



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 29, 2019 – **1:00 P.M.**

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

Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz

Others Noticed: Administrator E. Geick, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, Attorney E. Truman, T. Pinion, W. Peterson, T. Gilman, Dana Sechler, Brandon Beard, 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 10, 2019 Public Safety Committee meeting.

2. Action Items

- a. Consideration of proposed amendment to Section 9.08(2) of the Municipal Code regulating Animal Waste.
- b. Request by Brandon Beard to improve drainage from his property at 611 5th Street.
- c. Request by BDAS to eliminate two parking stalls in Municipal Parking Lot behind Fire Dept.
- d. Review and Approve transfer of pick-up truck from Police Dept. to Fire Dept.
- e. Consider Creating an ordinance regulating the use of the City's Yard Waste and Compost Transfer Site
- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for June 2019.

3. Information Items

- a. Consider creation of an ordinance requiring gun shops to have a video surveillance system.
- b. Alderperson Training: Council Handbook

4. Reports

- a. Utility Superintendent's Report
- b. Street Superintendent's Report
- c. Police Chief's Report
- d. Fire Chief's Report

5. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson
Agenda Posted by Kris Jackson July 25, 2019

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

FOR INFORMATION ONLY, NOT TO BE PUBLISHED

MEMORANDUM

City of Baraboo

Date: July 25, 2019

To: Public Safety Committee

From: Tom Pinion

Re: Background for the July 29th mtg. @ **1:00 pm** – **City Services Center**

ACTION ITEMS:

Item A. Please refer to the Memo from the City Attorney that is included in the packet.

Item B. Brandon Beard is the owner of the property at 611 5th Street. He has lived at this location for more than a decade and his back yard has been flooded periodically each year. The spring thaw earlier this year and the recent 5” rainfall event were particularly problematic; he reportedly experience flooding of both his garage and basement. Since his yard is the low point of the entire block, his options are limited so he would like to prevent as much off-site runoff as possible from flowing onto his property. Brandon will be at the meeting to share photos of the recent events.

Item C. Please refer to the Memo from Baraboo District Ambulance Service that is included in the packet.

Item D. Following is a list of prospective alley reconstruction candidates for this year. Since the need exceeds the available funding, we are asking the Committee to prioritize them.

Item E. This matter has been briefly discussed as part of Tony’s monthly activity reports. Attached is a Memo from the City Attorney detailing the proposed changes to Chapter 11 of the General Code of Ordinances.

Items F. This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for June are included in the packet.

INFORMATION ITEMS:

Item A. There was a recent incident involving the reported theft of a firearm from a local “gun shop”. The PD’s ability to investigate this incident is limited because there is not video surveillance system. This item is intended to create a dialog to determine if a requirement for video surveillance is warranted.

Item B. The City Attorney will provide a brief Power Point presentation as a refresher to the Council Handbook that was adopted by the Common Council last year.

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

Minutes of the Public Safety Committee Meeting – June 10, 2019

Members Present: Phil Wedekind, Tom Kolb, and Mike Plautz. **Others Present:** Tom Pinion, Administrator Geick, Police Chief Mark Schauf, Fire Chief Kevin Stieve, Mark Willer, and Tony Gilman.

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 Plautz, seconded by Kolb to approve the minutes of the April 29, 2019 meeting. Motion carried unanimously.

New Business

- a. Review proposed location and width of new sidewalk on the east side of the 1700 Block of Elizabeth Street between 15th and 16th Streets – Pinion said that this is in conjunction with notifying citizens of the City’s intent to levy special assessments for public improvements. He said all property owners has asked for a little leeway to way the sidewalk is located relative to the curb line and narrowed up to 4-feet which is consistent with everything south. After a brief discussion, it was moved by Kolb that 4-foot sidewalks be installed on the east side of the 1700 Block of Elizabeth Street between 15th and 16th Streets. Plautz seconded the motion. Motion carried unanimously.
- b. Review proposed new sidewalk on the northeast side of Lake Street between South Street and Cherry Lane – Pinion presented this subject to the Committee via overhead video. After a brief discussion, it was moved by Kolb, seconded by Plautz that no sidewalk would be installed on the northeast side of Lake Street, between South Street and Cherry Lane. Motion carried unanimously.
- c. Review options to install storm sewer along the alley between Elizabeth and Camp Streets, from 2nd Street to 4th Street, to a public alley right-of-way and discuss the scope of a future alley reconstruction project – Pinion presented the background to the Committee. He said Option 1 provides a solution in the new alley right-of-way. Option 2 would require a drainage easement from at least a couple of the property owners. He said that given the topography and the elevation of the existing storm sewers around the perimeter of this block, the opportunity to design and construct a conventional storm sewer is limited; however, in the spirit of something is better than nothing is. He that the existing situation can be improved with the installation of small diameter perforated drainage tile with an area drain at the existing low points, as opposed to storm sewer with traditional catch basins or inlets. Pinion said that the cost of both options is approximately the same at \$21,500. Kolb asked from an Engineering standpoint, which option was the most effective to keep the area drained. Pinion said that it would be a horse apiece; he said the one from the south with the 12” concrete pipe is going to have a longer life expectancy than plastic perforated pipe. It was felt that the stormwater utility should pay for the expense. Pinion said that he would investigate monies available, if the project cannot be done this year, it will be scheduled for next year. It was stated that property owners would be notified that this work would be proposed in 2020.
- d. Review proposed alley reconstruction projects for 2019 – Pinion presented the list of the proposed alleys to be reconstructed this year to the Committee, with the PASER Rating of existing surface. He said that since the need exceeds the available funding, he is asking the Committee to prioritize the alleys. Pinion said that there is enough money to do at least three alleys, if the money was stretched and time permitted, possibility a fourth. After a brief discussion the Committee prioritized the alleys as follows:
 1. Sumac Ct., Lake Street east +/- 300 feet (cost shared with Deppe).
 2. Between 7th & 8th Streets, East to Barker Street (westerly 1/3).
 3. Between 12th & 13th Streets, Warren to Barker (2 patches).
 4. Between 5th & 6th Streets, Center to West (2 patches) (Big Tree).
 5. Between 5th & 6th Street, Wheeler to Camp.
 6. Between 4th & 5th Avenue, Broadway to Birch (Library Alley).
- e. Review Sauk County’s All Hazard Mitigation Plan 2019-2024 – Chief Stieve presented the background to the Committee. He said that this plan outlines the demographics, the economic background information from all of Sauk County. He said that the Emergency Management Committee has recommended the City adopt this plan. It was moved by Kolb, seconded by Plautz to recommend the approval of Sauk County’s All Hazard Mitigation Plan 2019-2024 as presented. Motion carried unanimously.

