



## 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, July 13, 2020 – **1:00 P.M.**

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

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

**Others Noticed:** Interim Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, City Engineer T. Pinion, Utility Superintendent W. Peterson, Street Superintendent T. Gilman, and Library.

### 1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of June 08, 2020 Public Safety Committee meeting.

### 2. Action Items

- a. Review Bid Tabulation for Draper Street Improvements and recommend award of contract.
- b. Review Proposals for STH 33 Street Light Design Services and recommend award of contract.
- c. Consider revising Section 7.09(2) of the Municipal Code of Ordinances to add a No Parking area on south side of Quarry Street east of Waldo Street.
- d. Review Proposals for Fire Department Remodeling Design Services and recommend award of contract(s).
- e. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May and June, 2020.

### 3. Information Items

- a. Complaint about truck traffic from the Devil's Lake Business Park on Lake Street using Gall Road in the Town of Baraboo.
- b. Complaint about traffic volume and pedestrian safety on Hill Street between Mill Race Drive and Lake Street.

### 4. Reports

- a. Utility Superintendent's Report
  - i. Staffing updates
  - ii. Project updates
  - iii. Preparations for Rate Case application to Public Service Commission for a prospective increase in water rates.
- b. Street Superintendent's Report
  - i. Staffing updates
  - ii. Equipment Updates
  - iii. Monthly Report on Public Works Department activities
  - iv. Project updates

- c. Police Chief's Report
  - i. Update on COVID 19 police response
  - ii. Staffing Update
  - iii. Case/ Response Update
  
- d. Fire Chief's Report
  - i. Monthly Incident Report
  - ii. Staffing Updates

5. **Adjournment**

Phil Wedekind, Chairperson

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Agenda Prepared by Kris Jackson  
Agenda Posted by Kris Jackson on July 09, 2020

**PLEASE TAKE NOTICE** that any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk (101 South Blvd or phone 355-2700) during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

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

# MEMORANDUM

City of Baraboo

Date: July 09, 2020

To: Public Safety Committee

From: Tom Pinion

Re: Background for the July 13<sup>th</sup> meeting @ **1:00 pm** – City Services Center

## ACTION ITEMS:

**Item A.** Since the City was recently notified our Grant Application to the Municipal Street Improvement-Discretionary program for the reconstruction of Draper Street was funded! The grant amount is 50% (\$425,000) of the total estimated cost (\$850,000). Considering the recent improvements to the High School and the current improvements to the Middle School, we are attempting to complete the project yet this year so when school (fully) reopens, Draper Street will be completed. Since funding was available beginning July 1, we put together a bid package and solicited bids on July 9<sup>th</sup>. The bid results are included in the background of the Resolution that is included in the Packet. We expect construction to begin within the next two week and hope to finish the project this fall. (We have coordinated this project with the School District to minimize inconvenience for the first quarter of the school year.) Staff is recommending award to the lowest bidder.

**Item B.** At last month's meeting, the Committee expressed an interest in having the DOT's standard street lights installed as part of the STH 33 Reconstruction project in 2024 so I solicited proposal for Street Light Design Services, which is solely the City's responsibility. (The DOT participate 50/50 in the construction cost but does not contribute any money toward the design.) There are two consultants currently working on water main and/or sewer projects on this corridor – MSA is designing these improvements for West Baraboo and SEH is designing these improvement for the City. Proposals were requested from both consultants and they are included in the packet for your information. Staff is recommending a contract with SEH since their price is significantly lower than MSA's. (Below is a photo of the DOT's standard street lighting on the USH 12 project in Sauk City.)



**Item C.** The west end of Quarry Street is routinely parked with cars on both sides of the street. Since Quarry Street is a narrow two-lane roadway, parking on both sides effectively narrows the roadway, which creates a safety concern. Staff is recommending that the south side of the Quarry Street be posted no parking for 350 east of the centerline of Waldo Street.



**Item D.** Chief Stieve has contacted several architects to obtain estimates for design services for remodeling the Fire Dept. to accommodate sharing the building with EMS. Each architect provided a slightly different approach from the others. In an effort to provide and “apples to apples” comparison, the costs the Chief included in his Report represent the architectural services for the construction component of the proposed remodeling only. There will be other design services for HVAC, Electrical, and Fire Protection but those services are routinely provided by the respective contractors.

**Item E.** This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for May and June 2020 are included in the packet.

### **INFORMATION ITEMS:**

**Item A.** Since Gall Road is a town road, the City has no formal jurisdiction. We have consulted the Town on this matter and other than providing a reminder to the businesses located on Lake Street, there is nothing else we can really do.

