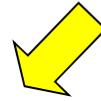




AGENDA FOR THE REGULAR MEETING OF THE FINANCE / PERSONNEL COMMITTEE



Date and Time: Tuesday, June 9, 2020 **6:15 P.M.**
Location: City Hall, Committee Room #205, 101 South Blvd. Baraboo
Members Noticed: Joel Petty, Scott Sloan, Jason Kent
Others Noticed: Department Heads (*agenda only*), K. Downing, M. Palm, B. Zeman, Post at Library, Media

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves. **Remote participation by Council Members and the public is allowed and encouraged.**

Conference Call No. 414-662-3639
Conference Code No. 599-341-589#

MEMBERS not attending must notify the Chairperson at least 24 hours before the meeting.

1. Call Meeting to Order
 - a. Roll Call of Membership
 - b. Note compliance with Open Meeting Law
 - c. Approve May 26, 2020 minutes
 - d. Approve agenda
2. Action Items
 - a. **Accounts Payable** – Review and recommendation to Common Council on paying \$623,009.53.
 - b. **Swimming Pool** – Review and recommendation to Common Council to consider allowing for 2020 budgeted swimming pool operational expenses to be reallocated for the purpose of making capital improvements to the swimming pool facility.
 - c. **Patek Hospitality Hotel Study** – Review and recommendation to Common Council to authorize agreement for \$8,000 with Patek Hospitality Consultants, Inc. for a hotel study.
 - d. **Council In-Person Meetings** – Review and recommendation to Common Council to resume in-person Council Meetings in the Council Chambers effective with the June 23, 2020 Council Meeting utilizing social distancing practices.
3. Information Items
4. Adjournment

Joel Petty, Chairperson

Agenda prepared by D. Munz & posted on 06/05/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact the Municipal Clerk, 101 South Blvd., Baraboo, WI or phone (608) 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 AND NOT A NOTICE TO PUBLISH

Finance/Personnel Committee–Dennis Thurow Committee Rm #205 May 26, 2020

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, M. Hardy, T. Pinion, C. Haggard, P. Cannon

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of May 12, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$373,159.36**. Motion carried unanimously.

- b) **Pierce Park Usage** – M. Hardy explained that Sauk Prairie High School had a referendum that recently passed and included the renovation of their athletic field. Because of this, they will not have access to their softball fields next spring. They are asking if we would be willing to let them use 2 fields at Pierce Park for their home games, both JV and Varsity next spring for a total of 9 nights. The Parks & Recreation Commission is in favor of this with the following stipulations: all of our costs will be covered and that the Sauk Prairie High School staff be responsible for the field labor, any needed supplies, and opening and shutting down the field. The City will provide access to the restrooms. They have agreed to pay the City \$200 for use of the field in 2021. Ald. Petty questioned any liability the City may have for the participating athletes. M. Hardy stated that this would be similar to any park rental. Atty. Truman noted that our agreement covers this and we are protected by recreational immunity per State Statutes; this provides us with quite a bit of liability protection. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

- c) **Draper Street Reconstruction** – T. Pinion informed the Committee that we received a \$425,000 grant that was awarded as part of the state’s Local Road Improvement Program. We applied for Draper Street under the discretionary program and competed statewide with other municipalities. Of the 20 projects that were funded this year, ours was the second largest. The \$425,000 is 50% of the total estimated project cost of \$850,000. Because of the construction schedule for the Middle School, we were originally looking at doing this work next year in state fiscal year 2021. Given the fact that the contractors are able to start early, T. Pinion was successful in persuading the DOT to move the funding up a year. The funds will be available July 1, 2020. Moved by Sloan, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

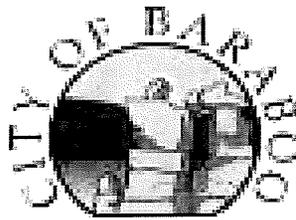
- d) **Fee Schedule Amendment** – Chief Schauf explained that the body cameras worn by officers create a large file that requires a great deal of storage. Because of the increased size of the videos, his department needs the option of sending these out by USB Drive for records requests made by the public. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

- e) **TID 10 Creation** – P. Cannon explained that the intent is to do an overlay over TID 8. The main reason to do this is so we can get a longer lifetime. They may also look at expanding that TID a little bit. The contract with Ehler’s would allow them to do some financial analysis to ensure the feasibility of the TID District. Ald. Sloan questioned the driving force behind the creation of the TID. P. Cannon explained that the developer would like to do a Pay-Go aspect of the TID District. To be able to do that, we looked at it based upon the value of the property. We figured at 10 year it would cover what they were asking for based upon the value and still give us a little funding for doing some improvements within the TID District. P. Cannon confirms that this includes the project on Lynn. T. Pinion informed the Committee that TID 8 was created in 2006, by the time this project is built and full value goes on the tax roll we will only have about 8 years to work with

in terms of the remaining life of the TID. In order to provide the incentive necessary to incent this development, 8 years really is not enough. The creation of TID 10 starts with a new 27-year timetable and allows ample time to take advantage of not only the incentive to recover all of our costs but also hopefully incent some additional development within that district. The collection period of the TID is 27 years. P. Canon explains that the preliminary projections indicate that the value of this proposed development would be sufficient to cover the 10 year Pay-Go. We would then have the ability then to have the revenue coming in to that TID District and we are also going to set it up to be a donor district which will allow it to help out other TID districts if needed. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:34pm.
Brenda Zeman, City Clerk



City of Baraboo, Wisconsin
Finance Department
101 South Boulevard
Baraboo, WI 53913

