

# 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 23, 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, Daniel Zech, Gary Meeker, Brian Bemis, Buck Sweeney, Jim Smith, 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 11, 2018 Public Safety Committee meeting.

## 2. New Business

- a. Consider revising parking regulations on Ash Street between Water Street and 1<sup>st</sup> Street. (Daniel Zech)
- b. Review and recommendation for revising the City's ordinance regarding Special Events.
- c. Review and recommendation for revising the City's ordinance regulating loud and unnecessary noise.
- d. Review and recommendation of Gary Meeker's request for a second driveway to their single-family residential property at 1018 3<sup>rd</sup> Street.
- e. Discussion with Driftless Glen Distillery, LLC regarding wastewater discharge from the Driftless Glen Distillery at 300 Water Street and how they propose to comply with the Subchapter III: Baraboo Sewer Utility in Chapter 13 of the City's General Code of Ordinances.
- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for June 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 July 19, 2018

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

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

**FOR INFORMATION ONLY, NOT TO BE PUBLISHED**

## Minutes of the Public Safety Committee Meeting – June 11, 2018

**Members Present:** Phil Wedekind and Mike Plautz. Tom Kolb was absent. **Others Present:** Wade Peterson, Ed Geick, Mike Palm, Mark Schauf, Tony Gilman, Kevin Stieve, Lori Miller, Nick Karls, Mike Johnson, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Services Center, 450 Roundhouse Court, Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Plautz, seconded by Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Wedekind to approve the minutes of the April 30, 2018 meeting. Motion carried unanimously.

### New Business

- a. Consider revising parking regulations in municipal parking lot on the southwest corner of Ash & 5<sup>th</sup> Streets – Engineer Pinion presented background regarding previous reserved parking in this lot. It was moved by Plautz, seconded by Wedekind to revise the parking regulations in the municipal parking lot as recommended. Motion carried unanimously.
- b. Consider a request for an easement for a private driveway on the unimproved right-of-way of 12<sup>th</sup> Avenue, west of Oak Street, for the single-family residence at 1317 Oak Street – Engineer Pinion presented the background for this request. He said that the unimproved right-of-way serves as just access for the property to their driveway, and the owners for this property would like to pave it from Oak Street out to the existing slab. It was moved by Plautz moved, Wedekind seconded to approve an easement for a private driveway on the unimproved right-of-way of 12<sup>th</sup> Avenue, west of Oak Street as requested. Motion carried unanimously.
- c. Review and recommendation to close Oak Street between 3<sup>rd</sup> & 4<sup>th</sup> Avenues for a Special Event – “Night Markets”, on September 21<sup>st</sup> and December 21<sup>st</sup> from 5 PM to 9 PM, sponsored by Baraboo Young Professionals – Pinion said that a representative, Mike Johnson is present to discuss the group’s proposal. Pinion said that the staff thinks that this is a good idea. Johnson presented the proposal to the Committee. He said that the Baraboo Young Professionals have partners with DBI to hold “Night Markets” downtown. Chief Schauf said that the department is trying to come up with a creative solution to be able to do alcohol. He said that he feels that this event is good for the group and downtown Baraboo, and his department just has to work out some of the details. Plautz moved, Wedekind seconded to recommend the street closure for the Special Event – “Night Markets” as presented. Motion carried unanimously.
- d. Review and recommendation to levy special assessments for new sidewalk on 4<sup>th</sup> Street, 16<sup>th</sup> Street, and Vine Street and new curb & gutter on Vine Street – Pinion presented the map of the assessment area. It was moved by Plautz, seconded by Wedekind to recommend levying special assessments for new sidewalk on 4<sup>th</sup> Street, 16<sup>th</sup> Street, and Vine Street and new curb & gutter on Vine Street. Motion carried unanimously.
- e. Review Bid Tabulation and Recommend Award for 2018 Street Reconstruction Projects – Pinion presented background to the Committee. It was moved by Plautz, seconded by Wedekind to award the bid for the 2018 Street Reconstruction Projects to Dean Blum Excavating. Motion carried unanimously.
- f. Review Bid Tabulation and Recommend Award for WRRF Insulated Garage Building – Peterson presented the background to the Committee. He said there were four bidders and Brute Construction has met all requirements, and he is recommending that the bid be awarded to Brute. He said that his department would be doing all excavating, concrete, and landscaping work. It was moved by Plautz, seconded by Wedekind to recommend awarding the bid for the WRRF Insulated Garage Building to Brute Construction. Motion carried unanimously.
- g. Review Bid Tabulation and Recommend Award for DPW Pole Building – Gilman presented the background to the Committee. He said that this project was planned prior to his arrival. He said the budgeted amount at that time was in the range of \$60,000. He said that the bids have come in higher than expected; therefore, staff is exploring some options were a mid-point can be found.
- h. Review and Approve purchase of a 2019 International Plow Truck – Gilman presented background and pricing to the Committee. He said what the vendor was talking for trade-in value, staff feels that they could get a lot better price from the surplus auction. It was moved by Plautz, seconded by Wedekind to approve the purchase of a 2019 International Plow Truck as presented. Motion carried unanimously.

- i. Review and recommend approval of the WWTP's 2017 Compliance Maintenance Annual Report – Peterson presented the report to the Committee saying that the WWTP received all As. It was moved by Plautz, seconded by Wedekind to recommend approval of the WWTP's 2017 Compliance Maintenance Annual Report. Motion carried unanimously.
- j. Review Progress to date on Implementation of the recommendations in the Fire Department Operations Study – Chief Stieve presented a detailed progress report on the Fire Department Operations Study to the Committee. Testing of fire alarm and fire equipment was discussed. Chief Stieve said that the Building Inspection is a recommendation in the Fire Department Operations Study, and there is a staff meeting on this in the near future.
- k. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for May 2018 – It was moved by Plautz, seconded by Wedekind to approve the monthly billing adjustments/credit for May, 2018 as presented. Motion carried unanimously.