**Item B.** A resident in the Hill Street Condominiums, at 5141 Hill Street, has expressed some concern about both traffic and pedestrian safety on Hill Street, particularly between Mill Race Drive and Lake Street. Chief Schauf, Tony Gilman and I have discussed the situation and we don’t believe any change is warranted at this time but we will be collecting traffic counts as well as speed data for this section of roadway for further evaluation. For your information, following is an excerpt of our recent correspondence (beginning with the most recent reply):

**From:** Pinion, Tom  
**Sent:** Monday, June 29, 2020 4:12 PM  
**To:** David Hardy <hardy1209@charter.net>; Plautz, Michael <mplautz@cityofbaraboo.com>; Palm, Mike <mpalm@cityofbaraboo.com>  
**Cc:** Schauf, Mark <mschauf@cityofbaraboo.com>; Gilman, Tony <tgilman@cityofbaraboo.com>  
**Subject:** RE: Dangerous condition on Hill Street

Mr. Hardy,

Rest assured, your comments have been the topic of conversation between the Police Chief, Street Superintendent, and me. Although we do not necessarily concur that a one-way street is the most viable solution, there may be some additional signage and enforcement that could occur. You suggested restricting a short stretch of Hill Street to one-way between Mill Race Drive and Lake Street. Unfortunately, the "roadway" you identified that connects to Sumac Ct. is entirely on private property and is not open to the public. From a Public Safety perspective, Hill Street provides an important connection and alternate route for emergency response. If Hill Street was converted to one-way, it would have to be the entire length between Mill Race and Lake Street, which could result in increased traffic and higher speeds.

This is a matter that will be given additional consideration by staff after we gather additional data on traffic counts and speeds.

We sincerely appreciate your concerns.

Thanks

Tom

Thomas S. Pinion, PE  
Director of Public Works/City Engineer  
101 South Blvd  
Baraboo, WI 53913  
Office: 608-355-2730  
Cell: 608-393-9945  
[tpinion@cityofbaraboo.com](mailto:tpinion@cityofbaraboo.com)

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**From:** David Hardy <[hardy1209@charter.net](mailto:hardy1209@charter.net)>  
**Sent:** Monday, June 29, 2020 3:14 PM  
**To:** Plautz, Michael <[mplautz@cityofbaraboo.com](mailto:mplautz@cityofbaraboo.com)>; Pinion, Tom <[tpinion@cityofbaraboo.com](mailto:tpinion@cityofbaraboo.com)>; Palm, Mike <[mpalm@cityofbaraboo.com](mailto:mpalm@cityofbaraboo.com)>  
**Subject:** Dangerous condition on Hill Street

About six weeks I sent an email with enclosures hoping to generate some interest regarding the narrow street under the railroad overpass on Hill Street. Neither that proposal for creating a 1-way roadway nor any other comments as to relieving this dangerous condition have been received.

Since that letter, we (the residents of the Hill Street Condominium Assoc.) continue to note this potentially hazardous condition. Many of us walk under this overpass with some regularity and note what needs to be described as incredibly irresponsible driving. Examples worth noting:

--There are kids, both with and without adults present, walking and sometimes even stopping under the overpass. Kids often dart out in various directions and are not always aware of oncoming traffic.

--There are older folks just out for some exercise or fresh air who may not be nimble enough to avoid bad drivers.

--Many drivers go thru the overpass at speeds of over twice the 15 MPH speed limit, often in the middle of the road, and seem totally unaware of the conditions present and the increased hazards they are creating.

--The other day I saw a bicyclist almost get hit by a driver cruising thru in the middle of the roadway at probably 30 MPH. While drivers seem aware enough to stop for oncoming vehicles, pedestrians often don't get the same considerations.

In addition to this narrow railroad overpass, there is a great deal of pedestrian traffic using the dog park, playground, Riverwalk and Arboretum; who are also in danger due to these same drivers who are aren't signalling, slowing for stop signs, and often speeding.

On our condo side of the overpass, we continue to have to watch for westbound traffic on Hill Street coming thru the overpass at high speeds while we try to make normal exist turns onto Hill Street.

As I mentioned in my earlier proposal, I don't think the majority of these bad drivers are living the immediate area. This road is simply a short cut being used to get to South Avenue and the west side of town.

This overpass is too narrow for amount and kinds of vehicular traffic involved, let alone the amount of pedestrian traffic in the area. Police presence does slow up traffic, but it speeds up once they are gone. I'm not wishing for 200 drivers to be ticketed, unless it's last resort. A change in driving patterns is needed, so drivers could stay on roadways more conducive for their driving habits that don't have these same hazards involved.

We would like to hear from the City in this regard.

Thanks,

David Hardy  
541 Hill St.  
Baraboo, WI 53913

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

## Minutes of the Public Safety Committee Meeting – June 8, 2020

**Members Present:** Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Kennie Downing, Mike Palm, Mark Schauf, Kevin Stieve, Emily Truman, Tom Pinion, Wade Peterson, Tony Gilman, and Kris Jackson.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Plautz to approve the minutes of the April 13, 2020 meeting. Motion carried unanimously.

