



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, March 29, 2021 – **1:00 P.M.**

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

Members Noticed: Phil Wedekind, Tom Kolb, Michael Plautz

Others Noticed: Administrator C. Bradley, Mayor M. Palm, Police Chief M. Schauf, Fire Chief K. Stieve, City Engineer T. Pinion, Utility Superintendent W. Peterson, Street Superintendent T. Gilman, BDAS Chief Caleb Johnson, Ann Burton, and Library.

1. Call to Order

- a. Note compliance with the Open Meeting Law.
- b. Roll call.
- c. Approve agenda.
- d. Approve minutes of February 22, 2021 Public Safety Committee meeting.

2. Action Items

- a. Consider adding signage and possible traffic control measures for the Hill Street railroad underpass.
- b. Consideration of Proposals for Engineering Services for CTH A Water Tower Coating Rehabilitation.
- c. Review and recommendation of 2021 Alley Reconstruction projects.
- d. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for February 2021.

3. Information Items

- a. Update on status of Water Rate Adjustment application.

4. Reports

- a. Utility Superintendent's Report
 - i. Staffing updates
 - ii. Project updates
- b. Street Superintendent's Report
 - i. Staffing updates
 - ii. Equipment Updates
 - iii. Monthly Report on Public Works Department activities

- c. Police Chief's Report
 - i. Staffing Update
 - ii. Case/ Response Update

- d. Fire Chief's Report
 - b. Monthly Incident Report
 - c. Building Remodel Update
 - d. Staffing updates

5. Adjournment

Phil Wedekind, Chairperson

Agenda Prepared by Kris Jackson
Agenda Posted by Kris Jackson on March 26, 2021

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FOR INFORMATION ONLY, NOT TO BE PUBLISHED

Date: March 26, 2021
To: Public Safety Committee
From: Tom Pinion
Re: Background for the March 29th meeting @ 1:00 pm – City Services Center

ACTION ITEMS:

Item A. The City has received several complaints regarding traffic on Hill Street between Mill Race and Lake Street. Neighboring residents have expressed concerns relating to the limited visibility through the railroad underpass due to the change in both vertical and horizontal roadway alignment through the underpass. More recently, they have expressed concern about pedestrian safety through the underpass citing an increase in pedestrian traffic along that portion of Hill Street.



Last year, the City did some data collection relating to traffic volume and traffic speeds along this section of Hill Street and the data does not suggest there is a need for significant changes. I also reviewed the crash data for that section of Hill Street and there was nothing of significance to report. The posted speed limit for this section of Hill Street is 25 mph; the existing signage, shown on the left, warns motorists of the narrow condition of the underpass with an **advisory** speed for the situation.

I have contacted a couple of vendors for price quotes on some type of blinking warning light to notify oncoming traffic when a vehicle is proceeding into the underpass. The preliminary estimated cost for this type of device is approximately \$20,000 and considering the lack of accidents, this sort of device seems to be unwarranted.

Alternatively, we could provide some different signage to more accurately describe the situation. An example of such a sign is shown on the right. This sign could be combined with an advisory placard below it; for example, a 15 mph advisory speed or narrow bridge.



Since the City has been “notified of a potentially dangerous” condition for pedestrians, we are compelled to evaluate the situation. The sidewalk on the north side of Hill Street, west of the underpass, intentionally stops at the asphalt driveway entrance to the 8-unit condominium development. That sidewalk provides a connection to existing sidewalk west of that development. The asphalt shared-use path on the north side of Hill Street, east of the underpass, intentionally stops at the entrance of the Dog Park. The placement of both of these facilities was a conscious effort to discourage pedestrian traffic through the underpass.

I am not aware of any good solution to improve pedestrian safety through the underpass and the expense to provide a separate pedestrian underpass or overpass adjacent to the existing Hill Street underpass is likely prohibitive. Accordingly, it may be worth providing signage to advise pedestrians to avoid the underpass. This could be accomplished with an **advisory** “No Pedestrians” sign on each side of the underpass.

In an effort to avoid adversely affecting our liability, I also consulted the City’s insurance provider and discussed the situation and the potential changes to the existing signage. Their response was “the signage

you are proposing adequately addresses the concerns that have been brought to your attention by the residents in the area”.

The neighboring residents have offered other suggestions to improve the situation such as:

- add speed bumps to each side of the underpass
- restrict traffic on this section of Hill Street to one-way
- convert this section of Hill Street to a “pedestrian mall” and eliminate all traffic, except emergency vehicles

Item B. An RFP was issued for Engineering Services for the CTH A Water Tower Coating Rehabilitation project. Wade received three Proposals and a summary of them is included in the packet.

Item C. There is money in the 2021 allocated for alley reconstruction. Included in the packet is a summary of the alley projects that have been recently completed along with a tentative list of candidates for reconstruction this year. We would like the Committee’s input on the order of priority for this year’s alley projects.

Item D. This is the standing agenda item to review and approve monthly utility billing adjustments. The adjustments for February 2021 are included in the packet.

INFORMATION ITEMS: We recently received some correspondence from the Public Service Commission concerning our pending application for a Water Rate Increase that was submitted as a result of the closing of LSC Communications, the Water Utility’s largest customer. Based on the PSC’s preliminary estimates, Wade has included a list of randomly selected customers to provide a comparison of the proposed rates to the current rates.

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

Minutes of the Public Safety Committee Meeting – February 22, 2021

Members Present: Phil Wedekind and Tom Kolb. Mike Plautz was absent. **Others Present:** Tom Pinion, Mark Schauf.

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 Wedekind to approve the agenda as posted. Motion carried unanimously. It was moved by Kolb, seconded by Wedekind to approve the minutes of the January 25, 2021 meeting. Motion carried unanimously.

Action Items

- a. Discuss signage and possibly additional traffic control for the Hill Street railroad underpass – Pinion presented background on the issue saying the Hill Street residents are more concerned about pedestrian traffic safety. Pinion’s suggestion was to post on each side of the underpass “no pedestrians”. Schauf stated that they only accident data is single vehicle intoxicated drivers hitting the side of the underpass. Pinion state that he looked into vendors for price quotes on some type of blinking warning light to notify oncoming traffic when a vehicle is proceeding into the underpass, with the cost being \$20,000 plus. Pinion gave a suggestion of yield to on-coming traffic with a 15 mph speed limit. Schauf said the extreme would be closing it to traffic; it would be turned into a dead end with pedestrians only. He does not feel that it is conducive to that, but that would be the extreme answer. It was stated that travel to get around would mean going out of the City limits. Kolb moved, Wedekind seconded to post signs on both sides of the underpass stating “yield to on-coming traffic” with a 15 mph speed limit. Motion carried unanimously.
- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Remington Street, 3rd Street, and Camp Street that will be installed as part of the 2021 Street Improvements – Pinion presented the background and explained the map of the proposed sidewalk and the trees to be removed. He said new sidewalk is planned on the east side of Remington Street between 2nd & 4th Streets, both sides of 3rd Street between Remington and Jefferson Streets, and on the west side of Camp Street from 5th Street south to the alley. Kolb moved, Wedekind seconded to recommend levying Special Assessments for sidewalk as proposed. Motion carried unanimously.
- c. Review Bid Tabulations for 2021 Public Works Projects and recommend award of contracts – Pinion presented the bid tabulation for the 2021 Public Works Projects and recommended awarding all contracts to the low bidders. He said prices are comparable to last year, some areas going up and some going down. It was moved by Kolb, seconded by Wedekind to recommend awarding all contracts to the low bidder. Motion carried unanimously.
- d. Review Proposals for Sidewalk Grinding and recommend award of contract– Pinion suggested awarding proposal to the low bidder. It was moved by Kolb, seconded by Wedekind to award contract to Expert Concrete Care. Motion carried unanimously.
- e. Review Noxious Weeds & Rank Growth Proposals and recommend award of contract – Pinion said once again, there was one single bidder, Sunrise Properties. Moved by Kolb, seconded by Wedekind to award contract to Sunrise Property Care. Motion carried unanimously.
- f. Review STH 136 Median Mowing Proposals and recommend award of contract – Pinion said two proposals were received, Top 2 Bottom and Sunrise Lawn Care, with same prices as last year. Moved by Kolb, seconded by Wedekind to award contract to Top 2 Bottom. Motion carried unanimously.
- g. Review proposed STH 33 Pedestrian Refuge Islands as part of the planned reconstruction of STH 33 – Pinion gave the background saying that as part of the design for the impending reconstruction of STH 33, the DOT is considering including a pedestrian refuge island at several intersections; at the Camp Street (three-way) intersection and at the Wood/Center, Tuttle/Wheeler, and Jefferson/Jefferson offset intersections. He said that the locations were strategically placed so that they did not impair people the ability to access or exist their driveways. He said that the primary concern with the design folks at Tuttle is that it may impair bus traffic. He said in speaking with Lamers Bus Company, if it would create a problem that they could not overcome, they would not have a problem moving down to East Street. Schauf feels that the flashing beacons are highly effective. Peterson felt that the Jefferson Street refuge should be eliminated and force everyone to cross at Wheeler. Kolb felt that anything that can be done to enhance pedestrian safety would be well worth it. It was suggested to move Jefferson for S-E semi traffic.