### **Reports**

- a. Utility Superintendent's Report – Peterson said things are going well, the department is treatment busy both on the water and wastewater side. He said that the department is moving forward with the service replacements. He said sewer cleaning is about 70% complete. He said the project for the Treatment Plant starts the second week in July. He said the Water people are replacing hydrants, valves, services, and getting the flushing done.
- b. Street Superintendent's Report – Gilman said that the department is busy with routine projects. Gilman thanks Ben Bromley for the article regarding the brush pickup process. He said the department is trying to get started on crack filling, and asphalt repair. He said the department is working with the Water Department repairing curb.
- c. Police Chief's Report – Chief Schauf said that there are some drug things going on, they department just received the federal warrant for the drug seizure the department just participated in with the FBI. He said that there was several pounds of marijuana seized between Juneau and Sauk County. He said that the department is down three officers, so staffing is getting tight. He said that there are eight potential candidates. He said the PD is also preparing for the upcoming 4<sup>th</sup> of July, Fair, and Circus Parade.
- d. Fire Chief's Report – Stieve said that they are in the process of getting the High School Fire Academy implemented in the fall. He said what is needed is a written agreement between the Baraboo School District, City of Baraboo, and MATC. Stieve then discussed transportation of students, and how the training would work. Lori Miller, Baraboo School District Administrator said that they are very committed to the Fire Academy. It was stated that there are 13 students. Miller stated that Baraboo is one of three school districts in the State of Wisconsin that can have this kind of partnership with the City, so she feels it something that the City can be proud of. She said that the students would exit with work force certifications, which allows them some benefits. Nick Karls, of Baraboo School District explained the benefits for the students. Stieve then explained the requirements and cost for the students. He said the school district was going to pick the cost up; however, MATC has written a grant through the Department of Workforce Development, they are in the process, and he feels that it is promising. Steve said that he was very impressed with the preparations that the students have done. He said this week he did ALICE training at WCCU Credit Union with 15 employees attending, and yesterday St. Paul's Lutheran Church with 52 people. He said that the department attended an evening at Al Behrman School and he invited the Red Cross because they have a free smoke detector program. He said that they spent two days installing approximately 25 smoke alarms free of charge in homes.

**ADJOURNMENT** – Wedekind moved, Plautz seconded to adjourn at 1:56 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

# MEMORANDUM

City of Baraboo

Date: July 19, 2018

To: Public Safety Committee

From: Tom Pinion

Re: Background for July 23<sup>rd</sup> mtg. @ **1:00 pm** – **Municipal Building (Committee Room)**

## New Business:

**Item A.** The proprietor of the retail store at the northwest corner of Water & Ash Streets is requesting a two-hour time restriction for on-street parking on Ash Street between Water Street and 1<sup>st</sup> Street. Following is an excerpt from Chapter 7 of the General Code of Ordinances:

### **7.09 PARKING RESTRICTIONS.**

#### (3) LIMITED TIME PARKING

- (d) Two Hours except where a 15 minute or 30 minute time period is specified under subs. (3)(a) and (3)(b) above. (1932 02/24/98)

~~1. Ash Street from Water Street to the Baraboo River and from 1<sup>st</sup> Street to 4<sup>th</sup> Street.~~

1. Ash Street from the Baraboo River to 4<sup>th</sup> Street

2. Walnut Street, from Lynn Street to the Baraboo River. (2256 04/24/07)

3. Oak Street, from 1<sup>st</sup> Street and Avenue to 5<sup>th</sup> Street and Avenue. (1932 02/24/98)

4. The east side of Oak Street between 5<sup>th</sup> Street and Avenue and the alley 135 feet north of 5<sup>th</sup> Street and Avenue.

This proposed revision eliminates the gap in the two-hour restriction between Water and 1<sup>st</sup> Streets.

**Item B.** Please see the Memo from the City Attorney that is included in the packet.

**Item C.** Please see the Memo from the City Attorney that is included in the packet.

**Item D.** This is the third time the Meekers have made this request. The first was on August 27, 2012 and the last was January 16<sup>th</sup>, 2016, both of which were denied since the Meekers were only asking for a curb cut with no other improvements. Unlike the prior requests, this time the Meekers are proposing to install a paved driveway to afford them direct access to their two accessory structures in the rear yard of their property. The Meeker's lot is 112 ft wide and there is no alley on either side of this block of 3<sup>rd</sup> Street. In researching second driveway requests, it appears that several similar requests have been approved:

- 104 Blake Street (134 ft of frontage) [7-10-02]
- 1111 3<sup>rd</sup> Street, only if driveway is paved. (132 ft of frontage) [7/27/09]
- 400 2<sup>nd</sup> Street, only if garage is built and driveway is paved. (corner lot) [5-22-13]

**Item E.** Driftless Glen has requested an opportunity to meet with the Committee to discuss the discharge of high-strength wastewater from their distillery at 300 Water Street. Staff has had several meetings with representative from Driftless Glen and it appears to be their position that they are pre-treating their wastewater to a level than can be "handled" by our WWTP and are requesting permission to discharge to the sewer system and negotiate a special rate, accordingly. Staff remains quite concerned about the impact to operations at the WWTP.

**Item F.** 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!**

## Pinion, Tom

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**To:** familyvaluethriftandvariety@charter.net  
**Subject:** RE: Parking request

**From:** familyvaluethriftandvariety@charter.net [mailto:familyvaluethriftandvariety@charter.net]  
**Sent:** Thursday, June 14, 2018 12:49 PM  
**To:** Pinion, Tom <tpinion@cityofbaraboo.com>  
**Subject:** Re: Parking request

Tom,

Thank you in advance for your attention to this matter. My wife and I are beginning our third year as owners of Family Values Thrift Shop located at the corner of Ash and Water Streets. As with many other business owners (2017 survey results printed in the Baraboo News), one of our primary concerns is customer parking. Daily an employee(s) (sometimes more than one), of a local business, parks right outside our store all day. This local business does have an employee parking area. We feel the public would be better served if the parking spots were available to everyone. Our request is that the parking spots on the west side of Ash Street, between Water Street and 1st Street, be a 2 hour limit (like they are limited in the rest of the downtown shopping area). I can provide you with a detailed map of the area in question, photographs of the cars parked, and a copy of the survey results. Thank you again for your time regarding this matter.

