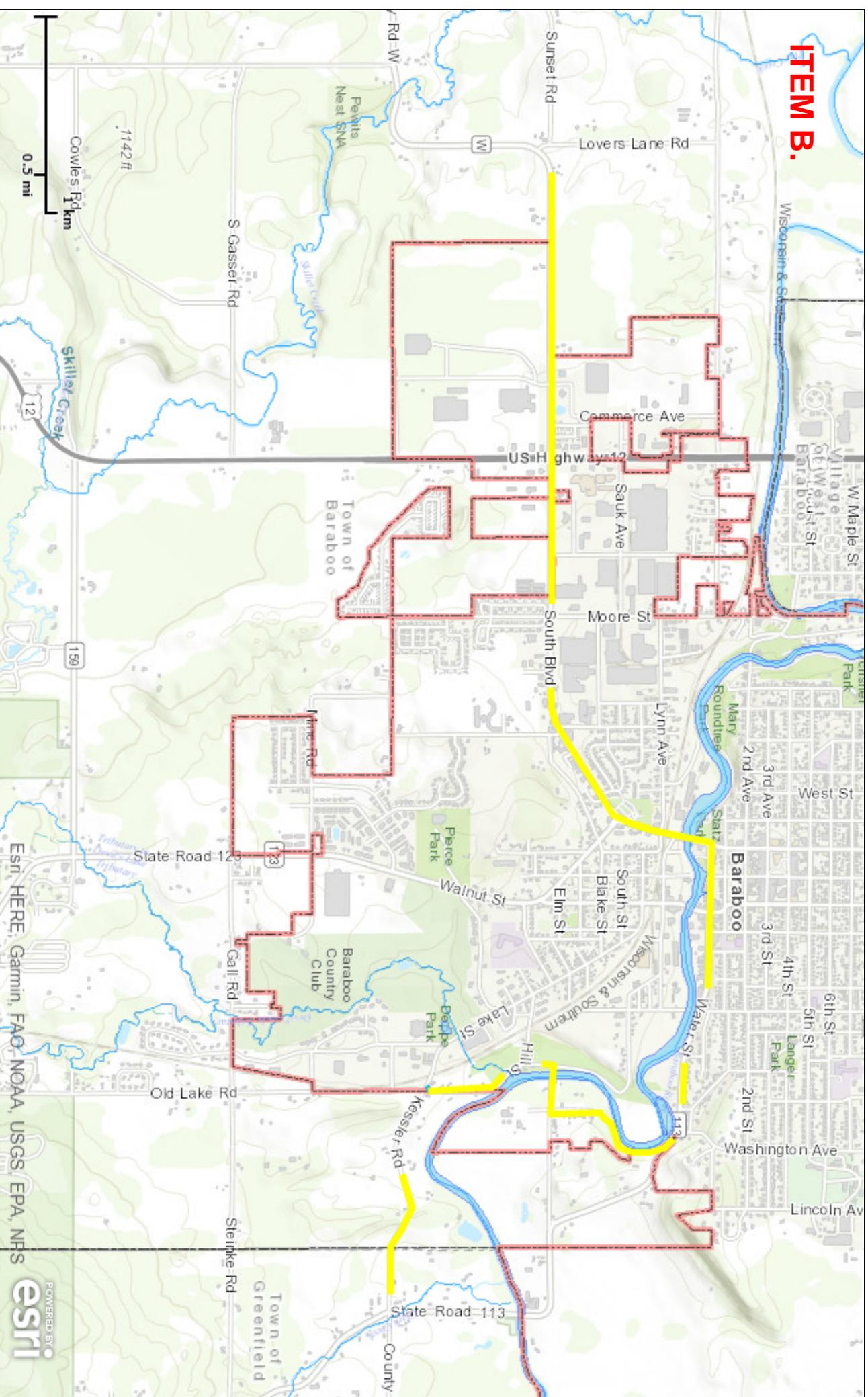
**Item F H.** The Fire Chief has provided a sample Agreement for your consideration. Please refer to the Fire Chief's Memo at the end of the Amended Agenda Packet. He will be available to provide additional information at the meeting.

**Item I.** Please refer to the MSA report near the end of the Amended Agenda Packet.

**Item G J.** This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for March and April are included in the Amended Agenda Packet and the adjustments for April for January are included in the packet.

See you at the new Municipal Bldg (101 South Blvd) in the Council Chambers at 1:30 on Monday!

**ITEM B.**



# US Bike Route 30

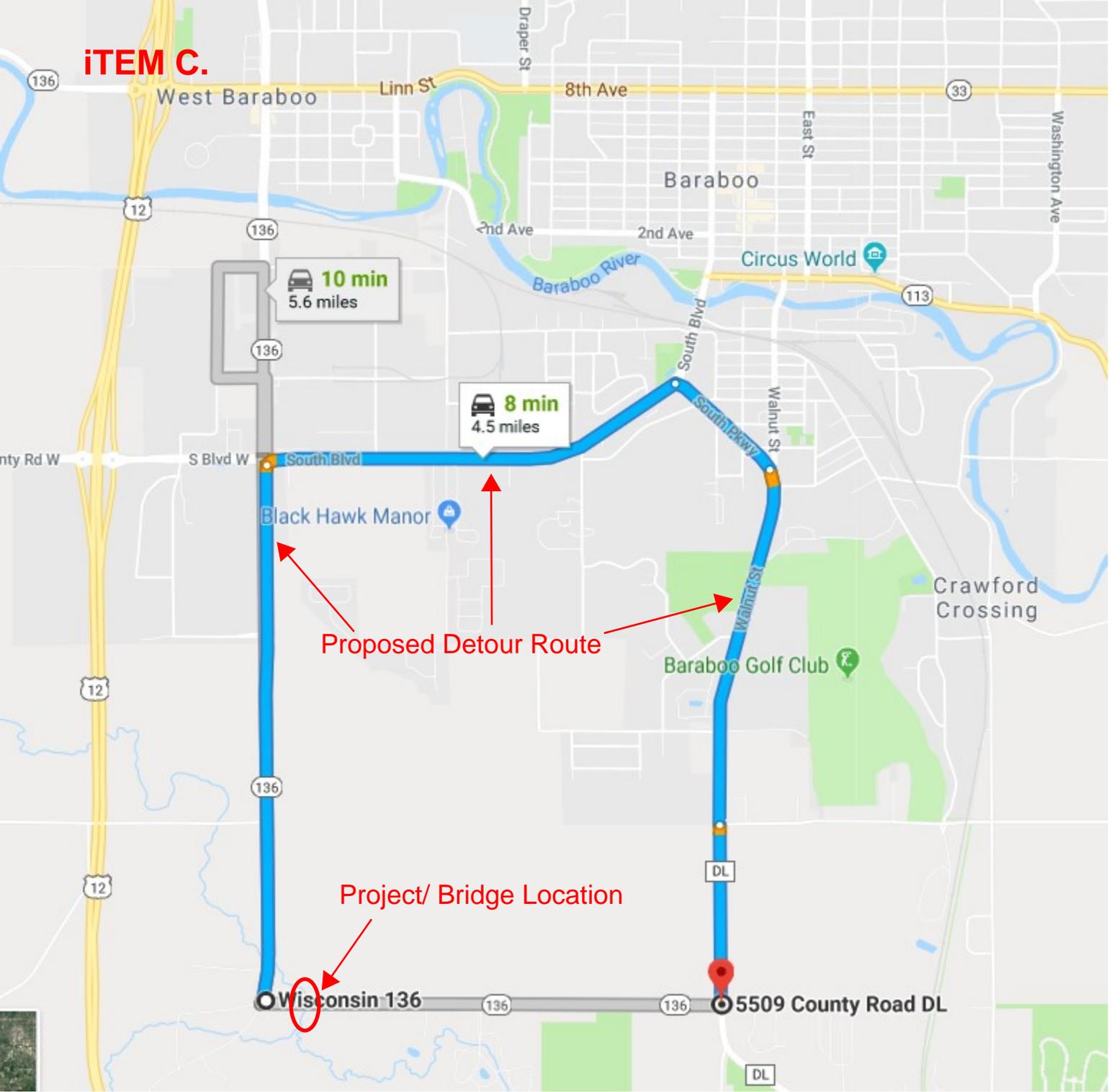
## Proposed Route

**DISCLAIMER:** This map is for informational purposes and has not been prepared for, nor is it suitable for, legal, surveying, or engineering purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information. The City of Baraboo, WI makes no warranty or as to the usability of the information, the City of Baraboo, WI makes no warranty or guarantee as to the content, accuracy, timeliness, or completeness of any of the data provided, and assumes no legal responsibility for the information contained herein.

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**ITEM C.**



## ITEM D.



My name is Bob Spencer, I am the President of the Baraboo Bluffs ATV Club. We are now trying to connect the existing 552 miles in Sauk County to the Baraboo Area. We are asking several Townships and the City of Baraboo to adopt an ATV ordinance allowing a route in their jurisdictions, which would allow their Residents to connect to our proposed 50 + miles around the area. We have received letters from some Officials, Mayors and Town Board members all stating their opinions and observations of the routes opened in their communities.

Would you be so kind to add to our list of Officials opinions and observations letters? Most Municipalities unfamiliar with the unknown facts of ATV routes resist to the idea of having them.

Respectfully yours

Bob Spencer – President of Baraboo Bluffs ATV Club  
[baraboobluffsatvclub@gmail.com](mailto:baraboobluffsatvclub@gmail.com)  
(608) 516-4173

## Quotes from Officials

Sheriff Chip Meister 3-04-18

"We have very few complaints on ATV's. If I here of an issue I let Dan Fleming know and it's usually resolved."

Former Sauk County Chief Deputy & Former Police Chief of LaValle for 10 years - Joe Prantner 3-14-18

"I was instrumental on getting the ATV Routes in LaValle Township years back. I can honestly say that I can only remember a couple of incidents. One being a couple local juveniles took their Dad's ATV out late one night. After advising the parents of the incident, I convinced that it will never happen again."

Chief James Astle - LaValle

"75.54 Miles of ATV Routes in the LaValle area adopted the ASTV ordinance 6 years ago  
Only complaints - 2 local kids speeding. They were ticketed - They did not realize the reduced speed in a speed controlled of 25 MPH in town.  
2017 - 2 accidents - both in evening, may have had alcohol related - DNR handled them."

Dennis Rehr - Town Chairperson of Freedom

"51.58 miles of ATV Routes adopted 8 months ago  
0 complaints - barely notice ATV traffic and has found the few he noticed to be respectful and responsible."

Joe Ford - Town of Westfield Chairperson

"59.65 miles of ATV Routes - a couple of years now  
Has not heard any complaints - 0 issues."

"After all the yelling and screaming that we were going to see body parts on the street, all I'm seeing on these ATVs are grandmas and grandpas going to the supper club," said Ron De Bruyn, chairman of the Vilas County Board, which two years ago began authorizing ATVs on local roads near the forest despite opposition from residents."

3-26-18 Village Board Member Village of Plainfield - Jerry Lauer

My name is Jerry Lauer, I am the president of our club as well as a board member for the Village of Plainfield. We opened up few miles last year, wasnt easy but we did it. Myself being in the board have talked with others on the same board about it. We had a few minor complaints but noting severe, the few complaints came from individuals that were against the routes, so take it with a grain of salt.

A couple of us got together last year and decided to try and open up a few roads to get into Pine Grove and Adams County. As the time went on we ended up opening routes in Town of Plainfield, Town of Oasis, Village of Plainfield, Village of Hancock, Town of Hancock, Town of Deerfield, along with more routes in Pine Grove and Leola.

John VanHoosen, Town of Fairfield - 3-19-18 vanhoosenhd@gmail.com

If any town officials want to email me, that would be fine

**bobsp52@gmail.com**

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**From:** Tim Becker <Tbecker@reedsburgpolice.com>  
**Sent:** Monday, March 5, 2018 11:27 AM  
**To:** bob Spencer  
**Subject:** RE: City of Baraboo ATV Route

Hi Bob,

In 2016 the City of Reedsburg Common Council adopted a UTV/ATV route through the City limits. Since that time the Reedsburg Police Department has NOT had any issues with the operation of ATVs/UTVs. We have NOT had noise complaints, speed complaints or traffic collisions. Although I have seen them operating through the City, they basically go unnoticed. It has been my experience that the average UTV/ATV operator has been mindful of traffic and safety concerns and very cooperative. If there is anything else I can provide please let me know!

**Chief Tim Becker**

Reedsburg Police Department

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**From:** bob Spencer [mailto:bobsp52@gmail.com]  
**Sent:** Saturday, March 03, 2018 10:41 PM  
**To:** Tim Becker <Tbecker@reedsburgpolice.com>  
**Subject:** City of Baraboo ATV Route

Chief Becker,

Thank you for speaking with me the other day in regards to ATV use in Reedsburg. I am writing to you requesting a favor of emailing me your response.

I will be facing some opposition on my proposed route and will be hopefully presenting it shortly to the City Council. It would make a greater impact if I were to submit the written responses from Reedsburg, Darlington, Mineral Point and Monroe Police Chiefs and Mayors along with my proposals.

Thank You

Respectfully Yours

Bob Spencer

**From:** Stephen Compton <scompton@ci.reedsburg.wi.us>  
**Sent:** Monday, March 5, 2018 10:21 AM  
**To:** bob Spencer  
**Cc:** Brian Duvalle; Raine Gardner; Fred Lochner  
**Subject:** RE: ATV Routes

3/5/2018

Bob, Good morning

I want to thank you for contacting us. Your effort will connect the overall nature of Tourism in any through this area.

Ultimately the ability for a family to venture on a "Day-Trip" out of the Devils Lake area (Connection to the Sauk County Great Trail <https://www.co.sauk.wi.us/parksandrecreation/great-sauk-state-trail> ) to the 400 Trail are very worthy of discussions.

Also anything that takes into account the Baraboo River as a place to connect to is important.

Have you considered the new Digital programming in ATZ Routes. As a side note the Friends of the Baraboo: <https://www.facebook.com/friendsoftheboo/> have linked up to a company developing interactive history delivered over cell phones. See the news article link:

[http://www.wiscnews.com/baraboonewsrepublic/news/local/article\\_09bfe3f4-2358-5c0f-a71b-555a7338e875.html](http://www.wiscnews.com/baraboonewsrepublic/news/local/article_09bfe3f4-2358-5c0f-a71b-555a7338e875.html)

Tim Becker, Police Chief was given the opportunity during the ATZ route development to look at the Public Safety concerns.

**I have copied Brian Duvalle, City Planner on your email. Brian had the lead in getting the connections from Townships in a through Reedsburg. He can answer more of the technical "Planning Commission" / City Council discussions for you.**

Some shared Links:

[http://reedsburg.govoffice.com/index.asp?SEC=E1323173-9EDA-4EDC-99E0-42682BFC6F4D&Type=B\\_BASIC&pri=0&tri=383](http://reedsburg.govoffice.com/index.asp?SEC=E1323173-9EDA-4EDC-99E0-42682BFC6F4D&Type=B_BASIC&pri=0&tri=383)  
<https://www.travelwisconsin.com/article/things-to-do/spring-biking-atv-and-horseback-trails>

City ATV Map Link

[http://reedsburg.govoffice.com/vertical/sites/%7B97FD82C9-9684-40B9-B39A-94ACB477F055%7D/uploads/ATV\\_ROUTE.pdf](http://reedsburg.govoffice.com/vertical/sites/%7B97FD82C9-9684-40B9-B39A-94ACB477F055%7D/uploads/ATV_ROUTE.pdf)

### Stephen P. Compton

City for Reedsburg  
City Administrator  
Phone: (608) 768-3352  
Cell: (608) 415-7162  
134 South Locust Street, P.O. Box 490  
Reedsburg, WI. 53959



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**From:** bob Spencer [mailto:bobsp52@gmail.com]  
**Sent:** Saturday, March 3, 2018 10:58 PM  
**To:** Stephen Compton  
**Subject:** ATV Routes

Mr. Compton,

I am presently proposing a 50 mile ATV Route through the City of Baraboo. The goals are to help the local businesses suffering from loss of revenue as a result of a poor snowmobile season and to give us Seniors a scenic, fun and enjoyable alternate means of transportation.

I am writing to request a favor. I have asked various Officials from Cities who have ATV Routes in the City limits for their honest opinion regarding any problems it may have caused. I will presenting the proposed ATV Route hopefully shortly to the City of Baraboo Council and it would make a much greater impact if I submitted the viewpoints along with my proposal.

Thank you

Respectfully Yours

Bob Spencer- Baraboo Bluff AtV Club

Bob,

Our current route into and around the City was "Plan C" if you will. The first two routes proposed were turned down by the Plan Commission.

We invited all property owners along the routes to an informational meeting to gather their input. There was a vocal minority along each of them (noise, traffic, safety, etc), but the one that was ultimately adopted had the fewest complaints and the most support.

In reality, the route is almost irrelevant though as I myself have only seen around 5 riders total in the two years we've had it.

But of course it may rise in growth over time too.

Otherwise please let me know if you have any further questions.

Brian Duvalle AICP, CFM

Planner/Bldg Inspector #1070808

134 S. Locust St

Reedsburg, WI 53959

608-768-3354

[www.reedsburgwi.gov](http://www.reedsburgwi.gov)

**baraboobluffsatvclub@gmail.com**

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**From:** Ed Brooks <ebb Brooks@rucls.net>  
**Sent:** Monday, March 19, 2018 3:21 PM  
**To:** baraboobluffsatvclub@gmail.com  
**Subject:** expansion of trails in the Town of Reedsburg

To whom it may concern: A couple years ago the Town of Reedsburg introduced a couple of routes to allow ATV/UTV riders access to the City of Reedsburg. We experienced no problems with Club Members or they observance of Trail Rules. After expanding the list of access points last year again without problem this year we opened all of our Town Roads to ATV/UTVs. The club will contact individuals who live on dead end roads and mark these roads according to the wishes of those residents. The State has simplified the signing process and this is one of the reasons why we opened the entire Town to riders. Ed Brooks, Chairman. Town of Reedsburg 608-524-3902 or at the e-mail above

**baraboobluffsatvclub@gmail.com**

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**From:** policedept@elroywi.com  
**Sent:** Wednesday, March 21, 2018 7:06 AM  
**To:** baraboobluffsatvclub@gmail.com  
**Subject:** RE: ATV routes

Bob,

The City of Elroy approved ATV/UTV routes back in the end of 2016. We have had no issues with the routes or any type of incidents involving ATV/UTV causing any issues with the flow of normal traffic. The route in Elroy allows a person to travel on HWY 80 across the bridge over the Baraboo River which also passes Kwik Trip here in town. As an avid UTV rider I would support Baraboo opening up routes allowing the use of ATV/UTV operation. If you would like a formal letter I will work on it in the next day or so, I have been swamped at work the past few days.

Tony R. Green, Police Chief  
Elroy Police Department  
[policedept@elroywi.com](mailto:policedept@elroywi.com)  
Office: 608-462-2424  
Cell: 608-548-5155

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**From:** baraboobluffsatvclub@gmail.com <baraboobluffsatvclub@gmail.com>  
**Sent:** Monday, March 19, 2018 1:40 PM  
**To:** policedept@elroywi.com  
**Subject:** ATV routes

Chief Green,

My name is Bob Spencer of the Baraboo Bluffs ATV Club.  
We are now trying to connect the existing 552 miles in Sauk County to the Baraboo Area.  
We are asking the City of Baraboo to adopt an ATV ordinance allowing a route in the City which would allow their Residents to connect to our proposed 50 + miles around the City. We have received letters from Chief Becker from Reedsburg, Chief Astle from LaValle and Sauk County Sheriff Chip Miester and several Mayors and Town Board members all stating their favorable opinions and observations of the routes opened in their communities.

Would you be so kind to add to our list of opinions?  
Most Municipalities unfamiliar with the unknown facts of ATV routes resist to the idea of having them.

Respectfully yours

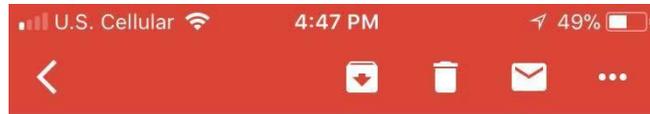
Bob Spencer – President of Baraboo Bluffs ATV Club

**barabobluffsatvclub@gmail.com**

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**From:** Julie Strutz <julesstrutz@yahoo.com>  
**Sent:** Monday, March 19, 2018 11:00 AM  
**To:** barabobluffsatvclub@gmail.com  
**Subject:** ATV Route

My name is Julie Strutz and a Town of Westfield Supervisor. We adopted an ordinance for our township in 2017. There were concerns when we went through the process but agreed to adopt it and review on a yearly basis. We have not had 1 single complaint.