- h. Review Proposals for Cast-In-Place-Pipe for 2021 Sanitary Sewer Lining projects and recommend award of contract – Peterson gave background. He said that three companies submitted proposals and all are reputable companies. He suggested the contract be awarded to low bidder, Michels. It was moved by Kolb, seconded by Wedekind to award the contract to Michels. Motion carried unanimously.
- i. Consider a prospective Intergovernmental Agreement for interconnecting watermain with the Village of West Baraboo – Pinion said that up until about ten years ago, the City provided West Baraboo with water, and then they put their own well in. He said that with the Highway 33 project there would be water mains being replaced and there is 300 feet of water main at the west end that would not need to be replaced. He said that this would be \$20,000 - \$30,000 worth of infrastructure and the City gets nothing to show for it. He said initially if this were to be done, West Baraboo was told that they would pay for it; however, it is Peterson's and his contention that there is a peace of mind that when their well is taken out of service, the City could still supply water. He said there is a value to this and he equates that to an insurance policy. He said that the Village feels that they should get this for nothing. He said that the Utility has applied for a rate increase because LSC Communications has left and when they talked to the PSC about this unique situation and would really like to include a provision in the rates that West Baraboo would pay. The PSC said that this is such an uncommon situation that it would have to be sent to the district administrator, which would delay the rate increase approval by at least six months. Peterson said that even if West Baraboo spent the money to install the 300 feet, they would gift it to the Utility and the Utility would pay tax on it. Pinion said to avoid delaying the rate case he suggests, with the Committee's concurrence, telling West Baraboo that at this time, the City is going to end discussion for the Intergovernmental Agreement. Pinion said that if we shut the door, but do not lock it, after our rates in place, they could still come back with another proposal. It was the consensus of the Committee to end discussion with West Baraboo at this time.
- j. Review and recommend approval to carry over funds budgeted in 2020 for improvements to the Public Works cold storage building – It was moved by Kolb, seconded by Wedekind to approval to carry over funds budgeted in 2020 for improvements to the Public Works cold storage building. Motion carried unanimously.
- k. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for January 2021 – It was moved by Kolb, seconded by Wedekind to approve billing adjustments/credits as presented. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
 - i. Staffing Updates – No report
 - ii. Project Updates – Peterson said that there was a service break on Saturday at Jefferson and 9th. He said that they were in bankruptcy with LSC for \$102,300 ± and to the goodness of Pinion, the owner of the building of LSC wants some building permits to do some other work and Pinion told them as soon as they sent a check for \$102,000 we would give them a building permit, and it sounds like they will be paying the money owed.
 - iii. Water Rate Study progress – No report.
- b. Street Superintendent's Report
 - i. Staffing Updates – Pinion said that the department is still splitting shifts.
 - ii. Equipment Updates – Pinion said that the department is due to get the new plow truck this week, about one month in advance than expected. He said that they are looking at updates, at least some of the controls, maybe updating some of the actual equipment in the building; it is becoming more maintenance intensive.
 - iii. Monthly Report on Public Works Department – Pinion said that the County Board is slated to approve ATVs and UTVs on all county highways so they are asking for some feedback prior to March 8 if the local municipalities do not want that approved within the corporate limits. Pinion said that the City has been staunch on record that it is not a good idea, and unless the Committee tells him they are willing to consider it because of the County's willingness to consider it, then he will just remind them that nothing has changed.
- c. Police Chief's Report

- i. Staffing Update – Schauf said that there is still a detective’s position open. He said that the PFC has allowed him to get ready to make that so when that day comes they can make that promotion to detective and make that vacancy. He said that is budgeted. He said that Carl Ustupski has left the department to return to New Mexico to be nearer to his children. He said that they would be working on filling that position. The vacancy left by Deifel’s retirement has been filled.
- ii. Equipment Update – Schauf said on January the department lost their police truck to a crash on Broadway. He said that one of the officer’s was driving up Broadway when a vehicle came the wrong way down 3rd, blew right through where there should have been a stop sign and there was nothing that the officer could do. He said the truck was totaled, and it ended up being a non-budgeted expense to replace it, and looking about between \$2,000 - \$3,000 to replace it.
- iii. Case Response Update – He said that the department is doing okay. He said all the officers that wanted the COVID shot has had both.

d. Fire Chief’s Report – No report.

Wedekind asked Pinion what the County was doing at the hospital. Pinion said the County was waiting for the City. He said we have the advantage, grant money and can afford to do it. He said that we have a couple years yet of funding through TID 6 and that was something that was on the Administrator’s plate, so he hopes that Casey picks up the ball and runs with it.

AJOURNMENT – It was moved by Kolb, seconded by Wedekind to adjourn at 1:55 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman

SUMMARY OF PROPOSALS FOR THE CTH A WATER TOWER COATING REHABILITATION

	<u>MSA</u>	<u>SEH</u>	<u>Foth</u>
Design	\$ 16,000	\$ 16,880	\$ 44,200
Bidding	\$ 3,100	\$ 22,300	\$ 6,800
Construction Admin	\$ 7,300	\$ 39,180	\$ 18,800
Total	\$ 26,400	\$ 78,360	\$ 69,800

<u>Notes</u>	<u>Notes</u>	<u>Notes</u>
Noted Lead Paint	Numerous awards related to towers	Containment plans
Coordinate with US Cellular	Staff for construction inspections	Re-inspection of tower
Listed suggested modifications	Assist with temporary operations planning	Fee for 3rd party review \$2,300
DNR Submittals	Experience with wireless equipment services	Using KLM for assistance
Good References	Past Performance	DNR Submittals
	Safe Drinking Water Loan Intent to Apply	Verify pump capabilities for fire flow
	DNR Submittals	Good References
	Good References	

<u>Not included</u>	<u>Not included</u>	<u>Not included</u>
Conduct pre-bid meeting	Publishing costs for notices	
Publishing costs for notices	PSC submittal (if needed)	
Construction observation/punchlist	Laboratory costs	
Additional meeting	Tank closure operations	
Additional construction observation	Warrenty inspection	
Warrenty inspection		

