

# 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, November 12, 2018 – **2:00 P.M.**  
**Location:** **Water Resource Recovery Facility – 1000 Manchester Street, 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, Bob Hudack, Leah Winneshiek, Al Mueller, Randy Scott, and Library.

**1. Call to Order**

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of September 24, 2018 Public Safety Committee meeting.

**2. New Business**

- a. Consideration of Vehicle and Equipment Towing Proposals for 2019/2020.
- b. Request by Seneca Foods Corp. to add a street light on the south side of Sauk Avenue west of their main office located at 801 Sauk Avenue.
- c. Request for a second driveway for the single-family residence at 560 Quarry Street by Edward Winneshiek.
- d. Consideration of request from 1 A.M. to lease the city-owned parking lot on the south side of 106 Walnut Street.
- e. Consideration of Tumbled Rock Brewery’s request to discharge wastewater to the City of Baraboo via the Town of Baraboo Sanitary District No. 1’s sewer collection system.
- f. Consideration of proposed Deed Restriction to prevent the independent sale of any of the six lots comprising the City Services Center “campus” at 450 Roundhouse Court.
- g. Consider accepting Quit Claim Deeds for a 20-foot wide strip of land centered about the existing paved shared driveway from the seventeen abutting property owners to establish a public alley between Elizabeth and Camp Streets from 2<sup>nd</sup> Street to 4<sup>th</sup> Street.
- h. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for September & October 2018.
- i. Tour the Water Resource Recovery Facility’s recent Biosolids upgrade project and the new storage building.

**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 November 07, 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 (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.

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 – September 24, 2018

**Members Present:** Phil Wedekind and Mike Plautz, and Tom Kolb. **Others Present:** Ed Geick, Chief Schauf, Chief Stieve, Attorney Truman, Tom Pinion, Wade Peterson, Tony Gilman, Daniel Zech, Buck Sweeney, Jim Smith, Nancy Mistele, Kathy Hill, Carol Berendes, and Ben Bromley.

**Call to Order** - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at the City Hall Committee Room, 101 South Blvd., Baraboo, Wisconsin. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Pinion to approve the agenda as posted. Motion carried unanimously. It was moved by Pinion, seconded by Kolb to approve the minutes of the August 27, 2018 meeting. Motion carried unanimously.

### New Business

- a. Citizen request for special signage to accentuate the posted speed limit on Walnut Street. – Engineer Pinion presented Kathy Hill who resides at 846 Walnut St. and Carol Berendes of 842 Walnut St. with their concerns regarding the speed limit on Walnut St. Kathy stated that she took some photos and she didn't know if they would be helpful or not. The problem she indicated is that she is one owner of three properties with blind driveways. The flashing sign which alerted drivers to slow down has been gone in excess of 5 years and doesn't know why it was taken down. Kathy added that the increase in traffic flow has been problematic along with semis and no one seems to abide by the 25mph. The 25mph sign is at top of the hill, sits where the flashing sign used to be and sign is obscured by trees, etc. There is a police presence sometimes because of Pierce Park and that is helpful. Property across from the Hill's residence was sold and developer has the potential of building 13 additional lots which can be residential. This would cause more of a traffic hazard for them. At one time there must have been some concern, otherwise the flashing sign would never have been put up. Sign was hit, and just not put back up. Chief Schauf added that most communities are going away from these type of signs. One option is a Spinner, relatively low cost, highly reflective, spins in the wind and draws your attention to it. Technically a Caution Light is inappropriate at that location. According to Federal Guidelines we should not have a light at that location. Blind driveway signs are not recognized. Many people who put them in the right-of-way and someone hits it, property owner would be liable. Some additional enforcement is needed.
- b. Consider revising the Official Traffic Map to restrict parking on west side of Draper Street from southern most access to the northern most access to the Jack Young Middle School – Engineer Pinion presented the request that the Police Department received from the Administrative staff at the Middle School in an effort to curb bad habits from starting this year. Some signs were placed in the locations that people drop students off and it conflicts with bus loading from the lower parking lot of the Middle School all the way down to 8<sup>th</sup> Avenue. School District wants this as does the Police Dept. it is the right way to restrict traffic and it is consistent through the Middle and High School areas. Kolb added that he drops grandchildren off, he asked where he should drop them off. Loading and unloading only areas, however, signage needs to read differently. Upper parking lot at Middle School drivers are permitted to pull in to unload and pick up students, but drivers are not permitted to park for 20 plus minutes in this area. Chief Schauf said the answer is consistency in enforcing parking issues in this area. After a lengthy discussion, Kolb moved, Wedekind seconded to table this discussion until Chief Schauf discusses these issues with the principal of the Middle School. Motion carried unanimously. Plautz moved, motion seconded by Wedekind to revisit this item and discuss further. Motion carried unanimously.