Sincerely,

Daniel Zech

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**PUBLIC SAFETY COMMITTEE ITEM SUMMARY**  
**July 28, 2018**

**ITEM: REVIEW AND RECOMMENDATION TO THE COMMON COUNCIL TO AMEND THE CITY'S CURRENT NOISE ORDINANCE.**

**CITY'S LEGISLATIVE HISTORY:**

This ordinance was last updated in 2016 to allow the Baraboo Country Club the right to be able to mow beginning at 5:30 a.m. (instead of 6:30 a.m.) from May 1<sup>st</sup> – September 30<sup>th</sup> of each year.

**DISCUSSION:**

Like many municipalities, the City of Baraboo has an ordinance prohibiting unreasonably loud noise. The standard used is a reasonable person standard: any unreasonably loud noise that would disturb a reasonable person of ordinary sensibilities is prohibited. The Code also contains prohibitions against the use of sound amplifiers that may unreasonably disturb a person, and against use of construction and machinery noise between the hours of 10:00 p.m. and 6:30 p.m. (with a handful of exceptions). When the police receive a call for a noise complaint, the responding officer will make a determination as to whether the noise is in violation of the ordinance based on the reasonable person standard.

There is currently no way per the City's Code for a person to request an exception to the ordinance. Historically, noise exceptions have been granted by way of a special event license, but with the proposed changes to the special event ordinance, there may be fewer events requiring a license. There are also times when a noise exception may be needed without there also being a special event. Examples include, but are not limited to: events with sound amplification (e.g., a band or DJ playing, a protest/march with megaphones), excessively loud noise due to construction work (e.g., pile driving), an unusually loud generator, etc. It is therefore suggested that the Code be amended to allow a person to request an exception to the City's Code by receiving a Noise Permit.

It is advised that any request for a Noise Permit be reviewed and approved or denied by the Public Safety Committee, which should consider the request based upon:

- i. The location of the noise,
- ii. The purpose for the noise,
- iii. Length of time the noise will be occurring,
- iv. How many people the noise will impact,
- v. Whether the public health, safety, or welfare will be harmed by the noise, and
- vi. Whether the noise impact outweighs the benefit to the public.

The City may require a fee for an applicant to request a Noise Permit. Any fee should be equal to or less than the actual costs to the City for processing the Noise Permit application. The City may also require that the applicant notify nearby property owners of the permit request (for example: requirement that they notify property owners within 200' of the site of the proposed noise) and allow the affected property owners the ability to speak on their own behalf regarding the permit request.

## PROPOSED AMENDMENT TO THE CITY'S NOISE ORDINANCE

### **9.06 LOUD AND UNNECESSARY NOISE PROHIBITED.**

- (1) **GENERALLY.** No person shall make or cause to be made any unreasonably loud, disturbing, or un-necessary sounds or noises such as may tend to annoy or unreasonably disturb a person of ordinary sensibilities in or about any public street, alley, or park, or any private residential property. (2130 12/09/03)
- (2) **PUBLIC ADDRESS SYSTEMS AND AMPLIFIERS.** No person shall use or operate any public address system, amplifier, or device which increases the volume of voice, music, or other sounds tending to un-reasonably disturb the public peace or the quiet and peacefulness of persons in the surrounding neighbor-hoods. (2130 12/09/03)
- (3) **CONSTRUCTION AND MACHINERY NOISE.** (2450 09/27/2016) Between the hours of 10:00 P.M. and 6:30 A.M. no person shall do construction work or operate any chain saw, lawn mower or any other loud machinery of a similar nature. This subsection shall not apply to equipment or machinery being used for snow removal purposes, for Public Works or Utilities maintenance and service projects, or for emergency removal of debris caused by accident, weather conditions or other Act of God.

#### **(4) EXCEPTIONS.**

- (a) The Baraboo Country Club is granted an exception to subsection (3) and allowed to operate lawn mowing equipment for the purpose of golf course maintenance beginning at 5:30a.m. from May 1<sup>st</sup> until September 30<sup>th</sup> of each year. (2442 05/24/16)
- (b) A Noise Permit is required for an exception to subsections (1) or (2), above, and may be granted by the Public Safety Committee upon written request. The Public Safety Committee shall consider the request at its next regularly scheduled meeting, and shall base it's decision upon the following:
  - i. The location of the noise,
  - ii. The purpose for the noise,
  - iii. Length of time the noise will be occurring,
  - iv. How many people the noise will impact,
  - v. Whether the public health, safety, or welfare is harmed, and
  - vi. Whether the noise impact outweighs the benefit to the public

No Noise Permits shall be valid between the hours of 10:00 P.M. and 6:30 A.M. The decision of the Public Safety Committee shall be final.

- (c) The City of Baraboo is exempt from requiring a Noise Permit as required by subsection (b), above.

## PUBLIC SAFETY COMMITTEE ITEM SUMMARY

### **ITEM: REVIEW AND DISCUSSION OF PROPOSED CHANGES TO THE CITY'S SPECIAL EVENT ORDINANCE, §12.05, BARABOO MUNICIPAL CODE**

#### **LEGISLATIVE HISTORY:**

The City has an ordinance regulating special events occurring in the City of Baraboo. The last time the ordinance was updated was in 2015, when application fee waivers were automatically granted for non-profit groups.

#### **DISCUSSION:**

All events occurring in the City of Baraboo that meet the definition of being a special event require a City issued special event license. It is proposed that the current ordinance be updated to be clearer and more comprehensive regarding what constitutes a special event and how special events are to be licensed and managed. The most significant proposed changes to the ordinance are:

- An updated definition of “special event,” which can be summarized as: a temporary gathering of people for a planned event on City property that is not within the normal and ordinary use of the property or an event on private property that will require the use of extraordinary City resources. Examples under this proposed definition:
  - A planned family picnic in a park - not a special event
  - A garage sale taking place at a person’s home where the public is invited – not a special event
  - A rock painting party taking place at a person’s home, which is advertised as being open to the public on Facebook but will not require extraordinary City services, such as a road barricade – not a special event
  - An art fair set up on a City street that will limit vehicular use of the street – a special event
  - A planned protest that will obstruct the ability of pedestrians to use a City sidewalk - a special event
  - A carnival occurring on private party where extraordinary City resources will be needed for the event, such as police officers, road barricades, fire safety, etc. – a special event
  
- Clarifications:
  - One special event license may cover a multi-day event, as long as the days are consecutive or at a consistent interval (e.g., an event that occurs five Wednesdays in a row from 4:30 p.m. to 6:30 p.m. will only need one license)
  - A request for a special event is considered submitted to the City only when the City Clerk receives the license application form, the proof of insurance and the license application fee (the fee will still be automatically waived for non-profit organizations and the government).
  - The application fee may not be waived (except for non-profit organizations and the government) and is non-refundable unless the application is denied due to be submitted late.
  - Applications are accepted first come-first served.
  - Applicants must still pay the City’s costs for any extra services spent by the City (such as extra police, for barricading a road, etc.) but now only if the total costs are over \$500.