Alley Renovation Recent History and Candidate List

Alleys that were reconstructed in 2015:

- Between Baraboo River & Water Street, Ash to East (Driftless Glen Alley)
- Between Maple & South Streets, Vine to Walnut **2**
- Between South & Blake Streets, Vine to Walnut **2**
- Between 1st & 2nd Streets, Ash to East **3+** (westerly 3/4)
- Between 4th & 5th Street, Camp to Elizabeth **4-**

Alleys that were reconstructed in 2016:

- Between 9th and 10th Avenues, Oak Street west **2**
- Between 8th & 9th Avenues, Birch to West Street **2**

Alleys that were reconstructed in 2017:

- Between 3rd & 4th Avenues, Park to Summit St (westerly 1/2) **3**
- Between 7th & 8th Avenues, Center to West **4-**
- Between 7th & 8th Avenues, Summit to Park **3**

Alleys that were reconstructed in 2018:

- Between Blake & South Streets, Quarry to Vine **3-**
- Between 6th and 7th Avenues, Summit to Center **3**
- Between 3rd and 4th Street, Ash to East **3+**

Alleys that were reconstructed in 2019:

- Sumac Ct, Lake Street east +/- 300 feet (cost shared with Deppe). **3**
- Between 12th & 13th Streets, Warren to Barker **3**
- Between 7th & 8th Streets, East to Barker Street **4+**

Alleys that were reconstructed in 2020:

- Between Elizabeth & Camp Streets, 2nd to 4th Street **2**
- Between 11th & 12th Streets, Barker to Elizabeth **3**
- Between 5th & 6th Streets, Center to West **3-**

2021 ALLEY RECONSTRUCTION - PROSPECTIVE CANDIDATES

- 1 Between Lynn St & Baraboo River, Lynn to Walnut **1 (325 Lynn Street Project)**
- 2 Between 2nd and 3rd Avenues, West to Center **2**
- 3 Between Summit and Wood, 9th to Summit (North/South Section) **2**
- 4 Between 11th and 12th Streets, East to Ash **3**
- 5 Between 6th Avenue and 7th Avenue, Birch to West **3 (Fund Dependent)**

Other/Future Candidates

- XX Between 2nd and 3rd Avenues, Birch to West **3**
- XX Between 5th and 6th Streets, Wheeler to Camp **4-**

Red numbers after each location indicate PASER Rating of existing surface.

Black numbers in front indicates tentative priority, subject to Committee review of course, with 1 being the highest.

Report Criteria:
Selected types: Billing Adjustment

Name	Customer Number	Type	Description	Amount	Service
Billing Adjustment					
02/03/2021					
KICK, RICHARD	58-116000-02	Billing Adjustment	REPAIRED RUNNING TOILET	-51.64	Multiple
Total 02/03/2021:				-51.64	
02/05/2021					
RICHARDSON CO	51-093000-00	Billing Adjustment	REVERSAL OF INCORRECT LATE FEES	-4.65	Multiple
Total 02/05/2021:				-4.65	
02/23/2021					
JOHNSON, KURT	58-032000-04	Billing Adjustment	REMOVED PENALTY ON FINAL BILL	-1.35	Multiple
Total 02/23/2021:				-1.35	
Total Billing Adjustment:				-57.64	
Grand Totals:				-57.64	

Report Criteria:
Selected types: Billing Adjustment

City of Baraboo Water Utility
Customer Water Bill Comparison at Present and Proposed Rates

Customer Type	Meter Size	Volume (1000 Gallons)	Quarterly			Quarterly Including Public Fire Protection		
			Bills at Old Rates	Bills at New Rates	Percent Change	Bills at Old Rates	Bills at New Rates	Percent Change
Small Residential	5/8"	5	\$ 30.36	\$ 38.05	25.33%	\$ 33.41	\$ 46.72	39.84%
Average Residential	5/8"	10	\$ 38.76	\$ 53.60	38.29%	\$ 41.81	\$ 62.27	48.94%
Large Residential	5/8"	25	\$ 63.96	\$ 100.25	56.74%	\$ 67.01	\$ 108.92	62.54%
Large Residential	5/8"	50	\$ 102.46	\$ 176.00	71.77%	\$ 105.51	\$ 184.67	75.03%
Large Residential	5/8"	100	\$ 172.46	\$ 323.50	87.58%	\$ 175.51	\$ 332.17	89.26%
Multifamily Residential	4"	250	\$ 606.36	\$ 998.50	64.67%	\$ 782.56	\$ 1,529.50	95.45%
Multifamily Residential	4"	500	\$ 945.86	\$ 1,718.50	81.69%	\$ 1,122.06	\$ 2,249.50	100.48%
Multifamily Residential	4"	1,575	\$ 2,225.11	\$ 4,513.50	102.84%	\$ 2,401.31	\$ 5,044.50	110.07%
Multifamily Residential	6"	1,250	\$ 2,038.34	\$ 3,863.50	89.54%	\$ 2,390.75	\$ 4,925.50	106.02%
Commercial	1 1/2"	925	\$ 1,268.03	\$ 2,634.50	107.76%	\$ 1,303.28	\$ 2,739.50	110.20%
Commercial	2"	975	\$ 1,360.32	\$ 2,800.50	105.87%	\$ 1,416.70	\$ 2,971.50	109.75%
Commercial	2"	2,950	\$ 3,710.57	\$ 7,935.50	113.86%	\$ 3,766.95	\$ 8,106.50	115.20%
Commercial	3"	1,525	\$ 2,078.09	\$ 4,296.50	106.75%	\$ 2,183.81	\$ 4,614.50	111.31%
Industrial	2"	750	\$ 1,092.57	\$ 2,215.50	102.78%	\$ 1,148.95	\$ 2,386.50	107.71%
Industrial	4"	2,675	\$ 3,534.11	\$ 7,373.50	108.64%	\$ 3,710.31	\$ 7,904.50	113.04%
Industrial	4"	10,850	\$ 13,262.36	\$ 28,628.50	115.86%	\$ 13,438.56	\$ 29,159.50	116.98%
Industrial	6"	67,275	\$ 80,608.09	\$ 175,528.50	117.76%	\$ 80,960.50	\$ 176,590.50	118.12%
Public Authority	2"	1,275	\$ 1,717.32	\$ 3,580.50	108.49%	\$ 1,773.70	\$ 3,751.50	111.51%
Public Authority	3"	225	\$ 483.84	\$ 837.75	73.15%	\$ 589.56	\$ 1,155.75	96.04%
Public Authority	3"	450	\$ 798.84	\$ 1,501.50	87.96%	\$ 904.56	\$ 1,819.50	101.15%
Public Authority	6"	1,750	\$ 2,633.34	\$ 5,163.50	96.08%	\$ 2,985.75	\$ 6,225.50	108.51%
Fire Protection Charge (Total)			\$ 394,452	\$ 595,049	50.80%			
Fire Protection Charge (Municipal)			\$ 289,307	\$ 289,307	0.00%			
Fire Protection Charge (Direct)			\$ 105,145	\$ 305,742	190.78%			



To: Public Safety Committee
From: Utility Superintendent
Re: March 2021 Agenda

Old Business:

None

New Business:

None

Reports:

Water Rater Case – The PSC is in the Rate Setting phase. PSC plans to complete the cost of service study and rate design proposal by the first week of April. Then the public hearing date will be set after that.

Hwy A Water Tower – US Cellular has started their equipment upgrade at the tower. Over the next few weeks you will see some significant changes on top of the tower.