June 9, 2020

The Council lists attached are check registers described in summary below:

Category	Total	Accounts Payable Run Date
General	108,232.98	June 5, 2020
General/Emergency Assistance Loans	30,736.30	May 28, 2020
Utility	129,667.23	May 29, 2020
ACH	655.39	May 28, 2020
Payroll Remittance Checks	353,717.63	May 1, 2020
Department Purchasing Cards	-	
Total expenditures	\$ 623,009.53	

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
189906							
06/05/2020	189906	ADDOCO INC.	4926	05/29/2020	PK-PLAYGROUND WOOD CHIP	100-52-55200-280-000	3,195.00
Total 189906:							3,195.00
189907							
06/05/2020	189907	ALL TRAFFIC SOLUTION	SIN025223	03/20/2020	PD- SOLAR SPEED BOARD	100-20-52110-814-000	2,581.00
06/05/2020	189907	ALL TRAFFIC SOLUTION	SIN025223	03/20/2020	PD- SOLAR SPEED BOARD	100-20-52110-814-480	1,190.00
06/05/2020	189907	ALL TRAFFIC SOLUTION	SIN025223	03/20/2020	PD- SOLAR SPEED BOARD	100-20-52110-814-400	1,310.00
Total 189907:							5,081.00
189908							
06/05/2020	189908	ALLIANT ENERGY	002634-0601	06/01/2020	AIR-MAY 2020 AREA LIGHTING	630-35-53510-222-000	13.98
06/05/2020	189908	ALLIANT ENERGY	015803-0528	05/28/2020	PW-TRAFFIC SIGNALS	100-31-53300-222-000	174.27
06/05/2020	189908	ALLIANT ENERGY	086392-0528	05/28/2020	PW-STREET LIGHTS	240-31-53420-222-000	1,380.06
06/05/2020	189908	ALLIANT ENERGY	281633-0528	05/28/2020	PW-UNMETERED STREETLIGH	240-31-53420-222-000	16,697.66
06/05/2020	189908	ALLIANT ENERGY	908384-0528	05/28/2020	PW-POTTER & BRIAR ELECTRI	100-31-51630-222-000	79.23
06/05/2020	189908	ALLIANT ENERGY	908384-0528	05/28/2020	PW-BRIAR ST HEAT	100-31-51630-223-000	16.35
Total 189908:							18,361.55
189909							
06/05/2020	189909	ALLIANT ENERGY-BARAB	052220	05/22/2020	ZOO-RELOCATE TRANSFORME	100-52-55410-280-000	2,260.00
Total 189909:							2,260.00
189910							
06/05/2020	189910	BARABOO POWER EQUI	69004	10/08/2019	PK-TRACTOR BELT	100-52-55200-250-000	51.15
06/05/2020	189910	BARABOO POWER EQUI	76689	05/18/2020	PK-ROTOTILLER PARTS	100-52-55200-250-000	18.46
Total 189910:							69.61
189911							
06/05/2020	189911	BELLA VITA CAFE LLC	05292020	05/29/2020	FIN-EMERGENCY SMALL BUSIN	560-67-56700-880-000	5,000.00
06/05/2020	189911	BELLA VITA CAFE LLC	05292020	05/29/2020	FIN-EMERGENCY SMALL BUSIN	560-00-17200-000	5,000.00
06/05/2020	189911	BELLA VITA CAFE LLC	05292020	05/29/2020	FIN-EMERGENCY SMALL BUSIN	560-00-26700-000	5,000.00
Total 189911:							5,000.00
189912							
06/05/2020	189912	BURCH, NICK	REIMB21605	05/27/2020	PD- UA DUTY SHOES	100-20-52110-346-000	48.00
Total 189912:							48.00
189913							
06/05/2020	189913	CANNON, PATRICK	2020-05B	05/31/2020	CITY- MAY 2020 MANAGEMENT	100-15-56710-200-000	3,030.00
Total 189913:							3,030.00
189914							
06/05/2020	189914	CARRON NET COMPANY	343226	05/21/2020	PK-TENNIS NET	100-52-55200-280-000	128.19
Total 189914:							128.19