The applicant may still ask for the costs to be waived. A bond is now only required if the City requests one.

- Requests must be submitted at least 30 calendar days before the event if the applicant is requesting the closure of a right-of-way or the waiver of costs, otherwise requests must be submitted at least 14 calendar days before the event.
  
- New Elements:
  - Applicants must be at least 18 years old.
  - Applicants must agree to indemnify the City.
  - There must be at least one designated head of security for events, who must be present during the event and reachable by phone during the event.
  - Applicants are responsible for ensuring there are an adequate number of waste and recycling receptacles and portable toilets available during the event.
  - The City can deny a request for a special event license for various reasons, and if denied, the applicant may appeal the denial.
  - The City Administrator, Police Chief, Fire Chief and/or DPW Director may cancel an event or terminate a license at any time for health or safety reasons.

12.05 SPECIAL EVENT LICENSE. (2206 09/13/2005 2429 05/26/2015)

The City of Baraboo recognizes that special events can bring many benefits to the community. At the same time, the City must have sufficient notice prior to a special event so that the City can evaluate the potential impact the event might have on resources of City departments, City owned properties and facilities, and ultimately on the public. Because events have unique characteristics with different potential impacts on City services, the issuance of a license is considered on a case-by-case basis and in accordance with this ordinance.

(1) DEFINITIONS. As used in this ordinance, the following terms have the following meaning:

**“Applicant”** means the person applying for the special event license.

**“City property”** includes all buildings, parks, parking lots, streets, sidewalks and other rights-of-way and any other property owned, leased, managed or controlled by the City of Baraboo.

**“Extraordinary services”** means reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measureable financial costs which are above and beyond the normal levels of public health and safety services on a non-event day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided.

**“Multiple day event”** means a special event that occurs on more than one day, where the days are consecutive or at a consistent interval), at the same start and end time and at the same location (e.g., an event occurring on a consecutive Saturday and Sunday from 9:00 am until 5:00 p.m. or an event occurring three Tuesdays in a row from 5:00 p.m. until 8:00 p.m.). One special event license will be issued for a multiple day event

**“Normal and ordinary use”** means the way City property should normally and ordinarily be used. Whether an event is considered within the normal and ordinary use of the property is determined by the City department that maintains jurisdiction over the property.

**“Special event”** or **“event”** means a temporary gathering of people for a planned occurrence on City property such as, but not limited to, festivals, concerts, demonstrations, rallies, performances, parades and athletic events, which are not within the normal and ordinary use of that place or which, by the nature of the event, may have a greater impact on City services or resources than would have occurred had the event not taken place. A special event may also occur on private property if it will affect, impact or interfere with the normal and ordinary use of City property by the general public within the vicinity of the event and/or will require the use of extraordinary services. A special event may be a single day event or a multiple day event. The City

Administrator or designee shall have the exclusive authority to determine whether or not a license is required for any particular event should there be a question about whether an event meets this definition. An event may be multiple day event. The City Administrator or designee shall have the exclusive authority to determine whether or not a license is required for any particular event. The following events are excluded from meeting the definition of being a special event:

1. Funeral processions.;
2. Events organized solely by the City and where the City is the applicant.;
3. Events which enter into a separate and specific agreement, which is approved by the Common Council, to hold the event pursuant to the terms of the individual agreement. The Council is authorized to modify the terms or requirements of this Ordinance within such an agreement, provided the modifications meet the spirit if not the letter of this Ordinance.

(21) LICENSE REQUIRED-REQUIRED. Any person operating, conducting or managing within,

(a) License Required. No person or entity acting as an event organizer shall set up for, hold, or conduct a special event within the municipal boundaries of the City of Baraboo without first obtaining a special event license. the City any outdoors exhibition, shows, amusement, carnival, circus, parade, lecture, speech or assembly, concert or musical entertainment shall obtain a license.

(b) License Submittal Date.

1. License requests are deemed submitted to the City when the City Clerk receives the application form, application fee and proof of insurance.
2. License requests must be submitted at least thirty (30) calendar days prior to the event for events involving a public right-of-way or if the applicant intends to request a waiver of costs for extraordinary services; for events not involving a public right-of-way or a requested waiver of costs, the license request must be submitted at least fourteen (14) calendar days prior to the event.

A license shall not be required for any private party, picnic, event or gathering where the general public is not invited.

(2) APPLICATION-(cb) Application Form. License requests must be submitted on an application form supplied by the City Clerk not less than seven forty five (45) calendar days prior to the date of the special event. The form must be complete and must contain a detailed map or diagram indicating the specific location and layout of the event. The map must also include any proposed street closures and the proposed route and direction of route, including all turns and the number of traffic lanes to be used, if applicable.

(d) Application Fee. A license application fee shall be set by the Common Council and listed in the City's Official Fee Schedule. The fee is due in full for a license request to be deemed submitted to the City. The application fee is non-refundable unless the application is denied because it is submitted late. Events sponsored entirely by a registered non-profit organization or government entity are exempt from paying an application fee.

(ee) Insurance. If the event will include the use of public property, including parks or streets, the applications shall must be accompanied by a certificate of insurance showing that the applicant is covered by general liability insurance by an insurance company licensed to do business in Wisconsin in the minimum amount of \$300,000 for the injury or death of one person, \$50,000 for property damage, and an aggregate of \$1,000,000 coverage for the event. Additional insurance may be required depending on the nature of the event and as determined by the City, which will be communicated to applicant by the City Clerk at least ten (10) calendar days prior to the event. If additional insurance is required, the applicant must provide the City Clerk with a certificate of insurance in the required amounts at least five (5) calendar days prior to the event. All certificates of insurance must list the City of Baraboo as an additional insured.