Hwy A Water Tower – Engineering proposals for the rehabilitation of the tower are due today, 23 Mar 21. If the review goes smoothly, we will have a recommendation at Monday's meeting.

Spring!! – Wastewater crew is getting the Biosolids truck and the Jet Vac ready for a busy spring.

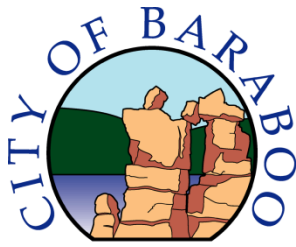
WRRF – Thanks to the street department and the WRRF crew, we were able to remove 50 trees from the drainage ditch that surrounds the plant. As time and weather allows, we will make some improvements to the drainage of the ditch.

Audit – Jan and Jessica are working feverishly on getting ready for the audit team. They will be here the week of April 5th.

Private Leak Services – The DNR has informed us to get all of our paperwork ready for another principal forgiven loan. The DNR official notice should come in early April. We requested \$99,000 to complete roughly 30 private services. If any Federal stimulus moneys for infrastructure improvements become available, it would be great to fund some of the Utility's lead services. DNR states that we could request more funds for the private services if we were able to do more of our services.

WRRF Fiber project – All the equipment is here. LW Allen (our SCADA) and County MIS are working on the programming of the new switch. I hope to see this completed in the next few weeks!!

LSC Communications – We have been in contact with the company that owns the building. We are expecting the check for \$102,000 to clear of the overdue monies that was tied up with the bankruptcy.



MARCH 2021 STREET DEPARTMENT STATUS REPORT

Staffing Updates

- No new staffing to report. DPW staff is continuing with a “split shift” until we feel the COVID situation has quelled to the point that we can safely resume our previous daily work schedule. Crews are alternating lunch periods. Wearing masks when social distancing is not possible, and we are continuing to schedule one employee in early to sanitize “high touch areas” every workday.

Activity Report

- The month of March has been pleasant with only March 16th seeing the need for snow maintenance. For the winter season (assuming it has ended), we used approximately 700 tons of salt and 750 tons of salt/sand. Usage numbers trending downward over the last couple years.
- The mild spring has given us the opportunity to begin street sweeping with both sweepers. Based on progress and forecast, we intend to have all streets swept by 4/2, and will begin alley sweeping the following week.
- With the closure of the brush site last fall, we have received several early spring requests for brush pickup so the crew has been addressing those requests in between tree removals and while time permits.
NOTE* We have had five instances of unauthorized dumping at the closed site. All of the individuals have been reported to PD and follow up/education has occurred.
- We have performed a couple unscheduled stormsewer repairs and will address with a permanent fix when asphalt is available.
- We have been patching streets on an as needed basis as weather permits. Recent street improvements and asphalt repair projects have significantly reduced the need for “daily spring patching”.
- We have been assisting Parks/Forestry with the removal of Ash trees within the right-of-way, as we have in years past. We have also been assisting the Parks Department, Fire Department, and Utilities with various projects as the need arises.

Project Updates

- We are preparing for our upcoming citywide leaf cleanup, which is set to begin on April 12th and continue until May 14th.
- We are preparing for alley improvement season and have created a solid list of candidates (list in packet). With the early arrival of spring, we would like to begin those projects by May 1st.

Thank you, The DPW Crew



Mark R. Schauf, Chief of Police
PFC and Public Safety Report

Telephone (608) 355-2720

BARABOO POLICE DEPARTMENT
101 South Boulevard
Baraboo, WI 53913



www.cityofbaraboo.com

Printed on March 8, 2021

51.15, 51.45 COMMITMENT Total: 5
ANIMAL COMPLAINT Total: 12
ASSIST OTHER AGENCY, OFFICER Total: 9
CHECK WELFARE Total: 46
CRIMINAL ARREST, WARRANT, OTHER AGENCY CHARGES Total: 9
INVESTIGATE DRUG Total: 15
SEXUAL ASSAULT Total: 6
THEFT GAS DRIVE OFF Total: 1
THEFT GENERAL Total: 10
THEFT MOTOR VEHICLE Total: 1
THEFT SHOPLIFTING Total: 12
TRAFFIC CITATION Total: 83
TRAFFIC CRASH, ACCIDENT Total: 20
Total Records: 229

City of Baraboo Police Department



2020
Annual Report

The purpose of the Baraboo Police Department is to provide unbiased police services that support our community and help it to grow through the reduction of crime and the fear it causes; while promoting a safe environment.

Emergency

911

Business Office

Baraboo Police Department
101 South Boulevard
Baraboo, WI 53913
(608) 355-2720

Online

www.cityofbaraboo.com

Chief's E-mail

mschauf@cityofbaraboo.com

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Chief's Message

Thank you for reading the *2020 Baraboo Police Department Annual Report*.

2020 was a historic year for the world and certainly had its impact here at in the City of Baraboo, as well as the police department. Our focus had to evolve in the response to *COVID-19* and we still had the usual jobs to do. Additional awareness and spotlight to racial issues came here and we as an agency needed to evolve to make sure we were being transparent in our application of policing and use of force as we do our work.

We had challenges that we never could have guessed and somehow we found the other side. As our nation works toward unity and away from divisiveness, we hope to be the leader in how to treat other people in 2021.

On behalf of the men and women of the department, thank you for the privilege to serve. To the men and women of the department, thank you for all you did in 2020, and here is to looking to the next year and beyond!

A handwritten signature in black ink, appearing to read 'MSJ'.

Mark R. Schauf
Chief of Police

Our Purpose

To provide professional unbiased police services that support our community and help it to grow through the reduction of crime and the fear it causes; while promoting a safe environment.

We recognize that to fulfill this purpose, we have an essential duty to:

Treat all people with dignity and respect;

Act honestly, ethically, and with integrity;

Be accountable for our actions;

Identify and help solve community problems that are related to our policing responsibilities;

Protect the constitutional rights to liberty, equality, and justice for all people;

Protect those who are in danger of physical harm and provide aid to those who cannot care for themselves;

Facilitate the safe movement of people and vehicles;

Act within the limits of state and federal law, and our policies;

Provide education and information to the public to help reduce the risk of victimization and foster an understanding of our police function;

Anticipate and be prepared for emergencies; and

Provide for the professional growth of our employees.



Baraboo Police Department



Oath of Honor

Baraboo police officers are sworn into office using our oath. It includes the oath required by law, but also includes a promise to uphold our code of ethics and for each employee to hold every other employee accountable to the same standard.

Our Oath

Having been appointed as a Police Officer or other employee of the City of Baraboo Police Department, I swear that I will support the Constitution of the United States of America and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of my office to the best of my ability.

I swear that I will abide by the Code of Ethics adopted by the City of Baraboo Police Department.

On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the agency I serve.

So help me God.

Baraboo Police Department

Taking this oath is our declaration that we intend to provide police services that adhere to the highest ethical standards. We are proud to join law enforcement agencies across the country as an “oath of honor agency.”