### New Business

- a. Discussion and possible recommendation to Common Council to adopt an Ordinance prohibiting vaping in all locations where smoking is currently prohibited in the City of Baraboo – Mayor Palm said earlier this year there was an initiative that was put on by SSM Health talking about vaping and what it is doing to our youth in particular. He said it was talking about the idea of adjoining municipalities taking a stronger position on vaping than perhaps the City was, yet smoking is not allowed in any City parks or City buildings. He said the question that came up, as part of the symposium was if the City would consider prohibiting vaping in any circumstance that smoking would be prohibited. He said that both smoking and vaping are a delivery system for nicotine. He did say that this is harder to police because the vapor is gone. Chief Schauf he has worked with the City Attorney to try to put language in the ordinance that would make it a little easier to police. He said that it is very difficult for the department in a municipal ordinance violation to be able to regulate this as tight as traditional smoking. He said that there is not the smell with vaping. It was moved by Kolb, seconded by Plautz to send the draft Ordinance to the Council with a positive recommendation. Motion carried unanimously.
- b. Consider Proposed Amendment to existing License Agreement with US Cellular for the CTH A Water Tower Site – Peterson presented background to Committee. He said US is looking to upgrade equipment on the tower. He said they have a structural plan of what they have proposed, and the City has had a third party structural team look at the proposal. He said that an agreement has been made with changes to the language and a small monetary increase to the annual monies received from them. It was moved by Kolb, seconded by Plautz to approve the proposed amendment to the License Agreement with U.S. Cellular for the CTH A Water Tower Site. Motion carried unanimously.
- c. Review and recommend approval of the WWTP's 2019 Compliance Maintenance Annual Report – Peterson said as usual the Department received many great grades; however, this year a C was received in bio solids. He praised his employees for a great job done. It was moved by Plautz, seconded by Kolb to approve the WWTP's 2019 Compliance maintenance Annual Report as presented. Motion carried unanimously.
- d. Consider including new Street Lights as part of the WDOT's STH 33 (8<sup>th</sup> St/Ave) Reconstruction Project – Pinion said STH 33 is slated to be reconstructed in 2024. He said they are 30% in the planning design, and now is the time for input as to whether the City would like to put in new streetlights as part of this project. He said there are several options, try to match the lights on South Blvd., the type Alliant puts in which are wood poles and their fixtures and the City would rent them, or we could put up City owned lights. He said that the only City owned lights currently are the downtown historic lights, the red light posts on the former Highway 12 from the Baraboo River Bridge, south to Menards, and South Blvd. He said the poles on South Blvd. and former Highway 12 are poles that are more decorative. He said if the City went with the standard DOT, aluminum poles with the trombone arms and LED fixtures, the State would split the cost 50/50. He said the preliminary cost estimate is \$600,000. Pinion said if the City would prefer decorative lighting, similar to the lights on South Blvd., the DOT would only contribute 50% of what standard street lights cost and the City would be responsible for the balance. He said that Alliant only offers two types of poles, wood or concrete. Pinion said the difference comes down to financing. He said if the City is interested in a bit more curb appeal, especially on that corridor, he feels that the aluminum poles are a lot better than the wood or concrete poles that Alliant offers. Kolb asked if the cable would be underground. Pinion said it would be the City-owned cable connecting these streetlights. He said he could not guarantee that adding new streetlights would force those existing overhead utilities underground. Plautz moved, Kolb seconded to proceed with the DOT standard aluminum poles with LED lights included in the STH 33 reconstruction project. Motion carried unanimously.
- e. STH 33 Preliminary Resolution Declaring Intent to Levy Special Assessments for Sanitary Sewer Lateral Replacement in the right-of-way as part of the WDOT's STH 33 Reconstruction Project – Pinion said this is part of the STH 33 Reconstruction Project to avoid having to dig up the road in the near future after construction. He said the City is considering lining some sections of sewer and replacing others. He said that the laterals are the property owners responsibility and normally would not replace those, and if they were replaced the cost would be assessed to the owner. He

said what is being considered since the contractor will be there and the road would be removed, it is the opportune time, both economically and physically to replace the laterals within the right-of-way to help preserve the integrity of the roadway. He said that the work needs to be confined to the right-o-way to avoid incurring another \$300,000 to \$400,000 in real estate costs. He said the City would give people two to three years notice that the expense is coming and provide an estimate of what it will cost and let them plan for that, but we would like to include that as part of the DOT project. He said that Peterson has some costs that he put together preliminary from a recent project elsewhere in Wisconsin that did the same thing. Peterson said that Stoddard just started a DOT project and their numbers for sanitary sewer lateral replacement was approximately \$1200 per property. He said that he checked with West Baraboo, they had a water main break by Culver's a month ago, and that repair was \$17,000. Therefore, if we do not do this and an owner's lateral would fail, they could easily be looking at a \$10,000 bill to do their repair. Kolb as the age of the laterals, Peterson said that 75% of them are 80 years plus. Kolb moved, Plautz seconded to move forward with the STH 33 Preliminary Resolution Declaring Intent to Levy Special Assessments for Sanitary Sewer Lateral Replacement in the right-of-way as part of the WDOT's STH 33 Reconstruction Project. Motion carried unanimously.

- f. Review and approval of monthly Billing Adjustment/Credits for Sewer and Water Customers for April and May 2020 – Peterson presented the Adjustments/Credits. Kolb moved, Plautz seconded to approve the monthly Billing Adjustment/Credits for Sewer and Water Customers for April and May 2020 as presented. Motion carried unanimously.

