

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, June 11, 2018 – **1:00 P.M.**
Location: **Committee Room at Municipal Building – 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 Johnson, Rich Manthe, and Library.

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of April 30, 2018 Public Safety Committee meeting.

2. New Business

- a. Consider revising parking regulations in municipal parking lot on the southwest corner of Ash & 5th Streets.
- b. Consider a request for an easement for a private driveway on the unimproved right-of-way of 12th Avenue, west of Oak Street, for the single-family residence at 1317 Oak Street.
- c. Review and recommendation to close Oak Street between 3rd & 4th Avenues for a Special Event – “Night Markets”, on September 21st and December 21st from 5 PM to 9 PM, sponsored by Baraboo Young Professionals.
- d. Review and recommendation to levy special assessments for new sidewalk on 4th Street, 16th Street, and Vine Street and new curb & gutter on Vine Street.
- e. Review Bid Tabulation and Recommend Award for 2018 Street Reconstruction Projects.
- f. Review Bid Tabulation and Recommend Award for WRRF Insulated Garage Building.
- g. Review Bid Tabulation and Recommend Award for DPW Pole Building.
- h. Review and Approve purchase of a 2019 International Plow Truck.
- i. Review and recommend approval of the WWTP’s 2017 Compliance Maintenance Annual Report.
- j. Review Progress to-date on Implementation of the recommendations in the Fire Department Operations Study.
- k. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May 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 June 8, 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

MEMORANDUM

City of Baraboo

Date: June 8, 2018

To: Public Safety Committee

From: Tom Pinion

Re: Background for June 11th mtg. @ **1:00 pm – Municipal Building (Committee Room)**

New Business:

Item A. With the Police Department and City Hall's recent departure from 135 4th Street, there is no longer a need to reserve parking spaces in the parking lot behind the Fire Department. Following are a couple of excerpts from Chapter 7 of the General Code of Ordinances:

7.09 PARKING RESTRICTIONS.

(16) RESERVED PARKING FOR OFFICIALS. (1534 03/02/89)

- (b) The following officials, departments, and department heads shall have a reserved parking space in the City parking lot or in the Alma Waite Annex parking lot located north of the Municipal Building: (1802 04/11/95, 2033 11/14/2000, 2321 10/27/2009)

Police Department ("For Police Vehicles Only") - 3 spaces

Fire Department ("For Fire Personnel Only") – 9 spaces (2075 02/26/2002, 2321 10/27/2009)

Baraboo District Ambulance Service – 3 spaces (2321 10/27/2009)

- (e) The following parking spaces shall be reserved for the parking of fire department personnel for emergency calls on a 24-hour basis:

The west side of Ash Street between 5th Street and **the mid-block alley south of 5th Street.** (1802 04/11/95)

There is no longer a need for the 3 Police Department spaces and the parking for fire department personnel can be extended south to 4th Street.

Item B. The property owner at 1317 Oak Street would like to pave his existing gravel driveway. Since it is located on the 12th Ave right-of-way, he needs City approval. Staff has considered the request and is suggesting an easement agreement for the Council's consideration.

Item C. The Baraboo Young Professionals group has applied for a Special Event Permit for two "Night Market" events on September 21st and December 21st. Since the request involves the closure of a public street (Oak Street from 3rd to 4th), our ordinance requires approval by the Public Safety Committee. The application form should be self-explanatory and both Chiefs can address any issues or concerns they may have.

Item D. In accordance with the City's Sidewalk Policy, new sidewalks are planned to be installed on both side of street as part of the reconstruction of 16th Street (Roblee to Elizabeth), 4th Street (Washington to Jefferson), and Vine Street (west side only from Lynn to the Baraboo River). The Council has already approved the Preliminary Resolution and the Public Hearing and consideration of the Final Resolution are on Tuesday's Council agenda. The Committee should affirm the proposed improvements. New curb & gutter is planned on the west side of Vine Street where it did not previously exist and the cost will be assessed to the adjoining property owner, which is also included in the Public Hearing and Final Resolution.

Item E, F, & G. Please see the attached Bid Tally for each respective project. Staff has reviewed the bids and is recommending award to the respective low bidders.

Item H. Please see the attached Resolution. Tony will be at the meeting to address any questions or concerns.

Item I. Wade and the staff at the WRRF have completed their annual Compliance Maintenance Annual Report (CMAR) summarizing the previous year's operations at the WRRF. The CMAR "report card" is attached and it should be noted that Eugene Doro and the entire staff at the WRRF continue to do an outstanding job operating the plant! A full copy of the CMAR will be available at the meeting for your review.

Item J. The Fire Chief will provide an update on implementation efforts.

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

See you at the new **Municipal Bldg (101 South Blvd) in the Council Chambers at 1:00 PM on Monday!**

Minutes of the Public Safety Committee Meeting – April 30, 2018

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Wade Peterson, Ed Geick, Mike Palm, Mark Schauf, Tony Gilman, Tom Clark, Attorney Truman, Mike Hardy, Kevin Stieve, Robert Spencer, Pat Liston, Seamus Geoghegan, Jim O’Neill, Dana Sechler, Jeff Roemer, Jesse, Messer, Mike Carbonara, Ben ?Bromley, Al Symanski, and Kris Jackson.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:30 P.M. at the City Services Center, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. Kolb moved, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the March 19, 2018 meeting. Motion carried unanimously.

New Business

- a. Consider revising posted speed limits on Taft Avenue (CTH T) north of 8th Street (STH 33) – Chief Schauf said that the goal is to cleanup due to some changes in the code that did not meet up with some of the existing signage. It was moved by Kolb, seconded by Plautz to revise posted speed limits of requested. Motion carried unanimously.
- b. Consider the proposed US Bike Route 30 through the City of Baraboo – Mike Hardy presented the background to the Committee. He said the US Bike Route 30 stretches from Milwaukee to LaCrosse and is looking to come through Baraboo. Hardy presented the recommended map to the Committee. He said that this Bike Route 30 go from the East Coast to Idaho. He said the Park Commission is recommending the route. Hardy said that there are no requirements from the City to do anything with this. He said as far as any signage, it would be at the City’s cost, but that is not a requirement. He said that the Park Commission has talked about installing some signage in the future; therefore, it would more than likely be at the Parks expense. Schauf said that by approving this, it then gets on the national map. It was moved by Kolb, seconded by Plautz to approve the proposed US Bike Route 30 through the City. Motion carried unanimously.
- 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 – Geick said that this is a follow-up on the agreement that the City worked out with the State when the City originally took over that section of highway that has now been designated as 136. It was moved by Plautz, seconded by Kolb to approve the DOT’s request to detour traffic as presented. Motion carried unanimously.
- d. Discuss Baraboo Bluff’s ATV Club’s request for an ATV route through the City of Baraboo – Chief Schauf said that there is a movement in all of the Sauk County to try to make areas more accessible to all-terrain, or U-train utility terrain vehicles. He said that there have been quite a bit of movement in some of the local townships, and the Village of West Baraboo just enacted an ordinance allowing, or opening certain roads to UTV use. Discussion took place regarding policing of the UTVs and route, and whether insurance would be required. Wedekind asked the age for operating an ATV, Schauf said that he believes it is 16, which the proper completed ATV safety course. Mike Spencer said that by DNR standards, anyone born after January 1, 1988 is required to complete a Safety Certification Course. He said that no one under the age of 16 is allowed to drive a UTV, which is a side-by-side on any highway routes. He said that a person that is 12 years old and older could ride, by DNR rules, as long as they are within physical or vocal command of their parent. He did say that there is no mandatory insurance. Spencer said that presently in the State of Wisconsin there are 12,000 miles of paved ATV routes, in Sauk County along there is 603 miles of legal ATV routes. He said that Reedsburg just opened a route through the City and looking at expanding it. Mauston has opened all their streets and routes, including county highways, and state highways, because they have jurisdiction over 193. He said Reedsburg is the only City at this time to have a route through the City; presently there are six villages that have all roads open. Spencer then gave the death statistics involving ATVs. Attorney Truman said that anytime this type of traffic is brought into a municipality where is never existed before there are safety concerns. He said that he could not give an answer today, but she would be happy to look into it if the Committee so directed. Seamus Geoghegan said that he is in opposition. Pat Liston said that he is in opposition. He does not feel that the activity is compatible with City activity with all the vehicular and