City Officials

Mayor

Mike Palm

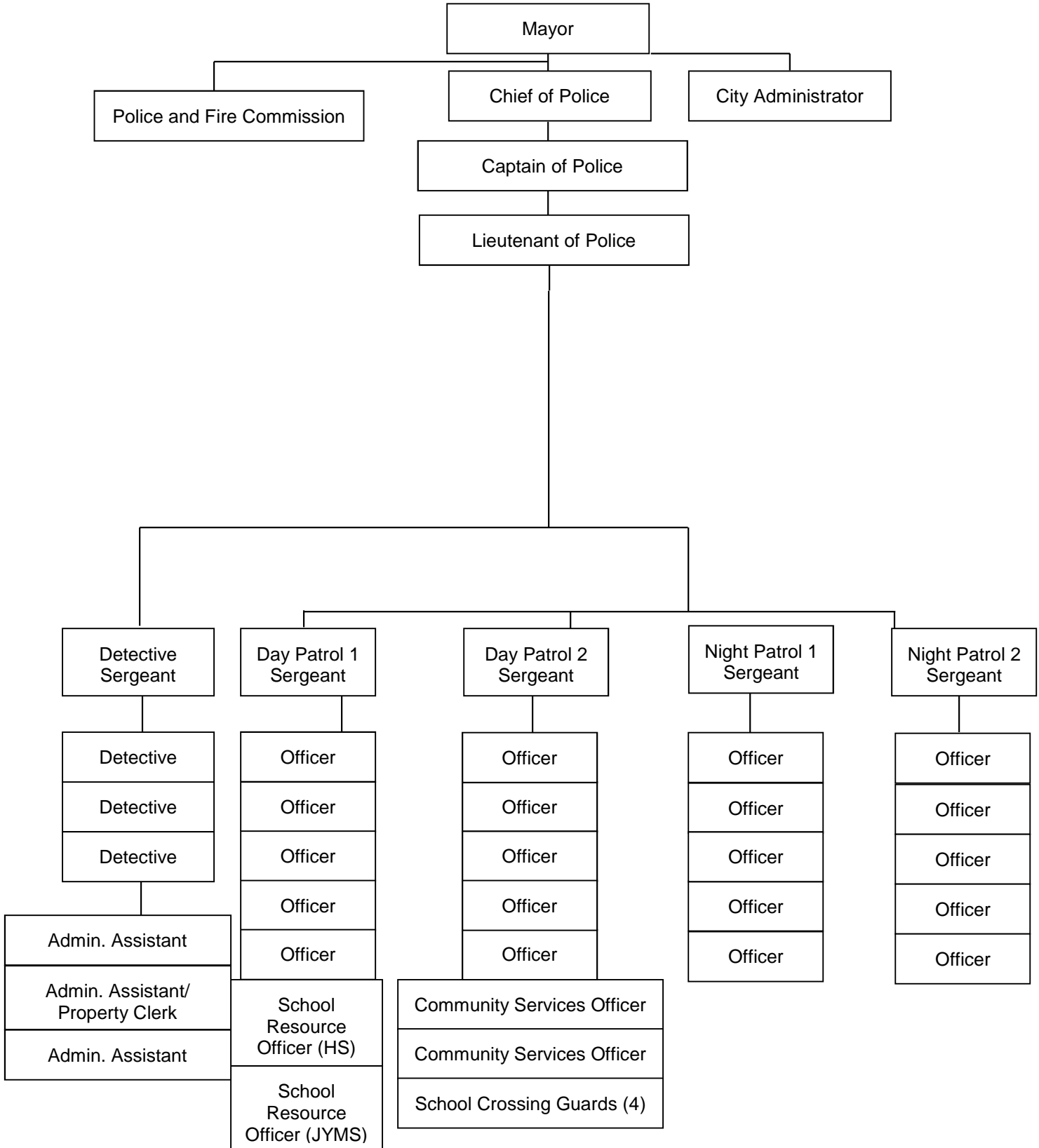
Common Council

Phil Wedekind, First District
Tom Kolb, Second District
Michael Plautz, Third District
Scott Sloan, Fourth District
Joel Petty, Fifth District
John Ellington, Sixth District
John Alt, Seventh District
Heather Kierzek, Eight District
Kathleen Thurow, Ninth District

Police and Fire Commission

Paul Kujak, President
Dennis Kluge, Secretary
Robert Madalon, Commissioner
Brian Getschman, Commissioner
Paul Kelly, Commissioner
Joseph Viney, Commissioner

Organizational Structure



Employees

Current Employees

Mark R. Schauf	Chief of Police
Rob Sinden	Captain of Police
Ryan La Broscian	Lieutenant of Police Firearms Instructor Field Training Coordinator Employee Recognition Committee Firearms Armorer
Mark Lee	Patrol Sergeant Grant Coordinator
Matthew Gilbert	Patrol Sergeant DAAT Instructor Emergency Response Team Member Mentorship Program Coordinator Fitness Coordinator Midwest Tactical Officers Association Board Member
Ryan Werner	Patrol Sergeant DAAT Instructor WILEAG Accreditation Manager Sauk County Adult Treatment Court Representative Baraboo Area Homeless Shelter Representative Sauk County Criminal Justice Victim Service Committee
Mark Wichner	Patrol Sergeant ALICE Instructor Firearms Instructor Field Training Officer Mentor Glock Armorer Remington 870 Armorer AR15/M4 Armorer
Jeff Shimon	Detective Sergeant Sauk County Triad Representative Firearms Instructor Homeland Security Threat Liaison Officer Sexual Assault Response Team Member Sauk County Drug Task Force Evidence Technician ALICE Instructor Glock Armorer Cellebrite Technician Child Forensic Interviewer Employee Recognition Committee Leads Online Coordinator

George Bonham	Detective Sauk County Drug Task Force Member Sexual Assault Response Team Member Narcotics Testing Instructor Property Officer Arson Investigator Evidence Technician
David Frie	Detective Child Abduction Response Team Member Sexual Assault Response Team Member Evidence Technician Internet Crimes Against Children Investigator Child Forensic Interviewer Arson Investigator
Erik Oakeson	Detective Emergency Response Team Member Evidence Technician Sauk County Drug Task Force Mentor Preliminary Breath Test Calibrator Field Training Officer Chemical Munitions Instructor Pulse Tactical Fitness Coach
Mike Pichler	School Resource Officer Emergency Response Team Leader ALICE Instructor Ballistic Shield Instructor
Amanda Sabol	School Resource Officer Child Forensic Interviewer Sexual Assault Response Team Member Field Training Officer Mentor Critical Incident Negotiator Team Member Employee Recognition Committee Critical Incident Stress Management Team Member ALICE Instructor
Nick Defiel	Patrol Officer UW-Baraboo Representative Bike Patrol Equipment Manager
Jessica Pichler	Patrol Officer Families Come First Board Member Field Training Officer Sexual Assault Response Team Member Child Forensic Interviewer Employee Recognition Committee Sauk County CCR/SART Committee Member Sauk County I Team Committee Member Hope House/Domestic Violence Representative

Jeremy Drexler	Patrol Officer Evidence Technician Cellebrite Technician
Mark Creighton	Patrol Officer Canine Handler Field Training Officer Emergency Response Team Member Drone Operator Union President
Trent Bentilla	Patrol Officer Field Training Officer Sex Offender Compliance Officer Mentor Fitness Coordinator
Nate Lund	Patrol Officer Emergency Vehicle Operations Instructor Sexual Assault Response Team Member Evidence Technician Radar/Laser Instructor TRACS Administrator & Instructor Schedule App Administrator & Instructor Mach Administrator & Instructor Union President Narco Pouch Instructor Glock Armorer Vehicle Contact Instructor
Jonathan Connely	Patrol Officer Field Training Officer Taser Instructor Mentor Employee Recognition Committee Preliminary Breath Test Calibrator
Brian Voltz	Patrol Officer Sexual Assault Response Team Member Critical Incident Negotiator Team Member Field Training Officer Taser Instructor Officer Suicide Prevention Instructor
Nick Burch	Patrol Officer Field Training Officer Mentor