- f. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for April and May 2019 – It was moved by Kolb, seconded by Plautz to approve the monthly Billing Adjustments/Credit for Sewer and Water Customers for April and May, 2019 as presented. Motion carried unanimously.

Informational Items

- a. Possible revisions to Solid Waste & Recycling Provisions in Chapter 11 of the General Code of Ordinance – Gilman presented the background on this request. He said that going through the ordinance, changes are being brought forth are due to the changes being made by Waste Management is changing how the City can dispose of their waste there. One instance is that Waste Management no longer allows any plastic bags in recycling. He said Waste Management is becoming with the City that if we continue to allow recycling in plastic bags that they will start refusing loads and consider it waste, which will cost more. Gilman felt that cart sizing should also be looked at, and the availability of carts. He said he is proposing that the primary cart size is 96-gallon. There was a brief discussion regarding utility creation. Gilman pointed out that there is a lot of new proposed language regrading to yard waste, leaves, and brush.

Reports

- a. Utility Superintendent's Report – Peterson said the department is in the process of flushing hydrants. He said the last of the bio-solids was just hauled out. Cleaning sewers are ending. He said that they are now getting ready for the open house.
- b. Street Superintendent's Report – Gilman said that the department has been busy with street sweeping, both streets and alleys. The department has also been very busy crack filling, and filling potholes.
- c. Police Chief's Report – Chief Schauf has been busy with gearing up for the circus parade, fireworks, and the fair. He said that the department is short one Community Service Officer. He said that two recent hires are relatively seasoned veterans. He said one of the big purchases from the budget this year was new records management software.
- d. Fire Chief's Report – Chief Stieve introduced Mark Willer, the new Assistant Chief, in charge of training. Willer started on May 29, 2019. Stieve said that he would be working on a progress report for the Operations Study. Stieve said that he had made connection with someone from Wisconsin Emergency Management and they looked at using the Air National Guard unit out of West Bend, with possibly helping with rescues at Devil's Lake. He said that someone is coming to Devil's Lake on Friday for a meeting regarding this. Stieve gave update on High School Training, and also call times.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:10 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

OFFICE OF THE CITY ATTORNEY
MEMORANDUM

To: Public Safety Committee
From: Emily Truman, Baraboo City Attorney
RE: Amending Ordinance Regulating Animal Waste
Date: July 15, 2019

The City has an ordinance regulating pet waste. The intent of the ordinance is for people to curb their dogs (i.e., pick up their dog's solid waste) and properly dispose of the waste. Part of the ordinance is unenforceable as it requires the dog owner to also pick up the dog's urine. It is recommended that the ordinance be modified for simplicity and to be fully enforceable.

PROPOSED AMENDMENTS TO SECTION 9.08(2), REGULATING ANIMAL WASTE

(2) ANIMAL WASTE REGULATED. No person having in his/her possession or under his/her control any dog, cat, or other animal shall allow the same to defecate, ~~urinate, or deposit any animal waste~~ off the premises of its owner or keeper and upon any public ~~property street or alley, sidewalk or Treebank, school grounds, public park, or other public grounds~~, or upon any private property without the permission of the owner of the property. In the event the animal defecates on another's land or on any public ~~property street or alley, sidewalk or Treebank, school grounds, public park or other public grounds~~, the owner or person in control of the animal shall immediately remove and dispose of the feces ~~or other waste~~ in a sanitary manner. (2092 09/10/02)



Baraboo District Ambulance Service 6

120 5th Street • P.O. Box 195

Baraboo, WI 53913

Phone (608) 356-3455 • Fax (608) 356-3446

TO: Public Safety Committee

FROM: Dana Sechler, Chief / EMS Director

DATE: July 12, 2019

SUBJECT: Elimination of two (2) parking spaces in front of Ambulance garage doors at the Alma Waite building

On behalf of the Baraboo District Ambulance Service, I would like to request that two (2) of the parking spaces in the 24-hour City parking lot in front of the garage doors of the Alma Waite building be removed / eliminated.