Atty. Truman asked Chief Schauf what was the information he would like to share. Chief Schauf stated the middle school's principal intention was that the restriction is for loading/unloading only, not for parking. We would need to come up with appropriate verbiage to address this. Kolb moved, Wedekind seconded to recommend to Council to approve amending the parking restrictions along this area. Motion carried unanimously.

- c. Discuss 2019 Budget and identify prospective capital projects and/or purchases. – Engineer Pinion asked the committee if they had any projects they would like incorporated into the budget. This is an open dialogue coming off the Goal Setting Sessions that were conducted earlier this summer. There was some discussion of sidewalks. Kolb added that a section of sidewalk is missing on west side of Camp St. from 5<sup>th</sup> St. south to alley. Pinion said we can add it in, but cannot guarantee it will be included as last year we were short on sidewalk funds. Kolb also added road repair is needed from Mound St. to Remington to Elizabeth is horrible. Kolb asked if we could address intersections that are terrible around town. Some years ago the City spent a lot of money on overlay, doesn't hold, it was a 5 year band aid. Kolb stated that when we are doing sidewalks we wanted homeowners to be notified well in advance and start some financial planning. Blum is usually the lowest bidder, notifications can be mailed out in January, so residents can prepare financing in advance. Wedekind asked if some people abuse the financing over the years and how is that impacting funds. Pinion added that streets that were bid, will be paved this year. Discussion on finishing river walk, Mike Hardy is addressing this.

Chief Schauf added purchase of 2018 squad vehicle. Cars are being replaced with SUV's. Other Police budget purchase is Zuercher a record management software program, county also has this. We will be looking at replacing our canine who is 9 years old, we have money in the fund balance for this purchase. Canine is proven to be a very valuable asset to the PD. Also, Ruth Browning has decided to retire from the police department and will be taking another city position.

- d. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for August 2018. – Kolb motioned, seconded by Wedekind to approve the monthly billing adjustments/credits for Sewer and Water Customers for August 2018. Motion carried unanimously.
- e. Review and recommendation to the common council to allow property owners with a dangerous tree shared on their properties the option of deferring payment to the city for the city's removal of the tree – Ed Geick stated that this has been an ongoing problem. Tree will be taken down and contracted out for approximately \$27,000. Bids were taken out for this job. This is a unique situation. Plautz motioned, seconded by Kolb to recommend to common council to allow property owners with a dangerous tree shared on their properties the option of deferring payment to the City for the City's removal of the tree. Motion carried unanimously.

### **Reports**

- a. Utility Superintendent's Report – Peterson noted report on biosolids, sewer rate study, water and sewer budget and items being looked at. Will present budget to city staff.
- b. Street Superintendent's Report – Gilman noted brush clean up, maintenance, old shop repair, patching of streets, flood cleanup, sandbags which absorbed a lot of time. Assisted Sauk County Highway Dept. with flood work. Construction of shed will begin the last month of October. Lengthy discussion on heavy machinery, repairs, replacements, expenses.
- c. Police Chief's Report – Schauf noted two new officers have started and will be in training for next 12 weeks. Worked with flooding issues. Worked with County on a couple of search warrants.
- d. Fire Chief's Report – Chief Stieve noted that \$50,000 is in capital budget that would come from the replacement fund. Flood dollar estimates just under \$7,300 for the riverwalk and these expenses have been submitted to the county for reimbursement.
- e. Correspondence regarding Parkside and Waldo speed limit