## Reports

- a. Utility Superintendent's Report
- i. Staffing updates – Peterson said that the billing technician position has been filled and the new person starts next week. He said that Bill Clary joined us to fill the water position. He came over from the Village of West Baraboo.
  - ii. Project updates – Peterson said that the river project ran into some issues, but now is complete, except for some landscaping. He said the Oak Street Booster Station has started; however, some of the electrical equipment has been delayed due to COVID19. He said the department is continuing to do a few smaller lead services. He said Mound Street would soak up the remainder of the funds available. He said there is a rumor that will be some more funds available in 2021 and he will apply with the State this fall. He said that sewer jetting is going very well. He said the contractor for slip-lining sewers has already been here and completed their project. He said that about 2,500' of sewer mains were slip-lined in the Victory Heights subdivision. Peterson said bio solids spreading went great. He said the department is down on water production due to Covid-19. LSC Communications has filed for Chapter 11 and has not paid their first quarter bill (roughly \$90,000). He said there is also one larger apartment complex that has not paid their first quarter bill. He said that PSC has suspended all late fees and disconnections due to COVID19; therefore, year-to-date the Utility is down \$28,343,000 gallons or 12% in water production. He has seen LSC usage start to increase.
- b. Street Superintendent's Report
- i. Staffing updates – No new staffing to report.
  - ii. Equipment Updates - Gilman said that the Air Curtin Destructor was sold to a contractor up in St. Germain area for \$35,500.
  - iii. Monthly Report on Public Works Department activities – Gilman said that the activities report in the packet and he does not want to be redundant.
  - iv. Project updates – Gilman said the department has some intersection work coming up on Elizabeth and 10<sup>th</sup> will be replaced, some repairs on 8<sup>th</sup> Street will be done, 2<sup>nd</sup> Avenue and Morre, and Russell and Badger.
- c. Police Chief's Report
- i. Staffing Updates – Schauf said that there is one officer in field training, coming from the Sun Prairie area. He said there are two vacancies, one investigator, and one patrol position. He said that with school being out the department was able to use the school resource officers in patrol positions. He said the Department is currently running a hiring process.

- ii. Case/Response Update – Schauf said that the department is seeing an increase in mental case investigations and committals. Schauf said that the department continues to do all their COVID responses, as far as sanitizing cars, social distancing, and officers are still taking their temperatures before the start of their shift, and staying healthy. He said three members of the Department participated with the Sauk County Emergency Response Team in Madison. He said those officers had specialized federal training in crowd control.
- d. Fire Chief’s Report
- i. Update on Implementation of Fire Department Operations Study Recommendations – Stieve said that during the COVID19 some policies and procedures were released. He said that an agenda item on the Council is one of those recommendations as far as working with EMS.
  - ii. Update on proposed Fire Department Remodeling project – He said he is working with some architects to get some plans in place.
  - iii. Staffing Updates – Stieve said there was one resignation at the end of May due to moving out of the area. He said the department has to do heavy duty recruiting through this special time we are in. He said that they resumed their training face-to-face last Monday night. He said they try to social distance; however, sometimes it does not work out that way.

**AJOURNMENT** – It was moved by Kolb, seconded by Plautz to adjourn at 1:45 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman



2020 Draper Street Improvements Project (#7163801)

Owner: City of Baraboo

Solicitor: City of Baraboo

07/09/2020 02:30 PM CDT

2020 Draper Street Improvements:				Dean Blum Excavating		Gerke Excavating Inc.		Top Tier Grading Co, LLC	
Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
<b>DRAPER STREET</b>									
A1	Mobilization, Bonds and Insurance	LS	1	\$29,500.00	\$29,500.00	\$26,214.27	\$26,214.27	\$43,700.00	\$43,700.00
A2	Turf Restoration	LS	1	\$9,600.00	\$9,600.00	\$27,617.91	\$27,617.91	\$6,700.00	\$6,700.00
A3	Watering	EA	5	\$600.00	\$3,000.00	\$416.63	\$2,083.15	\$750.00	\$3,750.00
A4	Traffic Control	LS	1	\$1,475.00	\$1,475.00	\$4,200.00	\$4,200.00	\$4,000.00	\$4,000.00
A5	Stump Removal	EA	1	\$175.00	\$175.00	\$1,144.34	\$1,144.34	\$800.00	\$800.00
A6	Tracking Pad	SY	100	\$0.01	\$1.00	\$9.58	\$958.00	\$20.00	\$2,000.00
A7	Curb Sediment Barrier	EA	20	\$65.00	\$1,300.00	\$60.32	\$1,206.40	\$100.00	\$2,000.00
A8	Inlet Protection, Type D	EA	25	\$85.00	\$2,125.00	\$114.20	\$2,855.00	\$150.00	\$3,750.00
A9	Unclassified Excavation	LS	1	\$89,320.00	\$89,320.00	\$137,534.72	\$137,534.72	\$122,242.00	\$122,242.00
A10	Concrete Curb and Gutter Removal	LF	6,350	\$1.00	\$6,350.00	\$1.50	\$9,525.00	\$4.90	\$31,115.00
A11	Asphalt Pavement Removal	SY	16,850	\$1.10	\$18,535.00	\$0.92	\$15,502.00	\$2.86	\$48,191.00
A12	Concrete Flatwork Removal	SY	6,800	\$0.60	\$4,080.00	\$1.66	\$11,288.00	\$2.70	\$18,360.00
A13	Excavation Below Subgrade	CY	250	\$12.00	\$3,000.00	\$10.94	\$2,735.00	\$40.00	\$10,000.00
A14	Geogrid	SY	500	\$3.00	\$1,500.00	\$1.62	\$810.00	\$5.00	\$2,500.00
A15	Adjust Existing Manhole Casting	EA	26	\$275.00	\$7,150.00	\$636.34	\$16,544.84	\$250.00	\$6,500.00
A16	Adjust Existing Inlet	EA	6	\$275.00	\$1,650.00	\$291.86	\$1,751.16	\$275.00	\$1,650.00
A17	30-inch Concrete Curb and Gutter	LF	6,343	\$13.75	\$87,216.25	\$14.79	\$93,812.97	\$17.36	\$110,114.48
A18	48-inch Concrete Flume	LF	220	\$37.00	\$8,140.00	\$46.41	\$10,210.20	\$45.50	\$10,010.00
A19	Rebar, #4	LF	880	\$3.00	\$2,640.00	\$2.04	\$1,795.20	\$2.00	\$1,760.00
A20	Crushed Aggregate Base Course	TON	8,545	\$11.00	\$93,995.00	\$11.08	\$94,678.60	\$10.75	\$91,858.75
A21	Breaker Run	TON	8,275	\$11.00	\$91,025.00	\$11.40	\$94,335.00	\$10.75	\$88,956.25
A22	4-inch Concrete Sidewalk	SF	5,800	\$4.25	\$24,650.00	\$5.30	\$30,740.00	\$5.70	\$33,060.00
A23	6-inch Concrete Sidewalk and Driveway	SF	2,462	\$4.75	\$11,694.50	\$5.92	\$14,575.04	\$6.30	\$15,510.60
A24	Concrete Quality Control	LS	1	\$900.00	\$900.00	\$3,570.00	\$3,570.00	\$3,500.00	\$3,500.00
A25	Detectable Warning Field	EA	28	\$285.00	\$7,980.00	\$244.80	\$6,854.40	\$240.00	\$6,720.00
A26	Final Grading	SY	16,675	\$1.25	\$20,843.75	\$1.25	\$20,843.75	\$2.12	\$35,351.00
A27	4-inch Asphalt Pavement	TON	3,780	\$59.25	\$223,965.00	\$59.47	\$224,796.60	\$60.80	\$229,824.00
A28	2-inch Asphalt Pavement - Driveways	TON	25	\$162.00	\$4,050.00	\$160.59	\$4,014.75	\$98.00	\$2,450.00
A29	Sawcut Asphalt	LF	700	\$2.00	\$1,400.00	\$1.58	\$1,106.00	\$2.00	\$1,400.00
A30	Sawcut Concrete	LF	325	\$2.50	\$812.50	\$2.30	\$747.50	\$5.00	\$1,625.00
A31	Storm Sewer, 12-Inch RCCP	LF	405	\$33.00	\$13,365.00	\$37.67	\$15,256.35	\$38.00	\$15,390.00
A32	Storm Inlet, 24x36-Inch	EA	3	\$1,660.00	\$4,980.00	\$1,784.95	\$5,354.85	\$950.00	\$2,850.00
A33	Connect to Existing Inlet Box	EA	1	\$675.00	\$675.00	\$1,463.66	\$1,463.66	\$750.00	\$750.00
A34	Imported Granular Backfill	CY	100	\$12.00	\$1,200.00	\$18.25	\$1,825.00	\$7.00	\$700.00
A35	2-Inch Rigid Insulation	SF	144	\$3.50	\$504.00	\$5.56	\$800.64	\$3.00	\$432.00
<b>Base Bid SUB-TOTAL:</b>					<b>\$778,797.00</b>		<b>\$888,750.30</b>		<b>\$959,520.08</b>
AD-73	Haul CABC from City's Stockpile	TON	8,545	(\$4.75)	(\$40,588.75)	(\$6.70)	(\$57,251.50)	(\$7.11)	(\$60,754.95)
AD-74	Haul Breaker Run from City's Stockpile	TON	8,275	(\$4.75)	(\$39,306.25)	(\$7.86)	(\$65,041.50)	(\$7.11)	(\$58,835.25)
<b>Deductive Alternate SUB-TOTAL:</b>					<b>(\$79,895.00)</b>		<b>(\$122,293.00)</b>		<b>(\$119,590.20)</b>

**DRAPER STREET IMPROVEMENTS - NET BID:**

**\$698,902.00**

**\$766,457.30**

**\$839,929.88**





Building a Better World  
for All of Us®

July 2, 2020

RE: City of Baraboo  
STH 33 Street Lighting Proposal  
SEH No. 156026 14.00

Thomas S. Pinion, PE  
Director of Public Works/City Engineer  
City of Baraboo  
101 South Blvd  
Baraboo, WI, 53913

Dear Mr. Pinion:

Short Elliott Hendrickson, Inc. (SEH®) is pleased to provide assistance to the City of Baraboo for street lighting design as part of the STH 33 Reconstruction Project.

### ***Project Understanding***

The proposed lighting project will be designed with WisDOT's STH 33 Recondition project and included in the project's final plans, estimate, and specification (PS&E) package. The lighting design will utilize standard WisDOT equipment and design practices. The limits of the project will begin at the City's west limits and extend to the intersection of Taft Ave.