Hi Robert

Tim Novy here I'm on the woodland town board. We have had atv routes for approximately 5 years. I was the one that started the whole venture since I'm a member of the Cazinovia/ Richland county club. The only complaints I'm aware of was one of noise and of kids operating atvs. That was within the first couple months. The people complaining didn't want to turn their neighbors in or relatives in so the complaints kinda disappeared. Some of the concerned residents have actually bought atv/ utvs now. My idea behind opening up the routes was for residents to utilize their machines, we are a farming community with half of Dutch hollow lake in our township. The residents on Dutch hollow use machines to go to the boat landings or the green space to access the lake

If you need anything else let me know.

Tim

[608-963-8322](tel:608-963-8322)

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**bobsp52@gmail.com**

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**From:** -----  
**Sent:** Saturday, March 31, 2018 12:13 PM  
**To:** Bob Spencer  
**Subject:** Property Values - ATV Routes

Thought you may find this interesting.

Hi ----

I would be more than happy to comment on this. The statement that ATV routes are driving down property values could not be further from the truth. The fact is, property values are at their highest point since and pre the 2008 recession. I don't think you can directly link ATV routes to increased property values but they definitely make properties with direct access to these routes more attractive to buyers.

In the past grain prices and farmers have controlled rural property values but recreation has been the driving factor as of late. Properties are now being sold to recreational buyers who are much more interested in hunting, fishing, ATV riding and snowmobiling than farming. The more recreational possibilities a property offers the more marketable it is.

On a further note, I use a UTV to show the majority of my listings so having direct access to ATV routes makes showing my listings easier and more legal when traveling on the road.

Feel free to share my thoughts and encourage land owners to contact me directly if they wish.

Bob Clyde

UC Hunting Properties

(608) 495-0071

Rwclde@uchamele.com6

Dick Fish

Sent from my U.S. Cellular® Smartphone

**To:** Julie@JulieSells.com

**Subject:** ATV Routes

Dear Julie,

We are trying to promote safe ATV routes in the Baraboo Area. There has little opposition in most areas. We a people in 1 Township claiming, "ATV routes on our roads will devalue all our properties." We have spoken to many Realtors in Wisconsin and Minnesota and the majority claim the opposite. They state, "The majority of people seeking rural properties have recreation in mind and having access to an ATV Route has proven to help the value of properties."

May I impose on you to give me your opinion or observation regarding this matter?

Thank You

Bob Spencer- President - Baraboo Bluffs ATV/UTV Club

Sent from [Mail](#) for Windows 10

**baraboobluffsatvclub@gmail.com**

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**From:** Julie Alibrando <Julie@JulieSells.com>  
**Sent:** Monday, April 2, 2018 7:31 AM  
**To:** 'Baraboo Bluffs ATV Club'  
**Subject:** RE: ATV Routes

Hi Bob,

Thanks for contacting me. I too am in agreement with the other real estate professionals you've spoken to. We have many buyers that literally ask WHERE the ATV trails are in relationship to properties they are looking at.

In our area, ATV trails certainly have not decreased rural property values or interest in areas that have an abundance of trails.

Hope that helps you.  
Julie



Julie Alibrando, Associate Broker  
Certified Residential Specialist  
Resort & Second Home Property Specialist  
RE/MAX Preferred, La Valle & Reedsburg, Wisconsin  
608-985-8484 Local  
608-985-8474 Fax  
888-985-8484 Toll Free

[E-Mail Julie](#)

[Visit My Website JulieSells.com](#)

[Search with your own RE/MAX APP!](#) My Agent Key is juliealibrando

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**From:** Baraboo Bluffs ATV Club <baraboobluffsatvclub@gmail.com>  
**Sent:** Sunday, April 01, 2018 10:42 PM

**bobsp52@gmail.com**

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**From:** Julie Spencer-Klemm <jklemm@bunburyrealtors.com>  
**Sent:** Sunday, April 1, 2018 8:39 PM  
**To:** bobsp52@gmail.com  
**Subject:** ATV Trails

Hi Bob,

I'm in agreement with the other agents. This won't affect values negatively at all. People are definitely wanting rural property for recreational use, and I haven't heard of anyone through the years that didn't purchase a property because the snowmobile trails went through it. I love this idea and it may actually bring people to this area and could have a very positive impact on the economy here. Of course, there's always those few that are against growth and are always the most vocal. Please let me know if there's anything I can do to help. We have actually been thinking about getting some ATVs since our kids are gone and there's never snow anymore for snowmobiling.

Sent from my iPhone

**bobsp52@gmail.com**

---

**To:** Chris Galler  
**Subject:** RE: ATV noise / property valuation question

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**From:** Chris Galler <cgaller@mnrealtor.com>  
**Sent:** Sunday, April 1, 2018 7:22 AM  
**To:** bobsp52@gmail.com  
**Subject:** ATV noise / property valuation question

Bob,

Thank you for contacting the Minnesota REALTORS with your question about property values and noise issues.

There is no concrete data produced about property value changes because of ATV usage. This is not an issue that arises regularly.

What I can say is that noise is an issue to property owners whom are not accustom to hearing it. For new purchasers, they really don't have a yard stick to measure against because the noise either will be there when they move in or not be there.

Your analysis that ATV owners don't mind the noise is correct. Non-ATV owners like think differently. Jet skis on Lakes have a very similar issue.

For jet ski owners, the noise and speed in which they go across the water is an expectation and accepted condition. For the property owner who owned a canoe before the arrival of jet skis, the noise and disruption is certainly a loss of value in their property. That does not mean a monetary loss, but a value loss in their experienced value in the property.

Hope that makes sense. Enjoy your Easter,  
CG

Christopher Galler, CEO  
Minnesota REALTORS  
952-935-8313  
[www.mnrealtor.com](http://www.mnrealtor.com)  
Sent from my iPad

## Dispelling the Myths about ATV Routes in Sauk County

Last year in the United States, ATV and UTV sales combined equaled sales of motorcycles. Drive by your local Recreation Equipment Dealer and count the UTVs and ATVs on the lot. It is the fastest growing Outdoor Sport and here to stay.

There were a reported 361,000 registered ATVs in Wisconsin in June of 2017. In June, 2018 the registrations are expected to go well beyond the 361,000 of the previous June. There has been a decrease in popularity of ATVs, because of the growing popularity of the UTVs. The average age of the ATV/UTV user now is estimated to be between 45-65 years of age mainly because the cost of a new ATV is between \$5500 to \$13,000 and a new UTV is between \$10,000 to \$30,000.

ATV Routes An ATV Route is a public roadway that is designated as being open to legal ATV/UTV use by local units of governmental Routes must be designated through passage of a local ordinance and posted.

The concept of ATV/UTV routes on roadways is not a new concept. It is estimated that there are 10,000 miles of ATV/UTV routes in Wisconsin. There presently is 549 miles of legal ATV/UTV routes in Sauk County. The Township of Dellona just passed an ATV/UTV ordinance, making it the 16th out of 22 Townships that have some kind of ATV/UTV route and there are presently 6 villages, and 1 city that have adopted ATV/UTV ordinances and that number hopefully will increase in the near future.

Please understand, the least desirable surface for the ATV/UTV rider is blacktop. We all would prefer trails, but in Sauk County there is only a total of 3.25 miles of public ATV\UTV trails. We are thankful to Sauk County for them. ATV/UTV routes allow us to connect to private club trails, other legal existing routes and the ability to use a safe & enjoyable alternate means of transportation.

Because of the registration requirements for ATVs & UTVs, they are a safe form of transportation.

- In Wisconsin, all ATVs and UTVs are required to be registered with the DNR including those used on private property. All ATVs and UTVs used on public trails and routes must display a rear plate with the minimum size of 4" x 7 1/2" displaying the unique registration numbers of that machine with a minimum size of 1 1/2" letters.
- Every ATV is required to have at least 1 headlight capable of seeing 200' ahead of vehicle and UTVs must have a minimum of 2.
- All ATVs and UTVs are required to have their lights on at all times when operating on public routes and after dark on off road trails, (excluding your own private land.)
- All ATVs and UTVs are required to have at least 1 tail light visible at 500' from the rear in the hours of darkness.
- All ATVs and UTVs have brake lights, although not required by law.
- All UTVs passengers and drivers are required to have their seatbelt secured at all times of operation on public trails or routes.
- UTVs must have a roll bar or similar structural system or device.

There are many misconceptions and mistruths being circulated by those against the routes. For example:

- My property will be devalued if an ATV/UTV route is posted near my house.

Fact: The trend now is that the majority of property being sought in rural communities is for recreation. There is no evidence that an ATV/UTV route near your property devalues your property, in fact in some cases it may enhance the value.

- ATV/UTVs are so dangerous on the roadways, there will be bodies on the roads.
- I'll have ATV/UTVs speeding past my house if the routes go through.

Fact: In 2017: There were a total of 19 complaints to the Sauk County Sheriff's Dept.

- (1) reported ATV accident in Sauk County in LaValle Township. It was a young male, while mushroom hunting near his Dad's farm he left the roadway and flipped his machine. He suffered a broken femur on 5-05- 2017.
- (10) complaints of ATVs on the roadway. An undetermined portion of these were legal farm to field Ag use and some were mixed Townships having only portions of their roadway legal ATV/UTV Routes.

If the roads were legal ATV/UTV routes, they would have to be posted and signed per state requirements notifying all motorists that there are ATV/UTVs on the roadway. If some of these incidents were happening on non-ATV/UTV routes, they would not be posted & signed and are not only dangerous, but illegal to operate on.

- (2) traffic stops with no action taken.
- (1) complaint of kids riding on private land.
- (2) ATV speeding complaints
- (1) ATV complaint of an ATV going on and off the interstate.
- (1) complaint of an ATV driving without lights on.
- (1) complaint of kids riding without a helmet.

As an ATV/UTV enthusiast and a member of 4 different ATV/UTV clubs, I like every other club member, are protective of the ATV/UTV routes in existence. If we see a violation, we record the registration numbers and turn them into the DNR. We do not have arrest authority, but the Wardens take our complaints very seriously.

In 2018, at the time I received the Sauk County Incident Reports, there was only 1 ATV incident.

2-18-2018, A report of ATVs operating recklessly on roadway. Unknown if Thieman Road was a Legal ATV/UTV route at that time.

I would like to dispel all the mistruths about ATV/UTV routes and get the truth out there. I have the copies of the ATV/UTV reportable incidents in Sauk County, and would be willing to share any or all information with you.

There are several people claiming they have had problems with ATV/UTVs, yet have not bothered to call the Sauk County Sherriff's Dept. or the DNR.

Don't you think, if it bothers them enough to complain about it now, it would have bothered them even more when it supposedly happened?

Robert Spencer 4-13-18

**AN ORDINANCE TO CREATE CHAPTER \_\_\_\_  
ALL-TERRAIN VEHICLE (ATV)/UTILITY TERRAIN VEHICLE (UTV)  
OF THE CODE OF ORDINANCES, TOWN OF BARABOO, SAUK COUNTY, WISCONSIN**

**ORDINANCE # \_\_\_\_\_**

STATE OF WISCONSIN  
Town of Baraboo  
Sauk County

**Title.** The title of this ordinance is the Town of Baraboo All-Terrain Vehicle (ATV) and Utility-Terrain Vehicle (UTV) Ordinance.

- A. Authorizaton.** The Town Board has considered the recreational and economic value of all-terrain vehicle and utility-terrain vehicle (ATV/UTV) routes and trail opportunities weighed against protecting the public safety, liability aspects, terrain involved, traffic density, and history of automobile traffic. After due consideration, this ordinance is created to establish all-terrain vehicle and utility terrain vehicle routes on public roadways and to regulate the operation of such vehicles on such routes and trails to provide safe and healthful conditions for the personal use of ATVs/UTVs consistent with public rights and interest pursuant to Town Board authority under Wis. Stat. §§ 60.22, 23.33(8) and 23.33(11) (a) and (am).
- B. State Laws Adopted.** The statutory provisions in Wis. Stat. Chapters 23.33 and 340 to 348, establishing definitions and regulations with respect to ATVs and UTVs, and Wis. Adm. Code Chapter NR 64, are hereby adopted and by reference made a part of this chapter as if fully set forth herein. Unless otherwise provided in this chapter, any act required to be performed or prohibited by any statute incorporated herein by reference is required or prohibited by this ordinance. Any future amendments, revisions or modifications of the statutes incorporated herein are made a part of this chapter in order to secure uniform statewide regulation of ATVs and UTVs.
- C. Designation Of All-Terrain Vehicle And Utility Terrain Vehicle Routes.**
- (1)** The following routes in the Town of Baraboo are designated All-Terrain Vehicle (ATV)/Utility Terrain Vehicle (UTV) Routes for their entire length unless noted otherwise:  
**INSERT List of ATV Routes**
- NOTE: ATV Routes on County Highways require approvals by Sauk County Highway & Parks Committee & Ordinance Amendment by County Board of Supervisors.**
- D. Route Signs.** Under the direction of the Town, route signs shall be provided by and shall be marked by local ATV club with uniform all-terrain vehicle route signs in accordance with Wisconsin Administrative Code NR 64.12 (7). Signs shall be inspected annually and shall be maintained by local ATV club.
- E. Operation Of ATVs and UTVs.**
- (1) Operation of ATVs and UTVs on designated ATV/UTV routes shall be subject to all provisions of s. 23.33, Wis. stats., which is adopted as a part of this ordinance by reference.
  - (2) Pursuant to s. 23.33 (8) (d), Wis. stats., the Town of Baraboo restricts operation of ATVs and UTVs on the designated ATV/UTV routes to 7:00 AM to 9:00 PM.
  - (3) ATVs and UTVs operated on an established ATV/UTV Route and Trails shall operate at a safe speed not to exceed 35 MPH or the posted speed limits, whichever is less.

- F. **Notifications.** A copy of this ordinance shall be sent by the town clerk to the Sauk County Sheriff's Department and to the Wisconsin Department of Natural Resources.
- G. **Enforcement.** This ordinance may be enforced by any law enforcement officer authorized to enforce the laws of the state of Wisconsin.
- H. **Penalties.** Any person who violates any section of this ordinance or statutes adopted by reference, shall be subject to the penalties as set forth in Wis. Stat. §§ 23.33 (13). Any person violating any provision of this ordinance shall, upon conviction, be subject to the forfeiture as provided therein.
- I. **Severability.** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.
- J. **Effective Date.** This ordinance is effective upon publication of this ordinance. The Town Clerk shall properly publish this ordinance as required under s. 60.80, Wis. State Stats.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

**TOWN OF BARABOO, SAUK COUNTY, WISCONSIN.**

APPROVED:

ATTESTED:

\_\_\_\_\_  
 , Town Chairman

\_\_\_\_\_  
 , Town Clerk

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

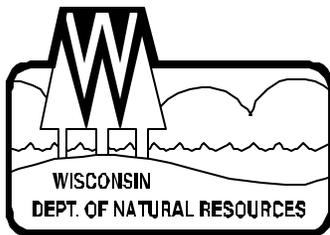
**CERTIFICATION**

I hereby certify that the above ordinance was duly adopted by the Town of Baraboo, Sauk County, Wisconsin, by at least a majority vote of the members of the Town Board on the \_\_\_\_\_ day of \_\_\_\_\_, 2017, and approved by the Town Chairman on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
 , Town Clerk

## **ITEM D. (cont'd)**

### **ATV Route Guideline and Suggestions (A Community Official's Handbook)**



**Produced by the Bureaus of Law  
Enforcement and Community Financial  
Assistance**

**Publ # *LE-109* 4/03**

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**ATV Route Guideline and Suggestions**  
**(A Community Official's Handbook)**

This guideline and attached suggested ordinance is provided to assist the county, town, city, or village administrator with examining the considerations for ATV routes within the community.

There are specific statutes and codes that govern routes. A complete list of the statutes and codes are provided in the appendix of this guideline.

**Original Route Intent** - The route is generally recognized as a means to connect the terminal end of a trail (when it is obstructed by a city, village, river, railroad track or other impediment) back to the trail on the other side of the obstruction.

**Route** - A Route is a highway or sidewalk designated for use by ATV operators by the governmental agency having jurisdiction. Routes are identified at the beginning point by a 24"X18" sign showing a white silhouette of an ATV on a green background. White directional arrows (12"X9") on a green background, show the continuation of the route.

**Trail** - A trail is a marked corridor on public property or on private lands subject to public easement or lease, designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction, but excluding roadways of highways except those roadways which are not seasonally maintained for motor vehicle traffic. Trails are identified by 6"X6" signs showing a white silhouette of an ATV on a brown background.

State law does not allow ATV residential or lodging access within communities in the manner that is afforded to snowmobile users. However, significant trends involving routes have been seen within several communities recently. These trends are in two forms; 1) Attempt to mimic the snowmobile statutes by opening all town roads to ATV use, 2) Create routes for meaningful riding experiences or as total means of ATV recreation. Providing the latter as a riding experience is generally contrary to the original route purpose, safety practices and machine design. Regardless of the trend's purpose, neither of these route types is created in the context of the original route function. But, is that all bad? Deciding whether these types of (route) uses hold positive or negative effects greatly depends on individual circumstances within the community. It is difficult to broad brush either trend good or bad, but loosely, both trends raise concerns for the Department of Natural Resources (DNR), which is charged with the ATV safety and law enforcement components.

Before we begin to discuss the finer points of routes, signage and legal requirements, we should first discuss the unsaid and perhaps the intangibles that affect ATVers, routes, communities and of course you, the administrator.

There are several of these intangible issues that will affect ATV use in your county and as the community administrator it is incumbent upon you to consider each area carefully. Some of the considerations are; **Safety & Liability, Law Enforcement, Tourism & Community Acceptance.**

## Safety & Liability

The single most important route consideration will be the safety of **all** ATV riders, pedestrians, bicyclist, automobile operators and others. As the administrator and potentially the advocate for the adoption of a route, you should know certain things about ATVs and the way they handle so that you can make informed recommendations.

It seems simple enough that ATV routes will likely increase ATV user participation. With that said, you might not have considered that the ATV riding public would be subject to more frequent intermingling with automobiles. The more automobiles and ATVs mix the higher the risk to each party, especially when you consider the following;

Many of the ATVs in use today are not equipped with brake lights; taillamps yes, but not brake lights; this includes currently produced machines. When you realize this fact you can certainly see mixing ATVs with motor vehicles in a very different light.

The lack of brake lights complicates a young rider's multitasking skills when coupled with the need to use both hands to handle the ATV and the need to use hand signals. Add this to required braking, (needed) quick decision-making skills and you can have a very confused rider, not to mention an unsafe one.

- You should note that the DNR has concerns about increasing the use of ATVs on roadways with a broad-brush approach. The entire engineering makeup of an all-terrain vehicle is based on the premise of off-road use. Specifically, the ATV tires dictate that the machines be used off the roadway. All-terrain vehicle tires are designed to provide tread slip under some conditions, yet provide grip under others. The majority of problems associated with roadway accidents are a result of losing control due to the physics of tire and roadway incompatibility. The mere change in the road surface can and does cause crashes when not used properly.

Considerations should be given to route speed limits when changes in road surfaces occur. Changing from pavement to mud, gravel, etc. or any combination thereof can create a hazardous riding situation if speeds are excessive. The ATV will handle differently on each surface.

- An additional complication is noted when all-terrain vehicles are operated with one set of wheels on the paved portion of the road and the other set of tires on the non-paved portion of the road. The wheels on the paved portion grip the roadway with stress and rotate slower than the wheels on the non-paved surface. This type of operation coupled with a turn, slight bump or rut can create a physical upset of the machine under certain conditions.

ATVs can be used responsibly on paved roadways when precautions are taken to reduce the crash potential. Anecdotal accounts by reviewing ordinances have noted route speed restrictions from 10-25 mph. Also, when applicable, the ordinances mimic state speed

**ATV Route Guideline and Suggestions**  
**(A Community Official's Handbook)**

restrictions, restricting operation to 10-mph when within 100 feet of pedestrians and when within 150 feet of a home. Although it's required by state statute, route ordinances have generally restated:

- Headlights and tail lights must be turned on at all times
- Youth under 16 are required to have safety certificates
- All persons under 18 operating and/or riding on an ATV must wear a helmet

Of all the areas that can truly create discomfort for an administrator, it will be in the area of public safety and the need to act reasonably. The administrator or town/county official should be mindful to any area involving the safety of the ATVing public.

**Suggestion: Prior to creating a route, consider the amount and type of automobile traffic the road receives; the potential number of ATV riders that will use the route, ATV rider age potential, speeds that can be generated by ATVs, proper speed limits, stop signs/lights, intersections, pedestrian traffic, road surfaces (pavement, ice, mud, gravel).**

## **Law Enforcement**

The ATV statutes and codes fall specifically within the DNR's jurisdiction, but that doesn't mean as much as you might think when considering who actually enforces these laws. Certainly, conservation wardens enforce ATV laws and in addition so can an officer of the state traffic patrol under s. 110.07 (1), inspector under s. 110.07 (3), county sheriffs/deputies or municipal peace officers. But, the assumption that conservation wardens will be the main law-enforcing officers of these laws (routes) will be a mistake that could cause distress for the administrator later on.