**ADJOURNMENT** – moved by Kolb, seconded by Plautz to adjourn at 2: 13 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

# MEMORANDUM

City of Baraboo

Date: November 06, 2018

To: Public Safety Committee

From: Tom Pinion

Re: Background for November 12<sup>th</sup> mtg. @ **2:00 pm** – **Water Resource Recovery Facility at 1000 Manchester Street**

## New Business:

**Item A.** Chief Schauf recently solicited Proposal for 2019/2020. The three Proposals that were submitted are included in your packet and additional information will be provided at the meeting.

**Item B.** Seneca Foods has requested a new street light along the south side of Sauk Avenue west of the existing diagonal crosswalk at their main office building at 801 Sauk Avenue. The cost of a new light will add \$84 per year to the City's street light costs.



**Item C.** 560 Quarry Street is a lot with double frontage situated between Highland Drive (behind Quintd's Towne Lounge) and Quarry Street. There is an existing driveway on Highland and the owner is requesting permission to install a second driveway along the Quarry Street frontage. All such requests require approval from the Public Safety Committee.

**Item D.** The north end of Vine Street has historically been used by 1 A.M. Dairy as a "de-facto parking lot".



With the pending completion of the Vine Street reconstruction project, parking across the full width of the street will no longer be allowed. Since the City has no apparent immediate plans for the former Alliant parking lot on the south side of the former Bear-a-Boo Day Care at 106 Walnut, 1 A.M. Dairy would like to lease this lot from the City to park their vehicles. At the direction of the City Administrator, the City Attorney has prepared a draft Lease Agreement for your consideration. As you can see, it includes a clause whereby the Agreement can be terminated in favor of a

redevelopment project on any of the surrounding property. 1 A.M. Dairy will install the necessary electrical service to plug in their vehicles, which essentially restores the service Alliant previously used for the same purpose, and the associated cost will be the sole responsibility of the Lessee.

**Item E.** Tumbled Rock Brewery is a proposed development project located on the site of the former Farm Kitchen on CTH DL (formerly STH 123) in the Town of Baraboo. They have already obtained permission from the Town of Baraboo Sanitary District No. 1 to connect to their sanitary sewer collection system. Our Agreement with the Sanitary District requires written City approval for any new industrial or manufacturing facility. Despite not having any formal definition for “industrial” or “manufacturing” in either the City’s Zoning Code or the County’s Zoning Code, pursuant to the OSHA Standard Industrial Codes (SIC), **Breweries** fall under **Division D: Manufacturing**, which leads me to conclude that the Harvest House Brewery would be a manufacturing facility that falls under our definition of industrial user in the Sewer Use Ordinance.

Ed, Wade, and I met with the developer and his design team and explained that we would intend to treat them as a high-strength user under our Sewer Use Ordinance and require them to install an appropriate metering and sampling manhole into their plumbing design and that they would be subject to the surcharge rates for BOD, TSS, pH, and/or Phosphorus concentrations that exceed the corresponding limits for domestic strength waste. They had no objection to that approach. Although we expect their wastewater to be “high-strength, the anticipated volume to be discharged is very low....only 20,000 to 25,000 gallons per year, and should have very little effect on our wastewater treatment operations.