### ***Scope of Work***

Our lighting and electrical engineering staff will utilize WisDOT's published lighting equipment standards and coordinate with the City to design the new lighting and electrical systems. Photometric calculations will be performed to establish lighting levels that are appropriate for roadways within the project limits, and consistent with industry recommendations. We will coordinate with the energy provider to establish the location of electrical services throughout the corridor. Our plans will consist of pole, service, and conductor locations along with descriptions of equipment specified for the project. Submitted plans will be 100 scale drawings. Miscellaneous quantities, special provisions and a cost estimate will also be provided for the final submittal.

Modifying equipment in order to avoid overhead electrical lines or independent project bidding is not included within the scope.

### ***Project Team***

#### **Jeremy Tomesh – Client Service Manager**

As Client Service Manager, Jeremy will be responsible for assuring the City's expectations are not only met, but exceeded. He will be available throughout the project to coordinate work between the utility project, and the WisDOT roadway work. Jeremy offers experience working on numerous WisDOT and local municipal projects that involve reconstruction and lighting. That experience will allow him to provide

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 329 Jay Street, Suite 301, La Crosse, WI 54601-4034

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seamless coordination between the City led lighting project and the WisDOT led reconstruction project. Jeremy's project portfolio includes a wide variety of projects including roadway rehabilitations, complex urban designs, bridge rehabilitations, intersection control evaluations and stormwater management. His expertise includes coordination of multi-discipline teams, and ability to work successfully on projects with multiple units of government.

*Similar Project Experience:*

- STH 27 Reconstruction – City of Sparta
- STH 35 Reconstruction – Village of Stoddard
- Abbey Road – City of Onalaska
- Berlin Drive – City of La Crosse
- STH 157 – City of La Crosse

**Josh Woller – Project Manager**

As project manager, Josh will oversee the day to day activities, provide QA/QC, and assure all project deliverables are meeting the design schedule. Josh is currently leading the design of the traffic signals along STH 33 and is fully integrated with the WisDOT design team and the project schedule. This will allow Josh to seamlessly coordinate the street lighting design associated with the traffic signals and the design of the larger system lighting. Josh has a proven track record of providing excellent communication throughout the duration of each project he oversees, and will use this skill to keep the City of Baraboo up to date on project objectives and deliverables. Josh has worked with our selected SEH project team on many similar types of projects; this experience has resulted in a highly collaborative work environment, insight into each team member's areas of expertise, and a cost-effective and successful design process. Throughout his career, Josh has worked on and managed a variety of traffic, transportation and civil projects. Insights gained through working on different types of projects help Josh create innovative solutions to efficiently deliver projects.

*Similar Project Experience:*

- STH 35 (Tower Avenue) Reconstruction – City of Superior
- USH 2 (Belknap Street) Reconstruction – City of Superior
- STH 13 Reconstruction – City of Colby
- STH 124 Reconstruction – City of Chippewa Falls
- USH 63 Reconstruction – City of Spooner
- STH 33 Reconstruction – City of Baraboo

**Ken Taillion – Lighting Design Lead**

As SEH's long-time lighting expert, Ken will lead the tasks associated with roadway lighting. Ken brings extensive experience designing new and replacement lighting systems for roadways, bridges, roundabouts, tunnels, streetscapes, sports facilities, distribution centers, and pedestrian pathways and underpasses. He works closely with clients to develop lighting systems that meet performance, aesthetic and long-term maintenance requirements. Prior to joining SEH, Ken served as lead lighting project manager for the St. Paul Public Works Department, during which time he was involved in the installation of more than 4,000 street lights and solving design and maintenance issues associated with the City's 30,000 operational lights. For WisDOT, Ken has provided guidance to the Bureau of Traffic Operations and Regional Offices on lighting project reviews and recommendations on State lighting methods.

*Similar Project Experience:*

- STH 35 (Tower Avenue) Reconstruction – City of Superior
- STH 27 Reconstruction – City of Sparta
- STH 13 Reconstruction – City of Colby
- STH 124 Reconstruction – City of Chippewa Falls
- USH 63 Reconstruction – City of Spooner

**Schedule**

The schedule of the project will follow WisDOT's design milestones. Below is the current project schedule and delivery milestones:

<b>Service</b>	<b>Date</b>
60% Plans	November 2020
90% Plans	March 2023
PS&E	May 2023

Project documents will be submitted to the City for review 2 weeks prior to submittal to WisDOT.

Our services will be complete upon completion of successful project bidding.

**Fee**

The basis of payment for SEH's services to be performed for this project will be **\$19,500.00** based on a lump sum not to exceed. This cost is based on the scope identified above. Should this proposal meet your approval, we will provide a contract for professional services which will outline both parties' responsibilities. If you have any questions or concerns regarding this proposal, please contact me at 608.769.9840.