### **DNR Law Enforcement...**

The DNR has 4-position (FTE) equivalents that are dedicated to the ATV program. These equivalents translate into 7,320 hours. The hours are distributed among the entire warden service (209) and are used for a variety of ATV related duties; including law enforcement, safety education, court, maintenance, accident investigation, public relations, and other activities. Unfortunately, this breakdown also translates into roughly nine hours of enforcement work that is available per warden/ year. The "DNR-hours dilemma" is that the agency is not authorized to work time beyond what the legislature has granted and there has been limited success in acquiring new FTE. Results: The DNR must rely heavily on local enforcement efforts.

### **County Law Enforcement...**

The DNR provides grant money to counties for ATV law enforcement purposes. However, the county sheriff's offices are the only law enforcement branch eligible for the

**ATV Route Guideline and Suggestions**  
**(A Community Official's Handbook)**

grants. Of the 72 Wisconsin counties, only 18-20 have traditionally participated in the patrol grant process and only \$70,000 state dollars are available for distribution.

**Local Law Enforcement...**

Local enforcement efforts besides the sheriffs' have generally been limited as well. Part of limited enforcement efforts could be because of grant ineligibility: cities and villages cannot apply. Additionally, when a city or village determines priorities for deploying officers and working criminal activity, ATV riding can receive low rankings and can be even lower on the agency's priority list. The results can sometimes yield high numbers of violations, high complaints and low community tolerance - end result - frustration and trail/route closures.

An additional consideration - Most towns do not employ their own law enforcement officers as do cities and villages. Creating a route in the township, away from the city or village, places additional law enforcement responsibility upon the DNR and/or sheriff patrols. Under current conditions increased coverage is not likely to be available.

To be successful, local law enforcement must support the use of ATVs and the use of a route(s) or at least commit to help keep problems to a minimum. If law enforcement is not available to handle the problems that may occur with associated/increased use, you will suffer the effects of poor planning even if the route is later removed.

**Suggestion: Consider your law enforcement resources carefully prior to creating a route.**

## **Tourism & Community Acceptance**

ATV use within the community has been on the increase, and at times it's been increasing despite the lack of trails and or routes. One of the benefits of having an ATV trail interrupted by a city is that a properly placed route can divert ATV traffic to local businesses as long as the route passes adjacent to the businesses. Restaurants, motels, gas stations and chambers of commerce can see a substantial increase in foot traffic that is delivered via ATV. There are both pros and cons to the diverted ATV use in the business community.

- ATVs use can bring tourism dollars to the business.
- Increased ATV use in the city/village can bring congestion, which in turn will create frustrations for automobile operators and ATVers.
- At times, ATV users may take shorts cuts with automobile right of way laws.
- Increased ATV use among automobile traffic increases apprehensions about risking vehicular collisions, not only for citizens, but law enforcement as well.
- A small number of ATV users will take liberty by "exploring" areas/roads away from the route and will create a negative image for all ATV users.

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Route signing must be clear to everyone. Adjustments may be necessary if ATV users constantly become lost or stray from the route. This should not be a problem with a properly posted route.



The use of posted signs showing *NO ATVs* can prevent problems ahead of time. However, once you begin to use a system of signs, you must stay with it. The Trail Signing Handbook (PUB-CF- 023) will provide the proper guidance for posting legally required signs. Review your routes - the ATVer may be confused if you post the *NO ATV* sign at some intersecting roads and then fail to place them at others. Inconsistency may give the impression that it's okay to ride there.

Look beyond your own community and attempt to determine the effects a route will have on adjoining towns, cities or villages or county, state or federal lands. Will the other town/city/village accept the dead-end traffic to their jurisdiction? Will the route end up connecting to another route or trail? Does the route fulfill the original intentions of the route concept?

**Suggestion: Consider carefully, the totality of the circumstances; law enforcement needs/requirements, community acceptance, tourism benefits and safety (vehicle and ATV) prior to creating a route. Consider the long term results and/or comments (pros and cons) that you might receive, or the comments town officials and law enforcement may receive. Consider ATV traffic that may unintentionally divert from the route to business services that are not directly adjacent to the route.**

## MEETING THE LEGAL REQUIREMENTS FOR ROUTES

### Process

- A. When the route ordinance has been passed/approved by the local jurisdiction, the clerk of jurisdiction **MUST** send a copy of the route/ordinance to:

Department of Natural Resources  
ATTN: ATV Section  
P.O. Box 7921,  
Madison, WI 53707

- B. The clerk of jurisdiction **MUST** also send a copy of the route/ordinance to the law enforcement agency having jurisdiction over the highway(s).

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**(A Community Official's Handbook)**

- C. The unit of government that designated the route SHALL post the proper route signs or ensure that it is done. Sometimes the county, town, city or village, while maintaining supervisory responsibility, designates this task to an ATV club or an ATV association. Ultimately the designating unit of government is responsible for signing the route.

**NOTE: Failure to sign the route, yet allowing ATVs to operate, sets a dangerous stage for litigation to follow any ATV accident that occurs on the unsigned route.**

**Failure to sign a route also creates very difficult enforcement situations.** Law enforcement officers, especially state officers or county officers who may not be as closely connected to the city or village activities, won't always know that a route/ordinance has been adopted. In fact, this is more likely to be the case than not. If this circumstance arises and the officer observes an ATV operating on a roadway (unsigned route), the instinctual response is to determine the lawfulness of the operation. Even though the operator may feel that he/she is legally operating pursuant to the route allowances (which are written on paper only), the person may in fact be violating the law. The governing body that failed to place the signs is also culpable. Keep in mind that if an ATV route/ordinance is passed, the ATVer's will likely be the first to know of it and will attempt to use it immediately.

A citation issued under these circumstance immediately draws negative attention to the governing body that created the route and every official that deals with the charge; including the judge and the officer.

The DNR does not have ordinance review authority over routes or the ordinances governing routes, but suggestions are made when inconsistencies are found .

**A complete set of guidelines for signing trails can be located in the Department of Natural Resources "Trail Signing Handbook" Publication number PUB-CF-023.**

## **GRANTS AND REIMBURSEMENTS - ELIGIBILITY (PAYING FOR SIGNS)**

The cost of the initial set of route signs (to and from a trail and/or from a trail to services and back to a trail) is eligible for grant funds. However, you should know that the DNR distributes available funds using a ranking system. Most of the grant applications (for route signs) do not rank high enough to receive priority during the grant distribution setting process. Therefore, the county, town, city or village is often left with paying for the signs completely. This result often places the unit of government in a difficult position to make a conscious decision "**To sign or Not to sign.**" Taking the later approach is tempting, especially when the all town roads have been opened as a route.

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**(A Community Official's Handbook)**

The DNR discourages towns from managing routes in this manner. The cost for maintaining a route is not a reimbursable expense.

**NOTE: Merely placing one sign at the village, city or town limits and attempting to notify the public that the entire set of roads within the jurisdiction are considered routes, will not be sufficient to comply with the route-signing requirements. Each road designated as a route must be marked in accordance with the route-signing handbook Pub-CF-023 99Rev.**

**The Grant Application process is -**

- ✓ Complete and submit form 8700-159, which includes a brief description of your project and a breakdown of the type of sign, quantity, and price. This must be accompanied by the following documents:
- ✓ An ordinance passed by the municipality at a formal meeting,
- ✓ A map of the municipality identifying the roads being opened, where services are and where signs are being proposed, and
- ✓ A resolution approving the municipality's participation in the program (a sample is on the back of 8700-159).

**Applications must be received by April 15 of each year. Funding is based upon priorities.**

**NOTE: Before completing your ordinance or application, it is recommended that you talk to your Community Services Specialist and/or local warden about the project.**

## SUGGESTED ATV ROUTE/ORDINANCE FORMAT

### All-Terrain Vehicle Route

### Village of Dunn, Dane County



#### AN ORDINANCE DESIGNATING ALL-TERRAIN VEHICLE ROUTES AND REGULATING THE OPERATION OF ALL TERRAIN VEHICLES

### Section I - Intent

The Village of Dunn, Dane County adopts the following all-terrain vehicle route for the operation of all-terrain vehicles upon the roadways listed in Section III.

Following due consideration of the recreational value to connect trail opportunities and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, this route(s) has been created.

### Section II - Statutory Authority

This route is created pursuant to village authority under section 1.1.01 as authorized by 23.33 (8) (b), Wis. Stats.

The applicable provisions of 23.33 regulating ATV operation pursuant to routes are adopted.

### Section III - Routes

The following roads are designated as routes

- A. Clancy Road, beginning at Road 1 and ending at Town Line Road.
- B. Johnsonville Lane in its entirety.
- C. Said routes are further described and identified by the attached map.

### Section IV - Conditions

As a condition for the use of this route, the following conditions shall apply to all operators (and passengers);

- A. All ATV operators shall observe posted roadway speed limits.
- B. All ATV operators shall ride single file.
- C. All ATV operators shall slow the vehicle to 10-mph or less when operating within 150 feet of a dwelling.
- D. Routes must be signed in accordance with NR 64.12, and NR 64.12(7)c.

## **Section V - Enforcement**

This ordinance shall be enforced by any law enforcement officer authorized to enforce the laws of the state of Wisconsin.

## **Section VI - Penalties**

Wisconsin state All-Terrain Vehicle penalties as found in s. 23.33 (13) (a) Wis. Stats., are adopted by reference.

## **Section VII - Severability**

The provision of this ordinance shall be deemed severable and it is expressly declared that the County/Town/City/Village would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons circumstances shall not be deemed affected.

## **Section VIII - Effective Date**

This ordinance becomes effective upon passage and publication.

Passed this 10<sup>th</sup> Day of January 2010

Dunn Village Clerk

---

**All-Terrain Vehicle** \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

AN ORDINANCE DESIGNATING \_\_\_\_\_

**Section I - Intent**

The \_\_\_\_\_ of \_\_\_\_\_  
adopts the following all-terrain vehicle ordinance/route for the operation of all-  
terrain vehicles upon the roadways listed in Section III.

Following due consideration of the recreational value to connect trail  
opportunities and weighted against possible dangers, public health, liability  
aspects, terrain involved, traffic density and history of automobile traffic, this  
ordinance has been created.

**Section II - Statutory Authority**

This route is created pursuant to \_\_\_\_\_  
authority under \_\_\_\_\_ as authorized by 23.33 (8) (b), Wis.  
Stats.

*Optional - the provisions of 23.33 are adopted.*

**Section III - Routes**

The following roads are designates as routes;

- A. \_\_\_\_\_  
\_\_\_\_\_
- B. \_\_\_\_\_  
\_\_\_\_\_
- C. Said routes are further described and identified by the attached map.

**Section IV - Conditions**

As a condition for the use of this route, the following conditions shall apply to all  
operators (and passengers where applicable);

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. Routes must be signed in accordance with NR 64.12, and NR 64.12(7)c.

**ATV Route Guideline and Suggestions**  
**(A Community Official's Handbook)**

**Section V - Enforcement**

This ordinance shall be enforced by any law enforcement officer of the \_\_\_\_\_,  
County, Wisconsin.

**Section VI - Penalties**

Wisconsin state All-Terrain Vehicle penalties as found in s. 23.33 (13) (a) Wis. Stats., are adopted by reference.

**Section VII - Severability**

The provision of this ordinance shall be deemed severable and it is expressly declared that the \_\_\_\_\_ would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other persons circumstances shall not be deemed affected.

**Section VIII - Effective Date**

This ordinance becomes effective upon passage and publication.

Passed this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_, Clerk

\_\_\_\_\_

Appendix B  
**ATV ROUTES**

## **A Reference of Statutes and Codes**

**23.33(1)(c)** "All-terrain vehicle **ROUTE**" means a highway or sidewalk designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction as authorized under this section.

**23.33 (4) Operation on or near highways.**

(d) Operation on roadway. A person may operate an all-terrain vehicle on the roadway portion of any highway only in the following situations:

4. On roadways which are designated as all-terrain vehicle **ROUTES**. Operation of all-terrain vehicles on a roadway which is an all-terrain vehicle **ROUTE** is authorized only for the extreme right side of the roadway except that left turns may be made from any part of the roadway which is safe given prevailing conditions.

(e) Operation adjacent to roadway. A person may operate an all-terrain vehicle adjacent to a roadway on an all-terrain vehicle **ROUTE** or trail if the person operates the all-terrain vehicle in the following manner:

**23.33 (8) ROUTES and trails.**

(a) Department authority. The department shall encourage and supervise a system of all-terrain vehicle **ROUTES** and trails. The department may establish standards and procedures for certifying the designation of all-terrain vehicle **ROUTES** and trails.

(b) **ROUTES**. A town, village, city or county may designate highways as all-terrain vehicle **ROUTES**. No state trunk highway or connecting highway may be designated as an

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all-terrain vehicle **ROUTE** unless the department of transportation approves the designation.

- (d) **Restrictions.** The designating authority may specify effective periods for the use of all-terrain vehicle **ROUTES** and trails and may restrict or prohibit the operation of an all-terrain vehicle during certain periods of the year.
- (e) **Signs.** The department, in cooperation with the department of transportation, shall establish uniform all-terrain vehicle **ROUTE** and trail signs and standards.
- (f) **Interference with signs and standards prohibited.**
  - 1. No person may intentionally remove, damage, deface, move or obstruct any uniform all-terrain vehicle **ROUTE** or trail sign or standard or intentionally interfere with the effective operation of any uniform all-terrain vehicle **ROUTE** or trail sign or standards if the sign or standard is legally placed by the state, any municipality or any authorized individual.
  - 2. No person may possess any uniform all-terrain vehicle **ROUTE** or trail sign or standard of the type established by the department for the warning, instruction or information of the public, unless he or she obtained the uniform all-terrain vehicle **ROUTE** or trail sign or standard in a lawful manner. Possession of a uniform all-terrain vehicle **ROUTE** or trail sign or standard creates a rebuttable presumption of illegal possession.

**23.33 (9) Administration; enforcement; aids.**

- (b) **All-terrain vehicle projects.** Any of the following all-terrain vehicle projects are eligible for funding as a state all-terrain vehicle project from the appropriation account under s. 20.370 (1) (ms) or for aid as a nonstate all-

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terrain vehicle project from the appropriation accounts under s. 20.370 (5) (ct) and (cu):

3. Development of all-terrain vehicle **ROUTES** or all-terrain vehicle trails.
4. Development or maintenance of a snowmobile **ROUTE** or trail or an off-the-road motorcycle trail or facility if the **ROUTE**, trail or facility is open for use by all-terrain vehicles.
5. Maintenance of all-terrain vehicle **ROUTE** or all-terrain vehicle trails.

**23.33 (11) Local ordinances.**

- (a) Counties, towns, cities and villages may enact ordinances regulating all-terrain vehicles on all-terrain vehicle trails maintained by or on all-terrain vehicle **ROUTES** designated by the county, city, town or village.
- (am) Any county, town, city or village may enact an ordinance which is in strict conformity with this section and rules promulgated by the department under this section, if the ordinance encompasses all aspects encompassed by this section.
- (b) If a county, town, city or village adopts an ordinance regulating all-terrain vehicles, its clerk shall immediately send a copy of the ordinance to the department and to the office of any law enforcement agency of the municipality or county having jurisdiction over any highway designated as an all-terrain vehicle **ROUTE**.

**23.33 (13) Penalties.**

- (f). Restoration or replacement of signs and standards. In addition to any other penalty, the court may order the defendant to restore or replace any uniform all-terrain vehicle **ROUTE** or trail sign or standard that the

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defendant removed, damaged, defaced, moved or obstructed.

**ANNOT.** County forest roads open to vehicular traffic are highways that can be designated as **ROUTES** under sub. (8) (b). 77 Atty. Gen. 52.

## RULES AND REGULATIONS

### NR 64.12 ROUTES.

- (2) “All-terrain vehicle **ROUTE**” means a highway or sidewalk designated for use by all-terrain vehicle operators by the governmental agency having jurisdiction.

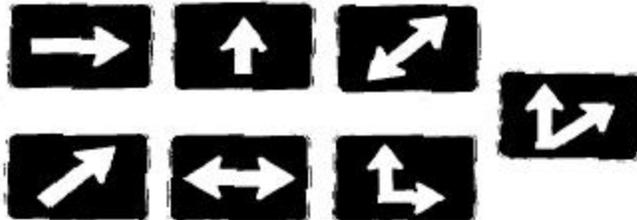
### NR 64.12 ROUTES.

- (1) An all-terrain vehicle **ROUTE** may be established by a town, city, village or county by adopting an ordinance designating a highway as an all-terrain vehicle **ROUTE** and signing the highway in accord with s. 23.33 (8), Stats., and rules of the department.
- (2) A town, city, village or county may adopt an ordinance designating a state trunk highway or connecting highway as an all-terrain vehicle **ROUTE** if the department of transportation approves the designation.
- (3) A town, city, village or county may adopt an ordinance designating a sidewalk of a state trunk highway bridge as an all-terrain vehicle **ROUTE** with the approval of the department of transportation.
- (4) A town, city, village or county may designate a **ROUTE** as an all-terrain vehicle **ROUTE** during certain periods of the year and prohibit the operation of all-terrain vehicles on that **ROUTE** during other periods of the year.
- (5) All-terrain vehicle operation is not permitted on state trunk highways or connecting highways except as provided for under s. 23.33 (4), Stats., or sub. (2) or (3).
- (6) No person may operate an all-terrain vehicle on a restricted all-terrain vehicle **ROUTE** during any period of the year when the operation of all-terrain vehicles is prohibited.

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- (7) Signs for all-terrain vehicle **ROUTES** on highways and sidewalks designated for use by the governmental unit having jurisdiction as authorized under s. 23.33 (8), Stats., shall meet the following requirements:
- (a) The all-terrain vehicle **ROUTE** sign shall have a reflectorized white symbol, border and message on a reflectorized green background. The standard and minimum size of this sign shall be 24"X18". The sign, including the stylized all-terrain vehicle symbol and the word message "ATV **ROUTE**", shall conform to the standard design on file in the department of transportation.
  - (b) The directional arrow marker (M7 series) shall have a reflectorized white arrow and border on a reflectorized green background. The standard and minimum size of a directional arrow shall be 12"X9".
  - (c) An all-terrain vehicle **ROUTE** sign with directional arrow, where appropriate, shall be placed at the beginning of an all-terrain vehicle **ROUTE** and at such locations and intervals as necessary to enable all-terrain vehicle operators to follow the **ROUTE**.

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ALL TERRAIN VEHICLE **ROUTE** SIGN AND ARROWS  
(M-7 SERIES)  
GREEN REFLECTORIZED BACKGROUND WITH WHITE  
REFLECTORIZED LETTERS, SYMBOLS, AND BORDER

- (d) All-terrain vehicle **ROUTE** signing shall be done by or under the direction of and is the responsibility of the unit of government which designates the all-terrain vehicle **ROUTE**.

**NR 64.14 All-terrain vehicle trail aid.**

- (1) **DISTRIBUTION.** The department shall distribute all-terrain vehicle project aids on the basis of a priority system according to the following priority ranked purposes;
  - (a) Maintenance of existing approved all-terrain vehicle areas and trails, including **ROUTES**;
  - (e) Acquisition of land in fee and development of new all-terrain vehicle areas and trails, including **ROUTES**.

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(2m) **MAINTENANCE OF ROUTES.** The department may provide state aid up to 100% of the cost of the purchase of all-terrain vehicle **ROUTE** signs and arrows, trail crossing warning signs, and signs briefly explaining the intoxicated all-terrain vehicle operator law. All-terrain vehicle **ROUTES**, whether a part of an approved all-terrain vehicle trail or not, are not eligible for per mile maintenance payments under sub. (2).

(6) **Development**

(d) The department shall distribute aids for all-terrain vehicle areas and trail development projects, including **ROUTES**, considering the following criteria:

1. All-terrain vehicle **ROUTES**, areas and trails in counties where **ROUTES**, areas, and trails are in short supply in comparison to demand.
2. All-terrain vehicle **ROUTES** and trails that provide connecting loops or origin-destination segments over dead end segments.
3. All-terrain vehicle **ROUTES** or trails that provide connections from one jurisdiction to another.
4. All-terrain vehicle **ROUTES** and trails that have potential for year round use.
5. All-terrain vehicle **ROUTES**, areas and trails to be developed on publicly owned land or land under easements or other agreements for 3 years or greater.

## **MISCELLANEOUS STATUTES and references**

**84.02(1) Designation.** The system of highways known as the trunk highway system heretofore selected and laid out by the legislature and by the highway commission and by special legislative state trunk highway committees and approved by said highway commission and as revised, altered and changed by and under authority vested by law in the highway commission, is hereby validated and confirmed and designated the state trunk highway system but without prejudice to the exercise of the power given to change such system, and all acts by which parts of said system were heretofore adopted or declared to be trunk highways are confirmed and validated. Section 80.32 (2) does not apply to the state trunk highway system.