**Item F.** Cleary Building was the low bidder to design and construct a cold storage building that was included in the 2018 budget that will be located on the City-owned property at 450 Roundhouse Court in Baraboo. The existing principal structure at this location is the City Services Center (CSC), which was built in 2002 and is home to the Public Works Department, Parks & Rec Maintenance, and the Sewer & Water Utility offices. Over the years, the City has acquired some surrounding properties, as they became available, to enlarge the CSC “campus”. The original property and the subsequent acquisitions were each part of a Certified Survey Map. As such, the CSC “campus” now consists of **six lots**. The proposed building that Cleary will be constructing will be situated on more than one of these lots. The Commercial Building Code prohibits structures that cross lot lines. Typically, it requires a new one-lot CSM to redefine the property boundaries. To avoid having this new building crossing any lot lines, I offered to “eliminate” the underlying lot lines by having the City Attorney draft and record a Deed Restriction that will prevent any one of the six existing lots from being sold independent of any of the other City-owned lots comprising the CSC “campus”. The State Plan Reviewer has accepted this approach so the City Attorney has drafted the attached Deed Restriction for your consideration.

**Item G.** There is an existing paved surface between Elizabeth & Camp Streets extending from 2<sup>nd</sup> Street to 4<sup>th</sup> Street. Since there is no public right-of-way under this surface and since there was no alley platted as part of the original subdivision, this paved surface is technically considered a private shared driveway. The City has used this shared driveway as a convenience to collect refuse and has periodically plowed it and filled potholes over the years. The abutting property owners contend it’s a public alley but I respectfully disagree. The City Attorney and I recently met the abutting property owners and explained that if they want the City to formally maintain the existing shared driveway as a public alley, they would all need to convey the property as a public right-of-way. All seventeen property owners have returned signed deeds. If you think it’s appropriate to accept this shared driveway as a public alley, this matter should be forwarded to the Common Council with a favorable recommendation.

**Item H.** This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for September and October are included in the packet.

**Item I.** The Biosolids upgrade project is nearing completion. Staff at the WRRF would like to show you those improvements as well as the new storage building that was recently completed.

See you at the **Water Resource Recovery Facility (1000 Manchester Street) 2:00 PM on Monday!**

PROPOSAL

Item Description

Price per Tow

Towing of any City of Baraboo owned Vehicle  
(Including Heavy Trucks) *NO HEAVY TRUCKS*

\$ -0-

Towing of vehicle billed to private party.

\$ 68.00 + Mileage  
*250*

The above Proposal shall include all labor, materials, transportation, overhead, profit, insurance, etc., to complete the specified work.

The Provider understands that the City reserves the right to reject any or all Proposals and to waive any informalities in the process.

The Provider agrees that this Proposal shall be valid and may not be withdrawn for a period of 30-calendar days after the scheduled closing time for receiving Proposals.

The person signing this Proposal affirms that he or she has the authority to do so on behalf of the Provider, if the Provider is a company or other legal entity.

Respectfully submitted,

Hovland Tire and Oil  
Business Name, if applicable

10 10-18  
Date

Dan Hovland  
Signature

DAN HOVLAND  
Print Name

4147 ST HWY 13  
Business Address

608 2547832  
Phone/Email

RECEIVED

OCT 12 2018

BARABOO POLICE

**PROPOSAL**

**Item Description**

**Price per Tow**

Towing of any City of Baraboo owned Vehicle  
(Including Heavy Trucks)

\$ No Charge

Towing of vehicle billed to private party.

\$ 150.00 First five miles  
Included

The above Proposal shall include all labor, materials, transportation, overhead, profit, insurance, etc., to complete the specified work.

The Provider understands that the City reserves the right to reject any or all Proposals and to waive any informalities in the process.

The Provider agrees that this Proposal shall be valid and may not be withdrawn for a period of 30 calendar days after the scheduled closing time for receiving Proposals.

The person signing this Proposal affirms that he or she has the authority to do so on behalf of the Provider, if the Provider is a company or other legal entity.

Respectfully submitted,

Craig's Towing  
Business Name, if applicable

10-11-2018  
Date

Craig Redenbaugh  
Signature

Craig Redenbaugh  
Print Name

52492 County Highway BD  
Business Address

608-356-7400  
Phone/Email

Cell 608-477-3139

**RECEIVED**  
OCT 16 2018  
**BARABOO POLICE**

**PROPOSAL**

**Item Description**

**Price per Tow**

Towing of any City of Baraboo owned Vehicle  
(Including Heavy Trucks)

\$ 0

Towing of vehicle billed to private party.