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
189915							
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	CC-APR 2020 LONG DISTANCE	100-52-55130-220-000	2.69
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	BLDG INSP-APR 2020 LONG DI	100-22-52400-220-000	4.27
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	PD-APR 2020 LONG DISTANCE	100-20-52110-220-000	21.36
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	FD-APR 2020 LONG DISTANCE	100-21-52200-220-000	13.88
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	AIR-APR 2020 LONG DISTANCE	630-35-53510-220-000	.07
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	FIN-CORRECTION OF MISAPPLI	100-11-51500-220-000	176.93
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	PK-APR 2020 LONG DISTANCE	100-52-55200-220-000	2.54
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	ENG-APR 2020 LONG DISTANC	100-30-53100-220-000	7.48
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	PS/CH-APR 2020 LONG DISTAN	100-11-51640-220-000	2.20
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	ZOO-APR 2020 LONG DISTANC	100-52-55410-220-000	.49
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	PW-APR 2020 LONG DISTANCE	100-31-53230-220-000	7.47
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	MAYOR-APR 2020 LONG DISTA	100-10-51410-220-000	2.14
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	REC-APR 2020 LONG DISTANC	100-53-55300-220-000	2.54
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	FIN-APR 2020 LONG DISTANCE	100-11-51500-220-000	20.28
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	POOL-APR 2020 LONG DISTAN	100-53-55420-220-000	.49
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	ASSESSOR-APR 2020 LONG DI	100-11-51530-220-000	3.20
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	TREAS-APR 2020 LONG DISTAN	100-11-51520-220-000	11.75
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	ATTY-APR 2020 LONG DISTANC	100-13-51300-220-000	5.34
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	ADMIN-APR 2020 LONG DISTAN	100-14-51400-220-000	7.47
06/05/2020	189915	CENTURYLINK	1491347412	04/30/2020	UW-APR 2020 LONG DISTANCE	800-80-55600-220-000	.15
Total 189915:							292.74
189916							
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	PK-MAY 2020 PHONE	100-52-55200-220-000	45.17
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	BLDG INSP-MAY 220 PHONE	100-22-52400-220-000	15.06
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	PD-MAY 202 PHONE	100-20-52110-220-000	293.60
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	FD- MAY 2020 PHONE	100-21-52200-220-000	45.17
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	MAYOR-MAY 2020 PHONE	100-10-51410-220-000	15.06
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	FIN-MAY 2020 PHONE	100-11-51500-220-000	37.64
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	FIN-CORRECTION OF MISAPPLI	100-11-51500-220-000	124.60-
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	PW-MAY 2020 PHONE	100-31-53230-220-000	60.22
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	REC-MAY 2020 PHONE	100-53-55300-220-000	22.58
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	ENG-MAY 220 PHONE	100-30-53100-220-000	37.64
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	ATTY-MAY 2020 PHONE	100-13-51300-220-000	15.06
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	PS/ADMIN BLDG-MAY 2020 PHO	100-11-51640-220-000	108.85
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	ADMIN-MAY 2020 PHONE	100-14-51400-220-000	22.58
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	FD-MAY 2020 PHONE	100-21-51610-220-000	10.55
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	CDA-MAY 2020 PHONE	100-00-15980-000	37.64
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	UTILITIES-MAY 2020 PHONE	100-00-15640-000	52.70
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	ASS-MAY 2020 PHONE	100-11-51530-220-000	15.06
06/05/2020	189916	CENTURYLINK	301217856-0	05/17/2020	TREAS-MAY 2020 PHONE	100-11-51520-220-000	22.58
06/05/2020	189916	CENTURYLINK	301217859-0	05/17/2020	CC-TELEPHONE	100-52-55130-220-000	81.04
06/05/2020	189916	CENTURYLINK	301217859-0	05/17/2020	ZOO-TELEPHONE	100-52-55410-220-000	12.57
06/05/2020	189916	CENTURYLINK	301217859-0	05/17/2020	POOL-TELEPHONE	100-52-55410-220-000	55.89
06/05/2020	189916	CENTURYLINK	301300963-0	05/17/2020	AIR-MAY 2020 PHONE	630-35-53510-220-000	60.42
06/05/2020	189916	CENTURYLINK	301300963-0	05/17/2020	AIR-CORRECTION FOR MISAPP	100-11-51500-220-000	52.35-
Total 189916:							890.13
189917							
06/05/2020	189917	CHECKERED FLAG EMB	17944	03/20/2020	PD- STATZ(2), SONN(2), USTUP	100-20-52110-346-000	125.00
Total 189917:							125.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
189918							
06/05/2020	189918	CINTAS CORPORATION #	4050779239	05/19/2020	CITY-MATS	100-11-51640-260-000	20.50
06/05/2020	189918	CINTAS CORPORATION #	4050779322	05/19/2020	PW-SCRAPER MATS; UNIFORM	100-31-53270-340-000	66.60
Total 189918:							87.10
189919							
06/05/2020	189919	CITY OF BARABOO	11554	01/08/2020	AIR-2003 FORD F250 W/SALT S	630-35-53510-814-000	7,200.00
Total 189919:							7,200.00
189920							
06/05/2020	189920	COMMUNITY DEVELOPM	MSA351240-	04/03/2020	FIN-MSA PW/CLOSE CDBG SER	430-30-57330-215-000	1,250.00
Total 189920:							1,250.00
189921							
06/05/2020	189921	COMPLETE OFFICE OF	662100	05/21/2020	TREAS-MONTHLY DIVIDERS	100-11-51520-310-000	42.90
Total 189921:							42.90
189922							
06/05/2020	189922	CONNELY, JONATHAN	REIMB20305	05/21/2020	PD- NORTH FACE DUTY SHOE	100-20-52110-346-000	79.13
Total 189922:							79.13
189923							
06/05/2020	189923	DIAMOND VOGEL PAINT	255173719	05/01/2020	PW - TRAFFIC STRIPING PAINT	100-31-53300-368-000	2,360.60
Total 189923:							2,360.60
189924							
06/05/2020	189924	ENVIROTECH EQUIPMEN	20-0013197	05/26/2020	PW-#54 INLET TUBE; REAR DO	950-36-81000-350-000	797.60
Total 189924:							797.60
189925							
06/05/2020	189925	FASTENAL COMPANY	WIBAR21944	04/29/2020	PW - TOOLS	100-31-53240-392-000	1,032.22
06/05/2020	189925	FASTENAL COMPANY	WIBAR21944	04/29/2020	PW - TOOLS	950-36-83100-392-000	742.80
06/05/2020	189925	FASTENAL COMPANY	WIBAR21944	04/29/2020	PW - TOOLS	100-31-53230-392-000	742.81
06/05/2020	189925	FASTENAL COMPANY	WIBAR21948	05/01/2020	PW-CONCRETE DRILL BIT	100-31-53300-340-000	32.15
06/05/2020	189925	FASTENAL COMPANY	WIBAR21968	05/11/2020	PW-HAMMER DRILL BIT	100-31-53230-340-000	88.95
06/05/2020	189925	FASTENAL COMPANY	WIBAR21973	05/13/2020	PW-STOCK - NUTS & BOLTS	100-31-53240-350-000	114.52
06/05/2020	189925	FASTENAL COMPANY	WIBAR21973	05/13/2020	PW-EXTRA TOOL BATTERIES	100-31-53230-340-000	249.00
06/05/2020	189925	FASTENAL COMPANY	WIBAR21973	05/13/2020	PW-DRILL/DRIVER KIT	100-31-53240-392-000	329.00
06/05/2020	189925	FASTENAL COMPANY	WIBAR21973	05/13/2020	PW-DRIVERS GLOVE	100-31-53230-340-000	9.99
06/05/2020	189925	FASTENAL COMPANY	WIBAR21993	05/20/2020	PW-54" LANDSCAPE RAKE	100-31-53300-340-000	26.59
06/05/2020	189925	FASTENAL COMPANY	WIBAR21995	05/21/2020	PW-HCS5/8-11X3.25YZ8	100-31-53230-340-000	55.73
06/05/2020	189925	FASTENAL COMPANY	WIBAR21995	05/21/2020	PW-DRIVERS GLOVES	100-31-53230-340-000	49.95
Total 189925:							3,473.71
189926							
06/05/2020	189926	FIRE & SAFETY II INC.	AM00501-1	05/01/2020	PD- INSPECT & RECERTIFY 1 E	100-20-52110-250-000	5.00
06/05/2020	189926	FIRE & SAFETY II INC.	AM00521-1	05/22/2020	FD - EXTINGUISHER MAINTENA	100-21-51610-260-000	60.00
06/05/2020	189926	FIRE & SAFETY II INC.	MB005071	05/07/2020	CITY-FIRE SYSTEM INSP	100-11-51640-260-000	295.00