**84.02(11) Connecting highways.** The state trunk highway system shall not include the marked routes thereof over the streets or highways in municipalities which the department has designated as being connecting highways. Those municipal streets or highways so excluded as state trunk highways but marked as such and designated as connecting highways are further described and the aids determined therefor under s. 86.32.

### **84.29 National system of interstate highways.**

**86.32(1)** The department may designate, or rescind the designation of, certain marked routes of the state trunk highway system over the streets or highways in any municipality for which the municipality will be responsible for maintenance and traffic control and the maintenance and operation of any swing or lift bridge. Such maintenance, operation and traffic control of the connecting highways and swing and lift bridges shall be subject to review and approval by the department. Those marked routes of the state trunk highway system designated as connecting streets prior to July 1, 1977, shall become the connecting highways in municipalities which are eligible for aids payments under this section. The character of travel service provided by a route, uniformity of maintenance, the effect on the maintaining agency, and the municipality's maintenance capability will be considerations by the secretary, in cooperation with the municipalities and counties in making changes in the connecting highways of the state trunk highway system in municipalities. The decision of the secretary to designate or rescind a designation may be appealed to the division of hearings and appeals, which may affirm, reverse or modify the secretary's decision.

**340.01 (22)** "Highway" means all public ways and thoroughfares and bridges on the same. It includes the entire width between the boundary lines of every way open to the use of the public as a matter of right for the purposes of vehicular travel. It includes those roads or driveways in the state, county or municipal parks and in state forests which have been opened to the use of the public for the purpose of vehicular travel and roads or driveways upon the grounds of public schools, as defined in s. 115.01 (1), and institutions under the jurisdiction of the county board of supervisors, but does not include private roads or driveways as defined in sub. (46).

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**340.01 (60)** "State trunk highway" means any highway designated pursuant to s. 84.02 or 84.29 as part of the state trunk highway system, exclusive of connecting highways.

To view the state truck highway system, see "Official State Trunk Highway System Maps," Wisconsin Dept of Transportation, Division of Transportation Infrastructure Development

### **State Trunk Highways**

*"The Department of Transportation's (DOT) state trunk highway program is responsible for the construction, improvement and maintenance of the state's 11,752 mile trunk highway system."*

*"The responsibility for roads and highways is divided between local governments and the state. The state generally has jurisdiction over arterial roads, which function as corridors for interstate and interregional travel. This network is called the state trunk highway system. Generally, counties are responsible for collector roads, which serve short distance, intraregional traffic or provide connections between arterial roads and local roads. Municipalities are responsible for local roads, such as residential streets and town roads, which provide property access and short distance, local mobility services. Jurisdiction does not always follow this functional classification. For instance, a county road can begin to function as an arterial highway if traffic patterns change. However, current DOT policy is to align jurisdictional responsibilities with functional classifications whenever possible."*

*"Although state highways comprise only 10.5% of total road mileage, they carry 59.7% of the total traffic volume. Of the 11,752 miles of state highway in the system, about 87% are rural, 8% are urban and 5% are considered connecting highways."*

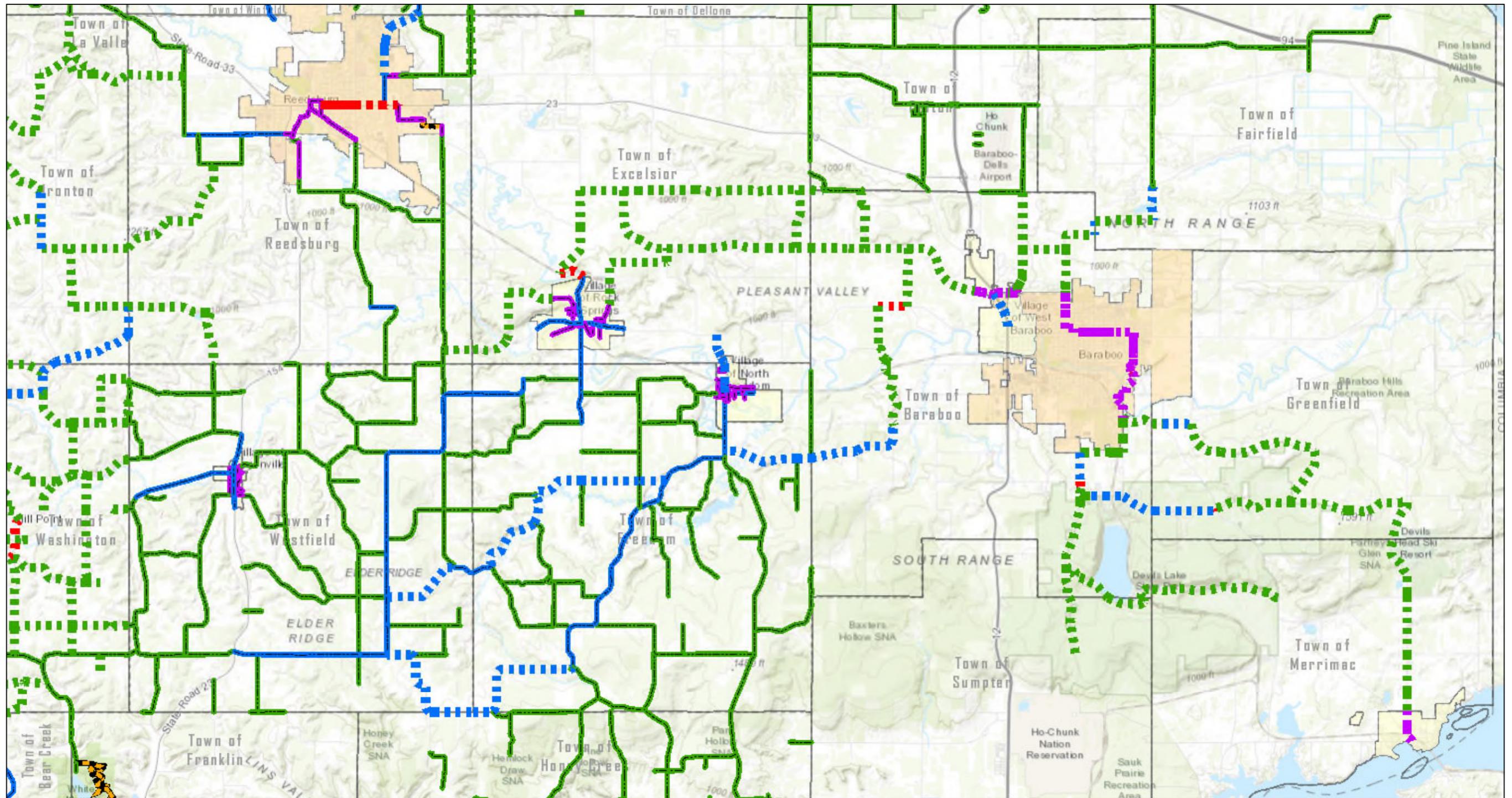
### **Connecting Highways**

*"Connecting highways are state trunk highways that lie within the corporate limits of larger municipalities."*

"State Trunk highway and Connecting Highways" - Source - John Dyck Wisconsin Legislative Fiscal Bureau, Madison, WI, 2001



# Sauk County ATV/UTV Routes and Trails



February 21, 2018

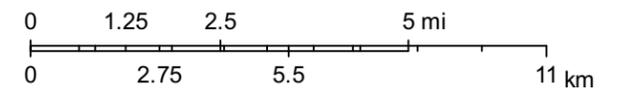
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**ATV Routes**

- ▬▬▬ Sauk, Proposed County Highway Routes
- ▬▬▬ Sauk, Proposed City/Village Street Routes
- ▬▬▬ Sauk, Proposed State Highway Routes
- ▬▬▬ Sauk, Proposed Town Road
- ▬▬▬ Sauk County - ATV Off-Road Trails
- ▬▬▬ Sauk County - Town Road ATV Routes
- ▬▬▬ Sauk County - County & State Highway ATV Routes
- ▬▬▬ Juneau County ATV Routes
- ▬▬▬ Richland County ATV Routes

**Municipal Boundaries**

- Town
- City
- Village



Sources: Esri, HERE, DeLorme, Intermop, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS



**CITY OF BARABOO, WI**  
**FIRE DEPARTMENT MANAGEMENT COUNSEL**  

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**2018 RECOMMENDATIONS IMPLEMENTATION PROGRESS**

**CURRENT PROGRESS AS OF 4-26-18**

The list below are the recommendations that were part of the Fire Department Organizational Analysis that was prepared by RW Management Group, Inc. for 2018. The Council has instructed the Project Team and RW to work on the implementation of these recommendations. There is a total of 28 recommendations listed and we have currently completed implementation of half of these recommendations. Those recommendations that are followed by a check mark bullet are either completed or part of an ongoing process to complete. The recommendations that are followed by a square bullet are either just beginning the implementation process or the Team has not started on yet.

- Define a Project Team made up of members from the City and Department. This team will provide oversight of the Fire Department Operations and Administrative Review Study recommendations and of the planned organizational changes to occur with internal and external resources to coordinate efforts.
  - ✓ This was completed at the start of the Management Counsel Project. The Team has been in place and meeting regularly for the last 5 months.
- Develop a written risk management process that will provide the City of Baraboo with an analysis of community risk using real world factors. The risk assessment will include determining and defining the differences in risk between single family, multiple family, and commercial dwellings within the City and neighboring municipalities in the Fire Department's service area.
  - ✓ The risk management process was determined and appropriate software was purchased to help with this process. The team has been working very hard over the last 5 months to get this completed. This process normally takes more than a year to complete and is very data driven.
- A fire risk assessment and response strategy listing the nature and magnitude of the hazards within the service area should be completed. The fire risks in each planning zone, including required fire protection resources and special, routine and isolated hazards need to be identified (pre-plans) so an accurate "standard of cover" strategy can be established. The risk assessment and the recommendations and implementation plan in this report will provide the basis for a comprehensive strategic plan.
  - ✓ This process has been completed and is being presented to the Public Safety Committee along with this document.
- RW recommends that the Department establish a written "standard of cover" for emergency deployment, which accurately reflects the Department's capabilities. This should be based on the Risk Assessment that was recommended in the Assessment and Planning chapter of this report.
  - ✓ The Standards of Cover Document has been completed as part of the overall risk assessment and provides the basis for the Automatic Aid request that is being presented.



**CITY OF BARABOO, WI**  
**FIRE DEPARTMENT MANAGEMENT COUNSEL**  

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**2018 RECOMMENDATIONS IMPLEMENTATION PROGRESS**

- RW Management recommends the Department define and develop a formal written mission statement for the Department with corresponding goals and objectives. Once completed, everyone on the Department staff needs to be familiar with the mission of their fire department and how the Department is going to achieve its goals.
  - ✓ The Chief and six members of the Department put together new mission, vision and goals for the department. Jennifer Erickson from the UW Extension, Sauk County Office facilitated this process. The Project Team reviewed this work and approved moving forward with these. The Council and all members of the department have received a presentation on the adopted mission, vision and goals. These were also added to the Risk Analysis.
- The Fire Department needs to update and re-enforce Department goals and objectives with members through a required learning/training program to ensure consistency and compliancy with all Department policies.
  - ✓ This work is currently being completed and will be consistently enforced in the future.
- City and Department goals and objectives should be reviewed annually by the Chief and the City Administrator with any changes necessary brought to the attention of the Common Council. This should be a scheduled meeting so that all City Stakeholders can appraise and address the effectiveness of the goals and objectives.
  - ✓ This will now take place on an annual basis.
- The Department should identify and develop an updated management process (chain of command) that will be responsible for implementing the City and Department's goals and objectives. This can be accomplished by developing a committee of City and fire representatives who, through a plan will develop, teach, and ensure that all Department employees have a very clear understanding of the chain of command.
  - This is currently in progress and the Implementation Project Team is being utilized as the Committee.
- Expand administrative duties and responsibilities to provide better management and leadership. This will also assist the Department in implementing other recommendations in this report by delegating responsibility within the organization.
  - This is also currently in progress and the Implementation Project Team is being utilized as the Committee.
- Adopt a clear process for the implementation of policies procedures and SOG's designed to meet the Department goals and objectives. Provide for input and comprehensive training of new SOG's and policies.
  - ✓ The Department is utilizing Lexipol Software for the redevelopment of their Standard Operating Guidelines (SOG's), Policies and Procedures. The Project Team has adopted a clear process for input and comprehensive training of the new SOG's, Policies and Procedures.



**CITY OF BARABOO, WI  
FIRE DEPARTMENT MANAGEMENT COUNSEL**

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**2018 RECOMMENDATIONS IMPLEMENTATION PROGRESS**

- Write and establish clear standard operating guidelines, policies and procedures.
  - ✓ This work is being completed and will be part of an ongoing process that will take at least until the end of the year to accomplish.
  
- The Chief should include officers and line personnel in the budget process, and use it as an opportunity to develop future Chief Officers. An example would be to ask all Department employees to submit their own budget requests (wish lists) for the upcoming year, and then organize a meeting to prioritize the requests.
  - ✓ This is also taking place with the Project Team first being given the entire 2018 budget for review. They have also been directed to solicit input from Department members, bring that input, along with theirs back to the Project Team meetings for discussion with the Chief.
  
- All fundraising activities that involve City equipment should be governed by City policies.
  - Work on this recommendation has not taken place yet.
  
- Implement Standard Operating Guidelines (SOG)'s that provide for consistent utilization of the Incident Command System on a daily basis.
  - ✓ The Department has completely adopted ICS and utilizes this on a daily basis. The related SOG will be part of the SOG implementation process and this specific SOG has not been developed yet.
  
- The Department should continue to train on NIMS, MABAS incidents, and EOC with defined roles and responsibilities of internal officers and surrounding departments.
  - This work has not been completed yet.
  
- Create a fire investigation, cause and origin standard operating guideline that outlines the process and steps that should be taken for the investigation of all fires.
  - This has not been completed yet, but will be part of the SOG process described above.
  
- Prepare a written fire investigation program, which outlines the goals, objectives and desired outcomes of the fire investigation program.
  - This work has not been completed yet.
  
- RW strongly recommends an increase in the emergency management awareness level. There should be improved cooperation with County Emergency Management and the City EOP should reflect the Emergency Service Functions found in the National Response Framework.
  - This work has not been completed yet.
  
- RW further recommends that the City establish a written Emergency Management Program, which includes special event coordination and Incident Action Plans (IAP's). The appointed director should review the NIMSCAST document with all department heads to increase awareness level of the NIMS requirements.



**CITY OF BARABOO, WI  
FIRE DEPARTMENT MANAGEMENT COUNSEL**

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**2018 RECOMMENDATIONS IMPLEMENTATION PROGRESS**

- ✓ NIMSCAST was a federal tool required to show National Incident Management System (NIMS) compliance on an annual basis. Due to budget constraints this tool has been eliminated and a replacement has not been established yet.
- The Emergency Management Director should also facilitate increased emergency management and major incident management training and exercises for all departments.
  - This has not been completed yet. Fire Chief/EM Director is participating in HSEEP Class next week as a tool to facilitate more of this training.
- Expand training with MABAS partners and technical rescue departments by setting up mock incidents and worse-case scenarios, to better prepare the members for incident types that are low frequency and high risk. Some examples would be; tornado drill, high school shooting, hazmat incident, etc.
  - This has not been completed yet.
- Assign training officer duties to the Assistant Chief. This will provide the ability to keep the training uniform across the entire Department, develop a comprehensive training plan with accountability for attendance and performance-based outcomes, provide for succession planning and allow the Fire Chief to concentrate on administrative responsibilities. This position should be required to obtain Instructor II Certification. The training officer should assist with creating SOGs and training plans for technical rescue disciplines and the hazardous materials program.
  - This work is currently in progress as part of the Organizational Chart and Staffing review that the Project Team is working on.
- RW recommends that the Department improve interaction and planning with the police department. This can be accomplished in several ways, such as holding joint briefings on special events, forming a joint special event committee, attending each other's briefings occasionally to address questions or concerns or special planning. The Departments can also provide subject matter training for each other and work and train together for joint incident responses.
  - This has not been completed yet.
- RW recommends that the City create a joint Police-Fire-EMS Committee to review ways of enhancing public safety and emergency management in the City of Baraboo. The two departments working closer together and coordinating their activities should enhance public safety and provide an improved service to the citizens of Baraboo. The addition of an Emergency Services Director for the City should be evaluated as part of this process.
  - This work has not started yet.
- RW recommends hiring a fulltime building inspector who would work within the Fire Department and coordinate building inspections and fire inspections, assisting the fire inspector during times of lower building activity. Recruitment for a building inspector that has firefighter and fire inspector certifications to assist with day time fire calls is recommended.



**CITY OF BARABOO, WI  
FIRE DEPARTMENT MANAGEMENT COUNSEL**

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**2018 RECOMMENDATIONS IMPLEMENTATION PROGRESS**

- An evaluation of this recommendation is part of the Organizational Chart and Staffing review that the Project Team is working on.
- RW recommends that the Department implement an officer-in charge schedule and an “on-call” schedule for firefighters and company officer level responders. Assigning four to five paid-on-call members to groups, supervised by an on-call chief officer, with assigned “on-call” shifts would allow for guaranteed responses during weeknights and weekends when full-time staff is not working. The “on-call group” would be required to respond to all incidents that occur during their shifts. For major incidents, such as structure fires, major accidents and other large scale incidents, all members of the Department would be allowed to respond. This type of system would limit the number of members paid for responding to smaller scale incidents that can be handled by a single engine company of four members. Restructuring the pay system for paid-on-call members to a point based system would incentivize members to take additional on-call shifts.
  - This work is currently in progress with the Project Team.
- RW recommends that the Department add a paid-on-premise firefighter position during weekday, day-time hours. This position would be responsible for day-to-day fire station and apparatus maintenance, public education events, respond to day-time incidents and assist the Fire Chief with administrative support functions. Changing to a system of “on-call” groups for weeknights and weekends may allow sufficient funding to be allocated for this type of position. This position, along with the Fire Chief and two fire/building inspectors would provide for a guaranteed four-person response during weekday, day-time hours. Paid-on-premise staff can also be used to supplement day-time staff when the Fire Chief and/or fire /building inspectors are off on vacation, sick, etc.
  - This work is currently in progress with the Project Team.
- RW recommends the Department engage neighboring departments in automatic aid agreements to provide for assistance for incidents that may not escalate to the MABAS level, but require additional resources above which the BFD may be able to provide during weekday, day-time hours.
  - ✓ This report along with the Risk Analysis and Standards of Cover documents are part of the process to better explain the need and usage of Auto-aid agreements and are being presented to the Public Safety Committee this month.

# **Baraboo Fire Department Standards of Response Coverage**

## **Introduction**

The purpose of the Standards of Cover is to provide an analysis of the response capabilities of the Baraboo Fire Department, the risks that exist within the communities served and to define appropriate response levels to community risk. Members of the Baraboo Fire Department completed a comprehensive analysis of our current response levels, historical data, National best practices, and our community risks to match community needs with an appropriate response that allows us to operate in a safe, effective, and efficient manner.

The Standards of Cover is a “living” document that can be adapted to meet the ever-changing needs of the community. This document describes our response area including current population estimates and density, area served, fire department overview, and community hazards and risk analysis. We have established minimum staffing for each apparatus, and critical task levels for apparatus response.

In conclusion, the Baraboo Fire Department’s Standards of Cover document serves as a model for mission success as we strive to achieve our vision.

## **Executive Summary**

The Baraboo Fire Department operates from one fire station, serving 17,217 residents and 107 square miles of service area. The Standards of Cover document provides an analysis of the response capabilities of the Department, the risks in the community and defines appropriate response levels to those risks.

While the risk levels are generally defined as moderate, the Department faces several challenges, including the risks posed by a potential fire in the downtown business district due to the construction, age and close proximity of buildings, the lack of municipal water in a vast majority of the Department's rural response area and the influx of visitors to several bluffs with challenging terrain and waterways.

A critical task analysis for response to the risks identified in this process provides the number of responders and resources needed to mitigate incidents related to these risks. Providing timely response of the required responders and resources is key to successful mitigation of incidents.

Based on this Standards of Cover Study, it is recommended that:

- 1) The Department begin to track response time data for all responding units to incidents and provide quality assurance review of that data.
- 2) Utilize the data gathered in Recommendation #1 to provide reports on performance relating to compliance with first arriving unit response time goals identified in this document and to set response time goals for effective response forces as identified in this document.
- 3) Develop Automatic Aid Agreements with surrounding fire departments to provide needed resources and responders to meet effective response force requirements identified in this document.
- 4) Implement a Compliance Model to measure compliance with standards set in this document and make adjustments as necessary.