(fd) Additional Licenses, Permits and Fees. The applicant is solely responsible for ensuring the event has all other necessary license, permits and variances prior to the event including, but not limited to, alcohol licenses, vendor permits, noise variances, etc.

If the entertainment involves carnival type rides, proof of current inspection of such rides by the Wisconsin Department of Industry, Labor and Human Relations must also be furnished.

(e) (3) Application Fee.

(a) The license application fee shall be determined by the Common Council and as set forth in the City's Official Fee Schedule. The fee is due in full at the time the application is submitted to the City Clerk.

(b) Exceptions. This section shall not be construed to require the payment of a fee in the following circumstances:

1. Lectures, speeches or assemblies in a traditional public forum;

2. Concerts when no amplification of sound will be utilized;

3. Religious services;

4. Events held at the Sauk County Fairgrounds pursuant to the authorization of the Sauk County Fair Board;

5. "Concerts on the Square;"

6. "Zoo Crew Day;"

7. Events sponsored by a unit of government.

8. Events sponsored by a tax exempt organization. The application fee is non-refundable. Exempt from payment of an application fee are applicants that are a unit of government or a tax exempt organization.

(gf) Applicant Requirements. Applicants must be at least 18 years of age or older. If the applicant is a corporate or government entity, the application must be signed by an

authorized agent of the entity. The applicant must agree to indemnify, defend and hold harmless the City of Baraboo as it pertains to the event.

(hg) Acceptance of Application. ~~Late applications, incomplete applications, or a~~Applications ~~otherwise not meeting the requirements of this ordinance shall be denied by the City Clerk.~~

(ih) Application Review. Applications are reviewed by employees from the following City departments: Administration, Finance (City Clerk), Fire, Parks, Recreation & Forestry, Police and Public Works. Each department will recommend either approving or denying the application. The City Clerk will issue the license only upon receiving a recommendation for approval from all departments. Each department must recommend approving or denying an application based on the information relevant to that department. A department's decision to recommend approving or denying an application may be based on, but is not limited to, the following:

1. Use of department resources,
2. Costs to the department,
3. Any perceived public health or safety problems related to the department or jurisdiction covered by the department,
4. If the applicant has a history not complying with this ordinance, including past failures to pay the application fee or costs, and/or other applicable rules or regulations.

If a recommendation for denial is made by a department, an explanation must be provided to the City Clerk which will then be provided to the applicant upon request of the applicant.

(ij) Priority. All license requests are accepted first come, first served. For purposes of determining the priority of an application, any amendment, ~~or~~ revision or resubmittal of ~~any~~ license application shall become the date the license request is submitted to the City Clerk.

(k) Waiver. Some or all of the license requirements may be waived in cases where the United States Secret Service or other government entity notifies the City of a proposed event in which it will be assisting with security details. It will be at the discretion of the City Administrator which requirements will be waived.

(3) SAFETY.

(a) Security. All events must have at least one designated head of security who must, at minimum, be:

1. 18 years of age or older,
2. At the event for the duration of the event,
3. Reachable by phone at all times during the event by the City, and

4. Able to call 911 during the event.

(b) Additional Safety Features. The Police, Fire or Public Works Department may require the applicant to have additional safety features at an event, in which case the City Clerk will let the applicant know what additional safety features the event will need at least ~~ten~~ ~~seven~~ ~~(10)~~ ~~calendar~~ ~~calendar~~ days prior to the event. If the applicant declines to provide the additional security features, the ~~police department may deny the event per subsection (2)(5) and the applicant may appeal per section 11~~ application may be denied.

(4) SET-UP AND CLEAN-UP.

(a) Set-Up. Set-up for an event, including, but not limited to, dropping off supplies and erecting tents, shall not take place more than four (4) hours in advance of an event unless approval for earlier set-up has been granted by the ~~d~~ department head or designee with jurisdiction over the location of the event.

(b) Markings. ~~Any instructions or information about or pertaining to an event applied directly to City property must be no more than twelve (12) inches in height and two (2) feet in length. Only white, temporary, water-based marking paint or landscape chalk is permitted.~~No markings, including temporary markings, shall be allowed on City property for an event.

(c) ~~Toilets~~ Portable Toilets. It is the responsibility of the applicant to ensure a reasonably ~~n~~ adequate number of portable toilets are available during the event.

(d) Waste and Recycling Receptacles. It is the responsibility of the applicant to ensure ~~the~~ a reasonably adequate number of ~~proper number of~~ waste and recycling receptacles are present during the event.

(e) Clean-Up. It is the responsibility of the applicant to ensure the location of the event is left in the same condition it was in prior to the event. All clean-up efforts must be completed within four (4) hours after the conclusion of the event unless approval for additional clean-up time has been granted in writing by the Department with jurisdiction over the location of the event. During and following a special event, the applicant of the event shall be responsible for the cleanup of all streets, sidewalks and alleys within the area of the special event.

(f) ADA Compliance. It is the responsibility of the applicant to ensure the event is ADA compliant to the extent legally required, and that all associated rules, ordinances, statutes and codes are complied with.

(5) PAYMENT OF COSTS/COSTS FOR EXTRAORDINARY SERVICES.