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 189926:							360.00
189927							
06/05/2020	189927	GLOBAL INDUSTRIAL	115956552	05/14/2020	ZOO-MONKEY AC UNIT	100-52-55410-260-000	208.99
Total 189927:							208.99
189928							
06/05/2020	189928	GUTHRIE, JENNIFER	12929	05/27/2020	REC-SOCCER REFUND	100-00-21150-000	30.00
06/05/2020	189928	GUTHRIE, JENNIFER	12929	05/27/2020	REC-TENNIS REFUND	100-00-21150-000	30.00
Total 189928:							60.00
189929							
06/05/2020	189929	HARTJE TIRE & SERVICE	40-73767	05/15/2020	PW-DOZER TRAILER TIRES	100-31-53240-341-000	143.52
06/05/2020	189929	HARTJE TIRE & SERVICE	40-73980	05/21/2020	PW-#24;ALIGNMENT	100-31-53240-240-000	219.95
Total 189929:							363.47
189930							
06/05/2020	189930	HD SUPPLY FACILITIES	9181806697	05/21/2020	CC-HVAC FILTERS	100-52-55130-250-000	295.24
Total 189930:							295.24
189931							
06/05/2020	189931	HOBLER, KAY	51920	05/19/2020	PK-SHELTER CANCELLATION	100-52-46720-000	80.00
Total 189931:							80.00
189932							
06/05/2020	189932	HOLIDAY WHOLESALE	9382080	05/29/2020	FD - KLEENEXES	100-21-51610-340-000	66.25
Total 189932:							66.25
189933							
06/05/2020	189933	JEFFERSON FIRE & SAF	IN118318	05/19/2020	FD - SHORT ROOF HOOKS	100-21-52200-340-000	159.06
Total 189933:							159.06
189934							
06/05/2020	189934	JESSE, JEREMIAH	12940	05/28/2020	POOL-SWIM LESSON REFUND	100-00-21150-000	45.00
Total 189934:							45.00
189935							
06/05/2020	189935	JFTCO INC	SIMS000535	05/15/2020	PW-SERVICE ON CSC BACKUP	100-31-53270-250-000	1,805.00
Total 189935:							1,805.00
189936							
06/05/2020	189936	JOHN DEERE FINANCIAL	14808-05252	05/25/2020	AIR-MAY2020-DEISEL	630-35-53510-348-000	242.63
06/05/2020	189936	JOHN DEERE FINANCIAL	14808-05252	05/25/2020	AIR-MAY 2020 MOWER BLADES	630-35-53510-250-000	385.97
06/05/2020	189936	JOHN DEERE FINANCIAL	14808-05252	05/25/2020	AIR-MAY 2020-ROUNDUP,BAR O	630-35-53510-350-000	245.56
06/05/2020	189936	JOHN DEERE FINANCIAL	70107-27489	05/20/2020	PK-MOWER PARTS	100-52-55200-250-000	452.74