foot traffic. He said that the proposed route in itself is problematic because Crawford Street is a narrow street, ditched on both sides, then proceed through 9th Avenue, which is a major residential neighborhood, and then go out Washington Street, which he feels is one of the busiest streets in the City. He said that the problem would be enhanced when activities take place at the fairgrounds. He said that Effinger is a heavy used street, traffic travels too fast and there is a blind corner at 507 Effinger. Jim O'Neill addressed the Committee saying that he opposed it for the same reasons as Liston. Kolb asked if Spencer had queried residents along the route. Spencer said that he had one man who lives in Baraboo that campaigned and received 85 signatures. He said there are four businesses, Jose's, BP, Thunderbird Lanes, and 4-Star Restaurant that would like to see the route go through. Spencer said that he is at the meeting to seek information and guidance. Mayor Palm stated that the majority of citizens coming to him regarding the ATV routes coming through the City have been opposed to it. Kolb said he does not like the idea of an ATV route coming through a City of 12,000 people, and he worries about the mix of pedestrians, bikes, cars, motorcycles, and ATVs. Plautz said that he is open to the routes, thanked Spencer for the information, and invited him to come back if he had alternative routes. Kolb and Wedekind do not want to see ATV routes through the City at any time. (NOTE: The Clerk's office has 94 signatures in favor of ATV route, and one email request in opposition).

- e. Consider extending the contract with RW Management for Implementation Management Services of Operations Study Recommendations for the Baraboo Fire Department – Stieve said that the process has been controversial at times, which is expected and can be worked through. He said that he feels that it is helpful to have an outside party to provide another perspective to guide the department. Geick said that there has been some head pounding on a solid wall from time to time, and there are many younger firefighters who are very encouraged about making some changes and looking forward to the future. He said the Fire Department also has other firefighters that are dead set against any change at all, which has been a large part of the discussion. Geick said that RW Management has made a lot of headway, there is a lot that has been completed, or in the process of being done at this time. He said there are many issues that need to be sorted through to complete the project. It was moved by Plautz, Kolb seconded to extend the contract with RW Management on a month-to-month basis, and Chief Stieve will present a monthly progress report to the Committee. Motion carried unanimously. Kolb said that he had just received a letter from Mark Stewart stating that he did not think extending this contract is a good idea.
- f. Review Progress to-date on Implementation of Fire Department Operations Study – Kevin Stieve gave a detailed summary to the Committee regarding all items of the study. Jeff Roemer of RW Consultants introduced himself to the Committee. He said that this project has been a challenge there have been disagreements, and project team members that do not want to see the recommendations move forward. Chief Stieve introduced two project leaders to the Committee, Jesse Messer, and Mike Carbonara. He said that Tom Clark was also in attendance for informational purposes.
- g. Review Baraboo Fire Department's Standards to Response Coverage – Stieve gave the Committee a detailed summary of the Standards of Coverage.
- h. Consider Authorizing the Baraboo Fire Chief to initiate negotiations for Automatic Aid Agreements with surrounding Fire Departments – Stieve said that this has been talked about before and he specifically highlighted Delton because of talking with Chief Jorgenson. He said that he is requesting that the Committee authorize him to enter into discussions based on what has been determined in the Standards of Cover to talk with other fire departments. Wedekind is still against the mutual aid. He said that until a system is set up with five dedicated people instead of the call going out and the entire department goes, it is an extra burden on the firefighters and their families. Plautz said the issue for him would be the extra cost. Mr. Roemer said that he understands the concern with dedicated people and they are working on the staffing. He said at this time, the way that the department responds and the number of personnel that can be expected to show up is not enough equipment and resources to fight the fire. What Auto Aid does is that there are two sets of alarms, a still alarm, which is the first call that comes in and then a working still, these are all prior to MAVIS, so prior to that, there has to be an Auto Aid Agreement in order to get additional help. He said that this also helps the ISO rating to know that there is another engine or tender coming on the first initial alarm. He said that this also gives the department a sense of

what kind of response that they are going to have, what kind of equipment and resources that they are going to have. He said that it could be cancelled before they get there if not needed. Stieve understands Wedekind as far as staffing, and he said that the department has backed down off the 25% rule and he actually sees a drop in the number of responders coming to calls. Kolb asked why they should approve this now before the Standards of Cover and staff decisions are worked out on an internal level. Roemer said that he feels that the Department needs the help now either way. He said the Standards of Cover are pretty much done, they have a good sense is needed, what kind of response is needed, so they know what resources are needed, what the risks are in the community and the entire coverage area. He went on to say that a discussion on staff took place last week and is trying to be worked out. He said based on what has been heard today both of their focus will be on completing that discussion on duty crews and putting in that we need that for these types of responses. Kolb said that he would like to see the details worked out before it is brought to the Committee and approved. It was moved by Kolb, seconded by Plautz to allow the Fire Chief to initiate negotiations with surrounding Fire Departments regarding Auto Aid Agreements. Motion carried unanimously.

- i. Review MSA's initial report on the Remodeling of Former City Hall Building at 135 4th Street for the Fire Department and BDAS as a prospective tenant – Al Szymanski, MSA Professional Services introduced himself to the Commission. He said that MSA was charged with looking at the former City Hall for expanding the Fire Department, the vacated spaces, and with the potential with bringing in BDSA as a tenant in the building. He said that the goal in going through the project with being minimalistic and cost effective. He then presented the report and drawings of the work that had been done. He said that the 1st and 2nd floor remodel would cost \$265,000. He then explained the proposed remodel of the lower level (basement) for a cost of \$475,000. Plautz feels that it would be most cost effective to leave BDAS where they are. Kolb said that BDAS would still be covered in part without remodeling the basement. It was stated that Chief Sechler gave his input to Szymanski, but Geick has not had a follow-up conversation with him at this time. It was stated that the Fire Department would like sleeping quarters as well. Chief Stieve said that currently, what is in writing in a new fire station in ten years, 2028. Szymanski stated that the sleeping quarters that are in the Alma Waite Building now do not comply with State Code because they do not have the fire rated construction required by Code, nor do they have a sprinkler system. Geick said in terms of the financings, the cost of the library building is about the same as the new fire station. Geick felt that the Committee needed this information in order to make decisions in regards to the Committee sees as policy. He said that funding this is possible, whether it is this year or next year. Dana Sechler said that he just received the plans on Friday and is still looking through it. Plautz asked if he had a preference. Sechler said to go from the most extreme to where they are, Stieve has already stated that the best idea is to have a station that everyone is under one roof. Szymanski said that the biggest shortage for both fire and BDAS is the storage of vehicles. Szymanski said that it would have been easy for the cost to be double the amount, but many things have been taken out to get the cost down as low as possible.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March & April 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 said they are moving forward with the lead services. He said that Well #2 is complete and back on line. The annual Utility audit went great. He said that the department is cleaning sewers, hauling biosolids, and exercising valves. He said they received quotes for the sewer cleaning truck, which will go to finance committee for approval.
- b. Street Superintendent's Report – Gilman said the departments has been grinding stumps and filling, and sadly the department has plowed snow seven times in April. He said that there are some items on the surplus auction, hopefully they will bring top dollar. He then gave a status report on items budgeted for capital equipment replacement, and the paint machine came in \$3,300 under, one-ton dump \$10,000 under, plow truck \$5,000 under. He said the key point is the preferred product being looked for as far as a garbage truck goes is going to be over