Carl Ustupski	Patrol Officer Drug Recognition Expert Instructor Standardized Field Sobriety Testing Instructor Active Shooter Response Instructor Tracs Administrator Sauk County Drug Task Force Field Training Officer Emergency Vehicle Operations Instructor Civilian Response to Active Shooters Event Instructor ARIDE Instructor DITEP Instructor
Megan Dorner	Patrol Officer Field Training Officer
Brendon Meyer	Patrol Officer Field Training Officer
Ian Carroll	Patrol Officer
Scott Smith	Patrol Officer
Brandon Sonn	Patrol Officer PBT Calibrator
Derek Burch	Patrol Officer Range instructor Emergency Vehicle Operation Instructor Vehicle Contact Instructor Taser Instructor
John Maginot	Patrol Officer
Nick Smith	Patrol Officer
Allison Goetz	Community Service Officer Weed Commissioner Humane Officer
John Statz	Community Service Officer Weed Commissioner Humane Officer
Kathy Klein	Community Service Officer Weed Commissioner Humane Officer
Linda Wiese	Administrative Assistant
Trina Cromwell	Administrative Assistant & Property Clerk Mentor
Dori Helms	Administrative Assistant
Erika Ringstad	Administrative Assistant
Earnest Finklea	Chaplin

Significant Events

In February 2020, we learned about COVID and the potential impacts. By March 2020, we were shutting down to essential staff and attempting to mitigate the spread. Major events such as the festivals downtown, the Sauk County Fair, The Circus Heritage Parade were all canceled due to the virus.

The department collaborated with County and private entities to provide food banks and food delivery to hundreds of families in need. Partners included the ADRC of Sauk County, Community Heroes, Sysco, Second Harvest Food Bank and Beyond Blessed to name a few.

Detectives working with the Sauk County Drug Task Force conducted 22 investigations resulting in 10 drug related search warrants.

February 14

A former police officer who resided in Baraboo took his own life in his living room with a handgun.

July 6

A mother reports coming home from work to find her 10-year-old daughter not home. Subsequent investigation caused a search that involved an Amber Alert, hundreds of volunteers and the Air National Guard. Investigation revealed the girl had taken pills to take her own life and was found in a cornfield less than a mile from home.

July 10

In response to the death of George Floyd in MN, local members organized as Black Live Matter, conducted a rally in Baraboo on the square, and marched to City Hall. As rallies across the nation were turning violent and destructive, the department worked with organizers and parties on both sides of the issue to support the First Amendment rights of the organizers while protecting the valued downtown Baraboo.

May and August

Members of the Sauk County Emergency Response Team, including 4 members of the BPD, responded to assist with rioting in Madison and Kenosha. These officers have specialized training in crowd control and specialized protective equipment.

We saw an increase in the numbers of Internet Crimes Against Children (ICAC) and digital/ social media reports of crimes against children. We worked with State and Federal investigators on more than 11 cases of child porn and 21 sexual assault cases.

Budget

Budget Summary

The 2020 police department budget from local property taxes was approximately 3.9 million dollars. With a staff of 35 employees, labor was our highest expense. The majority of our remaining costs were for equipping, training, and otherwise supplying that labor.

General Operations

Personnel (wages, salaries, and costs)	3,006,105
Equipment, supplies, other expenses	<u>18,300</u>
Total	\$3,024,405

Detectives, School Liaison

Personnel (wages, salaries, and costs)	614,592
Equipment, supplies, other expenses	<u>12,600</u>
Total	\$627,192

Records and Support

Personnel (wages, salaries, and costs)	226,896
Equipment, supplies, other expenses	<u>96,730</u>
Total	\$323,626

Animal Control

Personnel (included in general operations)	0
Equipment, supplies, other expenses	<u>2,250</u>
Total	\$2,250

Capital Expenditures

Vehicles	88,000
Equipment	<u>51,200</u>
Total	\$139,200

Total Police Budget **\$3,991,723**

Three officers 4 were added in 2020 along with one community service officer due to departures and retirements. No other staffing increases necessitated by population changes are expected in the next five years.

Grants

The police department participated in several grant programs. The traffic grant programs are targeted towards reducing operating while intoxicated as well as distracted driving.

Type	Source	Use	Amount
Ballistic Vest	U.S. Department of Justice	Matching grant for replacement body armor	\$981.00
Seatbelt Grant	National Highway Traffic Safety Administration	Grant to increase seat belt usage	\$12,664
OWI Grant	National Highway Traffic Safety Administration	Grant to reduce OWI's	\$12,460
Bar Buddies	National Highway Traffic Safety Administration	Grant for Bar Buddies to help reduce OWI's	\$1,090
TOTAL GRANT REVENUE			\$27,195

Projects and Programs

Long-Range Plan

Our long-range plans are based on our purpose statement. That statement identifies two essential goals:

- A. Reduce crime and the opportunity to commit crime
- B. Promote a sense of safety in our community

2020 Strategies

In addition to continuing the strategies implemented in 2019, we intend to adopt the following in 2020:

- **Continue work on traffic enforcement. Maintain or improve officer-initiated traffic to reduce traffic crashes and increase driving safety.**
This includes maintaining consistent enforcement for contacts to include moving violations, traffic citations, and OWI cases. Continue work with county-wide grants for OWI and seatbelts. Patrol should identify specific enforcement opportunities with staffing to have directed patrol. Examples include crosswalk enforcement, traffic light and stop sign violations, and seatbelt use.
- **Complete hiring and promotional processes to bring department back to full staff, develop recruiting strategies for future vacancies.**
Complete hiring process to create an eligibility list for the Police & Fire Commission to make appointments with expedited process. Work to support FTOs as they train new staff. Work to develop consistent recruiting & training for officers. Review possibility of training employment contracts to sponsor an officer through the police academy.
- **Increase parking enforcement from CY 2019**
Ensure deployment of parking machines to have availability for officers. This may require addition of more systems or some type of paper back up. Continue adherence to alternate parking issues and times of day for violations. Continue working on downtown parking issues.
- **Implementation of new RMS software**
Work with the county to develop the server base to support RMS access by BPD. Develop consistency for current data entry to be prepared for digital conversion to new RMS. This is inclusive of an evidence module that will read and work with current bar code system. Train key staff to become Subject Matter Experts (SME) for the system going forward. Develop training plan for all staff. Have full conversion and use of the new RMS by second quarter of 2020. This will give shared data and true CAD.

2021 Strategies

- **Traffic enforcement**

There was a specific attempt to reduce potential exposure of officers from COVID-19. As we mitigate the risks and come out of the crisis, we need to re-dedicate ourselves to traffic enforcement. Traffic speed is still a significant concern for the public and officers should be seeking opportunities to reduce the dangers through enforcement.

- **Community conversation and outreach on policing**

Continue to work on the community conversation of policing and transparency of policing. Let the public know not only the what we do but bring them into the why.

- **COVID Response**

The COVID response needs to remain as a priority, ensuring we are protecting the staff of the police department and the community we serve through good practice and vaccination.

- **Implement advancements in technology and communication in social media.**

With the increasing use of social media as a communication platform, the department should look for ways to increase community outreach and provide additional ways for the community to interact and report to us.