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 189936:							1,326.90
189937							
06/05/2020	189937	KLEENMARK	190958	05/26/2020	CITY-FLOOR SCRUBBER FILTE	100-11-51640-350-000	194.00
Total 189937:							194.00
189938							
06/05/2020	189938	LAFORCE INC	1132910	05/20/2020	PK-MASTER LOCK LEVER	100-52-55200-260-000	215.00
Total 189938:							215.00
189939							
06/05/2020	189939	MCFARLANES INC	RP52082	05/20/2020	PW-STIHL CUT OFF SAW; NOT	100-31-53240-250-000	227.39
Total 189939:							227.39
189940							
06/05/2020	189940	MORRIS, JOHN	06012020	06/01/2020	PW-SIGN MATERIAL FROM WAL	100-31-53300-364-000	13.48
Total 189940:							13.48
189941							
06/05/2020	189941	MSA PROFESSIONAL SE	350820-23	05/28/2020	ENG-325 LYNN ST PECFA & SA	380-10-56600-270-000	1,058.48
06/05/2020	189941	MSA PROFESSIONAL SE	351040-1	05/08/2020	ENG-STORMWATER QUALITY M	950-36-85000-215-000	3,159.50
06/05/2020	189941	MSA PROFESSIONAL SE	35123.0-4	05/22/2020	BLDGINSP - 3/29/2020 - 5/2/2020	100-22-52400-215-000	1,872.71
06/05/2020	189941	MSA PROFESSIONAL SE	351240-2	05/08/2020	CDA-CDBG PW/CLOSE ADMIN	430-30-57330-215-000	1,250.00
Total 189941:							7,340.69
189942							
06/05/2020	189942	OAKESON, ERIK	REIMB21105	05/21/2020	PD- WALMART DETECTIVE SHI	100-20-52120-346-000	24.00
Total 189942:							24.00
189943							
06/05/2020	189943	OFFICE DEPOT INC	4976829370	05/21/2020	FIN-BINDERS	100-11-51500-310-000	20.38
06/05/2020	189943	OFFICE DEPOT INC	4976877370	05/21/2020	FIN-PAPER	100-11-51500-340-000	29.99
Total 189943:							50.37
189944							
06/05/2020	189944	QUILL CORPORATION	6350486	04/20/2020	CC-LAMINATE SUPPLIES	100-52-55130-310-000	39.99
06/05/2020	189944	QUILL CORPORATION	6863434	05/12/2020	CC-HAND SOAP	100-52-55130-340-000	3.52
06/05/2020	189944	QUILL CORPORATION	6875351	05/12/2020	CC-LAUNDRY DETERGENT	100-52-55130-340-000	5.54
06/05/2020	189944	QUILL CORPORATION	7017847	05/18/2020	CC-SOAP & KLEENEX	100-52-55130-340-000	245.43
06/05/2020	189944	QUILL CORPORATION	7051057	05/19/2020	PK-TOILET PAPER	100-52-55200-340-000	245.88
06/05/2020	189944	QUILL CORPORATION	7051057	05/19/2020	CC-PAPER TOWELS	100-52-55130-340-000	162.01
06/05/2020	189944	QUILL CORPORATION	7244619	05/27/2020	CC-GLOVES NITRILE	100-52-55130-340-000	31.47
Total 189944:							733.84
189945							
06/05/2020	189945	REEDSBURG AREA AMB	05292020RA	05/29/2020	FD AED BATTERIES AND PADS	100-21-52200-340-000	1,783.20
06/05/2020	189945	REEDSBURG AREA AMB	05292020RA	05/29/2020	FD - MEDICAL GLOVES	290-10-54900-319-000	193.75

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 189945:							1,976.95
189946							
06/05/2020	189946	REEDSBURG UTILITY CO	26578-05202	05/20/2020	CITY-MAY 2020 INTERNET	100-10-51450-250-000	319.95
Total 189946:							319.95
189947							
06/05/2020	189947	RELX INC. DBA LEXISNE	3092645612	05/31/2020	ATTY-MAY 2020 SUBSCRIPTION	100-13-51300-320-000	175.00
Total 189947:							175.00
189948							
06/05/2020	189948	RICOH USA INC	5059582630	05/13/2020	CITY-MAY 2020 COPIES	100-11-51500-250-000	275.84
Total 189948:							275.84
189949							
06/05/2020	189949	SAUK COUNTY CLERK	SPRING 202	05/21/2020	CLK-SPRING 2020 ELECTION S	100-11-51440-340-000	2,027.13
Total 189949:							2,027.13
189950							
06/05/2020	189950	SEAMLESS DOCS	3242	03/28/2020	CLK-SEAMLESS DOCS	100-10-51450-250-000	3,675.00
Total 189950:							3,675.00
189951							
06/05/2020	189951	SHEPHERD, RUTH	12920	05/28/2020	REC-ZOOKEEPER1 CAMP REF	100-53-46751-150	40.00
Total 189951:							40.00
189952							
06/05/2020	189952	SHERWIN INDUSTRIES I	SS084132	05/22/2020	PW-FUEL GAUGE #34	100-31-53240-350-000	70.60
Total 189952:							70.60
189953							
06/05/2020	189953	SHERWIN-WILLIAMS CO	4955-6	05/12/2020	PW-5 GALLON STRAINER ELAS	100-31-53300-368-000	183.04
Total 189953:							183.04
189954							
06/05/2020	189954	SUPREME AWARDS	048932	05/08/2020	FD - ENGRAVING AND 5 YEAR A	100-21-52200-390-000	61.30
Total 189954:							61.30
189955							
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEES	100-00-15610-000	3.10
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEES	100-00-15640-000	16.37
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-11-51420-136-000	5.31
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-11-51500-136-000	5.31
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-14-51400-136-000	10.62
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-20-52120-136-000	5.31
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-31-53230-136-000	31.86