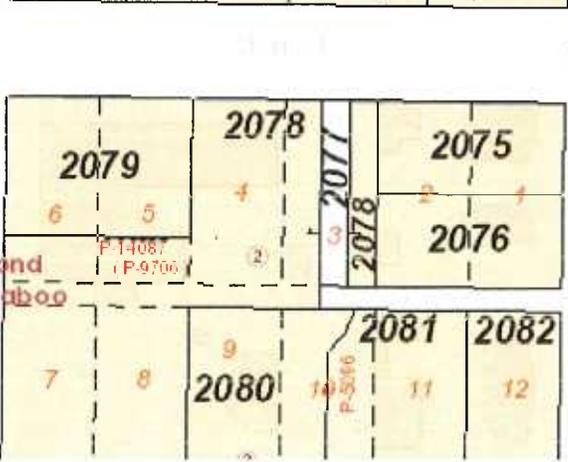
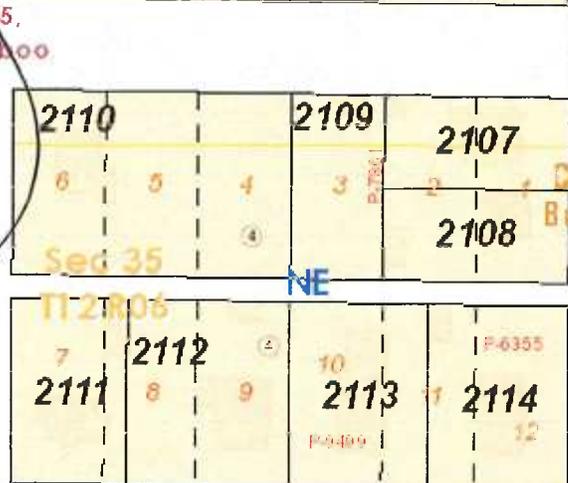
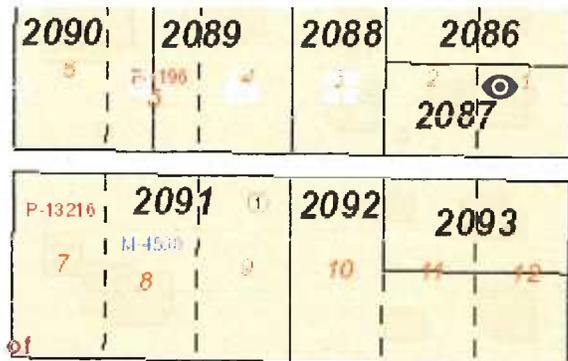
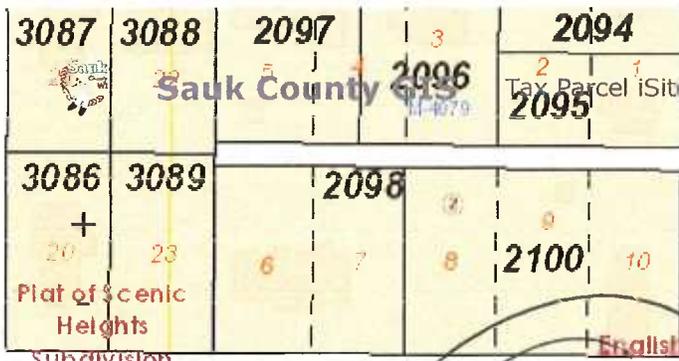
the expected amount, so in the scheme of things it will be cutting it very close on cost on what was budgeted, compared to buying all the items; however, that cost does not account for the sale of any vehicles sold or trade-in.

- c. Police Chief's Report – Chief Schauf presented the report received from the Sauk County Highway Safety meeting. He said it is a snapshot of what traffic safety is in Sauk County from 2012-2017.
- d. Fire Chief's Report – Stieve said as part of the ongoing process to prepare our City staff in an event of a manmade or natural disaster, everyone one through, either a refresher or a new training on ICS 100, and Stop The Bleed. He said that working with Sauk County Emergency Management and some other community partners there has been some ALICE training done in the community.

ADJOURNMENT – Kolb moved, Plautz seconded to adjourn at 3:58 p.m. Motion carried.