## Section I - Description of Community Served & Fire Department Overview

The City of Baraboo has a population of approximately 11,993 residents. Baraboo is the county seat of Sauk County and the home of Devil's Lake State Park and the Circus World Museum. The Baraboo Fire Department provides fire and rescue services to a service area with an approximate population of 17,217 and covers an area of 107 square miles. EMS response is provided by Baraboo Ambulance District. The service area includes the City of Baraboo and contractual services to the following municipalities:

Village of West Baraboo

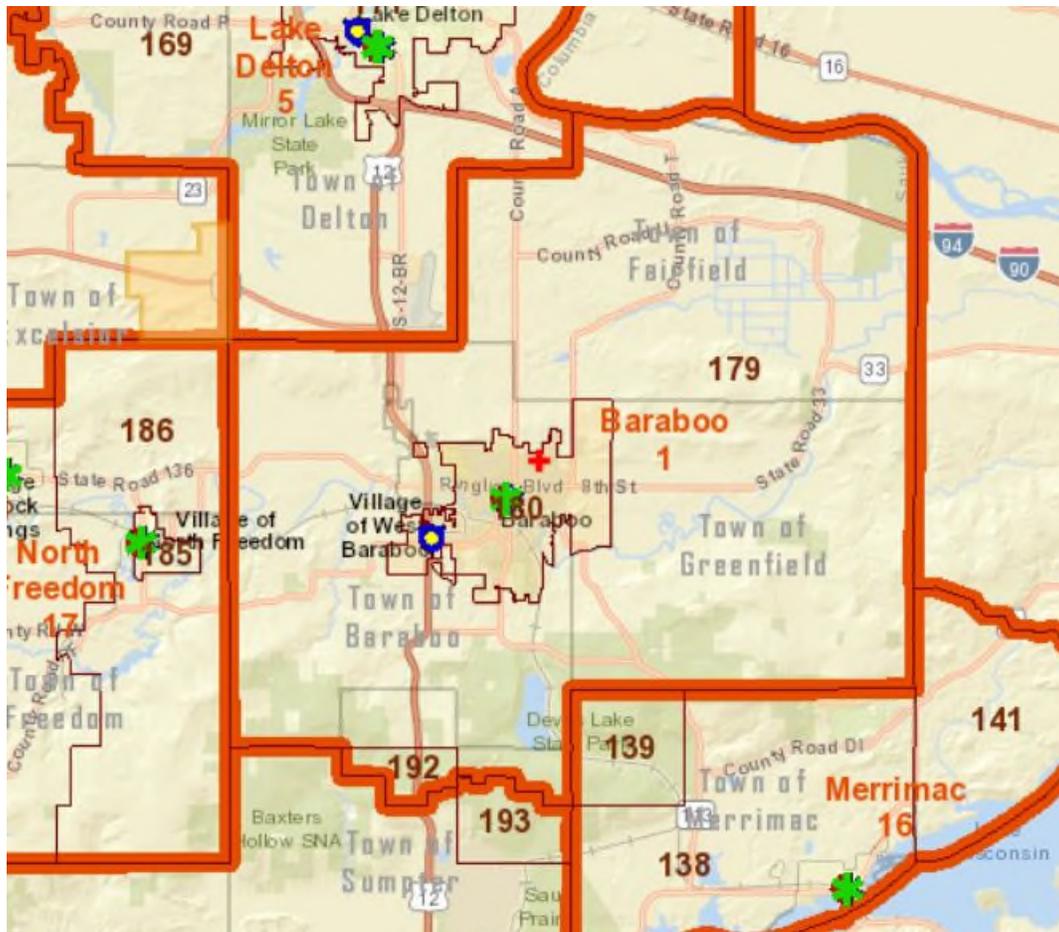
Town of Baraboo

Town of Fairfield

Town of Greenfield

A portion of the Town of Sumpter (in the Baraboo School District)

### Baraboo Fire Department Response Area



Map source: Sauk County Land Information System – Emergency Services Locator Map

## Baraboo Fire Department Overview

The Baraboo Fire Department is an organization established by Chapter 5 of the City Ordinances. The governing authority is the Common Council working through the Mayor, City Administrator, and the Police and Fire Commission. The Mayor, Common Council and the City Administrator are responsible for the Departments over sight, performance program approval, and ensuring policy compliance by the department. The table of organization for the department is detailed in Chapter 5 of the City Ordinances.

The Fire department operates out of one station and currently has 42 total members with 1 fulltime Chief, 1 Deputy Chief, 1 Assistant Chief, 4 Captains, 3 Lieutenants, 1 fulltime Fire Inspector, and 31 Firefighters. All members, with the exception of the Chief and Fire Inspector are Paid-On-Call. The Department operates from one fire station which was built in 1957. The department responded to a total of 381 incidents in 2017. These were broken down by 125 EMS/Rescue incidents or 33% and 256 Fire/Service incidents or 67%.

The Department's current Insurance Services Office, Inc. (ISO) rating is a 3/3Y. This numerical rating is known as the Public Protection Classification Rating. The rating is made on a scale from 1 to 10, with 10 representing less than the minimum recognized protection. The rating schedule measures the major elements of a Department's fire suppression system. The schedule is a fire insurance rating tool used to determine property insurance premiums that property owners pay to their insurance carrier. 87% of fire departments in Wisconsin have a ISO score of more than 3.

The department is part of the State of Wisconsin Mutual Aid Box Alarm System (known as MABAS) Division 131. MABAS is a mutual aid measure that may be used for deploying fire, rescue, and emergency medical services personnel in a multi-jurisdictional and/or multi-agency response.

### Mission Statement

The Baraboo Fire Department is committed to providing professional fire prevention and emergency services.

### Vision Statement

It is the vision of the Baraboo Fire Department to be a recognized leader as an all-hazards response service that is a respected and integral part of the community. The vision will be accomplished by:

- attracting, developing and retaining healthy, able-bodied and quality professional staff that are dedicated to the Department and the community;
- utilizing state of the art facilities, apparatus and equipment that allow the Department to adapt to the changing needs of the community;
- exceeding national standards for fire safety training and response times; and
- collaborating with partner organizations to ensure the protection and safety of the community.

### Core Value Statements

- Adaptability: We strive for continuous improvement through a flexible evaluation of best practices while adhering to fundamental principles of the fire service. We

recognize, evaluate and adjust to the changing circumstances and needs of the community and the challenges of service delivery.

- *Camaraderie:* Is a feeling that we share for one another; it is in our heart and soul. It is a love of the trade and the people who make it up. It is the sense that we have a special connection and are part of something bigger than we are. It is a respect for each other.
- *Collaboration:* Our success as a department and as a community depends on teamwork. We collaborate, communicate and innovate with partner organizations to improve our professional service delivery.
- *Dedication:* We are committed to professional excellence. We hold ourselves to the highest standards in preparation and service to our community. We strive to acknowledge and appreciate the sacrifices made by our members and their families.
- *Integrity:* We are a high-profile agency in the community. As role models, we have high standards and expectations for conduct as an organization and individuals. Our culture is to do the right thing.
- *Respect:* We hold the community in highest regard by treating all in a fair and respectful manner.
- *Safety:* The safety of our community and our members is paramount. We will always evaluate the hazards of every situation and take considered risks when necessary.

#### Vehicles/Apparatus

The Department maintains a fleet of vehicles/apparatus to provide protection to the community. The current fleet/apparatus resources are:

Car 1	2014 Chevrolet Tahoe – Chief’s Car
Car 2	2016 Ford Police Interceptor - Inspector
Brush 2	2007 Polaris Ranger 6x6 with Fire/Rescue Package
Brush 5	2011 F-350 Ford/Workhorse Brush Truck
Engine 1	2014 Pierce Velocity PUC Rescue Pumper 1500 g.p.m pump, 750-gallon water tank with foam system and foam tank.
Engine 2	2002 Pierce Enforcer (Rural) 1500 g.p.m pump, 750-gallon water tank with foam system and foam tank
Engine 3	2018 Pierce Velocity 1500 g.p.m pump, 1000-gallon water tank with foam system and foam tank.
Ladder 1	2010 Pierce Velocity 100' Platform 2000 g.p.m pump, 300-gallon water tank, foam system and foam tank
Squad 2	1994 Ford/Marion 18' Rescue

Support 4	1997 Ford Van
Tender 8	1995 Ford/U.S. Tank 3,000 Gallon Tanker 500 g.p.m pump
Tender 9	1999 Freightliner 2,000 Gallon Tanker portable pump
Trailer 1	7' by 16' Enclosed Trailer carrying specialized rescue equipment

## Section II – Community Risk Assessment & Risk Assessment Methodology

The Baraboo Fire Department protects the City of Baraboo, Village of West Baraboo and four adjacent towns.

General demographics of the area protected are:

<b>Municipality</b>	<b>Population*</b>	<b>Area Square Miles</b>	<b>Population Density**</b>
City of Baraboo	11,993	7.49	1,601
Village of West Baraboo	1,510	1.21	1,248
Town of Baraboo	1,690	31.71	53
Town of Fairfield	1,073	34.42	31
Town of Greenfield	931	27.9	33
Town of Sumpter	20	4.89	4
<b>Totals</b>	<b>17,217</b>	<b>107.62</b>	

\* 2017 Wisconsin Department of Administration Population Estimates

\*\* Population Density/Square Mile

Transient population - Devils Lake, approximately 2.8 million visitors per year.

A risk analysis was conducted to determine the risks within the Department's response area. While the inherent risk of single-family occupancies was more predictable and easy to identify, commercial and multi-family occupancies provided much more of a challenge due to differences in size, construction and protection features.

Risks were graded using the Occupancy Vulnerability Assessment Profile (OVAP) Score in the VISION System Software through Emergency Reporting. The OVAP scores corresponds to a risk category; Low, Moderate, Significant or Maximum risk.

Low Risk Hazard would include those buildings where minimal life safety risk is present for civilians and firefighters, minimal exposure risk exists, the building has a small square footage and those with fire detection or protection systems installed.

Moderate Risk Hazards include those buildings where the risk to life safety due to hazards in the building are elevated or the total occupant load is greater than 11 people. Structures may or may not have fire detection or protection systems in this category.

Significant Hazards include those buildings with hazardous materials as part of their business processes, no fire protection system, a high life safety hazard to both civilian and firefighters or a structure of significant size.

Maximum Risk Hazards include those buildings with a very high life safety hazard, no fire protection, insufficient water supply, close exposures or a very large or tall building.

The risk analysis process is a key component in determining the appropriate amount and type of resources to respond to a reported fire. The type and number of resources needed to mitigate a fire is also dependent on whether the incident occurs in an area of the response district has a fire hydrant system or tender operations are required to support fire suppression operations.

For the purposes of this risk assessment and Standard of Cover, fire risk has been divided into three separate categories of Structure Fires, Vehicle Fires and Brush Fires.

## Baraboo Fire Department Risk Assessment Results



### CITY OF BARABOO FIRE

#### Hazard Statistics

Risk Level	OVAP Score	# of Occupancies	%
Maximum	60 +	0	0.00%
Significant	40 - 59	3	0.49%
Moderate	15 - 39	610	98.71%
Low	0 - 14	5	0.81%
Average Score	28.20	-	-
# of complete OVAP scores		618	(68%)
# of incomplete OVAP scores		287	(32%)

#### Fire Risk

##### Structure Fire

The term structure fire is used to describe a working fire involving the structural components of various residential and commercial buildings. Residential structure types can range from a single-family dwelling to large, multi-family apartment complexes. Commercial structures encompass occupancies from small office spaces to large shopping malls and town centers. To safely, effectively and efficiently extinguish structure fires, fire departments typically dispatch a complement of Engines, Ladder Trucks, Emergency Medical Units and Chief Officers. Each individual resource and associated crew has an objective in the overall control and extinguishment of the fire.

The Department tracks the number of structure fires it responds to in comparison to the total number of calls for service.

2015: 6.9% of all incidents were structure fires  
2016: 5.3% of all incidents were structure fires  
2017: 4.1% of all incidents were structure fires [RW1]

Based on the analysis of the data, structure fires are a low frequency event for the Department, however they pose high risk to the community. The low frequency of structure fires is not unusual in today's world. Structure fires do present a significant risk to a fire department due to the nature of the work required to extinguish fires.

### **Vehicle Fires**

Vehicle fires can consist of fires in passenger vehicles, trucks and off-road machinery, such as tractors.

Vehicle fires are generally considered moderate risk events. The level of risk of a vehicle fire is dependent on the type of vehicle burning, what it contains and the location of that vehicle.

The Department tracks the number of vehicle fires it responds to in comparison to the total number of calls for service.

2015: 3% of all incidents were vehicle fires  
2016: 4% of all incidents were vehicle fires  
2017 Less than 1% of all incidents were vehicle fires

### **Brush Fire**

The risk posed by brush fires vary based on size, terrain and other exposures to the fire. The Baraboo Fire Department protects a significant amount of area that has risk of a brush fire.

The Department tracks the number of vehicle fires it responds to in comparison to the total number of calls for service.

2015: 3% of all incidents were brush fires  
2016: 1% of all incidents were brush fires  
2017 1% of all incidents were brush fires

The Devils Lakes Bluff is a high-risk area for brush fires. Based on that risk, the Department has deemed it a Target Hazard and developed a specific response for a fire incident at Devils Lake Bluff.

### **Hazardous Materials**

Sysco Baraboo has a freezer building with ammonia refrigerant. The Department does specific training with this facility and has a pre-incident plan developed for this facility.

### **Technical Rescue**

The response area has several high angle rescue risks posed by cliffs and bluffs that are traversed by pedestrians, climbers and tourists. Devil's Lake, Pewit's Nest Natural Area and the quarry east of Baraboo that is owned by Wisconsin Department of Natural

Resources require specialized rescue equipment and training. The Department is equipped and trained to provide this response.

### **Section III – Standards, Goals and Objectives**

The goal of the Baraboo Fire Department is to exceed our community's expectations by providing the highest level of prevention, preparedness and intervention to all hazards. This is made possible with highly trained fire and emergency services personnel with sufficient apparatus and equipment. These components are brought together allowing the agency the opportunity to mitigate and diffuse and emergency safely and in a timely manner to have the best chance for a positive outcome.

The Department strives to have the first arriving unit on scene of emergencies as follows:

- City of Baraboo (Municipal) – 10 minutes
- Village of West Baraboo (Municipal) – 10 minutes
- Townships (Rural) – 15 minutes

While an initial arriving unit is able to begin mitigation of an incident, many incidents require additional units to effectively and safely mitigate the incident. Identifying the number of responders required to mitigate a certain incident type by identifying the critical tasks that need to be accomplished assists in evaluating service levels against current standards, goals and objectives. The number of responders required to is referred to as an Effective Response Force (ERF).

An important part of determining how a department plans to get an effective response force and the equipment required to complete the established critical tasks to a scene is to identify response packages for common incident types. Response packages require identification of minimum staffing of each apparatus type in those packages. The Department has established minimum staffing standards for each type of apparatus below:

- Engine – 4 personnel
- Truck – 4 personnel
- Squad – 4 personnel
- Tender – 2 personnel
- Brush Truck – 2 personnel

Call Type	Engines	Truck	Squad	Support	Tender	Brush	Command		Total ERF
Fire Alarm	1						1		5
Odor Investigation	1						1		5
CO	1						1		5
MVC	2						1		9
Extrication	2			1			1		13
Haz-Mat/Natural Gas	2						1		9
Brush Fire	1				1	1	1		9
Brush Fire - Target	1			1	1	1	1		13
Vehicle Fire	2						1		9
Structure Fire - Municipal	3	1	1				1		21
Structure Fire - Rural	3		1		4		1		25
Technical Rescue									
Elevator	1	1					1		9
Rope				1			1		5
Confined Space		1	1				1		9
Water	1	1	1			1	1		15

## Section IV - Discussion of Critical Task Capability of Department

On scene operations, critical tasking and effective response force are the elements of a Standard of Cover Study that determine staffing levels, number of units needed and duties to be performed on the emergency scene. A fire department must be able to determine what tasks need accomplishing in order to have a positive influence on the outcome of the incident.

### Structure Fires

The Department performs aggressive offensive interior fire attacks whenever possible. The variables of fire dynamics, life safety hazards to the building's occupants as well as the firefighters and the potential loss of property combine to determine the fire ground tasks that must be accomplished to prevent harm and mitigate loss. Two major types of tasks need to be performed at structure fires; life safety related tasks and fire suppression related tasks. Fire suppression related tasks primarily involve putting water on the fire to extinguish it. Life safety tasks are those related to locating and removing any trapped victims from the structure and also providing life safety support for fire suppression personnel.

Upon arrival at a structure fire, the incident commander must make a decision whether they will initiate an offensive strategy using an aggressive interior fire attack or whether a defensive strategy will be used. Defensive strategies generally include exterior fire attacks. In these cases, the structure is considered devoid of all savable human life.

In both strategies, consideration must be given to get water on the fire. In the case of an offensive strategy, this normally involves advancing a 1 ¾" hose line to the fire. For larger fires, a 2 ½" inch hose line can be considered. These lines will flow between 150 and 250 gallons per minute. All Baraboo Engine Companies carry a hose to initiate these operations. The selection of the attack line depends upon the speed with which the line must be placed in service, the potential fuel load, personnel resources available, the fire involvement of the structure and the volume of water needed to ensure complete extinguishment of the fire.

In order to ensure life safety, search and rescue must be conducted when the scene assessment requires such operations.

Other tasks that must be accomplished are:

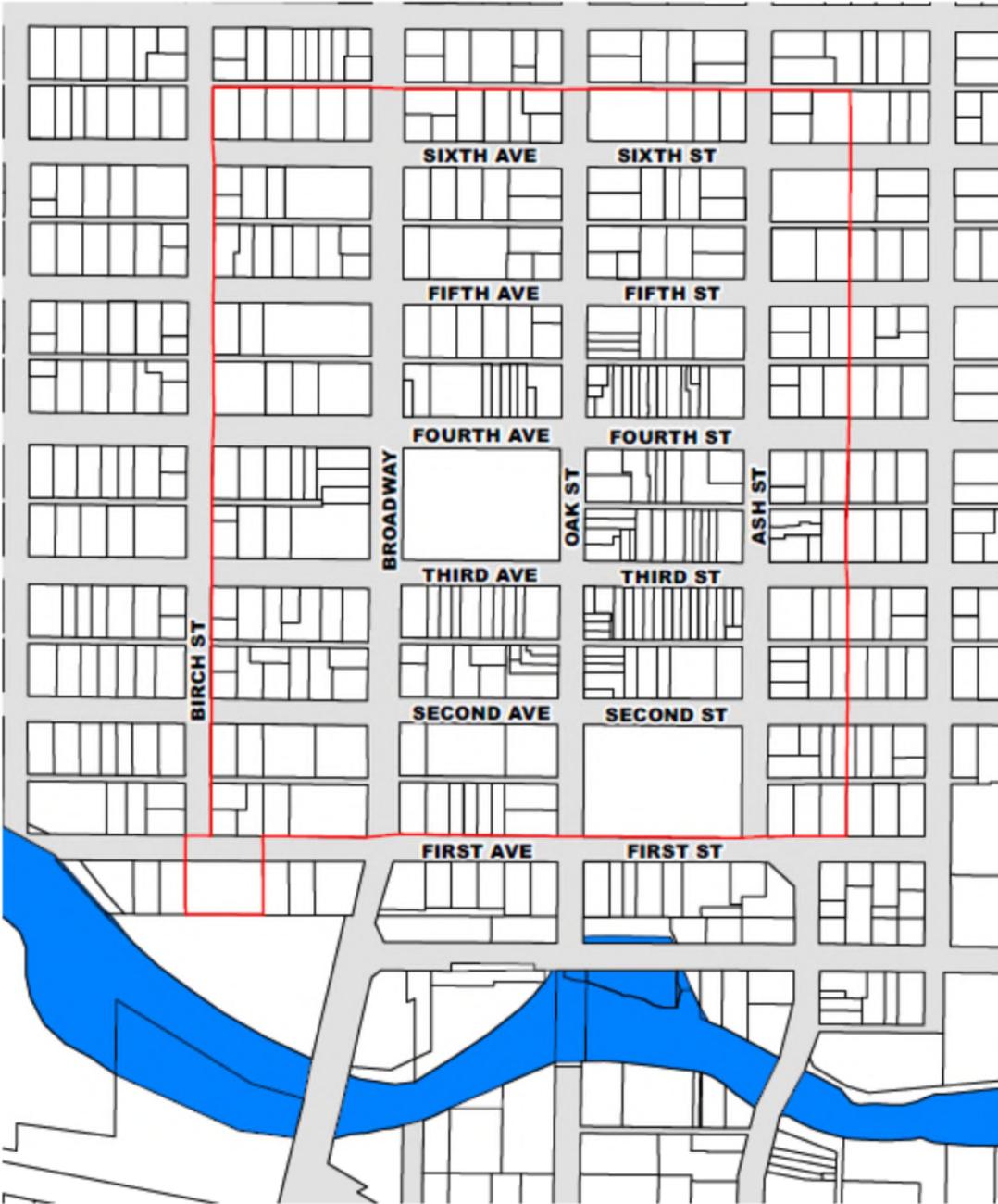
- Ventilation
- Back-up Line
- Rapid Intervention Team
- Exposure Line (if needed)
- Water Supply
- Incident Command
- Rehab
- Utilities
- Cause and Origin

In order to accomplish these tasks, the Baraboo Fire Department assigns the following resources to a report of a structure fire:

- Municipal Structure Fire (21 personnel)
  - Engine (3)
  - Truck (1)
  - Squad (1)
  - Chief (1)
  
- Rural Structure Fires (25 personnel)
  - Engine (3)
  - Tender (4)
  - Squad (1)
  - Chief (1)

Through careful analysis using the Risk Assessment, the Department has deemed a specific area of the City of Baraboo as a Significant Risk. This area is in the City's Central Business District. The Department has determined that additional risk exists in this area due to the possibility of rapid fire spread between buildings.