The reason for the request is to assure that the ambulances are able to safely enter and exit the far right and far left garage doors at the Alma Waite building, without any obstructions in place by vehicles parked in those spaces.

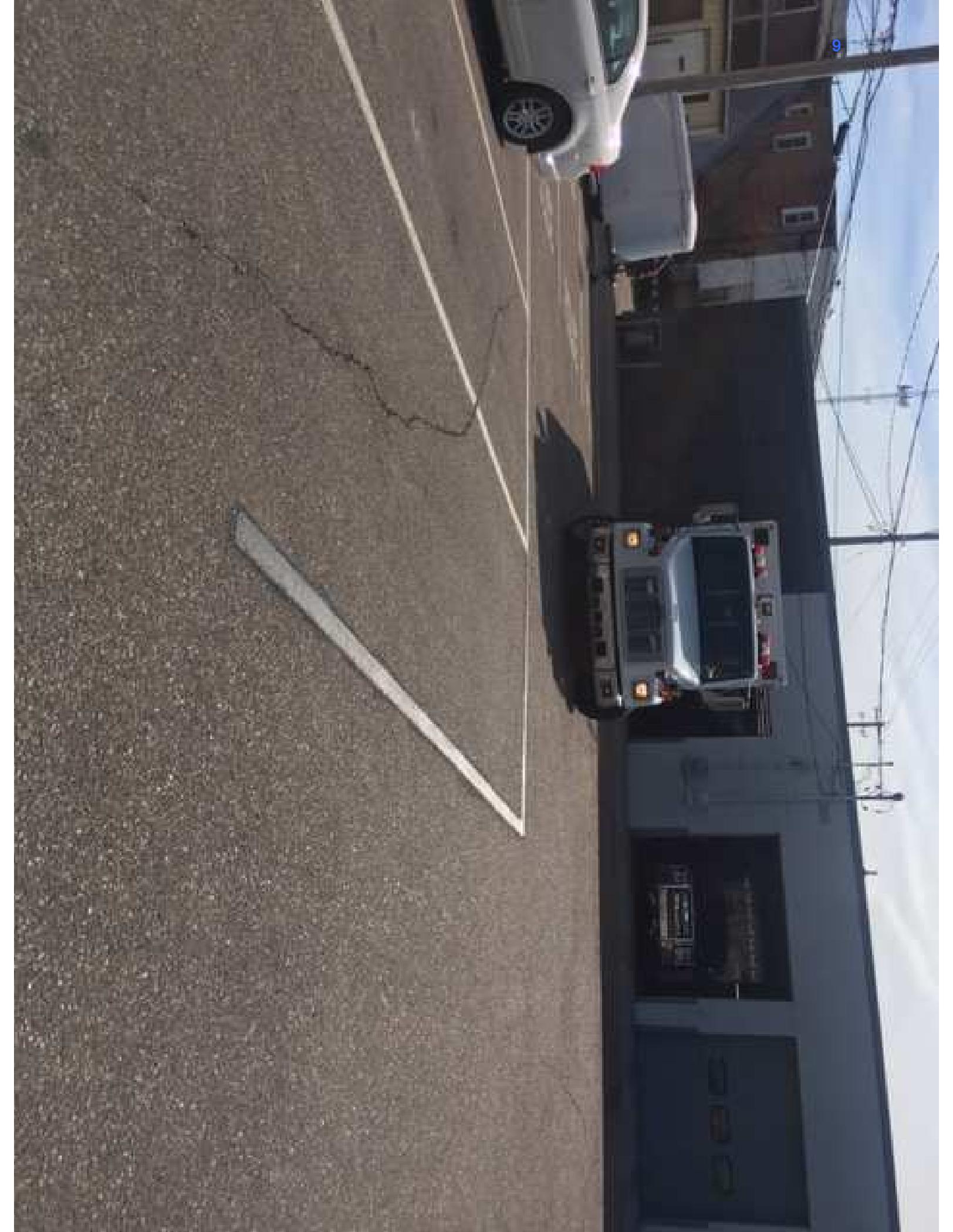
If you reference the first two attached pictures, you can see that the two parking spaces are located directly in front of two of the garage door areas. The distance between the garage doors to the edge of the parking spaces is 42 feet. Though the older style 9-1-1 ambulances are only 22 feet long, the newer style ambulances are measuring 27 feet long. That leaves a total of just 15 – 20 feet for the ambulances to be able to safely maneuver around the parking spaces, once they are out of the building.