Respectfully submitted,

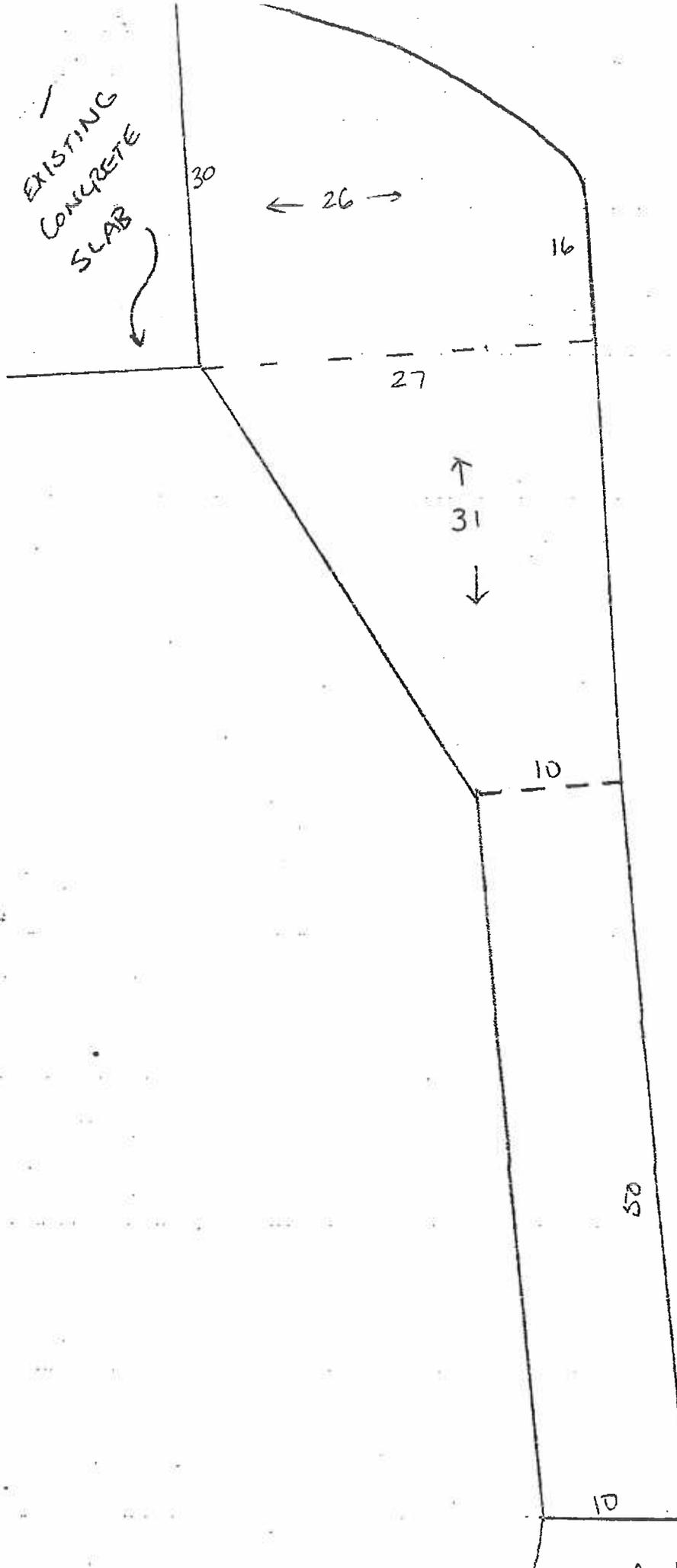
Phil Wedekind, Chairman



43.478 -89.742 Degrees



EXISTING
CONCRETE
SLAB



$$23 \times 26 = 598$$

$$18.5 \times 31 = 573$$

$$10 \times 50 = 500$$

1671 SF

Baraboo Young Professionals Baraboo Night Market Event Proposal

Current Proposed Dates

Friday, September 21st, and Friday, December 21 (coinciding with DBI's Date Night)

5:00 PM - 9:00 PM

Downtown Baraboo, Oak Street between 3rd & 4th Avenue



Market Analysis Summary (who is our target market, what are their needs and how are we solving them)

A Night Market in downtown Baraboo would provide a great opportunity for both residents and businesses in Baraboo. Increased foot traffic would lead to increased sales and exposure for local businesses, restaurants, and craft vendors.

The target audience for Night Markets are adults, particularly young adults, in the Baraboo-area, including surrounding communities. An area of focus for the SCDC is attracting and retaining millennials, and there are currently not a lot of attracting social factors. Also, a major piece of feedback from the BYP is there is currently a lack of night time entertainment opportunities other than bars. Night Markets would provide a night time entertainment source, plus hopefully access to downtown businesses whose current hours of operation end very early in the evening.

Several other cities in Wisconsin are already doing Night Markets, including Milwaukee and Madison, and the concept has spread to several other more rural communities this year.

Execution (marketing plan, other logistics)

Marketing for the Night Markets would include social media, posters, websites, community calendars, newspaper and radio. Vendor recruitment and activities for local businesses would be coordinated by BYP. Permits and other support is being offered by DBI and the Baraboo Area Chamber of Commerce.

BYP is proposing to fence off Oak St between 3rd St/Ave and 4th St/Ave to have vendors, a band, and a beer garden in one contained area. This would require this street be closed to traffic. Wristbands would be used to identify people who have provided legal ID's of 21+. Alcohol would be served by a licensed bartender/s. We would work closely with the City of Baraboo and the Baraboo Police Department to ensure a safe and respectful event for the community. We would provide Port-O Potties, so we don't burden local businesses, and BYP would purchase special event insurance to help decrease liabilities. A custodian will be hired to help with event trash and street cleanup.

Other downtown businesses outside of the fenced in area would be encouraged to stay open late and have activities and/or specials during the scheduled Night Market to attract more people and bring in more business for themselves. If wanted, we would be happy to help businesses with planning their activities.

Company Summary (overview of who we are)

The Baraboo Young Professionals is a group of professionals in the Baraboo Area ranging from 18-40 years old. We focus on networking, professional development, social and community connections, and volunteering. We meet once per month to conduct professional development and networking, and around once per quarter for a social event and to make community connections. We are planning several fundraisers throughout the year to create a scholarship for a Baraboo High School graduate as well as for other local causes.

Attracting and retaining millennials to the Baraboo area is a beneficial byproduct of our group's activities. Employers are eager to have their employees participate in our group to not only grow as an employee but to comprehensively build relationships in the community.

Financial Plan (budget)

The operating costs of the Night Markets will be offset by sponsorships and vendor registration fees. Revenue and expenses will be ran through the BYP, a 501(c)(4) nonprofit organization. Vendor fees will be \$50 if self-sufficient and \$75 if they need electricity. There will be no charge for local business who are hosting an activity.

Special Assessment Report

**City of Baraboo
Sauk County, Wisconsin**

May 2018

Special Assessment Report

2018 Sidewalk Construction

- **Vine Street (from Lynn St to the Baraboo River)**
- **4th Street (from Washington Ave to Jefferson St)**
- **16th Street (from Roblee Rd to Elizabeth St)**

and

2018 Curb & Gutter Construction

- **Vine Street (from Lynn St to the Baraboo River)**

**City of Baraboo
Sauk County, Wisconsin**

Prepared by:

Thomas S. Pinion, P.E.
City Engineer
101 South Blvd
Baraboo, WI 53913
Phone 608-355-2730

TABLE OF CONTENTS

	<u>Page</u>
I. SCHEDULE A -Final Plans and Specifications on File in the City Engineer’s Office	1
II. SCHEDULE B - Estimate of Entire Cost of the Proposed Improvements.	1
III. SCHEDULE C - Method of Determining Assessments	1
IV. SCHEDULE D - Proposed Assessments	1

LIST OF TABLES

Preliminary Assessment Roll for New Sidewalk and New Curb & Gutter.....	2
---	---

**REPORT ON PROPOSED SPECIAL ASSESSMENTS
FOR PUBLIC IMPROVEMENTS AGAINST PROPERTIES
LOCATED IN THE CITY OF BARABOO, WISCONSIN**

This report is submitted in accordance with the requirements of §66.0703, Stats., and the Preliminary Resolution of the City of Baraboo, Wisconsin, dated May 22, 2018, determining to levy special assessments on benefited properties for the public improvements described in Schedule B of this report to be made in the assessment district described in Schedule C of this report.

I. SCHEDULE A -Final Plans and Specifications on File in the City Engineer’s Office

II. SCHEDULE B - Estimate of Entire Cost of the Proposed Improvements.

A. Assessment Districts

1. New Sidewalk: That property on:

- Vine Street (between Lynn Street and the Baraboo River) – approximately 575 sq ft.
- 4th Street (between Washington Ave & Jefferson Street) – approximately 7,250 sq ft.
- 16th Street (between Roblee Rd & Elizabeth Street) – approximately 3,950 sq ft.

2. New Curb & Gutter: That property on:

- Vine Street (between Lynn Street and the Baraboo River) – approximately 165 feet.

III. SCHEDULE C - Method of Determining Assessments

A. Concrete Curb & Gutter (New). It is the policy of the City of Baraboo to assess the cost of concrete curb and gutter where none presently exists against the abutting property on a front foot basis. The estimated cost for curb and gutter includes restoration. The cost is computed as follows:

<u>30” Concrete Curb & Gutter</u>	
Concrete curb & gutter	\$ 18.00/l.f.
Topsoil and seed	<u>\$ 2.00/l.f</u>
Subtotal	\$20.00/l.f.