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-30-53100-136-000	5.31
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	100-52-55200-136-000	21.24
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEE	950-36-85000-136-000	1.77
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEES	100-51-55110-136-000	21.24
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATION FEES	100-20-52130-136-000	5.31
06/05/2020	189955	TASC	IN1769397	05/15/2020	ADMINISTRATIVE FEES	100-20-52110-136-000	21.24
Total 189955:							153.99
189956							
06/05/2020	189956	TERRYTOWN PLUMBING	151295	05/28/2020	PK-OCHSNER URINAL REPAIR	100-52-55200-260-000	180.64
Total 189956:							180.64
189957							
06/05/2020	189957	TOP PACK DEFENSE	4206	05/12/2020	PD- MAGINOT UNIFORM SHIRT	100-20-52110-346-000	387.59
06/05/2020	189957	TOP PACK DEFENSE	4206	05/12/2020	PD- MAGINOT DUTY BELT & AC	100-20-52110-392-000	142.64
06/05/2020	189957	TOP PACK DEFENSE	4207	05/13/2020	PD- BENTILLA VEST CARRIER &	100-20-52110-346-000	438.07
Total 189957:							968.30
189958							
06/05/2020	189958	TRUGREEN COMMERCIA	121217199	06/01/2020	FORESTRY-EAB TREATMENTS	100-52-56110-215-000	4,184.16
Total 189958:							4,184.16
189959							
06/05/2020	189959	TYLER TECHNOLOGIES I	060-11303	04/30/2020	FIN-2020 ASSESSMENT SERVIC	100-11-51530-215-000	9,461.16
Total 189959:							9,461.16
189960							
06/05/2020	189960	ULINE	119931177	05/13/2020	PK-CAUTION TAPE	290-10-54900-390-000	66.28
Total 189960:							66.28
189961							
06/05/2020	189961	UNITED STATES POSTAL	17403484-05	05/28/2020	CLK- 17403484-POSTAGE FOR	100-11-51420-343-000	3,000.00
Total 189961:							3,000.00
189962							
06/05/2020	189962	UW VETERINARY CARE	193895-5292	05/29/2020	ZOO-BEAVER VET CARE 5/28	100-52-55410-211-000	818.98
Total 189962:							818.98
189963							
06/05/2020	189963	VERIZON WIRELESS	9855234842	05/23/2020	FORESTRY-TABLET WIFI MAY	100-52-56110-250-000	40.01
06/05/2020	189963	VERIZON WIRELESS	9855261500	05/23/2020	PD- SQUAD MODEMS	100-20-52110-270-000	440.13
06/05/2020	189963	VERIZON WIRELESS	9855261500	05/23/2020	PD- SQUAD PHONE SERVICE	100-20-52110-220-000	426.87
Total 189963:							907.01
189964							
06/05/2020	189964	WALMART	7287-052420	05/24/2020	ZOO-ANIMAL FOOD	100-52-55410-342-000	11.22
06/05/2020	189964	WALMART	7287-052420	05/24/2020	ZOO-BLEACH	100-52-55410-340-000	8.88

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 189964:							20.10
189965							
06/05/2020	189965	WEYHS WINDOW WASHI	52920	05/29/2020	CITY- WINDOW WASHING	100-11-51640-260-000	1,296.00
Total 189965:							1,296.00
189966							
06/05/2020	189966	WIS DEPT OF NATL RES	157110250-2	05/20/2020	PW-STORMWATER MUNICIPAL	950-36-85000-321-000	1,500.00
Total 189966:							1,500.00
189967							
06/05/2020	189967	WISCONSIN PARKS & R	1518	06/01/2020	REC-SUMMER CAMP WORKSH	100-53-55300-320-000	50.00
Total 189967:							50.00
189968							
06/05/2020	189968	MATC PROTECTIVE SER	06172020FF	06/02/2020	FD - TWO FF I PRACTICAL EXA	100-21-52200-320-000	160.00
Total 189968:							160.00
7002245							
06/05/2020	7002245	CAPITAL NEWSPAPERS	1705801	05/27/2020	COUNCIL-RES-BOND ISSUES	100-10-51100-210-000	34.74
06/05/2020	7002245	CAPITAL NEWSPAPERS	1706033	05/27/2020	CLK-BOARD OF REVIEW	100-11-51530-210-000	103.42
06/05/2020	7002245	CAPITAL NEWSPAPERS	1706499	05/27/2020	COUNCIL-4/28/20 MINUTES	100-10-51100-210-000	19.94
06/05/2020	7002245	CAPITAL NEWSPAPERS	1706525	05/27/2020	ENG- SPECIAL ASSESS RES 20	100-30-53100-210-000	246.56
Total 7002245:							404.66
7002246							
06/05/2020	7002246	CROELL REDI-MIX INC	429787	05/19/2020	PK-PIERCE PARK SIDEWALK T	870-52-55200-861-000	445.90
Total 7002246:							445.90
7002247							
06/05/2020	7002247	GLACIER VALLEY FORD I	00007	05/04/2020	PD- #45 HEADLIGHT REPLACE	100-20-52110-240-000	60.04
06/05/2020	7002247	GLACIER VALLEY FORD I	00167	05/13/2020	PD- #41 BATTERY CHARGE	100-20-52110-240-000	64.94
06/05/2020	7002247	GLACIER VALLEY FORD I	00328	05/22/2020	PD- WHITE FUSION PLUG TIRE	100-20-52110-240-000	20.00
06/05/2020	7002247	GLACIER VALLEY FORD I	99517	05/07/2020	PD-#54 INSURANCE REPAIR	100-20-52110-240-000	5,470.48
06/05/2020	7002247	GLACIER VALLEY FORD I	99952	04/30/2020	PD- #43 OIL CHANGE & FILTER	100-20-52110-240-000	31.26
06/05/2020	7002247	GLACIER VALLEY FORD I	99988	05/01/2020	PD- #49 OIL CHANGE & FILTER,	100-20-52110-240-000	111.26
Total 7002247:							5,757.98
7002248							
06/05/2020	7002248	HILLS WIRING INC	75596	05/21/2020	CC-ROOM 16 -FRIDGE,MICROW	100-52-55130-822-000	496.00
Total 7002248:							496.00
7002249							
06/05/2020	7002249	MADISON COLLEGE	06172020FF	06/02/2020	FD - TWO FF I PRACTICAL EXA	100-21-52200-320-000	160.00
06/05/2020	7002249	MADISON COLLEGE	06172020FF	06/02/2020	FD - TWO FF I PRACTICAL EXA	100-21-52200-320-000	160.00- V