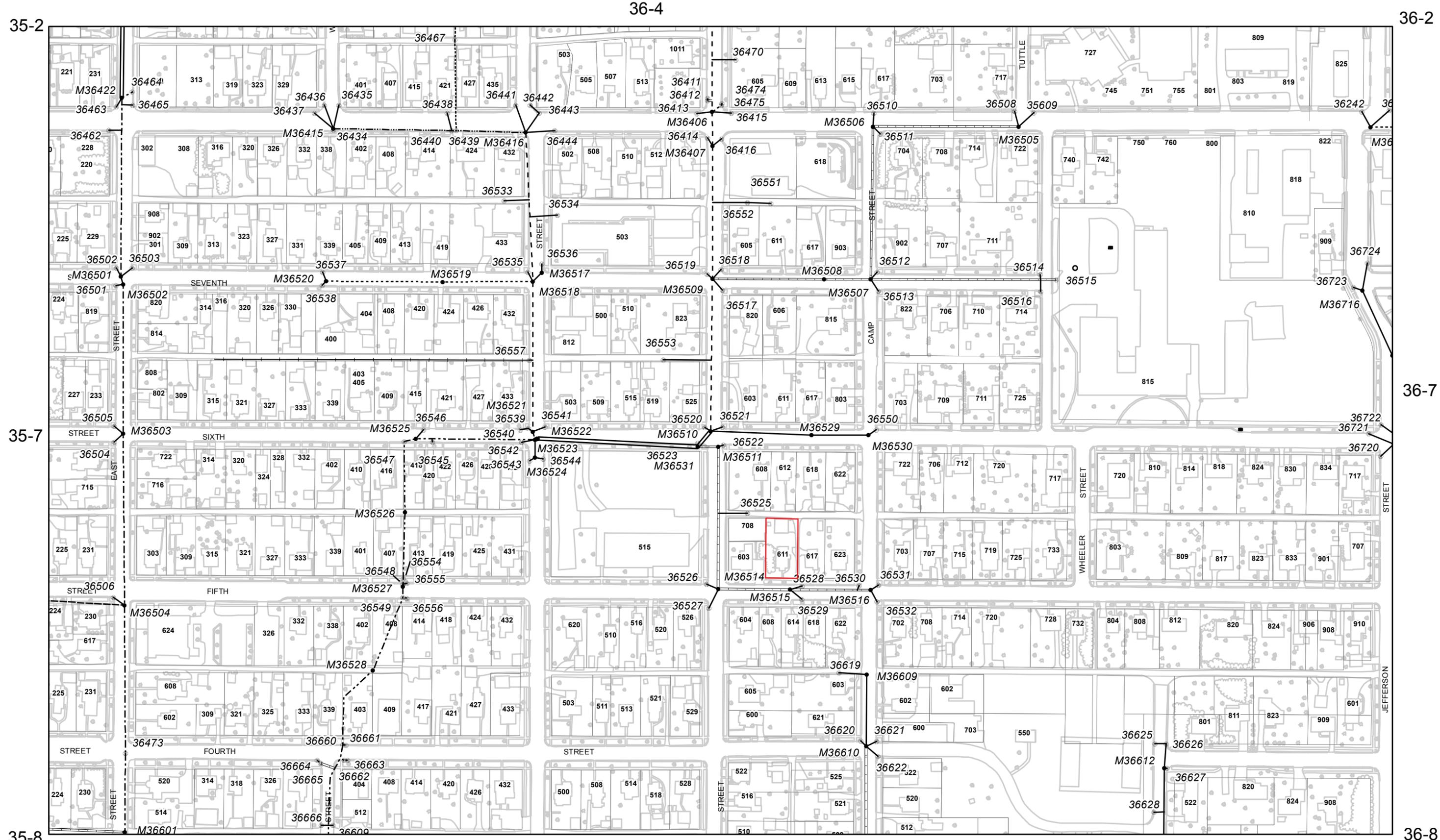
The Bariatric ambulance is 28 feet long, and it is currently positioned in the far left garage bay. The third picture shows how tight of a turn the Bariatric rig must take, and the driver usually has to pull forward and back up several times, when attempting to enter and exit the building.

For those reasons, it is requested that the Public Safety Committee consider approving the removal / elimination of the two parking spaces that are in front of the Alma Waite garage doors. Thank you for your consideration.









35-2

35-7

35-8

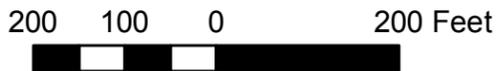
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36-6