B. Concrete Sidewalk (New) It is the policy of the City of Baraboo to assess the cost of new concrete sidewalk against the abutting property on a front foot basis. The cost for sidewalk includes excavation and grading, gravel, concrete, and restoration. The cost is computed as follows:

4” Sidewalk \$5.60/s.f.

\$5.60/s.f. x 5 s.f. per frontage foot = \$28.00 per frontage foot

6” Sidewalk \$6.00/s.f.

\$6.00/s.f. x 5 s.f. per frontage foot = \$30.00 per frontage foot

IV. SCHEDULE D - Proposed Assessments

A. Statement of Benefit: The following properties against which the proposed assessments are to be made are benefited by the proposed improvement because curb and gutter is being installed to enhance drainage and define the roadway and sidewalk is being installed to enhance pedestrian safety.

2018 STREET RECONSTRUCTION

Preliminary Assessment Roll

2018 New Sidewalk and New Curb & Gutter

Parcel Number	Owner	Mailing Address	Total Frontage (LF)	4" Sidewalk			6" Sidewalk			30" Curb & Gutter			Total Estimated Assessment
				Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	
Vine Street - Lynn St to the Baraboo River (West side only)													
206-1773-00000	Merry J Rose	129 Lynn Baraboo, WI 53913	165.00	95	\$28.00	\$2,660.00	20	\$30.00	\$600.00	165	\$20.00	\$3,300.00	\$6,560.00

Parcel Number	Owner	Mailing Address	Total Frontage (LF)	4" Sidewalk			6" Sidewalk			Total Estimated Assessment
				Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	
4th Street - Washington Ave to Jefferson St										
206-2253-00000	Eric R & Anna C Cooke	601 Washington Ave Baraboo, WI 53913	79.00	79.00	\$28.00	\$2,212.00	0	\$30.00	\$0.00	\$2,212.00
206-2254-00000	Donald S & Joan Martin	1063 4th Street Baraboo, WI 53913	78.75	58.75	\$28.00	\$1,645.00	20	\$30.00	\$600.00	\$2,245.00
206-2255-00000	Geraldine M Krueger	1059 4th Street Baraboo, WI 53913	80.00	69.00	\$28.00	\$1,932.00	11	\$30.00	\$330.00	\$2,262.00
206-2256-00000 & 206-2915-00000	Jeanne M Martin	1051 4th Street Baraboo, WI 53913	99.00	85.00	\$28.00	\$2,380.00	14	\$0.00	\$0.00	\$2,380.00
206-2915-10000	Ryan A Goodenow	1031 4th Street Baraboo, WI 53913	85.00	65.00	\$28.00	\$1,820.00	20	\$30.00	\$600.00	\$2,420.00
206-2916-00000	John A & Elaine T Miller	1033 4th Street Baraboo, WI 53913	100.00	83.00	\$28.00	\$2,324.00	17	\$30.00	\$510.00	\$2,834.00
206-2917-00000	Phillip Joseph & Shirley Wedekind	1017 4th Street Baraboo, WI 53913	91.50	77.50	\$28.00	\$2,170.00	14	\$30.00	\$420.00	\$2,590.00
206-2918-00000	Fred & Debra Marty C/O Leon & Lavene Braun	1011 4th Street Baraboo, WI 53913	67.00	55.00	\$28.00	\$1,540.00	12	\$30.00	\$360.00	\$1,900.00
206-2919-00000	James D & Ruth A Stiles Le, et al	602 Jefferson Street Baraboo, WI 53913	67.05	67.05	\$28.00	\$1,877.40	0	\$30.00	\$0.00	\$1,877.40
206-2931-00000	Douglas Grefe Jr	915 4th Street Baraboo, WI 53913	55.88	55.88	\$28.00	\$1,564.64	0	\$30.00	\$0.00	\$1,564.64
206-2929-20000	Raymond A & Caroline L Silbert	1012 4th Street Baraboo, WI 53913	132.86	112.66	\$28.00	\$3,154.48	20	\$30.00	\$600.00	\$3,754.48
206-2927-10000	Darin D & Miriam L Helms	1016 4th Street Baraboo, WI 53913	66.00	0.00	\$28.00	\$0.00	20	\$0.00	\$0.00	\$0.00
206-2927-00000	Eric A Zarrilli & Sierra I Tourdot	1020 4th Street Baraboo, WI 53913	66.00	56.00	\$28.00	\$1,568.00	10	\$30.00	\$300.00	\$1,868.00
206-2924-00000	Thomas J Wagner	1050 4th Street Baraboo, WI 53913	66.00	55.00	\$28.00	\$1,540.00	11	\$0.00	\$0.00	\$1,540.00
206-2923-00000 & 206-2263-00000	Gaylon G & Shirley A Steinhorst	1050 4th Street Baraboo, WI 53913	88.05	71.05	\$28.00	\$1,989.40	17	\$0.00	\$0.00	\$1,989.40
206-2262-00000	Nancy McManara	1006 4th Street Baraboo, WI 53913	87.95	76.95	\$28.00	\$2,154.60	11	\$30.00	\$330.00	\$2,484.60
206-2258-00000 & 206-2257-00000	Connie Mae, Kathy Ann Schultz, et al C/O Lavenm Schultz	515 Washington Ave Baraboo, WI 53913	187.00	168.00	\$28.00	\$4,704.00	19	\$0.00	\$0.00	\$4,704.00
			1,234.84			216.00				\$38,625.52

16th Street - Roblee Rd to Elizabeth St										
Parcel Number	Owner	Mailing Address	Total Frontage (LF)	4" Sidewalk			6" Sidewalk			Total Estimated Assessment
				Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	Frontage Assessed (LF)	Unit Price (Cost/LF)	Sub-Total	
206-0021-00000	Laurie J Stout	1807 Elizabeth Street Baraboo, WI 53913	132.00	132.00	\$28.00	\$3,696.00	0	\$30.00	\$0.00	\$3,696.00
206-0017-00000	Jill M Stahlmecker	511 16th Street Baraboo, WI 53913	135.00	118.00	\$28.00	\$3,304.00	17	\$30.00	\$510.00	\$3,814.00
206-0016-00000	Daniel John & Claire Shannon Bar	505 16th Street Baraboo, WI 53913	129.00	129.00	\$28.00	\$3,612.00	0	\$30.00	\$0.00	\$3,612.00
206-0012-00000	Michael V & Jeanette M Kluge	510 16th Street Baraboo, WI 53913	172.00	151.00	\$28.00	\$4,228.00	21	\$30.00	\$630.00	\$4,858.00
206-0019-00000	Robert O & Sabra E Desserfer	550 16th Street Baraboo, WI 53913	112.00	97.00	\$28.00	\$2,716.00	15	\$0.00	\$0.00	\$2,716.00
206-0020-00000	Keith C & Nancy F Nelson Living Trust	1725 Elizabeth Street Baraboo, WI 53913	112.00	112.00	\$28.00	\$3,136.00	0	\$30.00	\$0.00	\$3,136.00
			739.00			53.00				\$21,832.00

The City of Baraboo, Wisconsin

Background: The City has budgeted for the installation of new sidewalk in 2018 as directed by the Public Safety Committee, where none previously existed, as follows:

- Vine Street (between Lynn Street and the Baraboo River) – approximately 575 sq ft.
- 4th Street (between Washington Ave & Jefferson Street) – approximately 7,250 sq ft.
- 16th Street (between Roblee Rd & Elizabeth Street) – approximately 3,950 sq ft.