\$ 0

The above Proposal shall include all labor, materials, transportation, overhead, profit, insurance, etc., to complete the specified work.

The Provider understands that the City reserves the right to reject any or all Proposals and to waive any informalities in the process.

The Provider agrees that this Proposal shall be valid and may not be withdrawn for a period of 30-calendar days after the scheduled closing time for receiving Proposals.

The person signing this Proposal affirms that he or she has the authority to do so on behalf of the Provider, if the Provider is a company or other legal entity.

Respectfully submitted,

BILL'S TOWING & AUTO REPAIR, LLC.  
Business Name, if applicable

10-19-18  
Date

Kathy L. Sellner  
Signature

Kathy L. SELNER  
Print Name

2516 Hwy B, BARABOO, WI 53913  
Business Address

608-592-9364 Kathy.sellner2@gmail.com  
Phone/Email

**RECEIVED**

OCT 22 2018

**BARABOO POLICE**

DEED RESTRICTION

Document Number

The undersigned Declarant, the City of Baraboo, a Wisconsin Municipal Corporation, is the owner of the following five parcels of real estate, consisting of six lots created by Certified Survey Maps, described as follows:

Lot 1 of CSM No. 3602 (Recorded as Document # 650507 in Volume 18, Page 3602);

Lot 1 of CSM No. 4551 (Recorded as Document # 763560 in Volume 24, Page 4551);

Lots 2 and 3 of CSM No. 4557 (Recorded as Document # 763707 in Volume 24, Page 4557);

Lot 1 of CSM No. 5520 (Recorded as Document # 925625 in Volume 31, Page 5520); and

Lot 1 of CSM No. 5598 (Recorded as Document # 940534 in Volume 32, Page 5598).

Recording Data

Name and Return Address:

Emily Truman  
Baraboo City Attorney  
101 South Blvd.  
Baraboo, WI 53913-2184

Parcel Identification Number (PIN)

The five parcels of real estate are jointly referred to herein as the City Services Center Campus, or "CSC Campus."

The Declarant makes this Deed Restriction for the purpose of ensuring compliance with zoning ordinances and building code requirements of the City of Baraboo and the State of Wisconsin. The Declarant intends to use the five parcels, as in conjunction with the other, as though they were in fact one parcel of real estate, including for the purposes of erecting a storage shed on said real estate, and thus this Deed Restriction restricts any one of the six existing lots from being sold independent of any of the other City-owned lots comprising the CSC Campus.

NOW, THEREFORE, the Declarant hereby declares a restriction on the conveyance of the parcels of real property hereinabove described, such that the Declarant shall not convey any of the parcels of real estate separate from the other. This restriction shall run to and be enforceable by the City of Baraboo. This restriction shall run with the land and shall be enforceable against the Declarant, their heirs, successors, agents and assigns.

IN WITNESS WHEREOF, the City of Baraboo has executed this Deed Restriction on \_\_\_\_ day of November, 2018.