(a) City Costs. If ~~the an~~ event will require ~~the closing of streets or the~~ extraordinary services, ~~e~~ use of additional police, fire or public works personnel, or the use of other city services, ~~then~~ the City shall require that the applicant pay for the additional services if the costs to the City to provide the services exceeds \$500.00 ~~costs of such personnel associated with the event.~~ The City will make a reasonable effort to notify the applicant prior to the event if extraordinary services totaling over \$500 will be provided by the City. The City

~~may request a surety bond from the applicant for the amount of the anticipated costs. Failure of the applicant to provide the City with a surety bond upon request may result in the application being denied. An estimate of the costs shall be provided to the applicant as soon as practicable at least five (5) business days before an event. If the estimated costs for the event services will not exceed \$500.00, a license shall be granted without a requirement that the costs be paid for by the applicant.~~

~~(b) If the estimated costs for the event exceed \$500.00, the license for the event shall not be issued unless a bond to secure the payment of the estimated costs is filed with the City Clerk at least three (3) business days prior to the event.~~

~~(b) Payment of Costs.~~

~~1. If the total costs for extraordinary services exceeds \$500, Within thirty days after the event, an itemized statement of the actual costs shall be provided to the applicant within thirty (30) calendar days after the event, who shall pay such costs within thirty (30) calendar days of the date of the statement of costs, or, if applicable, the bond for costs shall be forfeited.~~

~~2. Within the thirty (30) calendar days of receipt of the statement of costs, the An applicant may appeal the statement of costs to the Finance Review Committee within thirty (30) calendar days, who shall determine the actual costs relating to the event.~~

~~3. Nothing herein shall prohibit the City from pursuing civil judgment against the applicant for the actual costs of the event, should such costs not be paid and the bond is insufficient to cover such costs. In determining the costs associated with an event, listeners' reaction to the content of the speech or assembly shall not be considered.~~

~~(c) Waiver of Costs. A waiver of the requirement to pay the costs for the extraordinary services of an event may Costs may only be waived only be by granted by the City Finance Committee, who shall hear. A an applicant's request for waiver shall be heard by the Finance Committee at its next regular meeting. If the Finance Ccommittee denies a request for the wavier of costs, that decision may be appealed to and heard by the City Common Council that same day as a new hearing but with the recommendation of the Finance Committee being provided to the Council. A waiver of the payment requirement for all or part of the costs for extraordinary services shall be based upon a consideration of the following:~~

~~1. Whether the applicant is a tax exempt organization.~~

~~2. The total costs for the event.~~

~~3. Whether the event was sponsored by a unit of government.~~

~~4. Whether the lecture, speech or assembly in a public forum event is protected speech under the First Amendment to the US Constitution.~~

~~(6) RESTRICTING USE OF PUBLIC RIGHT-OF-WAY. (5) To encourage the integrity, comprehensiveness and success of a special event, the Public Works-Safety Committee may suspend otherwise permissible uses of any public right-of-way, such as on any City street, alley, or sidewalk or public square and/or on designated portions thereof pursuant to this section. Upon receipt of an application for a special event license when that contains a request is made to suspend otherwise permissible uses on any City street, alley, sidewalk or public square, and/or on designated portions thereof uses of a public right-of-way, the City Clerk shall immediately forward copies to the members of the City Public Works-Safety Committee, which, to the Police Chief, Fire Chief and Street Superintendent. The Public Works Committee shall convene to consider the application and give notice of the meeting to the applicant. Before granting an application for an special event license that includes restricting permissible uses of the public ways a public right-of-way, the Public Works-Safety Committee shall consider the recommendations made by the Police Chief, Fire Chief, Director of the City's Public Works Department, and Street Superintendent and in deliberating on whether to grant a suspension of otherwise permissible uses of the public ways, the Public Works Committee shall consider the risks to public safety based upon the following:~~

- ~~(a) The location of the request for the restriction of permissible uses of the public ways right-of-way.~~
- ~~(b) The duration of the request.~~
- ~~(c) The time of day of the request.~~

~~The subject matter, ideology, opinion or perspective of the applicant shall not be considered in determining whether to grant a restriction of permissible uses of the public ways.~~

~~(6) TERMINATION OF PERMIT. An entertainment license may be terminated by the Baraboo Police Department or Fire Department before or during the event if the health, safety and welfare of the general public appears to be endangered by activities generated as a result of the event or if the event is in violation of this section or of any of the conditions of the permit or regulations adopted by the Common Council resolution. The City Clerk has the authority to revoke a permit or terminate an event in progress if the event sponsors fail to comply with any of the provisions of this section or the regulations included in the resolution authorizing the event.~~

~~(7) E EMERGENCY ACCESS. The All special events shall be conducted and maintained in a manner that will allow an emergency vehicle an unobstructed access lane at least 18 feet wide and continuous over the entire length of any street within the area where the special event are takes place.~~

~~(8) The Common Council may by resolution reserve up to 15 days during any calendar year when direct seller permits will not be valid at a particular location or in a certain area. During any special event, the rules, guidelines and procedures set forth in the resolution approving the special event shall take precedence.~~

~~(9) SELECTION OF VENDORS BY EVENTS SPONSOR. For each specific day during which certain or all direct seller or street vending permits have been declared to be invalid, the Common Council may by separate resolution authorize the sponsor of a special event to select vendors and vending sites and collect and retain reasonable vending fees for the duration of the special event within its perimeter.~~

- (108) ~~NO UNAUTHORIZED VENDING IN PERMIT AREA.~~ During an ~~n-authorized special~~ event there shall be no vending ~~on any public streets or sidewalks~~ in the ~~area of the special event area 12-24~~ except vending permitted by the ~~sponsors~~ applicant. The applicant shall be responsible for ensuring that all authorized vendors are easily identifiable as such.
- (119) ~~DISCRIMINATION PROHIBITED.~~ No ~~person or organization granted a special event permit applicant~~ shall discriminate against any vendor, customer, event participant or other person by reason of race, color, creed, handicap, age, sex, religion, national origin, ancestry, marital status, or other form of discrimination prohibited by the laws of the State of Wisconsin or United States of America.
- (10) TERMINATION OF LICENSE. A special event license may be terminated by City before or during the event if the health, safety and welfare of the general public appears to be endangered by activities generated as a result of the event or if the event is in violation of this section or of any of the conditions of the permit or regulations adopted by the Common Council resolution. The Mayor, City Administrator, Fire Chief, or Police Chief or Director of the City's Public Works Department shall have the authority to terminate the license.
- (11) APPEALS. ~~If an application is not accepted by the City Clerk, or if an application is denied by the City,~~ the applicant may request the application be submitted to Common Council by way of the Public Safety Committee for review and a final determination of whether to grant the license. In deciding the appeal, the Public Safety Committee and Common Council may consider the following:
- (a) If the application was not fully completed and/or failed to include necessary attachments and/or contained a material falsehood or misrepresentation;
  - (b) If the applicant asserts that ~~they~~he/she cannot or will not pay the application fee and/or that ~~they~~he/she cannot or will not pay the costs for extraordinary services and the Common Council determines that ~~such~~the fee and/or costs ~~should~~are not be ~~w~~waived;
  - (c) If the applicant is not legally competent to sign the application or to be held responsible for ~~it~~his/her actions;
  - (d) If the applicant has, on prior occasions, been required to pay for extraordinary services or damage to City property and has not paid in full for such services or damage;
  - (e) If the event would conflict with previously planned events and programs ~~which have been organized by others either through the use of City property or the unavailability of sufficient City resources for the proposed event;~~
  - (f) If the ~~intended~~event would present a grave or unreasonable danger to the health, safety or welfare of the persons expected to participate in the event, the area in which the event will occur, the community as a whole, or City property and resources required to be involved with the proposed event;
  - (g) If the number of persons expected to participate in the event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested

time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls.