Training

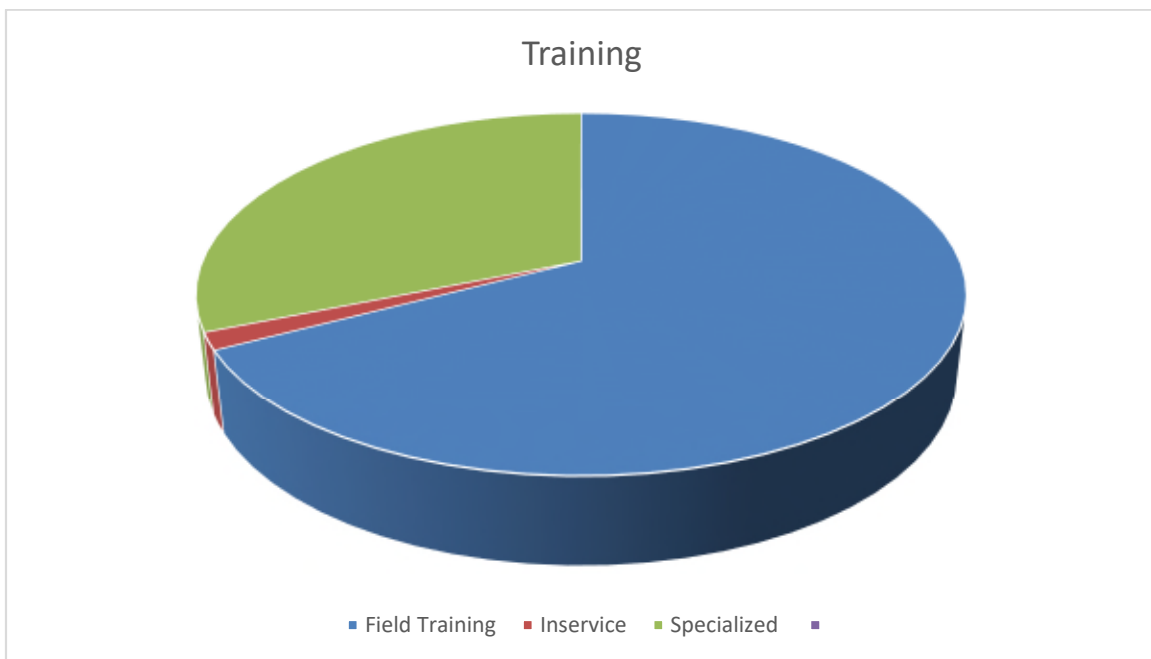
Training for police department employees in 2020 included the following:

Type	Function	Hours
Field Training	Initial training of new employees	2023
In-Service Training	Annual county-wide training Quarterly training for all employees Monthly firearms training Other periodic training, hours listed per officer	46
Specialized	Training for individual employees, based on need	937
TOTAL HOURS		3006

Field training is conducted by our specially trained officers. They share with new employees the knowledge and skills required to provide police services to our community. The training lasts sixteen weeks and is in addition to pre-service (Police Academy) training required by the Department of Justice Training and Standards Bureau.

In-service training sessions are held quarterly. This allows training to be offered on new concepts, laws, and equipment on a timely basis. Most of our in-service training is developed and conducted by our staff and some is provided by other trainers.

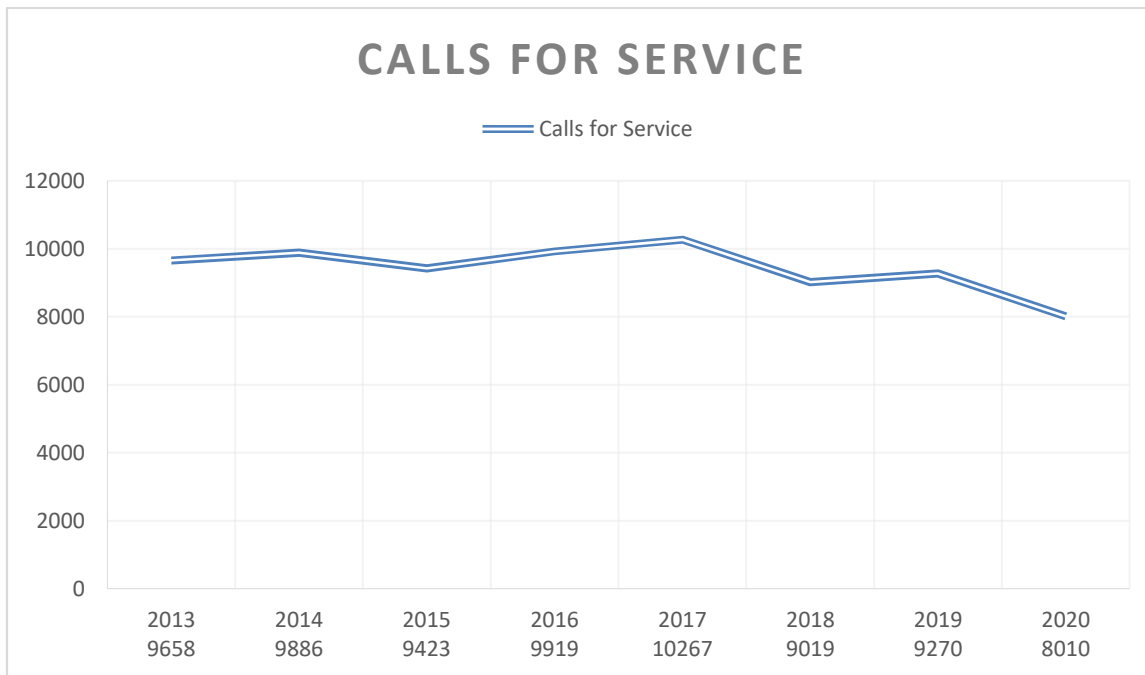
Specialized training is purchased from outside vendors. It includes general law enforcement, managements, tactical, investigative, and other training.



Statistics

Calls for Service

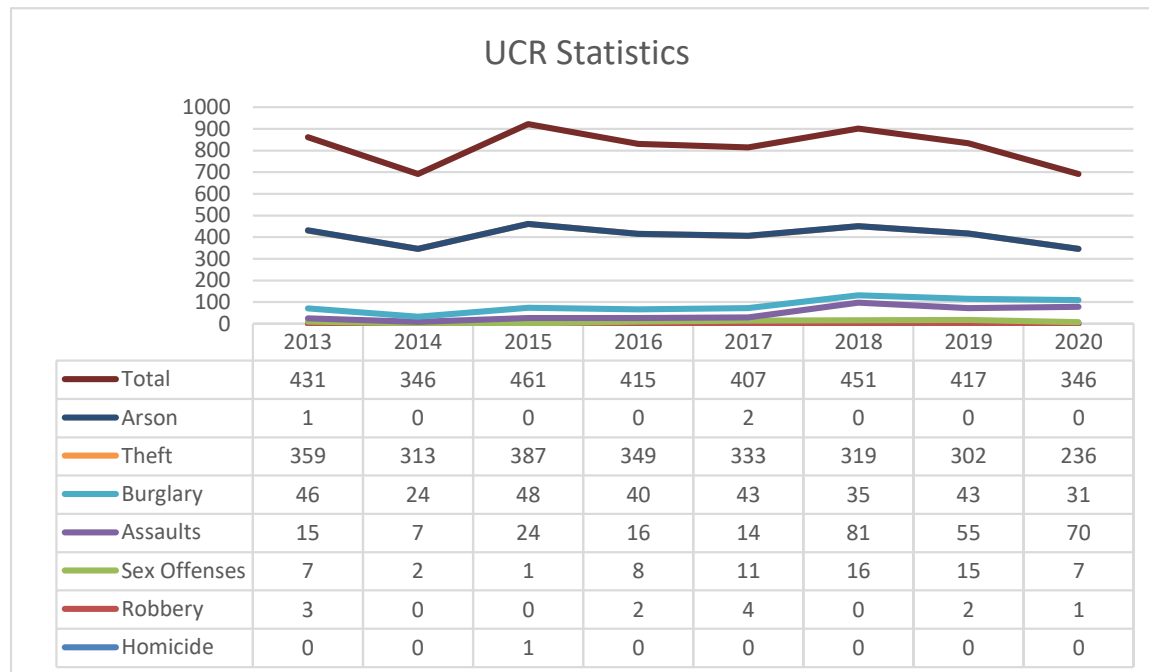
Our total calls for service reflect an aggregate number of most matters handled by our department. This includes all crime reports, arrests, citations, traffic crashes, and other calls to the police. It is used as a general measure of total “incidents” handled by the department. It does not include parking citations and it considers an event that includes multiple activities to be one incident. For example, a call to the police about a disturbance that results in several arrests is scored as one call for service. While total number of calls have fluctuated from year to year, the department has seen a small decrease in the number of calls for service in 2020.