City of Baraboo Central Business District



The response to a structure fire in this Significant Risk area will be:

- Structure Fire (31 personnel)
  - Engine (3)
  - Truck (2)
  - Squad (2)
  - Chief (3)

### **Vehicle Fires**

Vehicle fires require extinguishment by an engine company with a hose line. Baraboo Fire Department also assists with traffic control at vehicle fires and dispatches a second engine company and a chief officer to assist on scene.

- Vehicle Fires (9/11 personnel)
  - Engine (2)
  - Chief (1)
  - Rural – Tender (1)

### **Brush/Wildland Fires**

The complexity of brush/wildland fires is highly dependent on the area of the fire and the ability to supply water to the fire. The Baraboo Fire Department responds to brush/wildland fires with the following resources:

- Brush/Wildland Fire (11 Personnel)
  - Brush Truck (1)
  - Engine (1)
  - Tender (1)
  - Brush UTV (2)
  - Chief (1)

Certain areas of the response district provide additional challenges in extinguishment of brush/wildland fires due to terrain. The Devils Lakes Bluff is a high-risk area for brush fires. Based on that risk, the Department has deemed it a Target Hazard and developed a specific response for a fire incident at Devils Lake Bluff. Due to these additional challenges, extra resources are dispatched to a brush/wildland fire in this geographic area.

- Brush/Wildland Fire – Target Hazard (13 Personnel)
  - Brush Truck (1)
  - Engine (1)
  - Tender (1)
  - Support (1)
  - Chief (1)

### **Fire Alarm/Odor Investigation/Carbon Monoxide/Minor Hazardous-Material Incidents**

Regularly, the Department is called upon to investigate an automatic fire alarm, an unknown odor, carbon monoxide alarms or a minor spill/leak of hazardous materials, including gasoline or natural gas. In these instances, the Department responds to investigate and mitigate the incident. At times, mitigation may require additional or outside resources. To conduct the investigation, the Baraboo Fire Department responds with the following resources:

- Fire Alarm/Odor Investigation/Carbon Monoxide/Minor Hazardous-Material (5 Personnel)
  - Engine (1)
  - Chief (1)

### **Motor Vehicle Crash/Vehicle Extrication**

The Department responds to motor vehicle crashes to assist EMS, to provide extrication of patients from vehicles if needed, to remove hazards from the vehicles and to assist with traffic incident management. The Department has developed two different critical task levels for these types of responses; incidents not involving extrication and those involving extrication.

- Motor Vehicle Crashes (9 personnel)
  - Engine (2)
  - Chief (1)
- Motor Vehicle Crash with Extrication (13 personnel)
  - Engine (2)
  - Support (1)
  - Chief (1)

### **Technical Rescue**

Technical Rescue involves a variety of disciplines, dictated by the specific circumstances of the incident. The Baraboo Fire Department provides confined space rescue, elevator rescue, and surface level water rescue. The Department will respond to sub-surface water rescues; however, the Sauk County Sherriff's Department provides sub-surface search and rescue services. Based on critical tasking analysis the following response packages have been developed for the Department:

- Technical Rescue/Confined Space (9 Personnel)
  - Squad (1)
  - Truck (1)
  - Chief (1)
- Technical Rescue/Elevator (9 Personnel)
  - Engine (1)
  - Truck (1)
  - Chief (1)
- Technical Rescue/Water Rescue (15 Personnel)
  - Engine (1)
  - Truck (1)
  - Squad (1)
  - Brush Truck (1)
  - Chief (1)
- Technical Rescue/High-Low Angle Rescue (12 Personnel)
  - Rope Rescue Utility (1)
  - Support (1)
  - Chief (1)
  - Quick Response Vehicle (2)

## EMS Assist

The Department responds to emergency medical incidents to assist the Baraboo District Ambulance Service. When dispatched, the Department responds to provide assistance.

- EMS Assist
  - Engine (1)

## Section V - Policy recommendations

This Standards of Cover document provides analysis of the risks faced by the municipalities served by the Baraboo Fire Department relating to the Department's Mission. It also outlines the methods in which the Department provides responses to unexpected events that occur in the communities served.

As the Department moves forward, the following items relating to a Standards of Cover document should be addressed:

- One critical piece of a Standard of Cover document that couldn't be addressed in this version of the document is whether the Department is meeting the response expectations of the community. In fire/rescue/EMS, expectations are generally measured by response times and lives and property saved/lost.

The preceding sections of the report provide critical task analysis and information on hazards protected by the Baraboo Fire Department. The report references a goal for the response time of an initial arriving unit from the Department, however, performance benchmarks need to be established for the response times of additional resources outlined in the critical task analysis. This will require additional analysis, tracking of data and enhanced data collection procedures.

Once these are established, the Department will need to conduct regular review of these response times to ensure compliance with the standards set in this document and to ensure reliability of the data.

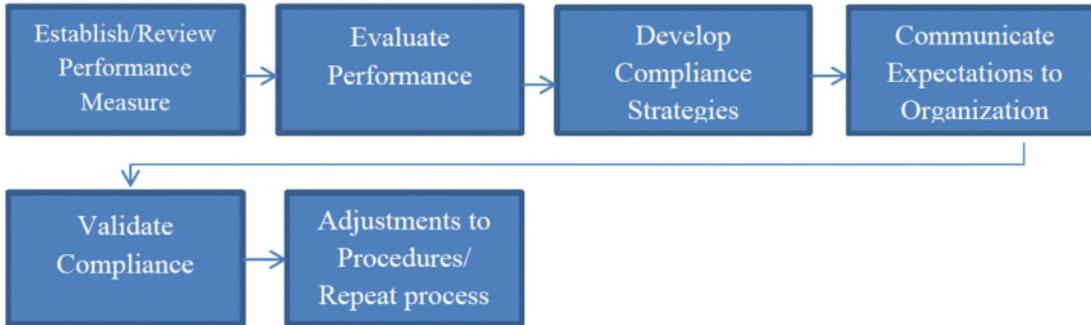
- Data shows that the Department twenty-five 25 members, on average, respond to a report of a structure fire. This provides the minimum number of responders for a municipal structure fire, but not enough for a rural structure fire or a structure fire in the Central Business District. In order to provide a timely response to meet the critical task analysis, the Department should enter into automatic aid agreements with surrounding communities that can assist in these responses. Automatic Aid agreements are a type of mutual aid agreement, however, in automatic aid agreements, the assisting resources are dispatched by protocol based on parameters set for the dispatch center rather than waiting for a member of the requesting department to make a verbal request to the dispatch center. This protocol provides a timelier response for the aiding department, thus leading to a higher probability of quicker mitigation of the incident.

As with mutual aid, the Department should plan to be expected to offer similar aid to surrounding municipalities that agree to assist the Baraboo Fire Department.

- Communities make significant investments in fire/rescue services. However, many communities fail to measure their investment is meeting the needs of the

community. Measuring compliance with standards set by the community allow for a measurement of the success, or lack thereof, of the investment. A Compliance Model can assist a community in measuring how services meet needs and then adjust those services as necessary.

A Compliance Model is best achieved through a systematic approach. It is recommended a six-step compliance model be implemented.



## ITEM H.

### AGREEMENT FOR AUTOMATIC ASSISTANCE CITY OF BARABOO FIRE DEPARTMENT AND DELTON FIRE DEPARTMENT

THIS AGREEMENT entered into on this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Baraboo, with a mailing address of 135 Fourth Street, Baraboo, WI 53913, and Delton Fire Department, with a mailing address of 45 Miller Drive, Baraboo, WI 53913. The City of Baraboo and the Delton Fire Department may hereinafter referred to as collectively as “the parties,” both of which are Wisconsin municipal corporations; and each acting herein through their duly authorized officials.

WITNESSETH:

WHEREAS the parties desire to secure for each entity the benefits of assistance in the protection of life and property from fire;

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. In consideration for each party's automatic assistance to the other upon the occurrence of a reported structure fire in any portion of the designated area where this Agreement for Automatic Assistance is in effect, a predetermined number of firefighting equipment or personnel of both parties shall be dispatched to such point where the structure fire exists in order to assist in the protection of life and property subject to the conditions hereinafter stated. For the purpose of this agreement, "emergency condition" shall include any condition requiring fire protection. This agreement shall be in effect for a term of one year from the date noted above, and shall automatically renew for successive one year terms, with the parties agreeing to review this agreement a minimum of once every three years to ensure the agreement continues to meet the needs of the parties and is legally sufficient.

Details as to amounts and types of assistance to be dispatched, methods of dispatching and communications, training programs and procedures and areas to be assisted have been developed by the Chief of the City of Baraboo Fire Department and the Chief of the Delton Fire Department. These details are stipulated in a Memorandum of Understanding for Automatic Assistance signed by the Chiefs of both departments which is hereby incorporated by reference as attached document Exhibit “A” . By authority granted to the Fire Chiefs by their authorized officials under this Agreement, the said Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chiefs as conditions may warrant.

2. Any dispatch of equipment and personnel pursuant to this Agreement shall be sent, unless such amount of assistance is unavailable due to conditions and/or situations outside the control of the responding Fire Department at the time of need for assistance under this Agreement. The aid rendered shall be to the extent of available personnel and equipment not required for adequate protection of the territorial limits of the responding department. The judgment of the Fire Chief or the Fire Chief’s designee shall be final as to the personnel and equipment available to render aid. The responding department shall at all times have the right to withdraw any and all aid upon the order of its Fire Chief or the Fire Chief’s designee, provided that the withdrawing department notifies the Officer in charge of the scene, to the extent reasonably possible, of the withdrawal of such aid and the extent of the withdrawal.

3. Each party to this Agreement waives all claims against the other party for compensation for any loss, damage, personal injury, or death occurring as a consequence of the performance of this Agreement. However, this waiver shall not apply to those cases in which the claim results from the willful or reckless misconduct or negligence by a party hereto or its personnel.
4. Neither party shall be reimbursed by the other for costs incurred pursuant to this Agreement. Personnel who are assigned, designated or ordered by their Fire Chief or the Fire Chief's designee to perform duties, pursuant to this Agreement, shall receive the same salary, pension, and all other compensation and rights for the performance of such duties, including injury or death benefits, and Worker's Compensation benefits, as though the service had been rendered for the entity where he or she is regularly employed. Moreover, all medical expenses; wage and disability payments; pension payments; damage to equipment and clothing; and expenses of travel, food, and lodging shall be paid by the entity in which the employee in question is regularly employed. Any expenses or costs which are recoverable from a third party and/or the responsible party shall be equitably distributed between the two fire departments. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing state and federal laws.
5. It is understood by the parties that when a fire department responds to another fire department by dispatching equipment and/or personnel under this Agreement, such aid is not intended to create any employer-employee relationship between the parties. Rather, the intent is to secure for themselves and the citizens of their respective communities the advantages of mutual aid under the terms of this Agreement. All equipment of the individual respective fire departments shall remain the possession of the individual respective fire departments while carrying out this Agreement; and all personnel acting for the individual respective fire department under this Agreement shall remain personnel of their individual respective fire department where they are regularly employed.
6. At all times while equipment and personnel of either party's fire department are traveling to, from, or within the geographical limits of the other party in accordance with the terms of this Agreement, such personnel and equipment shall be deemed to be employed or used, as the case may be, in the full line and cause of duty of the party which regularly employs such personnel and equipment. Further, such equipment and personnel shall be deemed to be engaged in a governmental function of its governmental entity.
7. In the event that any individual performing duties subject to this Agreement shall be named as a defendant party to any state or federal civil lawsuit, arising out of his or her official acts while performing duties pursuant to the terms of this Agreement, such individual shall be entitled to the same benefits that he or she would be entitled to receive had such civil action arisen out of an official act within the scope of his or her duties as a member of the department where regularly employed and within the jurisdiction of the governmental entity where regularly employed. The benefits described in this paragraph shall be supplied by the party where the individual is regularly employed. However, in situations where a party may be liable, in whole or in part, for the payment of damages then the non liable party may intervene naming the liable party in such action to protect its interests.

8. It is agreed by and between the parties hereto that any party hereto shall have the right to terminate this Agreement without cause upon ninety (90) calendar days written notice to the other party hereto.
9. The parties hereto shall procure and maintain, at their sole cost and expense, insurance coverage, including comprehensive liability, personal injury, property damage, auto liability, worker's compensation with minimum limits of \$1,000,000 combined single limit general liability and professional liability insurance. No party shall have any obligation to provide or extend insurance coverage to any other party hereto or its personnel.
10. Rendering assistance shall not be mandatory and the responding fire department may refuse assistance if local conditions prohibit a response. No liability of any kind or nature shall be attributed to or be assumed, whether expressly or implied, by a party hereto, its duly authorized agents and personnel, for failure or refusal to render assistance. Nor shall there be any liability of a party for withdrawal of aid once provided pursuant to the terms of this Agreement.
11. As stated in paragraph 1 of this Agreement, the Fire Chiefs of Baraboo and Lake Delton have entered into a Memorandum of Understanding for Automatic Assistance. However, as to any mutual assistance between the parties arising out of the occurrence of an emergency condition and/or hazardous situations in the areas described in the Memorandum of Understanding, the conditions and obligations of this Agreement shall take precedence over the conditions and obligations of said Memorandum of Understanding.
12. Each party agrees that if legal action is brought under this Agreement, exclusive venue shall lie in Sauk County, Wisconsin
13. In case one or more of the provisions contained in this Agreement shall be for any reason held to be invalid, illegal, or unenforceable in any respect by a court of competent jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as is such invalid, illegal, or unenforceable provision had never been contained herein.
14. This Agreement may not be modified or assigned without the prior written consent of the parties hereto.
15. All notices hereunder shall be in writing and shall be personally, by registered mail or certified mail return receipt requested delivered to the parties at such addresses as may be designated from time to time by the respective fire department.
16. Effective date of this Agreement shall be as of the date of final execution hereto.

EXECUTED on this \_\_\_\_ day of \_\_\_\_\_, 2017, by the City of Baraboo and Delton Fire Department, each respective governmental entity acting by and through its duly authorized officials on the date herein below specified.

**DELTON FIRE DEPARTMENT**

Witness Signature: \_\_\_\_\_

Witness Print: \_\_\_\_\_

By \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

Witness Signature: \_\_\_\_\_

Witness Print: \_\_\_\_\_

By \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

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

**CITY OF BARABOO**

Witness Signature: \_\_\_\_\_

Witness Print: \_\_\_\_\_

By: \_\_\_\_\_

Mike Palm, Mayor

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

Witness Signature: \_\_\_\_\_

Witness Print: \_\_\_\_\_

By: \_\_\_\_\_

Cheryl Giese, City Clerk/Finance

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

## MEMORANDUM OF UNDERSTANDING FOR AUTOMATIC ASSISTANCE BETWEEN THE CITY OF BARABOO FIRE DEPARTMENT AND THE DELTON FIRE DEPARTMENT

This Memorandum of Understanding is authorized by the City of Baraboo and the Delton Fire Department. The purpose of this Memorandum of Understanding is to outline the procedures for implementing an Automatic Assistance response between the City of Baraboo Fire Department, hereinafter referred to as "City of Baraboo" and the Lake Delton Fire Department, hereinafter referred to as "Delton Fire". The City of Baraboo and Delton Fire may also be referred to herein as a "Department." This Memorandum of Understanding is a supplement to the Agreement for Automatic Assistance. In the event this Memorandum of Understanding conflicts with the Agreement for Automatic Assistance, the Agreement for Automatic Assistance shall be controlling.

### **Terms**

The terms and conditions of this Memorandum of Understanding shall run simultaneous with the terms and conditions of the Agreement for Automatic Assistance, and shall terminate automatically upon the termination of the Agreement for Automatic Assistance.

### **Amount and Time of Assistance**

This Memorandum of Understanding is for the exchange of fire service. Fire apparatus will respond to all reported structure fires as soon as notified by the joint dispatch center, except as otherwise provided herein, or by the terms of the Agreement for Automatic Assistance.

The structure fire definition for this document is a report of fire or smoke affecting a building.

### **Response Areas and Apparatus Provisions**

The geographical areas served by this Memorandum of Understanding are as follows:

The Delton Fire Department will provide the following apparatus to Baraboo Fire Department for structure fire response:

- One Tender for all non-hydrant areas of the Baraboo Fire Protection Service Area (Towns of Baraboo, Fairfield, Greenfield and part of Sumpter)
- One Engine for the City of Baraboo and Village of West Baraboo

The Baraboo Fire Department will provide the following apparatus to Delton Fire Department for structure fire response:

- One Tender for all non-hydrant areas of the Delton Fire Protection Service Area (Towns of Delton and Dellona)
- One Engine for the Village of Lake Delton
- One Engine Ho-Chunk Casino & Convention Center
- One Engine for the Baraboo-Wisconsin Dells Regional Airport

Minimum personnel staffing for Engines shall be four (4) personnel and for Tenders one (1). Minimum training standards shall be Entry Level Firefighter for all personnel responding and ICS knowledge for Chiefs responding.

### **Limitations**

If the agreed upon response from either department is not available or is temporarily depleted, the assisting department need not respond. However, if a fill-in company is in quarters at a fire station that is part of this Agreement, that company will respond. If the response is not available, the other party will be notified immediately.

### **Training**

Joint annual training between the City of Baraboo and Delton Fire shall be conducted in a manner that will be beneficial to maintain coordination in firefighting procedures and operations between the two Departments. This training will be coordinated by the respective Fire Chiefs.

### **Communications**

Communications for both Departments will be via the Sauk County Communication Center for the initial dispatch of incidents. Information will be inputted into Computer Aided Dispatch System in Communications Center for area covered by agreement. Both Departments shall be activated simultaneously upon receipt of the call for defined structure fire.

Communications procedures shall be consistent with those adopted by the Sauk County Fire Chiefs Association and documents will be provided at the initial training session and updated as needed thereafter. Maintenance and replacement of radios will be the responsibility of the Department that owns the radios.

### **Dispatch to Alarms**

Upon receipt of a fire alarm in any of the designated response areas, the respective Department is dispatched to location. The first arriving-officer on scene of a working fire shall notify the Sauk County Communications Center to send the appropriate agency for Working Still (automatic aid department) to the scene as soon as a working fire is confirmed.

### **Incident Command**

The highest ranking officer from the first arriving company will establish command of the incident until relieved by the appropriate authority. The Department of the jurisdiction in which the incident occurs shall, upon arrival at the scene, communicate with the initial Incident Commander for a situational update and then assume command of the incident thereafter.

### **Fire Incident Reporting**

Each Department will be responsible for obtaining needed information to complete fire service reports for incidents within their respective jurisdictions. Units assisting in the incident shall cooperate with the agency in charge to provide any necessary information. Fire investigations are the responsibility of the respective jurisdictions and responding agencies will cooperate in the investigation.

### **Revisions**

This Memorandum of Understanding may be revised or amended at any time by mutual agreement of the Fire Chief of the City of Baraboo and the Fire Chief of Lake Delton Fire Department as authorized, under the Agreement for Automatic Assistance, by their respective governing bodies.

Date \_\_\_\_\_

\_\_\_\_\_  
Kevin G. Stieve, Fire Chief – City of Baraboo Fire Department

Date \_\_\_\_\_

\_\_\_\_\_  
Darren Jorgenson, Fire Chief – Lake Delton Fire Department

SAMPLE



April 27, 2018

Ed Gieck  
City of Baraboo  
135 4<sup>th</sup> Street  
Baraboo, WI 53913

Re: Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street for the Fire Department and BDAS as a prospective tenant.

Dear Ed:

MSA has prepared concept floor plans and a probable cost of construction to remodel the former city hall and police station building, and the existing Alma Waite building for use by the Fire Department and Baraboo District Ambulance Service (BDAS) as a prospective tenant. The space vacated by the City Administration and Police Department will allow for the Fire Department to expand into the vacated space, and provide an opportunity for BDAS to move into the former City Hall building.

The concept design developed is intended to be a short-term cost effective solution with the intent to minimize the City's capital investment at this time. This is being done with the intent that a new fire station will be designed and constructed in the near future.

The concept is to provide sufficient space for BDAS staff to move into the former City Hall building as a prospective tenant. This concept includes 1.) BDAS vacating the house on 5<sup>th</sup> Street currently used for BDAS administrative staff, and 2.) BDAS moving the sleeping quarters and room out of the Alma Waite building into the former City Hall building.