(h) If activities reasonably expected to occur at the intended event are prohibited by law.

(11) COMPLIANCE. The applicant is responsible for ensuring that the event complies with this ordinance and all applicable laws and regulations including, but not limited to, statutes, ordinances, traffic rules, park rules, health laws, fire codes, and liquor licensing regulations. Any person who violates any provision of this ordinance shall, upon conviction, be subject to a penalty as provided for in §25.04 of this Code, in addition to being subject to any other applicable civil or criminal penalties.

~~(12) CLEAN UP. During and following a special event, the sponsor of the event shall be responsible for the cleanup of all streets, sidewalks and alleys within the area of the special event.~~

## Pinion, Tom

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**To:** Bonnie Meeker  
**Subject:** RE: Request to be heard at Public Safety Committee to gain permission to add second driveway to oversize lot at residence at 1018 3rd St

**From:** Bonnie Meeker [mailto:ac66bmeg@gmail.com]

**Sent:** Sunday, July 15, 2018 5:59 PM

**To:** Pinion, Tom <tpinion@cityofbaraboo.com>

**Cc:** Jackson, Kris <kjackson@cityofbaraboo.com>; Zeman, Brenda <bzeman@cityofbaraboo.com>; Palm, Mike <mpalm@cityofbaraboo.com>

**Subject:** Request to be heard at Public Safety Committee to gain permission to add second driveway to oversize lot at residence at 1018 3rd St

Tom,

Attached you will find a drawing of our property at 1018 3rd St with layout of our oversize lot and proposed second blacktopped driveway that we wish to install to allow us to gain better access to the barn and shop on the east end of our property.

I am requesting to be heard at the next Public Safety Committee meeting on July 23rd and am requesting permission to add this second drive to our property from 3rd St. I have consulted my immediate neighbors and have had no objections to the addition of a second driveway to our property.

There are other properties in the city that have two drives from the same street that have been added within the past 6 years on smaller size lots and I would like to be granted the same type of access to my oversize lot (property) as those property owners have been given. I would be happy to cite these addresses with photos to the Public Safety Committee and to the Common Council.

Please respond with the time of the Public Safety Committee meeting on the 23rd of July and a copy of the agenda.

Thank you for your time.

Sincerely,  
Gary Meeker  
1018 3rd St  
Baraboo, WI 53913

ph: 608-393-5907

email: [ac66Bmeg@gmail.com](mailto:ac66Bmeg@gmail.com)

PROPOSED ACCESS TO SECONDARY BUILDINGS TO OVERSIZE LOT 11x150

EXISTING BUILDINGS

July 2018

GARY MEERKER  
1018 3RD ST

THIRD STREET

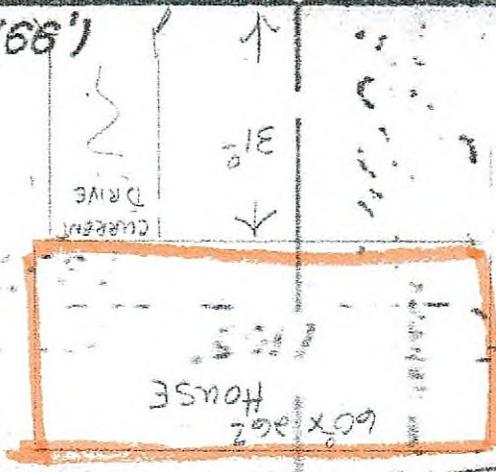
ORIGINAL PLAT BOUNDARY

S89°47'40"E-112.00'

297.28'

88.00'

EX 34' ROD



PROPOSED 36' ACCESS

Black Top Drive

60x106' HOUSE

IVAN LUCK

0.38 AC.



24x18' BARN



24x12' GARAGE ENCROACHMENT

13'

150.00' N0°04'W

150.00' 50°04'E

CEDAR POST 7.5'

112.00'

N89°47'40"W

L10

9

8

BLOCK 2

0°04'W 283.86'

Report Criteria:  
Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**06/06/2018**

Name	Customer Number	Type	Description	Amount	Service
HOPE THROUGH CHRIST MINISTRIES	73-033000-00	Billing Adjustment	FIXED TOILET HANDLE	-83.52	Multiple
MAMA MIA	51-113000-01	Billing Adjustment	INSTALLED NEW WATER HEATER	-129.70	Multiple
Total 06/06/2018:				<u>-213.22</u>	
Total Billing Adjustment:				<u>-213.22</u>	

**06/19/2018**

Name	Customer Number	Type	Description	Amount	Service
BRENNEN, COLLEEN	57-051000-00	Billing Adjustment	REPAIRED TOILET	-5.31	Multiple
Total 06/19/2018:				<u>-5.31</u>	
Total Billing Adjustment:				<u>-5.31</u>	

**06/25/2018**

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CR BULK FILL 2ND QTR 50,500 @ .1	-70.70	WATER - 10
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CR BULK FILL 2ND QTR 50,500 @ .4	-215.18	SEWER - 30
Total 06/25/2018:				<u>-285.88</u>	
Total Billing Adjustment:				<u>-285.88</u>	

**06/26/2018**

Name	Customer Number	Type	Description	Amount	Service
BERRY, MELANIE	86-021800-00	Billing Adjustment	WATER SOFTNER PIPE BURST	-13.47	Multiple
CASH, WILLIAM	77-115000-00	Billing Adjustment	WATER SOFTNER LEAK	-6.16	Multiple
HOTZEL, BERNARD	78-087000-00	Billing Adjustment	REPAIRED OUTSIDE FAUCET	-74.08	Multiple
PASCHEN, ALLEN	92-009000-00	Billing Adjustment	REPAIRED TOILET	-40.75	Multiple
SCHADLER PROPERTIES	69-051600-07	Billing Adjustment	REPAIRED LEAK	-64.66	Multiple
Total 06/26/2018:				<u>-199.12</u>	
Total Billing Adjustment:				<u>-199.12</u>	
Grand Totals:				<u>-703.53</u>	

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](mailto:wpeterson@cityofbaraboo.com)

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

**Old Business:**

None

**New Business:**

None

**Reports:**

Biosolids Project – The old belt press & Cementec have been removed. Temporary centrifuge and lime silo are running fine. The work inside the digester is done.