And new curb & gutter was planned for the following locations:

- Vine Street (between Lynn Street and the Baraboo River) – approximately 165 feet.

The City’s policies dictate that the cost of new sidewalk be assessed against abutting properties.

The following Resolution is the final step in the statutory process to assess the cost of these new improvements against the affected properties.

Fiscal Note: (4 one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted Comments

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN BARABOO, WISCONSIN

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 12th day of June 2018, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefited properties on the proposed public improvements consisting of installation of curb and gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- Vine Street (from Lynn Street to the Baraboo River) – approximately 5750 sq ft.
- 4th Street (from Washington Ave to Jefferson Street) – approximately 1,450 sq ft.
- 16th Street (from Roblee Rd to Elizabeth Street) – approximately 3,950 sq ft.

New Curb & Gutter – That property on:

- Vine Street (from Lynn Street to the Baraboo River) – approximately 165 feet.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

1. The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.

2. The City Engineer has advertised for bids and will supervise the construction of the improvements in accordance with the report hereby adopted.

3. Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures shall be eligible to repay the City for the assessment at the rate of \$100 per year plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If

there is an outstanding balance at the time of sale of the property, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their current year State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

7. The City Clerk shall publish this Resolution as a Class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Dated _____

Signed _____

Michael Palm, Mayor

Published _____

Attest _____

Brenda Zeman, City Clerk

Offered by: Public Safety Committee

Approved: _____

Motion:

Second:

Attest: _____

2018 STREET RECONSTRUCTION PROJECT - BID TALLY

June 07, 2018 – 2:30PM

CONTRACTOR	BB or CC		PROPOSAL A 3 rd Ave, 16 th St, & Vine St	PROPOSAL B Jefferson St, 4 th St, & Mill Race Dr
J&J Underground, LLC LaValle, WI		Sub-Total: Deductive Alts:	331,341.05 <u>(35,250.00)</u>	No Bid
Dean Blum Excavating, Inc Baraboo, WI		Total Net Bid: Sub-Total: Deductive Alts:	296,091.05 316,160.00 <u>(23,250.00)</u>	425,984.00 <u>(23,435.00)</u>
		Total Net Bid:	292,925.00	402,549.00

2018 Water Resource Recovery Facility 50' x 100' Garage Building - BID TALLY

June 07, 2018 – 1:30PM

CONTRACTOR	PROPOSAL Total Bid
Brute Construction, LLC Baraboo, WI	\$102,775
Cleary Building Corp. Verona, WI	\$103,201
T2 Contracting, LLC Tomah, WI	\$129,400
Athens Lumber, LLC Athens, WI	\$145,500

2018 Public Works Department 48' x 100' Pole Building - BID TALLY

June 07, 2018 – 1:30PM

CONTRACTOR	PROPOSAL Total Bid
Cleary Building Corp. Verona, WI	\$76,012
Brute Construction, LLC Baraboo, WI	\$85,526
T2 Contracting, LLC Tomah, WI	\$149,500

The City of Baraboo, Wisconsin

Background: This is a Resolution to approve the purchase of a new plow truck that will replace a 1995 Ford L-8000 plow truck. The preferred unit has a 2019 International HV507 chassis and a 2019 Henderson 11' Stainless Steel Dump Body with Universal Plow Equipment. The DPW currently utilizes Universal Truck Equipment packages on several other plowing units.

The purchase of this new truck is being recommended due to the age and accumulated hours of our current unit scheduled for replacement. The Ford L-8000 scheduled to be replaced will be sold via surplus auction upon arrival of the new unit. The purchase will be completed utilizing \$157,500 that was budgeted in our capital equipment fund for the 2018 fiscal year and \$7,448.40 scheduled for other capital equipment purchases. The \$7,448.40 would be replenished in the capital equipment fund once Ford L-8000 is sold at auction.

The Public Works Department obtained quotes from four separate chassis vendors to be used with the Henderson Body/Universal Plow Equipment. Lakeside International provided a price of \$87,375.40; Kriete Truck Center (Mack) provided a price of \$91,353.00; Quality Truck Care Center (Western Star) provided a price of \$87,763.00.00; and Truck Country (Freightliner) provided a price of \$87,377.00. After review of the four chassis manufacturers, we recommend the purchase of the International chassis based on pricing and program benefits that come with the purchase.

This matter was reviewed by the Finance Committee at their June 12th, 2018 meeting and they unanimously recommended the 2019 International chassis from Lakeside International with the Henderson Body/ Universal Plow Equipment at a total cost of \$164,948.40.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted] **Comments:** Package exceeds original budgeted amount by \$7,448.40 due to lack of current trade in. Sale of 1995 Ford L-8000 plow truck to take place after delivery of 2019 International HV507.

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

THAT the purchase of a new 2019 International HV507 chassis and a 2019 Henderson Body/ Universal Truck Plow Equipment at a combined cost of \$164,948.40 is hereby approved.

THAT the city applies \$7,448.40 from the Capital Equipment Replacement Fund. Funds to be replenished upon sale of 1995 Ford L-8000.

Offered by:
Motion:
Second:

Approved: _____
Attest: _____

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

The City of Baraboo, Wisconsin

<p>Background: The DNR requires that local units of government review and approve an annual report called the Compliance Maintenance Annual Report. This report assesses the need for consideration of, or construction at, wastewater facilities and in collection systems. The scoring system for the report is based on a letter type of grade. We scored all A's!! The Public Safety Committee has reviewed this report and recommends its acceptance.</p>
<p>Fiscal Note: <input checked="" type="checkbox"/> <i>Not Required</i> <input type="checkbox"/> <i>Budgeted Expenditure</i> <input type="checkbox"/> <i>Not Budgeted</i></p> <p>Comments</p>

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

That the Compliance Maintenance Annual Report for the Wastewater Plant for 2017 is hereby approved.

Offered by: Public Safety Committee
Motion:
Second:

Approved: _____
Attest: _____

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

Billing Adjustment

05/01/2018

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	ADL SE CR BULK FILL 1ST QTR 79,700	-339.60	SEWER - 30
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CR BULK FILL 1ST QTR 131,200 @ .	-183.68	WATER - 10

Total 05/01/2018: -523.28

Total Billing Adjustment: -523.28

05/09/2018

Name	Customer Number	Type	Description	Amount	Service
COOK, NANCY	73-006000-07	Billing Adjustment	REPLACED TOILET THAT LEAKED	-196.71	Multiple

Total 05/09/2018: -196.71

Total Billing Adjustment: -196.71

05/25/2018

Name	Customer Number	Type	Description	Amount	Service
BLACKER, ROBERT	55-078000-00	Billing Adjustment	REPAIRED TOILET	-66.52	Multiple

Total 05/25/2018: -66.52

Total Billing Adjustment: -66.52

Grand Totals: -786.51

Report 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

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

Old Business:

None

New Business:

Annual CMAR – Review/Recommend to Council

Reports:

Biosolids Project – Start 7/9/18

Lead Service Replacement – 3 services done. Another 6 coming soon.

Sewer Cleaning – Crew has started cleaning lines on the south side. 70% complete

Water Crew – Valve Replacements, service replacements, valve exercising & hydrant flushing.