**CITY OF BARABOO**

By: \_\_\_\_\_  
Ed Geick, City Administrator

By: \_\_\_\_\_  
Mike Palm, Mayor

**Authentication**

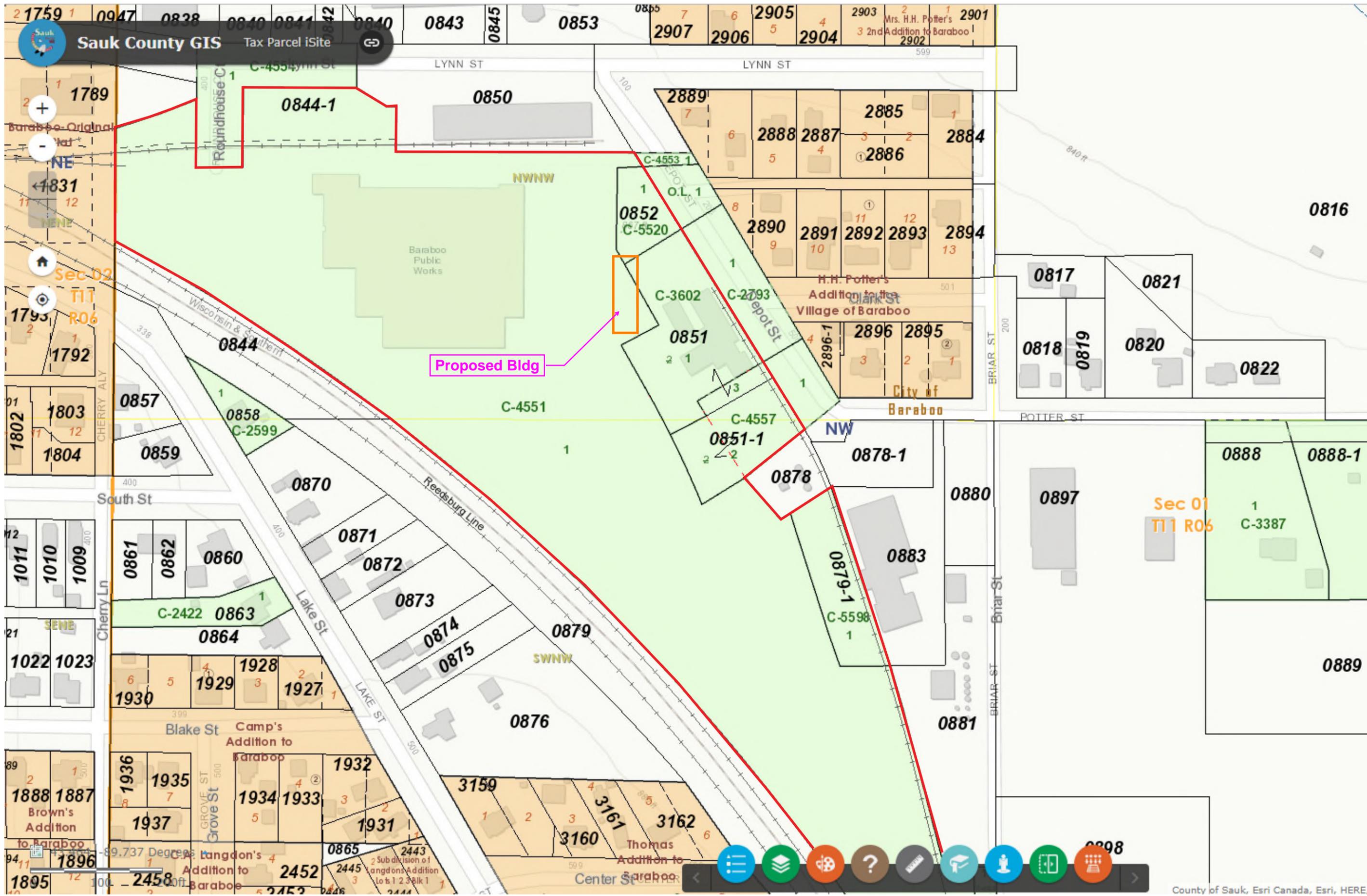
STATE OF WISCONSIN     )  
  ) ss  
COUNTY OF SAUK         )

Signatures of Ed Geick and Mike Palm authenticated on this \_\_\_\_\_ day of November, 2018.

\_\_\_\_\_  
Emily Truman  
Member State Bar of Wisconsin, SBN: 1099595

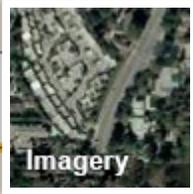
This instrument drafted by:  
Emily Truman, City Attorney







+



Imagery

-



Peck's  
Addition to  
Baraboo

Village of  
Litchfield

Camp St

Alley

Private

All

050

0661

3128

3135

250

250

2506-1

Report Criteria:  
Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**09/19/2018**