36-2

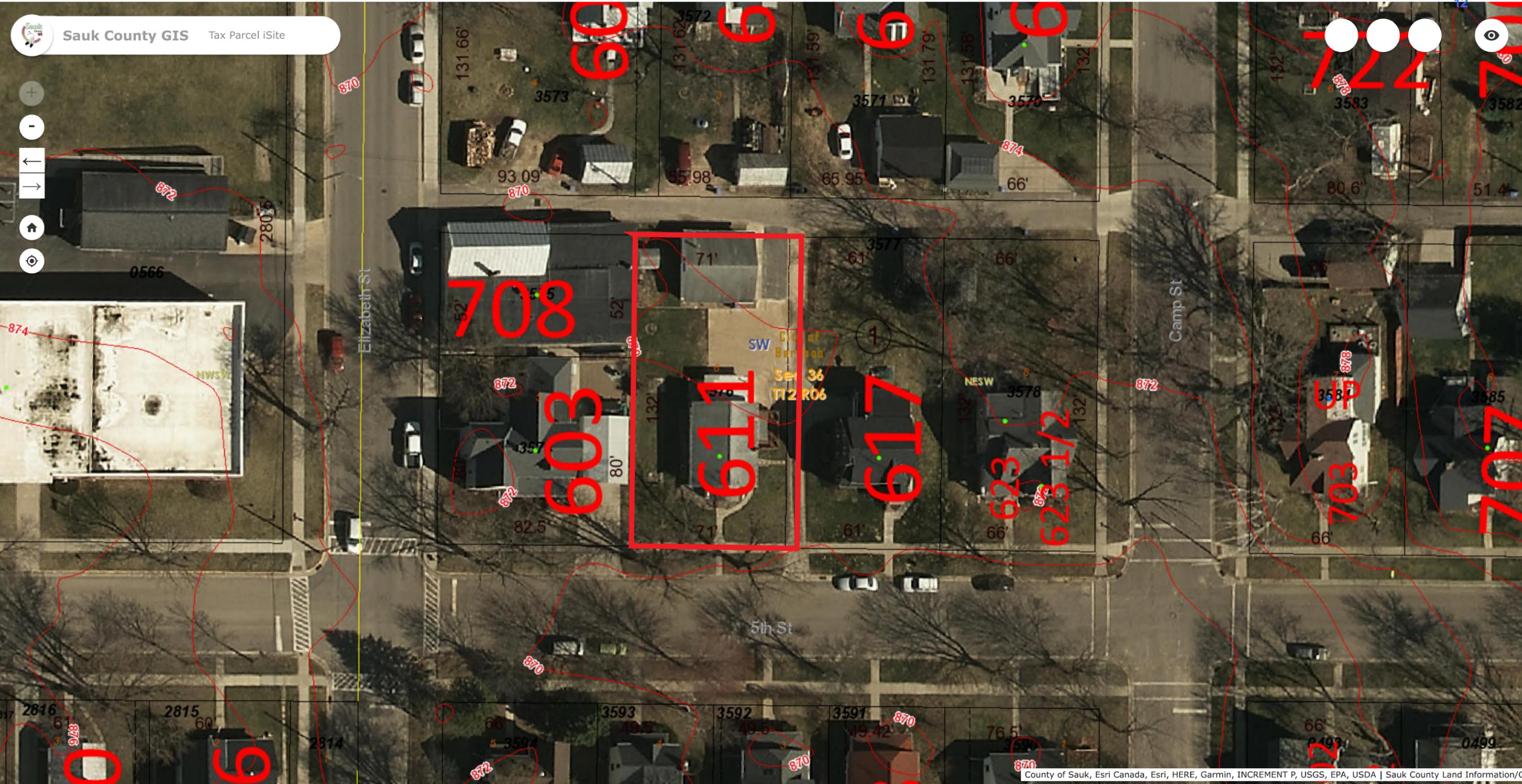
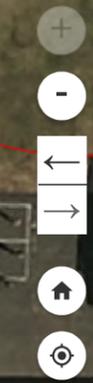
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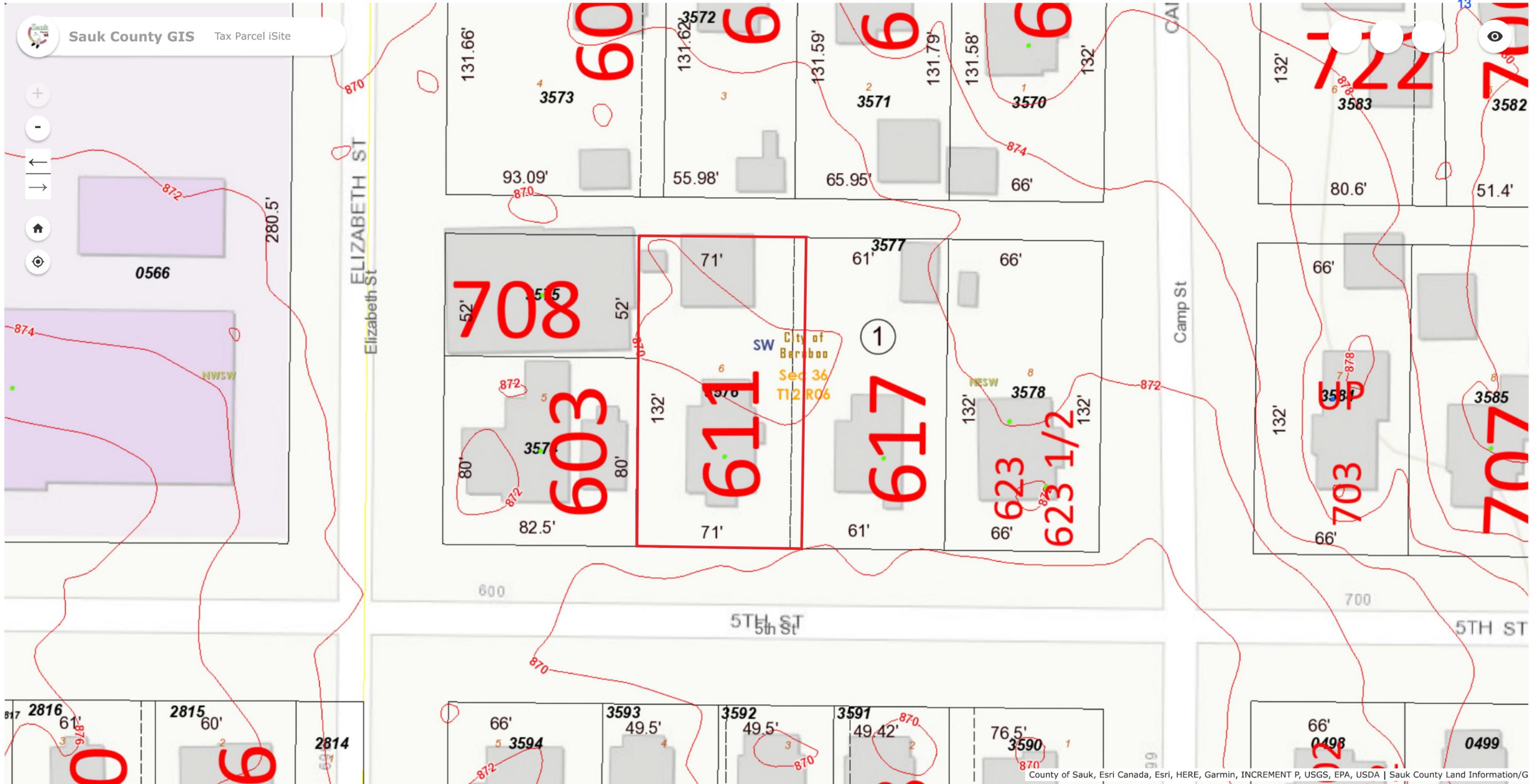
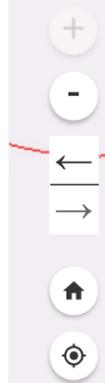
36-8