City of Baraboo
Department of Public Works
Activity Report
May 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.	1,2,3,4,7,8,9,10, 11,14,15,16,17,18, 21,22,23,24,25,29
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.	3,4,9,10,11,14,16,18, 21,22
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	9,10
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	3,4,7,10,17,25
Crackfilling	We route and fill cracks on streets. This year we are focusing on streets rated 7,8, and 9.	21,22,23,24
Clean Basins	We clean debris from the tops of catch basins to prevent the debris from entering the storm sewer system.	9
Leaf Pick-up	We vacuum leaves that residents place curbside for clean-up.	2,3,4,9,10,11,14,15, 16,17,18,21
Stump Holes	We ground, cleaned out, and filled stumpholes from the Ash Tree removals.	2,8
DOT Sign and Workzone Safety Training	We participated in a DOT Training in Barneveld related to Workzone Safety and DOT Signage.	2
Old Shop Repair	We performed some repairs to the old shop.	14,17
Plow Divots	We repaired areas where the plows disturbed the boulevard or yards.	15
Walnut Street Retaining Wall	We topsoiled the Walnut Street retaining wall now that the fill had a chance to settle.	18
Paint	We paint crosswalks, parking stalls, no parking areas, and parking lots. Also doing the Parks Department and CDA properties this year.	22,23
Shoulder Repair	We repaired some alley shoulders that washed out during heavy rains.	24
City Hall	We assisted with the maintenance of the new City Hall in Cale's absence and built the new sign.	21,22,23,24,25,29,30, 31
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	3,7,8,10,18,22,23,29
Water Utility	We assist the Water Utility with various tasks when needed.	10,14,31
Parks Department	We assisted the Parks Department with retaining walls at Mary Rountree.	16,17

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.5348	x	244	x	8.34	=	3,120
February	1.5239	x	236	x	8.34	=	3,001
March	1.6171	x	226	x	8.34	=	3,043
April	1.6950	x	223	x	8.34	=	3,157
May	1.6152	x	225	x	8.34	=	3,029
June	1.5403	x	239	x	8.34	=	3,070
July	1.7819	x	204	x	8.34	=	3,034
August	1.5526	x	213	x	8.34	=	2,762
September	1.4357	x	224	x	8.34	=	2,685
October	1.4429	x	226	x	8.34	=	2,720
November	1.3910	x	243	x	8.34	=	2,819
December	1.4035	x	257	x	8.34	=	3,003

2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	2.8	x	90	=	2.52
		x	100	=	2.8
Design (C)BOD, lbs/day	4346	x	90	=	3911.4
		x	100	=	4346

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

0

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
● Yes Enter last calibration date (MM/DD/YYYY)

2017-02-09

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

● Yes

○ No

If Yes, please explain:

The local distillery has dumped high strength waste. We are working with the distillery to correct this issue.

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

○ Yes

● Yes

○ Yes

● No

○ No

● No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

○ Yes gallons

● No

Holding Tanks

● Yes gallons

○ No

Grease Traps

○ Yes gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

The Holding tank waste caused no performance issues.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

● No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

- Yes
- No

If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.

Sauk County Landfill

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	10	1	0	0
February	30	27	10	1	0	0
March	30	27	10	1	0	0
April	30	27	9	1	0	0
May	30	27	10	1	0	0
June	30	27	11	1	0	0
July	30	27	7	1	0	0
August	30	27	10	1	0	0
September	30	27	10	1	0	0
October	30	27	12	1	0	0
November	30	27	11	1	0	0
December	30	27	10	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes

Enter last calibration date (MM/DD/YYYY)

2017-02-09

- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes

- No

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	7	1	0	0
March	30	27	6	1	0	0
April	30	27	5	1	0	0
May	30	27	4	1	0	0
June	30	27	4	1	0	0
July	30	27	3	1	0	0
August	30	27	8	1	0	0
September	30	27	8	1	0	0
October	30	27	8	1	0	0
November	30	27	8	1	0	0
December	30	27	6	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.146	1	0
February	1	0.176	1	0
March	1	0.175	1	0
April	1	0.197	1	0
May	1	0.152	1	0
June	1	0.156	1	0
July	1	0.117	1	0
August	1	0.176	1	0
September	1	0.246	1	0
October	1	0.404	1	0
November	1	0.155	1	0
December	1	0.127	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				0
Total Number of Points				0

0

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

None

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Outfall No. 002 - CLASS A SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75			<1	5.5					4.8		11.1			0	0
Cadmium		39	85			<.07	.21					.29		.11			0	0
Copper		1500	4300			134	154					156		265			0	0
Lead		300	840			8	9.9					9.8		12.5			0	0
Mercury		17	57			.12	.067					.36		.15			0	0
Molybdenum	60		75			2.7	2.1					3.2		36.1		0		0
Nickel	336		420			5.1	4.5					4.9		181		0		0
Selenium	80		100			2.4	2.4					<.75		4.6		0		0
Zinc		2800	7500			112	160					88.7		357			0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

- 0 (0 Points)
- 1-2 (10 Points)
- > 2 (15 Points)

3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)

- Yes
- No (10 points)
- N/A - Did not exceed limits or no HQ limit applies (0 points)
- N/A - Did not land apply biosolids until limit was met (0 points)

3.1.3 Number of times any of the metals exceeded the ceiling limits = 0

Exceedence Points

- 0 (0 Points)
- 1 (10 Points)
- > 1 (15 Points)

3.1.4 Were biosolids land applied which exceeded the ceiling limit?

- Yes (20 Points)
- No (0 Points)

3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2017 - 03/31/2017
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	PFRP Equivalent
Process Description:	pH is raised above 12 for a 72 hour period. Fecal coliform was < 10

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	01/01/2017 - 03/31/2017
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	No
Process:	Alkaline Stabilization
Process Description:	pH is raised to above 12 for 24 hour period

Outfall Number:	007
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2017 - 06/30/2017
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	pH is raised above 12 for a 72 hour period Fecal coliform is <10

Outfall Number:	007
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	04/01/2017 - 06/30/2017
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Alkaline Stabilization
Process Description:	pH is raised above 12 for 24 hour period

Outfall Number:	007
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2017 - 09/30/2017
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	pH is raised above 12 for 72 hour period fecal coliform is <10, samples taken on same day at different times

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Outfall Number:	007
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	07/01/2017 - 09/30/2017
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Alkaline Stabilization
Process Description:	pH is raised above 12 for a 24 hour period

Outfall Number:	007
Biosolids Class:	A
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2017 - 12/31/2017
Density:	0
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	PFRP Equivalent
Process Description:	pH is raised above 12 for 72 hour period fecal coliform was <10

Outfall Number:	007
Biosolids Class:	B
Bacteria Type and Limit:	
Sample Dates:	10/01/2017 - 12/31/2017
Density:	
Sample Concentration Amount:	
Requirement Met:	Yes
Land Applied:	Yes
Process:	Alkaline Stabilization
Process Description:	pH raised above 12 for a 24 hour period

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

0

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Outfall Number:	002
Method Date:	03/31/2017
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	002
Method Date:	03/31/2017
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	007
Method Date:	06/30/2017
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	007
Method Date:	06/30/2017
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Outfall Number:	007
Method Date:	09/30/2017
Option Used To Satisfy Requirement:	pH Adjustment of Sludge
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	
Results (if applicable):	