Name	Customer Number	Type	Description	Amount	Service
FICHTER, LISA	73-125000-01	Billing Adjustment	REPAIRED LEAKY WATER HEATER	-29.17	Multiple
Total 09/19/2018:				<u>-29.17</u>	

**09/24/2018**

Name	Customer Number	Type	Description	Amount	Service
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	SE CREDIT BULK FILL 3RD QTR 18,600	-79.25	SEWER - 30
CITY OF BARABOO - CITY SERVICES C	64-094000-00	Billing Adjustment	WA CREDIT BULK FILL 3RD QTR 18,600	-26.04	WATER - 10
Total 09/24/2018:				<u>-105.29</u>	

**09/25/2018**

Name	Customer Number	Type	Description	Amount	Service
FICHTER, LISA	73-125000-01	Billing Adjustment	REPLACED LEAK IN WATER HEATER	-19.39	Multiple
GAFFNEY, JUDITH	66-032000-01	Billing Adjustment	REPAIRED TOILET	-134.28	Multiple
HUFFAKER, BUDDY & MARCY	62-070000-03	Billing Adjustment	REPAIRED WATER SOFTENER	-619.70	Multiple
Total 09/25/2018:				<u>-773.37</u>	
Total Billing Adjustment:				<u>-907.83</u>	
Grand Totals:				<u>-907.83</u>	

Report Criteria:  
Selected types: Assistance Applied, Billing Adjustment

Report Criteria:

Selected types: Assistance Applied, Billing Adjustment

**Billing Adjustment**

**10/22/2018**

Name	Customer Number	Type	Description	Amount	Service
BUCK, PATRICK	86-022200-00	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-2.41	Multiple
COGNAC, ERIN	54-100000-01	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-2.42	Multiple
HALATEK, RICHARD	55-117000-02	Billing Adjustment	REMOVE PN	-.50	Multiple
HOLMES, BLAKE	69-094000-02	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-2.80	Multiple
HUMMITCH, TYSON & ACADIA	60-104000-02	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-3.34	Multiple
KOWALKE, HEATHER & WILLIAM	95-163000-00	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-3.55	Multiple
PEYTON, JACOB & BETH	86-023700-00	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-3.45	Multiple
PINGS, MIKE	61-063100-00	Billing Adjustment	PENALTY BILLING	1.87	Multiple
RUDOLPH, KIM	59-123000-00	Billing Adjustment	REMOVE PN PER JMB/PAID ONLINE	-3.92	Multiple

Total 10/22/2018: -20.52

**10/23/2018**

Name	Customer Number	Type	Description	Amount	Service
BARABOO BURGERS INC	51-032000-00	Billing Adjustment	REMOVE PN - APPLIED TO WRONG AC	-14.21	Multiple

Total 10/23/2018: -14.21

**10/24/2018**

Name	Customer Number	Type	Description	Amount	Service
CAFLISCH PROPERTIES	99-025200-00	Billing Adjustment	REMOVE PN-APPLIED TO WRONG #	-.50	ST PEN - 94
CAFLISCH PROPERTIES	60-003000-00	Billing Adjustment	REMOVE PN-APPLIED TO WRONG #	-1.27	ST PEN - 94
PINGS, MIKE	61-063000-00	Billing Adjustment	REMOVE PN-APPLIED TO WRONG ACC	-1.95	Multiple

Total 10/24/2018: -3.72

**10/25/2018**

Name	Customer Number	Type	Description	Amount	Service
BOYSA FOX POINT APTS	86-012000-03	Billing Adjustment	REMOVE PN-FINAL READOUT	-2.03	Multiple
BOYSA FOX POINT APTS	86-013800-02	Billing Adjustment	REMOVE PN-FINAL READOUT	-2.16	Multiple
HOLLINSE, LEE	73-077000-01	Billing Adjustment	REMOVE PN-FINAL READOUT	-.55	Multiple
HOLLINSE, LEE	73-077000-00	Billing Adjustment	REMOVE PN-FINAL READOUT	-1.90	Multiple
KOZEL, PATRICK	58-093000-02	Billing Adjustment	REMOVE PN-FINAL READOUT	-2.59	Multiple
MCCULLOCH, GREG	99-010540-00	Billing Adjustment	REMOVE PN-FINAL READOUT	-.50	ST PEN - 94
MCCULLOCH, GREG	78-045000-04	Billing Adjustment	REMOVE PN-FINAL READOUT	-.54	Multiple