Date of Plot: 4/17/2019

STORM SEWER MAP TILE: 36-5







The City of Baraboo, Wisconsin

Background: The Police Department (“PD”) currently owns a 2014 Ford F-150 pickup truck (“truck”), purchased by the PD for use by the police detectives. Over the years, use of the truck has diminished and the truck no longer suits the needs of the PD.

Previously, the Fire Chief worked with the Police Chief to obtain from the PD an old police squad car (“squad car”) for use by Fire Department (“FD”) and Building Inspector.

It is the desire of the Police Chief to surplus the truck, and it is the desire of the Fire Chief to use the truck instead of the squad car due to the condition and the versatility of the truck for FD use.

The FD and PD have agreed on a value of the truck at \$17,000 (the value was obtained by using Kelly Blue Book). The Fire Equipment Replacement Fund has money available to transfer to the Capital Equipment Fund for the PD in exchange for this asset. If approved, the squad car will be returned by the FD to the PD for the PD to use.

Fiscal Note: (one) Not Required Budgeted Expenditure Not Budgeted

Comments: Request to transfer \$17,000 from the Cities monies in Fire Equipment Replacement Fund to the Police Department Capital Equipment Fund so the Police Chief can buy a used replacement vehicle. A 2/3 affirmative vote is required as this request is unbudgeted.

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

THAT the City Finance Director in conjunction with City Treasurer is hereby authorized to transfer \$17,000.00 from the City’s monies in the Fire Equipment Replacement Fund to the Police Department Capital Equipment Fund for the transfer of 2014 Ford F-150 pickup truck from the Police Department to the Fire Department, and

THAT the Fire and Police Chiefs work together to ensure the transfer of the truck from the Police Department to the Fire Department, including any emergency equipment currently installed on/in the truck, and the squad car from the Fire Department to the Police Department.

Offered by: Public Safety/Finance

Approved: _____

Motion:

Second:

Attest: _____

OFFICE OF THE CITY ATTORNEY

MEMORANDUM

To: Public Safety Committee
 From: Emily Truman, Baraboo City Attorney
 RE: Creating an ordinance regulating the use of the City's Yard Waste and Compost Transfer Site
 Date: July 15, 2019

BACKGROUND: The City owns and maintains a Yard Waste and Compost Transfer Site located at 407 Briar Street. The intent of the Site is to give residents a place to dispose of yard waste and brush free of charge. The City will compost what it can of the yard waste and brush, and will turn some of the brush into wood chips. The public, including non-residents and businesses, can collect as much of the compost and wood chips as they would like, also free of charge, although screened compost and topsoil is reserved for residents.

Unfortunately, some people have used the site as a dumping ground for general refuse, including trash, furniture and electronics. Additionally, contractors frequently use the site to dispose of yard waste, trees and brush that may originate from outside of the City.

In order to ensure the Site is kept safe and clean for residents, the Street Superintendent is requesting the Common Council adopt an ordinance regulating the use of the Site. By creating an ordinance, the Police Department will be able to enforce the provisions regarding the intended use of the Site and will have the ability to issue citations to violators.

As part of the creation of a new ordinance regulating the Site, it is recommended that the City's current Illegal Dumping ordinance be amended to ensure correct enforcement.

The current bond amount for an illegal dumping ordinance is the standard amount of \$213.10 including court costs. It is suggested that this amount be increased for second and subsequent offenses to discourage illegal dumping. It is suggested that the standard bond amount apply to the proposed new ordinance, as a violator would also be subject to a citation and corresponding penalties under the Illegal Dumping ordinance.

PROPOSED AMENDMENTS TO SECTION 11.08, REGULATING ILLEGAL DUMPING

11.08 ILLEGAL DUMPING PROHIBITED.

- (1) PURPOSE AND INTENT. Illegal dumping can harm the environment and negatively impact neighborhood aesthetics. Dumped items can also pose health and safety hazards to people and wildlife, lower property values, and result in taxpayer dollar being spent on enforcement and cleanup. Illegal dumping differs from littering based on the volume and type of waste that is discarded.
- (2) DEFINITIONS. As used in this section, the following words shall have the following meanings:
 - (a) "Dump" means to discard (i) more than one cubic foot in volume of litter at one time and/or (ii) furniture, appliances, yard waste and brush, electronics, vehicle components and other similar materials. Material placed at a location with an intent

to leave it indefinitely, or material which has not been removed from a location within five calendar days, is deemed discarded.