Lead Service Replacement – 9 services done.

Sewer Cleaning – Crew has started cleaning lines on the south side. 99% complete. They are self-performing some of the plant remodeling project and have been busy with that.

Water Crew – Hydrant flushing and valve exercising will be done by 20 Jul. Allen Steele will start the water main projects on Vine St., Lincoln Ave., and 4<sup>th</sup> St. on 19 Jul. They have completed the water service line replacements on the 3<sup>rd</sup> Ave project.

Sewer Rate Study – The Utility received two proposals (Baker Tilley and MSA) for the Study. After reviewing the proposals and cost, the Utility will be contracting with MSA. The goal is to have the study completed by fall so we can use the new rate structure to complete the 2019 budget. Tentatively, the new rates would be effective January 2019.



**City of Baraboo**  
**Department of Public Works**  
**Activity Report**  
**June 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
Painting	We paint crosswalks, curb, and parking stalls annually for aesthetics and safety.	5,6,11,13,14,15
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system.	Daily
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.	4,8,15,18,19,20,26
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	20,26
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	6,22,28
Mow	We mow certain areas within the right-of-way that fall under the city responsibility.	4,5,6,12,18,25,26,28,29
Clean Catch Basins	We clean debris from the tops of catch basins to prevent the debris from entering the storm sewer system.	8,18,26
Old Shop Swale	We regraded the area around the old DPW facility to enhance runoff from the building.	13,14,18,20
City Hall	DPW staff built the foundation for the outdoor sign for the new City Hall, help with cleaning when needed, and have mowed when help is needed.	4,5,6,22
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	8,12,13,14,15,18,19,20,21,25,26,27,28,29
Water Utility	We assist the Water Utility with various tasks when needed.	4,5,6,7,8,11,12,13,14,15,20,21,22,27,28
Parks Department/ Forestry	Recently we have assisted the Parks Dept. with tree removals, parking lot sweeping, parking lot painting, prepping for asphalt, building retaining walls, and pouring concrete.	1,5,19,20,21



**City of Baraboo**  
**Department of Public Works**  
**Activity Report**  
**July 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
Painting	We paint crosswalks, curb, and parking stalls annually for aesthetics and safety.	2,3,5,6,9,10,11,12,13,16,17
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system.	Daily
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.	6,9,17,18
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	11,12,13
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	6,18
Mow	We mow certain areas within the right-of-way that fall under the city responsibility.	2,3,5,17,18
Clean Catch Basins	We clean debris from the tops of catch basins to prevent the debris from entering the storm sewer system.	NO RAIN, NO NEED!!
City Hall	DPW staff built the foundation for the outdoor sign for the new City Hall, help with cleaning when needed, and have mowed when help is needed.	10,11,12,13,16
Parking Lot Rehabilitation	We are removing the asphalt, prepping for new asphalt, and painting the 2nd & Oak Lot (Completed 7/11) and the 5th & Oak lot (Completed 7/17).	2,3,5,6,9,10,11,12,13,16,17
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	9,10,11,12,13,16,17
Water Utility	We assist the Water Utility with various tasks when needed.	13,16,17
Parks Department/ Forestry	Recently we have assisted the Parks Dept. with tree removals, parking lot sweeping, parking lot painting, prepping for asphalt at the Zoo, building retaining walls, and pouring concrete.	13,17

## June 2018

	Current Month	Current YTD	SPLY	Change	Perc. Change
<b>Calls For Service</b>					
Assist other agencies	16	78	15	-1	6.67%
Sexual Assaults	2	19	3	1	-33.33%
Thefts	31	190	32	1	-3.13%
Check Welfare - Mental Evaluation	7	50	11	4	-36.36%
Assists - Sauk County	20	74	23	3	-13.04%
Criminal Damage	13	41	7	-6	85.71%
Animal Complaints	35	131	37	2	-5.41%
Burglaries	7	15	4	-3	75.00%
Mental Commitment	3	28	1	-2	200.00%
<b>Totals:</b>	<b>134</b>	<b>626</b>	<b>133</b>	<b>-1</b>	<b>276.11%</b>
<b>Traffic Crashes</b>					
	Current Month	Current YTD	SPLY	Change	Perc. Change
Total Traffic Crashes	12	102	1	-11	1100.00%
Persons Killed	0	0	1	0	0.00%
Persons Injured	0	18	5	0	0.00%
Pedestrians Injured	0	3	0	0	0.00%
<b>Totals:</b>	<b>12</b>	<b>123</b>	<b>7</b>	<b>-11</b>	<b>1100.00%</b>
<b>Enforcement Activity</b>					
	Current Month	Current YTD	SPLY	Change	Perc. Change
Adult Notices of Appearance	40	296	39	-1	2.56%
Drug Charges	8	52	12	4	-33.33%
Traffic Citations	335	1,922	490	155	-31.63%
OWI Charges	12	58	17	5	-29.41%
Seatbelt Violations	81	320	163	82	-50.31%
Traffic Warnings	181	1,156	196	15	-7.65%
Juvenile Offenses	7	91	15	8	-53.33%
Curfew Violations	0	1	0	0	0.00%
Underage Alcohol Citations	0	7	3	0	0.00%
<b>Totals:</b>	<b>664</b>	<b>3,903</b>	<b>935</b>	<b>268</b>	<b>-203.11%</b>