Total 10/25/2018: -10.27

**10/30/2018**

Name	Customer Number	Type	Description	Amount	Service
ROUNDPOINT MORTGAGE SERVICES	59-081000-01	Billing Adjustment	REMOVE PN PER JMB/READOUT	-.29	ST PEN - 94

Total 10/30/2018: -.29

Total Billing Adjustment: -49.01

Grand Totals: -49.01

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: November 2018 Agenda

**Old Business:**

None

**New Business:**

None

**Reports:**

Biosolids Project – Light at the end of the tunnel!! Equipment startups are starting this week. The last of the significant startups are scheduled for the week of Nov 19. Some of the subcontractors are lagging behind, but making progress. The new garage should be completed by the end of this week, garage doors and ceiling insulation.

Lead Service Replacement – 21 services done.

Sewer Rate Study – Received word from Baker Tilley that we should see the draft of the new rate schedule this week.

Jet Vac truck – Inspected the new jet vac truck yesterday. The tool boxes and lighting is left. Should see the new vehicle on the week of Nov 26. Attached are a few photos.

Water Crew – Dead-end hydrant flushing, pumping out hydrants that don't drain, and commercial/industrial cross connection inspections.

Sewer Crew – Hoping that we will be hauling out Biosolids REAL soon and working with contractors to finish up Biosolids project.





**City of Baraboo**  
**Department of Public Works**  
**Activity Report**  
**October 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
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.	8,9,10,11,2,15,16,22,23,24
Facility or Equipment Cleaning	We clean our equipment and facility as time permits.	11,18,22,23
Building Prep	We are preparing the area for our new cold storage facility.	11,12,15,16,17,18,19,22,23,24
Patching	We patch streets, alleyways, and parking lots as needed and when weather permits.	1,9,11,24,26
Compost Site/ Materials Storage Yard Clean-Up	We are in the process of cleaning up and organizing our compost site and material storage yard.	1,2,8,9,15,16,17,25,26
Street Sweeping	We sweep regularly to maintain an orderly appearance and prevent debris from entering the storm sewer system. (2 sweepers during the month of October due to leaf pickup)	Daily
Crackseal Streets	We rout and crackseal streets to prevent the cracks from enlarging. We also seal curblines on streets that are exposed to larger amounts of de-icer during the winter season. (Everything that was routed has been sealed)	25,26
City Hall	We mowed, raked, and swept the new City Hall property in anticipation of the League of Wisconsin Municipalities Tour.	17,22
Leaf Pick-up	We vacuum leaves that residents place curbside for clean-up.	22,23,24,25,26,29,30,31
Berkeley Boulevard	We rebuilt three catch basins and cleaned up the Berkeley Boulevard extension off of 9th Ave.	1,2,3,4,5
Mill Race/Spirit Point Garbage Clean-up	We picked up garbage that was dumped down by Mill Race and Spirit Point. (TV, Chair, Lumber, Other Garbage)	1
325 Lynn Street	We utilized our staff and equipment on some portions of the project.	3,4,5,12,15,16,17,19,24
Veteran's Memorial	We cleaned up and tuckpointed the Veteran's Memorial at the Civic Center.	1,4,5
Finish Alleys	We shouldered and topsoiled the last alley. Paving took place on 10/17.	22
Storm Sewer Repair	We repair or maintain storm sewer manholes and catch basins as needed and weather allows.	1,2,23
Water Utility/ Wastewater Treatment Plant	We assist the Water Utility and Wastewater Treatment Plant with various tasks when needed.	2,3,4,11,12,15,16,17,18
Parks Department	We assisted the Parks with preparation and pouring of the pads for the decorative Lion Statues.	18