- (2) ILLEGAL DUMPING PROHIBITED. It shall be illegal for any person to dump, dump, dispose, deposit, litter or store refuse any material in the City on either private or public land except when (i) such land is designated by the City for dumping or is a facility licensed for such purpose, (ii) such person is authorized to use such designated property or licensed facility, and (iii) such person uses such property or facility according to the rules and regulations of said property or facility. It shall not be a defense under this section that the dumping occurred with the permission of the property owner, outside of a licensed sanitary landfill facility, on either private or public land.
- (3) PENALTY. Any person who shall violate any provision of this section or who shall permit or allow a violation of this section, shall be subject to a penalty as provided for in §25.04 of this Code.
- (3) COST OF REMOVAL. In addition to any other penalty imposed by this Code for illegal dumping, the cost of cleaning up any item that has been illegal dumped by the City shall be collected as a debt from the person causing the illegal dumping. If the charge is not paid within 30 days of the date of billing, as additional administrative collection charge of 10 percent of the charge shall be added to the amount due, plus interest shall accrue thereon at the rate of 1 percent per month until paid.

PROPOSED NEW ORDINANCE, REGULATING THE YARD WASTE AND COMPOST TRANSFER SITE

11.08(M) YARD WASTE AND COMPOST TRANSFER SITE.

- (1) **PURPOSE AND INTENT.** The City recognizes that there is a benefit to the community by having and maintaining a publicly owned facility where City residents can dispose of yard waste and brush for free, which the City can then process into compost and mulch. To accomplish this, the City owns and maintains a Yard Waste and Compost Transfer Site where City residents can dispose of their brush and yard waste originating from their residential property, and where anyone, residents and non-residents alike, can obtain brush, yard waste, wood chips and wood free of charge.
- (2) **DEFINITIONS.** As used in this section, the following words and terms shall have the following meanings:
- (a) **“Brush”** means organic woody material trimmed from trees, shrubs or bushes, but does not include tree stumps or pieces that are greater than 8’ long or 8” in diameter originating from a resident’s property.
 - (b) **“Person”** means an individual and not a business, company, corporation or other legal entity or person acting on behalf of a business, company, corporation or other legal entity.
 - (c) **“Property”** means an owned or leased residential property located within the City of Baraboo.
 - (d) **“Resident”** means a person permanently residing in the City of Baraboo.
 - (e) **“Yard Waste”** means organic material such as leaves, weeds, garden trimmings, plant debris, twigs less than 18" long, pumpkins, crab apples, pinecones, etc., originating from a resident’s property.

(f) “Yard Waste and Compost Transfer Site” or “Site” means property owned by the City of Baraboo located at 407 Briar Street.

(3) YARD WASTE AND COMPOST SITE REGULATIONS.

- (a) Residents may dispose of any amount of yard waste and brush at the Site so long as the brush and yard waste originated from the resident’s property. Disposal of any other material by a resident, or any brush or yard waste not originating from the resident’s property, requires the prior written approval of the Director of Public Works or designee.
- (d) Non-residents, business, companies, corporations and other legal entities, and all persons acting on behalf of non-residents, businesses, companies, corporations or other legal entities, are prohibited from disposing any material at the Site, including brush and yard waste, without the prior written approval from the Director of Public Works or designee.
- (c) All material deposited at the Site must be deposited in the areas so designated.
- (d) Any person, including non-residents, contractors and corporations, may access the Site in order to take any amount of brush, yard waste, wood chips or wood that is at the Site; however, screened compost and topsoil material is reserved for residents prior written approval from the Director of Public Works or designee.
- (e) Use of the Site is limited to the uses described herein; any other use is prohibited.
- (f) Users of the Site strictly warrant and affirm that the user indemnifies and holds the City harmless from and against any claims or other legal action arising from their use of the Site, in whatever form that use may occur, and includes the use of any materials taken from the Site. The City does not guarantee the availability of any materials at the Site.

PROPOSED AMENDMENTS TO SECTION 25.10 - BOND SCHEDULE FOR ORDINANCE VIOLATIONS

(3)(h) Chapter 11 - Health and Sanitation - Violations: Standard bond amount, except as follows:

1. Solid waste and recyclable violation contrary to §11.07: First violation - \$50.00; Second violation within one year, as defined by §11.04(f) - \$100.00; Third violation within one year, as defined by §11.04(f) - \$500.00.
2. Illegal Dumping contrary to §11.08: First violation - \$100; Second violation within one year, as defined by §11.04(f) - \$250; Third and subsequent violations within one year, as defined by §11.04(f) - \$500

Report Criteria:

Selected types: Billing Adjustment

Billing Adjustment

06/21/2019

Name	Customer Number	Type	Description	Amount	Service
FRIAR, FRANCES	79-171000-00	Billing Adjustment	REPAIRED TOILET LEAK 5/31/19	-14.65	Multiple
Total 06/21/2019:				<u>-14.65</u>	

06/24/2019

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CREDIT BULK FILL 2ND QTR 28,100 @ .140	-39.34	WATER - 10
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CREDIT BULK FILL 2ND QTR 28,100 @ 402	-112.96	SEWER - 30
COUGHLIN, CATHERINE	52-039000-00	Billing Adjustment	REPAIRED TOILET ON 4/18/19	-22.12	Multiple
Total 06/24/2019:				<u>-174.42</u>	