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Outfall Number:	007		
Method Date:	09/30/2017		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	007		
Method Date:	12/31/2017		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
Outfall Number:	007		
Method Date:	12/31/2017		
Option Used To Satisfy Requirement:	pH Adjustment of Sludge		
Requirement Met:	Yes		
Land Applied:	Yes		
Limit (if applicable):			
Results (if applicable):			
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; padding: 5px;"> <p>We will be installing a centrifuge this summer. It will be replacing a belt press. A new cemen-tech has also been purchased to replace current one</p> </div>			

0

0

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

5/30/2018

2017

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

5/30/2018

2017

Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2)○ No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">● Paper file system○ Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">● Excellent○ Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

5/30/2018

2017

Equipment is put on a strick maintenance schedule and documented when completed. Any problems that occur are addressed in a timely manor.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) <p>Name: <input style="width: 150px;" type="text" value="EUGENE J DORO"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="06738"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="2">WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td>X</td><td></td><td></td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td>X</td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td></td><td>X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>NA</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)</p> <ul style="list-style-type: none"> ● Yes (0 points) ○ No (20 points) 	Sub Class	SubClass Description	WWTP		OIC		Advanced	OIT	Basic	Advanced	A1	Suspended Growth Processes	X			X	A2	Attached Growth Processes		X			A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural		X			A5	Anaerobic Treatment Of Liquid					B	Solids Separation	X			X	C	Biological Solids/Sludges	X			X	P	Total Phosphorus	X			X	N	Total Nitrogen					D	Disinfection	X			X	L	Laboratory	X			X	U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	NA	NA	0
Sub Class			SubClass Description	WWTP		OIC																																																																																			
	Advanced	OIT		Basic	Advanced																																																																																				
A1	Suspended Growth Processes	X			X																																																																																				
A2	Attached Growth Processes		X																																																																																						
A3	Recirculating Media Filters																																																																																								
A4	Ponds, Lagoons and Natural		X																																																																																						
A5	Anaerobic Treatment Of Liquid																																																																																								
B	Solids Separation	X			X																																																																																				
C	Biological Solids/Sludges	X			X																																																																																				
P	Total Phosphorus	X			X																																																																																				
N	Total Nitrogen																																																																																								
D	Disinfection	X			X																																																																																				
L	Laboratory	X			X																																																																																				
U	Unique Treatment Systems																																																																																								
SS	Sanitary Sewage Collection	X	NA	NA	NA																																																																																				
<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> One or more additional certified operators on staff <input type="checkbox"/> An arrangement with another certified operator <input type="checkbox"/> An arrangement with another community with a certified operator <input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year <input type="checkbox"/> A consultant to serve as your certified operator <input type="checkbox"/> None of the above (20 points) <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																																																																																								
<p>4. Continuing Education Credits</p>																																																																																									

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Financial Management

1. Provider of Financial Information Name: <input type="text" value="Jan Bance"/> Telephone: <input type="text" value="(608) 355-2740"/> (XXX) XXX-XXXX E-Mail Address (optional): <input type="text" value="jbane@cityofbaraboo.com"/>		
2. Treatment Works Operating Revenues 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points) If No, please explain: <input type="text"/> 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input type="text" value="2017"/> <input checked="" type="radio"/> 0-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A (private facility) 2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system? <input checked="" type="radio"/> Yes (0 points) <input type="radio"/> No (40 points)		0
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds 3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input type="text" value="2017"/> <input checked="" type="radio"/> 1-2 years ago (0 points) <input type="radio"/> 3 or more years ago (20 points) <input type="radio"/> N/A If N/A, please explain: <input type="text"/>		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input type="text" value="866,746.70"/>
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input type="text" value="0.00"/>
3.2.3 Adjusted January 1st Beginning Balance	\$	<input type="text" value="866,746.70"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	<input type="text" value="62,193.84"/>

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 928,940.54

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

None

3.3 What amount should be in your Replacement Fund?

\$ 546,340.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Replace Jet Vac	150000	2018
2	Replace Pickup	32800	2019
3	Replace existing belt filter press.	1000000	2018
4	Replace existing biosolids conditioning equipment.	750000	2018
5	Replace Biosolids Loader	100000	2019

5. Financial Management General Comments

None

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	454	
February	359	
March	378	
April	331	
May	328	
June	400	
July	358	
August	378	
September	331	
October	382	
November	347	
December	397	
Total	4,443	0
Average	370	0

6.1.2 Comments:

None

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

None

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	75,200	47.58	1,580	96.72	778	1,272
February	66,800	42.67	1,566	84.03	795	1,107
March	64,400	50.13	1,285	94.33	683	795
April	70,800	50.85	1,392	94.71	748	547
May	68,800	50.07	1,374	93.90	733	89
June	91,200	46.21	1,974	92.10	990	31
July	95,600	55.24	1,731	94.05	1,016	12
August	90,400	48.13	1,878	85.62	1,056	135
September	96,000	43.07	2,229	80.55	1,192	7
October	89,600	44.73	2,003	84.32	1,063	14
November	79,200	41.73	1,898	84.57	937	242
December	88,000	43.51	2,023	93.09	945	657
Total	976,000	563.92		1,077.99		4,908
Average	81,333	46.99	1,744	89.83	911	409

7.1.2 Comments:

None

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

7.2.2 Comments:

None

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

None

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

2016

By Whom:

Focus On Energy

Describe and Comment:

Replaced lighting.

Part of the facility

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

5/30/2018

2017

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 2017

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue mercury program
Install flow lines in manholes to reduce backup
Identify potential FOG businesses
Develop template for FOG inspection

Did you accomplish them?

- Yes
- No

If No, explain:

Still working on identifying all the FOG customers.

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

City Ordinance Chapter 13

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2000-11-14

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 80px; text-align: center;" type="text" value="35"/>	% of system/year
Root removal	<input style="width: 80px; text-align: center;" type="text" value="1"/>	% of system/year
Flow monitoring	<input style="width: 80px; text-align: center;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 80px; text-align: center;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 80px; text-align: center;" type="text" value="1"/>	% of system/year
Manhole inspections	<input style="width: 80px; text-align: center;" type="text" value="30"/>	% of system/year
Lift station O&M	<input style="width: 80px; text-align: center;" type="text" value="12"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 80px; text-align: center;" type="text" value="1"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 80px; text-align: center;" type="text" value="1"/>	% of sewer lines rehabbed
Private sewer inspections		

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Private sewer I/I removal	<input type="text" value="0"/>	% of system/year
River or water crossings	<input type="text" value="100"/>	% of pipe crossings evaluated or maintained
Please include additional comments about your sanitary sewer collection system below:		
<input type="text"/>		

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="40.56"/>	Total actual amount of precipitation last year in inches
<input type="text" value="36.03"/>	Annual average precipitation (for your location)
<input type="text" value="64"/>	Miles of sanitary sewer
<input type="text" value="3"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="15"/>	Number of complaints
<input type="text" value="1.54"/>	Average daily flow in MGD (if available)
<input type="text" value="1.78"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.23"/>	Complaints (number/sewer mile)
<input type="text" value="1.2"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:

5/30/2018

2017

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

Yes

No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

None

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 2017

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = A

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

Compliance Maintenance Annual Report

Baraboo Wastewater Treatment Facility

Last Updated: Reporting For:
5/30/2018 **2017**

Grading Summary

WPDES No: 0020605

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	A	4	3	12
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	128
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

CITY OF BARABOO EXISTING SIDEWALKS

Proposed Projects for 2018