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 7002249:							.00
7002250							
06/05/2020	7002250	MENARDS - BARABOO	39662-31900	05/15/2020	PK-RESTROOM PARTS	100-52-55200-350-000	24.69
06/05/2020	7002250	MENARDS - BARABOO	39662-31900	05/15/2020	PKS-TOOLS	100-52-55200-340-000	46.67
06/05/2020	7002250	MENARDS - BARABOO	39682-31900	05/15/2020	PW-AIR FILTRS	100-31-53270-340-000	213.72
06/05/2020	7002250	MENARDS - BARABOO	39908-31900	05/18/2020	PK-PIERCE FIELD #5 LUMBER	100-52-55200-280-000	83.59
06/05/2020	7002250	MENARDS - BARABOO	40016-31900	05/19/2020	CC-DOLLY MOVER	100-52-55130-340-000	31.98
06/05/2020	7002250	MENARDS - BARABOO	40052-31900	05/20/2020	PK-SHELTER PLUMBING REPAI	100-52-55200-260-000	201.25
06/05/2020	7002250	MENARDS - BARABOO	40378-31900	05/24/2020	ZOO-FLOWERS, BROOM, RAKE	100-52-55410-340-000	103.75
06/05/2020	7002250	MENARDS - BARABOO	40644-31900	05/27/2020	CC-HVAC FILTER	100-52-55130-250-000	35.88
Total 7002250:							741.53
7002251							
06/05/2020	7002251	MILESTONE MATERIALS	3500153696	05/18/2020	PK-SAND	100-52-55200-375-000	443.04
Total 7002251:							443.04
7002252							
06/05/2020	7002252	STAFFORD ROSENBAUM	1237783	05/22/2020	ATTY-PFAFF GLBI061079 MAY2	720-11-51493-510-000	1,031.50
Total 7002252:							1,031.50
Grand Totals:							108,232.98

FINANCE COMMITTEE APPROVAL:

 (Chairman)

 (Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
189900							
05/28/2020	189900	AL RINGLING BREWERY	CDI FY19-24	01/23/2020	WEDC-AL RINGLING BREWERY	560-15-56710-720-000	5,736.30
Total 189900:							5,736.30
189901							
05/28/2020	189901	BAKER STAGING & ENTE	051520	05/27/2020	EMERGENCY ASSISTANCE FUN	560-67-56700-880-000	5,000.00
05/28/2020	189901	BAKER STAGING & ENTE	051520	05/27/2020	EMERGENCY ASSISTANCE FUN	560-00-26700-000	5,000.00
05/28/2020	189901	BAKER STAGING & ENTE	051520	05/27/2020	EMERGENCY ASSISTANCE FUN	560-00-17200-000	5,000.00
Total 189901:							5,000.00
189902							
05/28/2020	189902	CIRCUS WORLD MUSEU	052720	05/27/2020	EMERGENCY ASSTISTANCE FU	560-67-56700-880-000	5,000.00
05/28/2020	189902	CIRCUS WORLD MUSEU	052720	05/27/2020	EMERGENCY ASSTISTANCE FU	560-00-26700-000	5,000.00
05/28/2020	189902	CIRCUS WORLD MUSEU	052720	05/27/2020	EMERGENCY ASSTISTANCE FU	560-00-17200-000	5,000.00
Total 189902:							5,000.00
189903							
05/28/2020	189903	EXQUISITE SALON LLC	05082020	05/08/2020	EMERGENCY ASSISTANCE FUN	560-67-56700-880-000	5,000.00
05/28/2020	189903	EXQUISITE SALON LLC	05082020	05/08/2020	EMERGENCY ASSISTANCE FUN	560-00-26700-000	5,000.00
05/28/2020	189903	EXQUISITE SALON LLC	05082020	05/08/2020	EMERGENCY ASSISTANCE FUN	560-00-17200-000	5,000.00
Total 189903:							5,000.00
189904							
05/28/2020	189904	JEN'S ALPINE CAFE	05212020	05/21/2020	CITY-EMERGENCY SMALL BUSI	560-00-17200-000	5,000.00
05/28/2020	189904	JEN'S ALPINE CAFE	05212020	05/21/2020	CITY-EMERGENCY SMALL BUSI	560-00-26700-000	5,000.00
05/28/2020	189904	JEN'S ALPINE CAFE	05212020	05/21/2020	CITY-EMERGENCY SMALL BUSI	560-67-56700-880-000	5,000.00
Total 189904:							5,000.00
189905							
05/28/2020	189905	KRUSCHEL ELECTRONIC	051220	05/27/2020	EMERGENCY ASSISTANCE FUN	560-67-56700-880-000	5,000.00
05/28/2020	189905	KRUSCHEL ELECTRONIC	051220	05/27/2020	EMERGENCY ASSISTANCE FUN	560-00-26700-000	5,000.00
05/28/2020	189905	KRUSCHEL ELECTRONIC	051220	05/27/2020	EMERGENCY ASSISTANCE FUN	560-00-17200-000	5,000.00
Total 189905:							5,000.00
Grand Totals:							30,736.30