We look forward to working with the City of Baraboo on this project.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jeremy Tomesh, PE  
Sr. Professional Engineer  
(Lic. WI)

jmw

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July 3, 2020

Tom Pinion, P.E., City Engineer  
City of Baraboo  
101 South Boulevard  
Baraboo, WI 53913

**Re: Proposal for Engineering Services for Lighting Design on STH 33 Reconstruction Project**

Dear Tom,

The Department of Transportation and City of Baraboo are moving forward with design of a roadway and utility reconstruction project along STH 33 (8<sup>th</sup> Street) in the City of Baraboo between the west city limits to CTH T. The work will also include municipal lighting along this section of roadway that will be replaced with the project. MSA is pleased to propose on this lighting project.

The lighting design project will include project management, plan set up, demolition plan, fixture selection, photometrics, lighting design layout, utility coordination, details and schedules, miscellaneous quantities per WisDOT requirements, revision based on City and WisDOT review, and a final plan, specification document, and estimate (P/S/E). The lighting submittal will be included with WisDOT's final submittal along with the roadway and utility work. Bidding assistance and limited construction administration assistance are also included.

MSA Fee for Design, Bidding and Construction Administration:	\$29,500
Additional fee if Festoon Receptacles are required:	\$4,500

Thank you for another opportunity to work with you! Please feel free to contact me at (608) 355-8887 or at [bkehrli@msa-ps.com](mailto:bkehrli@msa-ps.com) with any questions.

Sincerely,  
MSA Professional Services, Inc.

A handwritten signature in blue ink that reads "Brian Kehrl". The signature is written in a cursive, flowing style.

Brian Kehrl, P.E  
Project Manager | Team Leader

NBO - 1

The City of Baraboo, Wisconsin

**Background:** The Public Safety Committee considered a request to restrict parking on the south side of Quarry Street, east of Waldo Street, at their July 13<sup>th</sup>, 2020 meeting.

Based on recommendations from the City Engineer and Chief of Police, the Committee unanimously recommended that the Common Council approve this change.

**Fiscal Note:** (check one)  Not Required  Budgeted Expenditure  Not Budgeted **Comments:**

An Ordinance revising the City of Baraboo Code of Ordinances §7.02 (2)(b)2 to provide for:

No Parking Any Time on the south side of Quarry Street, from a Waldo Street to a point 350 east of the centerline of Waldo Street.

THE COMMON COUNCIL OF THE CITY OF BARABOO, WISCONSIN, DO ORDAIN AS FOLLOWS:

- 1. The City of Baraboo Code of Ordinances § 7.02(2)(b)2, the Official Traffic Map, is revised to provide for:

No Parking Any Time on the south side of Quarry Street, from a Waldo Street to a point 350 east of the centerline of Waldo Street.

- 2. This Ordinance shall take effect upon passage and publication as provided by law.

Mayor's Approval: \_\_\_\_\_

Clerk's Certification: \_\_\_\_\_

I hereby certify that the foregoing Ordinance was duly passed by the Common Council of the City of Baraboo on the 28<sup>h</sup> day of July 2020 and is recorded on page \_\_\_\_\_ of volume \_\_\_\_\_.

City Clerk: \_\_\_\_\_

Report Criteria:

Selected types: Billing Adjustment

**Billing Adjustment**

05/05/2020

Name	Customer Number	Type	Description	Amount	Service
SCHWANBECK, JOHN & RAQUEL	78-118000-00	Billing Adjustment	REPAIRED OUTSIDE FAUCET/LEAKING	-14.80	Multiple
Total 05/05/2020:				-14.80	
Total Billing Adjustment:				-14.80	
Grand Totals:				-14.80	

Report Criteria:

Selected types: Billing Adjustment

Report Criteria:  
Selected types: Billing Adjustment

**Billing Adjustment**

**06/17/2020**

Name	Customer Number	Type	Description	Amount	Service
ZIPSIE, JOSEPHINE H	73-114000-00	Billing Adjustment	Repaired toilet	-26.28	Multiple
Total 06/17/2020:				-26.28	

**06/22/2020**

Name	Customer Number	Type	Description	Amount	Service
OPEN DOOR BAPTIST CHURCH	56-069000-00	Billing Adjustment	REPAIRED TOILET LEAK	-107.82	Multiple
Total 06/22/2020:				-107.82	

**06/24/2020**

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CREDIT BULK FILL 2ND QTR 21,950	-30.73	WATER - 10
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CREDIT BULK FILL 2ND QTR 21,950	-88.24	SEWER - 30
OPEN DOOR BAPTIST CHURCH	56-069000-00	Billing Adjustment	REPAIRED LEAKING TOILET	-36.24	Multiple
SCHMUDLACH, NATHANIEL	73-021000-01	Billing Adjustment	REPAIRED LEAKING TOILET	-86.68	Multiple
ZIPSIE, JOSEPHINE H	73-114000-00	Billing Adjustment	REPAIRED LEAKING TOILET	-28.68	Multiple
Total 06/24/2020:				-270.57	
Total Billing Adjustment:				-404.67	
Grand Totals:				-404.67	

Report Criteria:  
Selected types: Billing Adjustment



To: Public Safety Committee  
From: Utility Superintendent  
Re: July 2020 Agenda

**Old Business:**

None

**New Business:**

None

**Reports:**

Oak Street Booster Station Electrical Upgrade – Project is 25% complete and the new generator is up and running. By July 19<sup>th</sup>, the project should be at about 90% complete.