MSA met with representatives of BDAS and city staff to define, discuss and refine space needs and operation requirements. The concept layouts were developed to satisfy the space needs and operations of both groups.

Please refer to the attached four drawing pages (A-1 through A-4) dated April 20, 2018 of the former City Hall building and the Alma Waite Building floor plans, which show a concept plan for the possible remodeling of these buildings to accommodate the respective needs of both the Fire Department and BDAS.

**Scope of Project:**

1. The Fire Department offices will move to the second floor.
  - a. The Fire Chief's office will receive new carpet, and the walls will be patched and painted.
  - b. The existing offices shall be used as is, no changes, unless noted otherwise.
  - c. The Building Inspector's office will be located on the second floor in the location shown on the drawings.
  - d. The current copier room shall remain as is for this purpose.

Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street  
for the Fire Department and BDAS as a prospective tenant.  
April 27, 2018

- e. The current Fire Training Room will be used as Day Room so the only remodeling proposed is to patch and paint the walls.
  - f. The space identified as a Fitness Room will be remodeled. Walls will be removed to open up the space; flooring, ceiling and lighting will be replaced. The walls will be patched and painted.
  - g. The former Council Chambers will be used for a training and meeting room for the Fire Department and BDAS. It would be best to gain more space in this room by removing the walls to the Attorney's Office and storage rooms, but this comes at a cost. State Building Code will requires one-hour fire rated walls around the perimeter and a sprinkler system. For a cost effective short term approach, the room is being left as is.
2. The BDAS Administration Offices will move into the former City Hall building. They will occupy the existing first floor Police offices and City Clerk/Treasurer offices as is. As noted on the drawings, the walls in some of these rooms will be patched and painted.
3. Construct a new unisex ADA accessible toilet room in the room adjacent to the existing first floor men's and women's toilet rooms. This will be the most cost effective solution to provide a required accessible toilet room on the first floor.
4. The former Police Department Administration Staff open office area on the first floor will be used as a Debriefing Room, Day Room and Lounge. The Day Room and Lounge on the second floor is not accessible and providing equivalent space on the first floor is less expensive than remodeling the second floor to make it accessible.
5. Remodel the former Police garage in the former City Hall for a Fire Department garage space. Remove a couple of the non-bearing walls to increase the size of this space. There are limitations on the weight of the vehicles that the existing precast concrete floor can support. The original building drawings do not state a load carrying capacity for the garage floor. Therefore the garage floor should be used to store vehicles that are approximately the same weight as the police squad cars that have been stored in the garage.
6. Existing Fire Apparatus Garage:
  - a. Two ambulances will be located in the garage so first responders in the building have easy access.
  - b. BDAS Meds, oxygen tanks, cleanup room, and some storage will be moved from the Alma Waite building to the fire garage.
  - c. Cut out and replace or mud jack the concrete floor that has settled.
  - d. Add a roof mounted makeup air unit and exhaust fan to provide the code required exhaust and make up air.
  - e. There is not adequate space between the fire trucks to allow space for the hoses of a tail pipe exhaust system.

Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street  
for the Fire Department and BDAS as a prospective tenant.  
April 27, 2018

- f. The existing 12x12 overhead doors are small, but there is no space available to enlarge them.
    - g. Remove the old turnout gear lockers. Provide and install 50 new steel open air lockers by Ready Rack or Gear Grid.
7. The lower level of the former City Hall building shall be remodeled for sleeping rooms, toilet and shower facilities and a laundry room BDAS and fire crew.
  - a. A sprinkler system and fire rated construction is needed as required by State Building Code for the sleeping rooms.
  - b. Fire rated walls are required by the Building Code around all of the sleeping rooms.
  - c. The lighting, power and switching needs to be revised.
  - d. The HVAC system needs to be revised for the new spaces. An engineering evaluation will need to be completed to verify that the existing system can be modified to accommodate the new spaces.
  - e. The toilet and showers need to be upgraded to meet accessibility standards.
8. Remodel the former police garage space in the Alma Waite Building for some of the Fire Department equipment. The east interior wall in the BDAS garage will be removed to provide more space for the ambulances, which are currently cramped in the space. BDAS has many pieces of equipment sitting outside because there is no indoor storage space available. Even with this additional garage space, there is one ambulance, three Durangos, one Jeep, and one pickup truck will not fit inside the existing space. The Fire Department is cramped for space in their garage, but at least all of the pieces of equipment are stored inside. The following changes would be made to the Alma Waite Building Garage:
  - a. Add two new overhead door opening on the south end of the east wall.
  - b. Replace the concrete floor in the old police garage and install a catch basin.
  - c. Install a new walk door and concrete stoop.
  - d. Remove the wall dividing the police garage space from the BDAS garage space.
  - e. Exhaust ventilation and makeup air may need to be added to the garage to comply with State Building Code.
9. The existing BDAS sleeping rooms, day room, ambulances and support spaces as an alternative could remain in their current location in the Alma Waite building, but the sleeping rooms are and have been in violation of the State Building Code since the time the sleeping rooms were constructed. The State Building Code requires the sleeping rooms be protected with an automatic sprinkler system and fire rated construction. The changes will involve:
  - a. New water service from the street water main. This is for the new sprinkler system.
  - b. Sprinkler system for the sleeping rooms.
  - c. Demolition of the sleeping room walls, doors, ceiling and flooring.
  - d. Construct new fire rated walls, doors, ceiling, flooring and lighting around the sleeping rooms.

Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street  
for the Fire Department and BDAS as a prospective tenant.  
April 27, 2018

- e. Remodel the existing toilet and shower rooms to comply with State of Wisconsin Building Code accessibility standards.
- f. The existing wall separating the garage from the living quarters is, according to the remodel drawings from 2000, constructed with metal studs and drywall - a non-rated wall since there is no reference on the drawings to a fire rating. MSA's understanding of the building code is that a fire rated wall was not required to be provided because the building is under a square footage threshold that would require a fire rated wall.
- g. The cost to remodel this space is \$220,000.
- h. If the living quarters are relocated to the former city hall building, the living quarters in the Alma Waite building could be removed and the space converted to garage space for BDAS equipment. The ballpark cost to remove the existing interior construction, add two overhead garage doors and remodel the space for garage is \$150,000. This includes painting and new lighting.

**Probable Opinion of Construction Cost**

City Hall Building First and Second Floor Remodeling:	\$265,000
City Hall Building Lower Level Remodeling:	\$475,000
Alma Waite Building Garage Remodeling:	<u>\$230,000</u>
<b>TOTAL:</b>	<b>\$970,000</b>

Alternate: Sleeping Rooms stay in the Alma Building – Deduct \$255,000.

Architectural and Engineering costs:	\$115,000
This cost will vary depending on which options are selected.	
State DSPS Plan Review Fees	\$1,500

**Construction Cost Notes:**

- 1. Costs are based on 2019 construction.
- 2. Costs do not include:
  - a. Moving expenses.
  - b. Phone system changes and equipment.
  - c. Voice video data wiring and jack changes.
  - d. Furniture and equipment.
  - e. Audio visual equipment for the Training Room.
  - f. Cleaning of the existing building including: carpet cleaning, hard surface floor cleaning, dusting, and removal of used furniture and supplies.
  - g. Patching of nail holes and painting walls unless specifically noted.
  - h. New hose racks.
  - i. Window treatment.
  - j. Asbestos inspection, testing and abatement.

Page 5

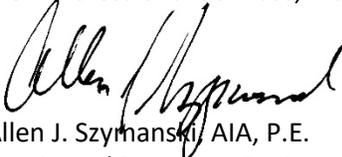
Remodeling of Former City Hall Building at 135 4<sup>th</sup> Street  
for the Fire Department and BDAS as a prospective tenant.  
April 27, 2018

The scope of the renovations does not bring the building into full compliance with Federal ADA Law. Accessibility of the first floor toilet rooms for the public will be addressed but that is the extent of the accessibility changes. State Building Code will be satisfied for the changes being made, but the State code is not as restrictive as the Federal ADA law. If the City wants to comply with the Federal ADA law, please advise MSA to do so.

If the City wishes to proceed with these changes MSA will develop construction drawings and assist the City in obtaining contractor bids.

Sincerely,

MSA Professional Services, Inc.

A handwritten signature in black ink, appearing to read "Allen J. Szymanski". The signature is written in a cursive, flowing style.

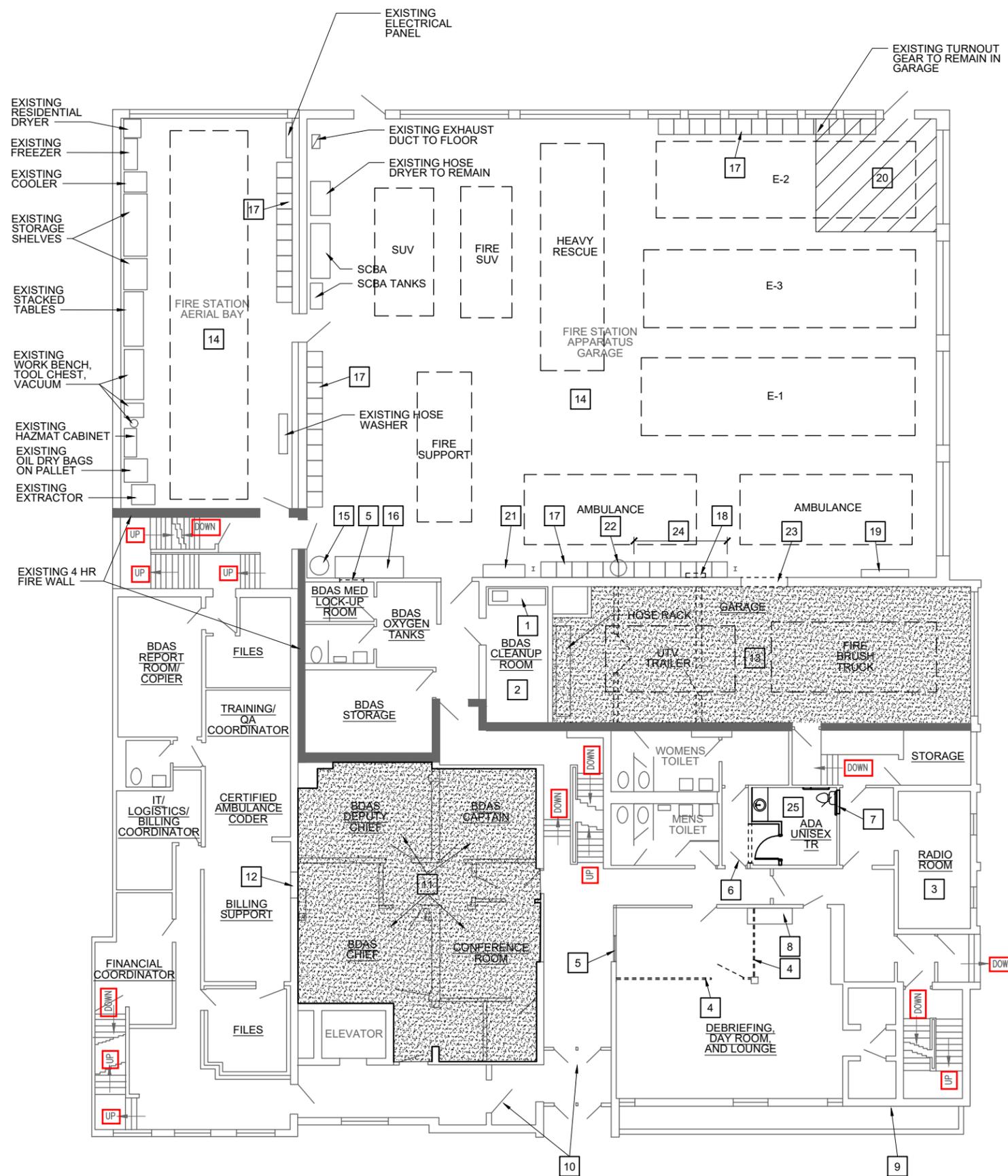
Allen J. Szymanski, AIA, P.E.  
Architect / Structural Engineer

AJS:ajs

Enc.

**KEY NOTES** #

1. STAINLESS STEEL SINK w/ DRAIN BOARD
2. REMOVE SUSPENDED CEILING AND INSTALL NEW CEILING
3. MOVE ANTENNA CABLE INTO THIS ROOM. INSTALL (2) CAMERAS ON GARAGE FLOOR AND PROVIDE MONITOR IN THIS ROOM
4. REMOVE WALLS
5. REMOVE WINDOW, INFILL OPENING
6. REMOVE DOOR FROM FRAME
7. REMOVE DOOR AND FRAME. INFILL OPENING
8. 6 LF OF BASE CABINETS AND COUNTERTOP
9. INSTALL SIGNAGE
10. INSTALL RIM EXIT DEVICE, ELECTRIC STRIKE, DOOR BELL AND BUZZER SYSTEM TO ALLOW ENTRY BY REMOTE CONTROL
11. PATCH AND PAINT WALLS. CEILING, LIGHTS AND FLOORING TO REMAIN
12. REMOVE WALL INFILL TO OPEN EXISTING DOOR OPENING
13. PATCH AND PAINT WALLS AND CEILING. SHOT BLAST FLOOR AND INSTALL NEW HIGH BUILD EPOXY SYSTEM FLOOR. REPLACE LIGHTS
14. PATCH AND PAINT WALLS ENTIRE ROOM
15. EXISTING WATER HEATER TO REMAIN
16. EXISTING CABINETS w/ WATER SERVICE TO REMAIN
17. TURNOUT GEAR LOCKERS
18. CABINET FOR PHONE PATCH BOARD. INVESTIGATE DELETING THIS PANEL. MAY CONTAIN FIRE ALARM WIRING
19. ELECTRIC PANELS
20. MUD JACK FLOOR
21. ELECTRIC PANELS
22. AIR COMPRESSOR, MOVE TO A NEW LOCATION
23. NEW WALL OPENING
24. BDAS TURNOUT GEAR LOCKERS
25. CONVERT EXISTING OFFICE INTO AN ADA ACCESSIBLE TOILET ROOM. NEW DOOR, CEILING, FLOORING, WALL FINISH AND PLUMBING FIXTURES



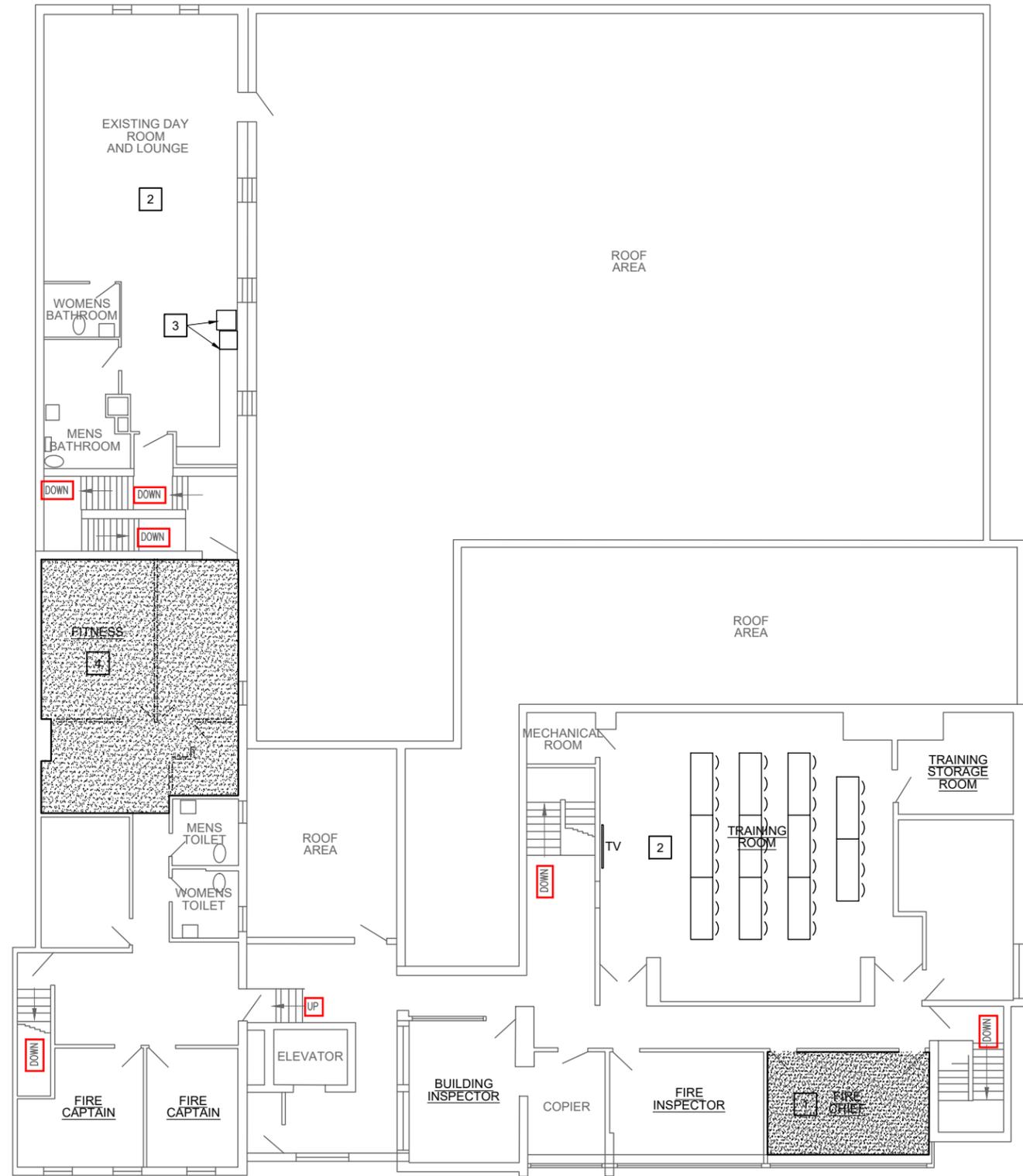
**EXISTING FIRST FLOOR PLAN**  
 1/8" = 1'-0" (22x34)  
 1/16" = 1'-0" (11x17)  
 0 2' 4' 8' 16'

PLOT DATE: 4/26/18, P:\1700x\140x\14307143000\Fire Station Renovations\CADD\07143000 a01 first floor plan.dwg

ARCHITECTURE   ENGINEERING   ENVIRONMENTAL 1230 South Bay Road, Suite 100, Waukegan, IL 60087 (815) 499-1234   Fax: (815) 499-5678   www.msa-pe.com	
PROJECT NO.	07143000
SHEET	A-1
PROJECT DATE:	04/27/18
DRAWN BY:	ABL
CHECKED BY:	AJS
REVISION	NO.
DATE	DATE
BY	BY
<b>WISCONSIN</b> <b>BARABOO</b>	
<b>FIRST FLOOR PLAN</b> <b>FIRE STATION REMODEL</b> <b>CITY OF BARABOO</b>	

**KEY NOTES** #

1. REMOVE EXISTING CARPET. INSTALL NEW CARPET. PATCH AND PAINT THE WALLS
2. PATCH AND PAINT THE WALLS
3. NEW REFRIGERATOR AND STOVE
4. REMOVE WALLS AS SHOWN. PATCH AND PAINT WALLS. REPLACE CARPET, CEILING AND LIGHTS w/ NEW