06/25/2019

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - OCHSNER PARK	60-081000-00	Billing Adjustment	PROBLEM W/WOLF WATERFALL	-447.42	Multiple
Total 06/25/2019:				<u>-447.42</u>	
Total Billing Adjustment:				<u>-636.49</u>	
Grand Totals:				<u>-636.49</u>	

Report Criteria:

Selected types: Billing Adjustment

Report Criteria:

Selected types: Billing Adjustment

Billing Adjustment**07/02/2019**

Name	Customer Number	Type	Description	Amount	Service
KOEDINGER, EARL & SHERI	99-019000-00	Billing Adjustment	SE BASE ERROR ON ST ACCOUNT	-14.80	SE BASE - 35
Total 07/02/2019:				-14.80	

07/09/2019

Name	Customer Number	Type	Description	Amount	Service
STABEN, BRIAN	56-117000-02	Billing Adjustment	REPAIRED LEAK IN SHOWER	-20.04	Multiple
Total 07/09/2019:				-20.04	

07/22/2019

Name	Customer Number	Type	Description	Amount	Service
ELLINGTON, JOHN	60-017000-00	Billing Adjustment	REMOVE PN PER JMB (PD 7/21/19)	-2.62	Multiple
Total 07/22/2019:				-2.62	

07/25/2019

Name	Customer Number	Type	Description	Amount	Service
KEHOE, DAVID	55-041500-04	Billing Adjustment	REMOVE PN-FINAL READOUT	-1.41	Multiple
KEHOE, DAVID	55-041000-02	Billing Adjustment	REMOVE PN-FINAL READOUT	-2.88	Multiple
KEHOE, DAVID	99-012960-00	Billing Adjustment	REMOVE PN-FINAL READOUT	-.50	ST PEN - 94
MCVICKER, TRINA	52-120000-01	Billing Adjustment	REPAIRED WATER SOFTNER	-69.96	Multiple
Total 07/25/2019:				-74.75	
Total Billing Adjustment:				-112.21	
Grand Totals:				-112.21	

Report Criteria:

Selected types: Billing Adjustment



City of Baraboo
Department of Public Works
Activity Report
July 2019



TASK	DESCRIPTION	DATE
Curbside Trash Service	We provide curbside trash pickup to the residents weekly.	Daily
Curbside Recycling Service	We provide curbside recycling pickup to the residents every other week.	Bi-weekly
Signs and Lights	We perform maintenance and repairs on signage, traffic lights, and street lighting as needed. We also provide signage and detours on work performed in house.	Daily
Painting	We paint crosswalks, curb, and parking stalls annually for aesthetics and safety.	5,8,9
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system.	When Warranted
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.	1,18,22,23,24,25
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	1,10,16,17
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	1,2,12,15
Hot Mix	We prep and repair needed areas with Hot Mix Asphalt for longer term repairs.	3,5,8,9,16
Mow	We mow certain areas within the right-of-way that fall under the city responsibility.	3,8,9,10,11
Clean Catch Basins	We clean debris from the tops of catch basins to prevent the debris from entering the storm sewer system.	18,19
Crackfilling	We route and fill cracks on streets. This year we are focusing on streets rated 7, 8, and 9.	17,19
City Hall	DPW staff fills in for Cale and mows when needed.	1,2,3
Alley Reconstruction	In this order: 1) Sumac Court, 2) 12/13 - Warren to Barker, 3) 7/8 - East to Barker	8,9,10,11
Mill Race Drive	We are preparing the grade to the south of Mill Race to prevent water from entering road base during substantial rainstorms and spring thawing.	15,16,17,19,22,23, 24,25
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	2,8,9,10,11,12,15, 16,17
Water Utility	We assist the Water Utility with various tasks when needed.	2
Parks Department/ Forestry	We have assisted the Parks Dept. with tree removals, parking lot painting, and pouring concrete at the Zoo.	



City of Baraboo
Department of Public Works
Activity Report
June 2019



TASK	DESCRIPTION	DATE
Curbside Trash Service	We provide curbside trash pickup to the residents weekly.	Daily
Curbside Recycling Service	We provide curbside recycling pickup to the residents every other week.	Bi-weekly
Signs and Lights	We perform maintenance and repairs on signage, traffic lights, and street lighting as needed. We also provide signage and detours on work performed in house.	Daily
Painting	We paint crosswalks, curb, and parking stalls annually for aesthetics and safety.	3,4,6,7,10,13,14,17,18,19,20,21,24,25,26,27
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system.	When Warranted
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.	10,12,17,24,25,26,27,28
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	4,11,25
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	7,14,18,27
Hot Mix	We prep and repair needed areas with Hot Mix Asphalt for longer term repairs.	17,18,19,20,21,24,26
Mow	We mow certain areas within the right-of-way that fall under the city responsibility.	13,14,17,18,19,20,21,24,25,26,27,28
Clean Catch Basins	We clean debris from the tops of catch basins to prevent the debris from entering the storm sewer system.	24,28
Crackfilling	We route and fill cracks on streets. This year we are focusing on streets rated 7, 8, and 9.	3,4,5,6,7,10,11,13,14
City Hall	DPW staff fills in for Cale and mows when needed.	3
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	3,4,5,6,7,10,11,12,13,14,17,18,19,20,21,24,25,26,27
Water Utility	We assist the Water Utility with various tasks when needed.	17,18,19
Parks Department/ Forestry	We have assisted the Parks Dept. with tree removals, parking lot painting, and pouring concrete at the Zoo.	26,27,28