Uniform Crime Reports

Uniform Crime Reports are used to measure serious crimes and are submitted to the FBI on a monthly basis. These reports track specific offenses and have been collected for these same offenses since 1929. While a reflection of serious crimes, total rates are driven by theft reports because the number of thefts vastly outnumbers all other crimes. This is true in most municipalities. In addition, the UCR data does not track other types of offenses that are dangerous and frequently occurring, such as driving while impaired and other serious traffic offenses. UCR also only collects data on the most serious offense that occurs during that call.

The rate of most serious crimes other than theft has been on a generally downward trend for more than four years. Sex offense crimes have been on a generally upward trend for the last three years.



Persons Arrested

The number of individual criminal and ordinance violations cited by officers is reported here. In instances where a person was arrested and issued two or more notices of appearance for separate violations of law, each notice is counted individually.

Disorderly conduct	116
Drug offenses	117
Truancy	38
Theft	71
Obstructing or resisting an officer	47
Tobacco violations	2
Assault	35
Curfew	8
Alcohol offense	14
Bail jumping	42
Criminal damage to property	29
Animal Violations	7
Trespassing	47
Weapons violations	10
Sexual assault	0
Prowling	0
Burglary	3
Recklessly Endangering Safety	1
All other violations	55
Total notices of court appearance	642

Underage Alcohol Offenses

Ages 17 through 20	10
Age 16 or under	5
Procuring	1
Total Underage alcohol citations	16

Traffic Citations

Seatbelt violation	392
Speeding	271
Operating while suspended	184
Operating while intoxicated	98
Operating after revocation	99
Operating with no valid license	44
Open intoxicants in motor vehicle	5
Hit and run violations	17
Failure to yield right-of-way	13
Failure to obey sign, signal, or officer	53
Insurance violations	492
Ignition interlock violations	1
Reckless driving	9
Knowingly fleeing an officer	4
All other violations	163
Total traffic citations issued	1845

Traffic Warnings

Speeding	534
Lighting violations	660
Failure to stop for stop sign	34
Registration Violations	260
Defective exhaust	19
Deviating from traffic lane	12
Improper turn	14
Operating left of center	8
Failure to obey sign, signal, or officer	52
Failure to yield right of way	68
Display of power	4
All other violations	431
Total traffic warnings issued	2096

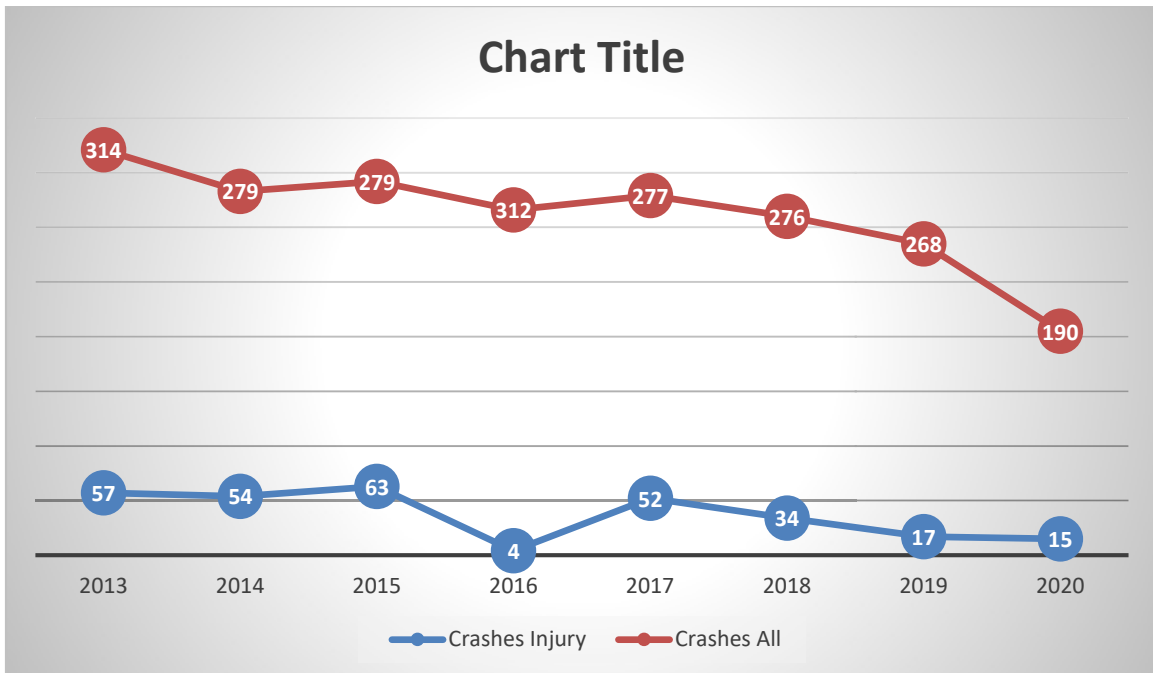
Parking Tickets

Baraboo Police Department has been utilizing Clancy software and ticket writers since 2015. This has allowed for more efficient writing and tracking of parking tickets, as well as increased revenue as more payments are collected. Since 2015, additional ticket printers have been added to aid in the efficiency of ticket writing.

Total parking tickets issued	2686
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Traffic Crashes

The rate of traffic crashes has been following a generally steady trend from 2013 through 2020. The annual rate had been about 313 from 2013-2020. There has been a general downward trend in accidents from 2016-2020. The number of injury accidents decreased 6% from 2018 to 2019.



Use of Force

We complete critical reviews of every force application whenever it is more than simply overcoming resistance. These reviews are conducted by an officer's peer who is an experienced officer and trainer in the force option used, with oversight by a Command Officer.

For example, when a patrol officer uses a Taser, the force application is evaluated by another patrol officer who is trained as a Taser instructor. It is then reviewed by the Lieutenant of Police. This helps us ensure that the reviews are valid from the eyes of a practitioner and an administrator.

Individual reviews and the annual summary are used to help identify individual and department-wide training needs, equipment shortcomings, or policy deficiencies.

The following summarizes our reportable uses of force this year. In instances where several force options were used, such as an empty-hand technique (e.g., compliance hold) and use of a Taser, the incident is reported under the higher-level option however all options are documented.

Taser	11
Empty hand techniques	8
Firearm	13
Vehicular pursuit	2
Total reportable uses of force	45

In many of these instances, an officer threatened to use force, such as pointing a Taser at a suspect, and achieved compliance without actually applying the force technique.

Threatened force	21
Applied force	24
Total reportable uses of force	45

The nature of the calls that precipitated force applications varied widely, but the most common cases were general disturbance calls.

Disturbance	23
Suicidal or other mental health	4
Operating while intoxicated	2
Warrant service	2
All other	14
Total reportable uses of force	45