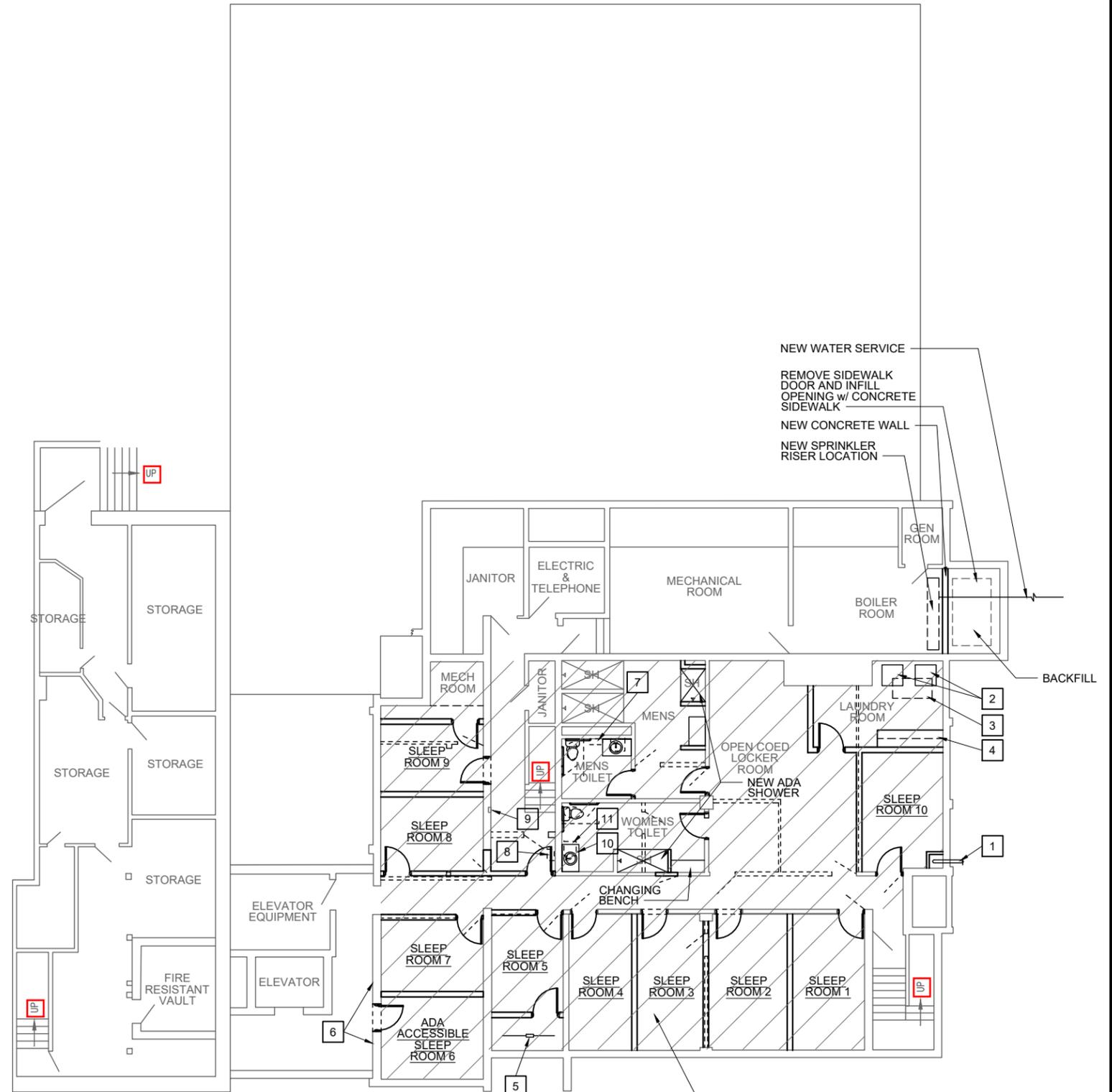

**EXISTING SECOND FLOOR PLAN**  
 1/8" = 1'-0" (22x34)  
 1/16" = 1'-0" (11x17)

PLOT DATE: 4/26/18, P:\7100x\7100x\714307143000\Fire Station Renovations\CADD\07143000.d02 second floor plan.dwg

<b>MSA</b>		ARCHITECTURE   ENGINEERING   ENVIRONMENTAL 1230 South Bay Blvd., Suite 100, Waukegan, IL 60087 (815) 356-2771 (800) 362-4505 Fax: (815) 356-2770 Web Address: www.msa-ps.com	
<b>PROJECT NO.</b>	07143000	<b>PROJECT DATE:</b>	04/27/18
<b>BY:</b>		<b>REVISION</b>	
<b>DATE:</b>		<b>NO.</b>	
<b>ABL:</b>		<b>ABL:</b>	
<b>AJS:</b>		<b>AJS:</b>	
<b>WISCONSIN</b>			
<b>BARABOO</b>			
<b>SECOND FLOOR PLAN</b>			
<b>FIRE STATION REMODEL</b>			
<b>CITY OF BARABOO</b>			
<b>SHEET</b>			
A-2			

**KEY NOTES** #

1. EXISTING SANITARY SEWER PIPE LEAVING THE BUILDING ABOVE THE LOWER LEVEL FLOOR
2. CLOTHES WASHER AND DRYER
3. EXISTING FLOOR PIT TO BE FILLED IN
4. 8 LF OF CABINETS
5. EXISTING WATER SERVICE
6. EXISTING CONCRETE WALL
7. REMOVE URINAL
8. REMOVE WATER FOUNTAIN
9. EXISTING RECESSED METAL GATE, LEAVE AS IS
10. REMOVE EXISTING SHOWER
11. REMOVE EXISTING SINK AND INSTALL NEW



**EXISTING BASEMENT FLOOR PLAN**

1/8" = 1'-0" (22x34)  
 1/16" = 1'-0" (11x17)  
 0 2' 4' 8' 16'

TEN NEW SLEEPING ROOMS:  
 ADD SPRINKLER SYSTEM AND  
 1 HR FIRE WALLS.

PLOT DATE: 4/26/18, P:\1700x\140x\14307143000\Fire Station Renovations\CADD\07143000\_03 basement plan.dwg

ARCHITECTURE | ENGINEERING | ENVIRONMENTAL  
 1230 South Blvd. Baraboo, WI 53919  
 (608) 356-2771 (800) 362-4505 Fax: (608) 356-2770  
 Web Address: www.msa-ps.com  
 © MSA Professional Services, Inc.



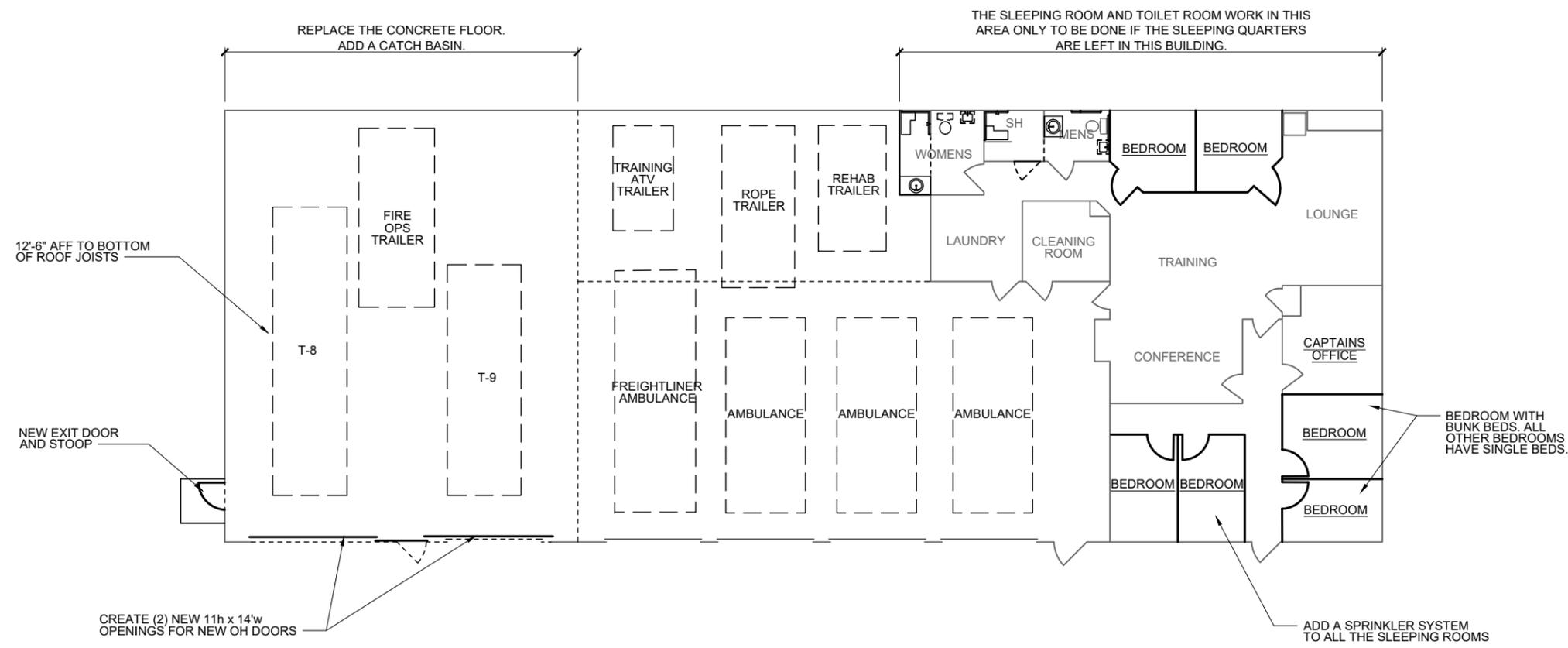
NO.	DATE	REVISION	BY

PROJECT NO:	07143000
PROJECT DATE:	04/27/18
DRAWN BY:	ABL
CHECKED BY:	AJS
PROJECT:	BASEMENT PLAN
CITY:	WISCONSIN
CLIENT:	FIRE STATION REMODEL
LOCATION:	CITY OF BARABOO
SHEET:	A-3

PLOT DATE: 4/26/18, P:\7100x\7140x\714307143000\Fire Station Renovations\CADD\07143000.apd\_ambulance.district remodel.dwg

ARCHITECTURE | ENGINEERING | ENVIRONMENTAL  
 CONSULTING  
 1230 South Blvd  
 Baraboo, WI 53919  
 (608) 356-2771 (800) 362-4505 Fax: (608) 356-2770  
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NO.	DATE	REVISION	BY
04/27/18			

PROJECT DATE: 04/27/18  
 DRAWN BY: ABL  
 CHECKED BY: AJS

AMBULANCE DISTRICT REMODEL  
 FIRE STATION REMODEL  
 CITY OF BARABOO  
 WISCONSIN  
 BARABOO

PROJECT NO. 07143000  
 SHEET A-4

**ALMA WAITE/ BDAS BUILDING REMODEL**

1/8" = 1'-0" (22x34)  
 1/16" = 1'-0" (11x17)

0 2' 4' 8' 16'

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**03/23/2018**

Name	Customer Number	Type	Description	Amount	Service
CARPENTER GLASS CO	58-034000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-215.65	Multiple
DAVIS, WILLIAM	70-008000-00	Billing Adjustment	REPAIRED OUTSIDE FAUCET	-65.02	Multiple
FREY, MARTIN	59-125000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-106.92	Multiple
GEOGHEGAN, SEAMUS	91-018000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-4.16	Multiple
KOWALKE LIVING TRUST	89-112000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-10.58	WATER - 10
KRUSE MOTOR SALES	51-042000-00	Billing Adjustment	Read/Usq Adj for 12/31/2017	13.24	SEWER - 30
KUBAL, DONNA	61-086000-02	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-141.99	Multiple
MEYER, TED	63-083000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-120.01	Multiple
MUELLER, ALLAN	64-008000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-286.02	Multiple
PELIKSZA, JADWIGA	60-097000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-106.10	Multiple
STEVENS, FRANK	77-138000-00	Billing Adjustment	RUN FOR FREEZE -ADJUSTMENT	-72.94	WATER - 10
Total 03/23/2018:				<u>-1,116.15</u>	
Total Billing Adjustment:				<u>-1,116.15</u>	

**03/26/2018**

Name	Customer Number	Type	Description	Amount	Service
PARCHEM, CRAIG	55-028000-00	Billing Adjustment	REPLACED WATER HEATER	-6.06	Multiple
Total 03/26/2018:				<u>-6.06</u>	
Total Billing Adjustment:				<u>-6.06</u>	

**03/27/2018**

Name	Customer Number	Type	Description	Amount	Service
METRO APT RENTAL	95-011000-00	Billing Adjustment	REPAIRED OUTSIDE SILLCOCK	-203.57	Multiple
Total 03/27/2018:				<u>-203.57</u>	
Total Billing Adjustment:				<u>-203.57</u>	
Grand Totals:				<u>-1,325.78</u>	

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Sort Criteria:

Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**04/17/2018**

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SEWER CREDIT FOR BULK FILLS	-296.14	SEWER - 30
Total 04/17/2018:				-296.14	
Total Billing Adjustment:				-296.14	

**04/19/2018**

Name	Customer Number	Type	Description	Amount	Service
CATTENWYLER, CATHY	59-089000-00	Billing Adjustment	WATER SOFTNER MALFUNCTION	-131.06	Multiple
Total 04/19/2018:				-131.06	
Total Billing Adjustment:				-131.06	

**04/24/2018**

Name	Customer Number	Type	Description	Amount	Service
SEN, MARY PAT	92-014000-00	Billing Adjustment	REMOVE PENALTY PER JMB	-3.22	Multiple
IG, MATTHEW & JODI	92-024500-00	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-1.76	Multiple
IG, MATTHEW & JODI	99-025800-00	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-.50	ST PEN - 94
CE, BRAD & DONNA	58-075000-02	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-3.65	Multiple
CE, BRAD & DONNA	58-076000-01	Billing Adjustment	REMOVE PN/FINAL READOUT 4/19	-3.30	Multiple
MPHERE, JEFFREY	64-032000-00	Billing Adjustment	REMOVE PENALTY R/O 4/19	-4.83	Multiple
Total 04/24/2018:				-17.26	
Total Billing Adjustment:				-17.26	

**04/26/2018**

Name	Customer Number	Type	Description	Amount	Service
SCHER, DEBRA	65-046000-00	Billing Adjustment	PIPES BURST IN JANUARY	-34.16	Multiple
TERSON, MELINDA	56-024000-01	Billing Adjustment	REPAIRED TOILET	-43.11	Multiple
Total 04/26/2018:				-77.27	
Total Billing Adjustment:				-77.27	
Grand Totals:				-521.73	

Sort Criteria:

Selected types: Assistance Applied, Billing Adjustment

Office of Utility Superintendent  
450 Roundhouse Ct, Baraboo, WI 53913



Phone: (608) 355-2740  
Fax: (608) 356-0518  
E-Mail: [wpeterson@cityofbaraboo.com](mailto:wpeterson@cityofbaraboo.com)

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To: Public Safety Committee  
From: Utility Superintendent  
Re: April 2018 Agenda

**Old Business:**

None

**New Business:**

None

**Reports:**

Biosolids Project – Start 7/9/18

Lead Service Replacement – Moving along nicely.

Well #2 – Rehab is complete, back on line

Sewer Cleaning Truck – We received 5 quotes. See attachment for details. Will go to finance committee for approval.

Utility Audit – Awesome!! Jan and Wendy did a great job.

Sewer Cleaning – Crew has started cleaning lines on the south side.

Biosolids Removal – Hope to get started real soon, storage shed is getting full.

Water Valves/Hydrants – Crew has started the annual exercising.



	Stepp Equipment	Bruce Equipment	Northern Sewer	Envirotech	Serwe Implement
Unit (450 HP)	\$ 398,031	\$ 429,622	\$ 404,500	\$ 382,396	\$ 445,911

We sent out Request for Quotes (RFQ) to five vendors for a new sewer cleaning/hydro excavation unit. All five submitted quotes. We had demonstrations on the first four units listed.

Sanitary Sewer Utility and Storm Water Utility each budgeted \$200,000. Our plans are to auction off our 2008 unit on Wisconsin Surplus. We are estimating that we will get between \$80,000 and \$100,000 for that unit.

Stepp Equipment and Bruce Equipment met our lengthy list of specifications. Northern Sewer did not meet the requirements on the front hose reel. Envirotech did not meet the requirements on the front hose reel/controls and the water pump (+\$16,000).

Our recommendation is the Camel Maxxx from Stepp Equipment.

**Stepp Equipment:**

- Pros: Built in New Berlin, reel lock, control screen, pipe racks, auto-wind, super sucker, hose guide towers, telescoping boom has more up/down range
- Cons: New hose reel/control design in 2018, 8' telescoping boom, hand gun

**Bruce Equipment:**

- Pros: Existing unit came from there. Good service, control screen, boom, tool storage, water level sensor
- Cons: Price, cyclone style, suction tube racks, reel lock

**Northern Sewer:**

- Pros: Vacuum on the move, hydro static blower, no electronics, auto level wind
- Cons: Major noncompliance – hose reel/controls, reel has potential to hit hydraulic pump, reel speed controls, lots of hydraulic hoses

**Envirotech:**

- Pros: Price, drop down racks, soft start hydrostatic blower
- Cons: Major noncompliance – hose reel/controls & water pump, tailgate filtration, pump/blower layout

**Serwe Implement:**

- Cons: Price





**City of Baraboo**  
**Department of Public Works**  
**Activity Report**  
**April 2018**



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
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system.	9,10,11,12,13,23,24
Vehicle Repair and Maint.	We perform repairs and routine maintenance on our equipment and assist other departments as needed.	Daily
Brush Clean-up	We collect brush that residents place curbside or in alleyways. Monthly brush pickup is the last full week of each month.	3,25,26,27
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	2,6,10
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	2,6,18,20,24
Leaf Pick-up	We vacuum leaves that residents place curbside for clean-up. (Expecting week of 12/8 to be the last week.)	12,13
New City Hall	Staff assisted with moving to and settling into the New City Hall. We also assisted with maintenance in Cale's absence.	5,6,9,10,25,26,27
Auction Items	We are hosting an auction on the Wisconsin Surplus Website. (Auction results to be given at May PSC Committee.)	5,6
Sand/Salt	We sand or salt when needed depending on road conditions.	9,14,15,16
Plow	We plow streets as needed due to snow or ice conditions.	4,14,15,16,17,18,19
Prep for Storm	We pre-load trucks and prep equipment for storms when needed.	2,3,13,18
Roll Back Routes	We roll back areas that we were not able to plow due to Odd/Even Parking.	5,17,20
Downtown Snow Removal	We haul curbside snow from the downtown area when needed.	17,20
Haul Downtown Snow Piles	We haul snow piles from the parking lots when needed.	5,20
Training	We participated in ICS 100/700 and Stop The Bleed Training at the New City Hall.	11,25
Water Utility	We assist the Water Utility with various tasks when needed.	6,12
Parks Department/Forestry	We are performing the stump grinding, debris removal, and topsoiling for the Forestry Department. We also assist with sidewalk snow removal and salting of sidewalks when needed.	2,3,5,6,9,10,11,12,13,17,18,19,23,24,25,26,27

**2018 DPW Equipment Purchases**

**Paint Machine (Purchased) Sale Price of Old Paint Machine TBD (Currently on Auction)**

Budgeted	Price	Difference
\$ 15,000.00	\$ 11,700.00	\$ 3,300.00

**1 Ton Dump Truck (Purchased) Sale Price of Old Truck TBD (Currently on Auction)**

Budgeted	Price	Difference
\$ 50,000.00	\$ 40,225.00	\$ 9,775.00

**Garbage Truck (Pending) Trade/Sale Value of Old Garbage Truck TBD (Will not take place until new truck arrives)**

Budgeted	Price	Difference
\$ 265,000.00	\$ 282,500.00	\$ (17,500.00)

**Tar Kettle (In Demo Stage) Trade/Sale Value of Old Tar Kettle TBD**

Budgeted	Price	Difference
\$ 70,000.00	\$ 70,000.00	\$ -

**Plow Truck (In Demo Stage) Trade/Sale of Old Plow Truck TBD (Will take place in 2019)**

Budgeted	Price	Difference
\$ 165,000.00	\$ 160,000.00	\$ 5,000.00

<b>Current Forecasted Net Difference</b>		
<b>Not Counting Trade or Sale Values</b>	<b>\$</b>	<b>575.00</b>



# BARABOO FIRE DEPARTMENT

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**Date:** April 24, 2018  
**To:** Public Safety Committee Members  
**CC:** Mayor Palm and City Administrator Geick  
**From:** Kevin G. Stieve, Fire Chief  
**RE:** April 30, 2018 Public Safety Committee Background Information

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## **Review Progress on Implementation of Fire Department Operations Study to Date**

Attached to the agenda you will find a report from RW Management Group on progress of implementing the recommendations in the Fire Department Operations Study. A good deal of work has been completed thus far, but more is in progress.

The report will be summarized at the upcoming meeting.

Representation from RW Management Group will be in attendance at the meeting to answer any questions.

## **Review Baraboo Fire Department Standards of Response Coverage**

The Standards of Response Coverage for the Baraboo Fire Department is a living document. The risk analysis of all commercial buildings that we inspect is currently underway, 68% complete, but it is a time consuming process. The representation of the risk analysis thus far covers a majority of the City and the Village of West Baraboo. The buildings in the Towns must be completed. In some cases, those buildings may pose a higher risk depending on required water supply.

As part of this work, the number of resources were assigned a minimum value for each specific incident type evaluated.

The Central Business District in Downtown Baraboo was identified as a significant risk due to the age of the buildings, contents and the possibility for rapid fire spread between buildings. Additional minimum resources were assigned to this area.

The Standards of Response Coverage was built by input by the project team assembled to review and implement the recommendations in the Fire Department Operations Study.

Finally, an ongoing evaluation process of the Standards of Response Coverage will take place and results reported to the Mayor, Common Council and City Administrator.

## **Review and Approve Auto Aid Agreement**

As analyzed and reported in the Standards of Response Coverage for the Baraboo Fire Department, the Baraboo Fire Department cannot meet the minimum number of resources. It is recommended that Automatic Aid Agreements be established between different departments to satisfy the minimum requirements of those responses.

I have attached the Auto Aid Agreement with Delton Fire Department for an example. I would request permission to seek signed automatic aid agreements with cooperating surrounding departments to satisfy our minimum number of required resources.