Lead Service replacement – We have completed seven lead services so far and have two scheduled for 7/8 & 7/9. A majority of this year’s replacements will be on Mound Street when the water main/street reconstruction is completed.

Mound Street reconstruction started on July 7<sup>th</sup>. Half of the water main and service replacement should be done by July 17<sup>th</sup>.

LSC Communications will be closing their doors in September. As you are aware, they are our most significant water customer. Without their water sales, the Water Utility will need to apply for a rate study with the Public Service Commission. This is a time consuming and lengthy project and our slim hope would be to have the new rates effective January 2021.

	City	LSC	Percentage
2017	754,805,000	373,899,300	49%
2018	743,896,000	339,121,500	46%
2019	625,788,000	265,774,100	42%
2020	251,799,000	112,322,700	45%



## **JUNE 2020 STREET DEPARTMENT STATUS REPORT**

### **Staffing Updates**

- No new staffing to report. DPW staff is continuing with a “split shift” until we feel the COVID situation has quelled to the point that we can safely resume our previous daily work schedule.

### **Activity Report**

- Crews have remained busy with the usual seasonal tasks, such as street sweeping, traffic line striping, monthly brush pickup, pothole patching when needed, and stormsewer repairs.
- As stated in a previous monthly activity report, we have been attempting to clean-up our own campus when time permits. One particular area that continues to prove challenging is the brush drop-off site. Although, tighter restrictions, enforcement, and surveillance have reduced the number of violators, it still proves to be time consuming to investigate and enforce the individuals that violate the rules.
- According to staff assigned to refuse/recycling pickup, mandatory placement of refuse and recyclables in carts is going well, with resident’s increasingly practicing proper placement of their refuse and recyclable items. Since the requirement, we have had many individuals upgrade to a larger refuse or recycling cart, or purchase a second cart for their use. With the amount of upgrades that we have seen recently, we now have many used carts available, mostly of the 64 gallon variety. I would suggest that we give residents and opportunity to purchase a used cart at a discounted rate, when they are available. A reduced rate on a used cart gives them the opportunity to purchase the required cart so they can follow the rules that we set forth, without bearing the cost of a new cart. This would also give us an opportunity to clear some of the used carts that we have since been storing at our facility.
- We have received an inquiry from a resident regarding the possibility of weekly recycling pickup. At this time no official request for action has been brought forth by the individual who we were contacted by, or any others from the group that have discussed the idea on social media.

### **Project Updates**

- We have completed two scheduled street repairs that were intended for 2020. The intersection of 10<sup>th</sup> Street and Elizabeth Street was taken down to its gravel base and paved with 3” of new asphalt. We also installed concrete flumes at the intersections of Lincoln Avenue and 9<sup>th</sup>, and Lincoln Avenue and 10<sup>th</sup> to direct stormwater runoff and repair badly deteriorated asphalt flow lines. We still intend on addressing the intersections of Moore Street and 2<sup>nd</sup> Avenue, Keith Street and 14<sup>th</sup> Street, and Russell Street and Badger Drive with similar type repairs.
- We have completed the West/Center Alley that runs parallel to 5<sup>th</sup> and 6<sup>th</sup> Avenue, the Barker/Elizabeth alley that runs parallel to 11<sup>th</sup> and 12<sup>th</sup> Streets is prepped and ready for asphalt, and the 2/4 Alley that runs parallel to Camp and Elizabeth Street is beginning the week of July 6<sup>th</sup>.



# BARABOO FIRE DEPARTMENT

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**Date:** July 1, 2020  
**To:** Public Safety Committee  
**CC:** Mayor Palm and City Administrator Geick  
**From:** Kevin G. Stieve, Fire Chief  
**RE:** Public Safety Committee Meeting Information July 13, 2020

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## **Fire Station Remodel**

I sought price quotes from three Architectural Firms to provide a quote for design services for the remodel of the fire department, specifically the basement for use of a sleeping quarters. The selected firm will provide the necessary documentation to meet building codes and American with Disabilities Act requirements as well as plans that can be submitted to the State of Wisconsin as this is a change of use of the original space. The following are the three firms solicited for price quotes and their prices.

Transcend Architects & Engineers	\$4,800.00
MSA Professional Services	\$12,000.00
Architectural Design Consultants, Inc. (ADCI)	\$22,700.00

I am working with Transcend Architects & Engineers to finalize the contract for service and will proceed soon.

I am working with others such as fire sprinkler contractors, electricians, plumbers and HVAC Contractors to finalize price quotes on the different aspects of that specific work to be completed in the space and will bring that information to you when completed.

## **Technical Rescue Ordinance**

I am still working on the technical rescue ordinance with the City Attorney. I have given to the Interim City Administrator to review so we can discuss it in more detail in the future.

## **Staffing**

We had another member resign due to health issues. We are actively recruiting for more personnel. We will need to get creative with our staffing model as we move forward.

## **Baraboo District Ambulance Service (BDAS) and Fire Department**

In addition to working with BDAS on moving into the fire station, we have been working with BDAS Staff in investigating the possibility of sponsoring some of the firefighters in Emergency Medical Technician – Basic (EMT-B). This is a part of working on the recommendation of improving the relationship and working more with BDAS.

As always, please call or e-mail with questions.