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
16704						
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-MANCHESTER SLUDGE	960-36-82710-222-000	37.96
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-8TH ST GRINDER PUMP	960-36-83200-222-000	19.11
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-WEST GARAGE	960-36-82100-222-000	16.01
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-MANCHESTER CONTROL	960-36-82100-222-000	6,131.53
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-MANCHESTER CONTROL	960-36-82710-222-000	457.74
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-POTTER ST LIFTSTATION	960-36-83200-222-000	31.66
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-HEADWORKS BLDG	960-36-82200-222-000	18.91
05/29/2020	ALLIANT ENERGY	S608212MA	05/11/2020	SEWER-ST RD 33 LIFTSTATION	960-36-83200-222-000	72.47
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-MINE RD TOWER	970-37-66500-222-000	142.62
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 6-SAUK AVE	970-37-62300-222-000	2,307.88
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 6-SAUK AVE	970-37-66500-223-000	40.72
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-EAST ST TOWER	970-37-66500-222-000	47.49
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WA-BARNHART TOWER@COMM PKW	970-37-66500-222-000	29.91
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 7-801 GALL RD	970-37-62300-222-000	2,006.60
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 7-801 GALL RD	970-37-66500-223-000	26.57
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 4-7TH ST	970-37-62300-222-000	1,895.85
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 4-7TH ST	970-37-66500-223-000	37.96
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 8-721 2ND AVE	970-37-62300-222-000	1,960.75
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 8-721 2ND AVE	970-37-66500-223-000	22.64
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-MOORE ST TOWER	970-37-66500-222-000	52.90
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-OAK ST HI-LIFT STATION	970-37-62300-222-000	418.59
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-OAK ST HI-LIFT STATION	970-37-66500-223-000	35.22
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-BIRCH ST TOWER-RADIO BLD	970-37-66500-222-000	108.27
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-COMM AVE BOOSTER STATI	970-37-62300-222-000	276.48
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-COMM AVE BOOSTER STATI	970-37-66500-223-000	31.66
05/29/2020	ALLIANT ENERGY	W082330MA	05/11/2020	WATER-WELL NO. 2-722 HILL ST	970-37-62300-222-000	867.40
Total 16704:						17,094.90
16705						
05/29/2020	BARABOO POWER EQUIPMENT	W76907	05/21/2020	WA-WEEDEATER PARTS-CUST 10004	970-37-93200-250-000	18.05
Total 16705:						18.05
16706						
05/29/2020	CARDMEMBER SERVICE	W05142020	05/14/2020	WATER-DNR SAMPLE MAILING	970-37-64300-343-000	128.60
05/29/2020	CARDMEMBER SERVICE	W05142020	05/14/2020	WATER-ICE FOR SAMPLES	970-37-64300-340-000	15.16
05/29/2020	CARDMEMBER SERVICE	W05142020	05/14/2020	WA-AIR COMPRESSOR @ WELL NO. 6	970-37-63300-340-000	64.99
05/29/2020	CARDMEMBER SERVICE	W05142020	05/14/2020	WA-XCONNECT CERTIFICATION-PET	970-37-66400-320-000	183.60
Total 16706:						392.35
16707						
05/29/2020	CENTURYLINK	S301299619	05/17/2020	SE-PHONE/INTERNET #301299619	960-36-85100-220-000	40.32
05/29/2020	CENTURYLINK	S301299619	05/17/2020	SE-PHONE/INTERNET #301299619	960-36-85100-250-000	63.94
05/29/2020	CENTURYLINK	W301217861	05/17/2020	WATER-PHONE-ACCT 301217861	970-37-66500-220-000	6.72
05/29/2020	CENTURYLINK	W301217861	05/17/2020	WATER-PHONE-ACCT 301217861	970-37-92100-220-000	6.72
Total 16707:						117.70
16708						
05/29/2020	CINTAS CORPORATION #015K	S405019845	05/12/2020	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
05/29/2020	CINTAS CORPORATION #015K	S405149432	05/27/2020	SEWER-TOWELS-WASTE PLNT	960-36-85600-390-000	9.85
05/29/2020	CINTAS CORPORATION #015K	W405019840	05/12/2020	WATER-TOWELS-COB WATER UTLY	970-37-66500-340-000	10.76
05/29/2020	CINTAS CORPORATION #015K	W405149433	05/27/2020	WATER-TOWELS-COB WATER UTLY	970-37-66500-340-000	10.76

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 16708:						41.22
16709						
05/29/2020	CITY OF BARABOO-STORMWA	ST/SLMAY20	05/29/2020	STORMWATER-MAY 2020 RECEIPTS	970-37-40419-001	.10
05/29/2020	CITY OF BARABOO-STORMWA	ST/SLMAY20	05/29/2020	STORMWATER-MAY 2020 RECEIPTS	999-00-10005-000	5,606.21
05/29/2020	CITY OF BARABOO-STORMWA	ST/SLMAY20	05/29/2020	STREET LIGHT-MAY 2020 RECEIPTS	999-00-10005-000	1,795.46
05/29/2020	CITY OF BARABOO-STORMWA	ST/SLMAY20	05/29/2020	STREET LIGHT-MAY 2020 RECEIPTS	970-37-40419-001	.03
Total 16709:						7,401.80
16710						
05/29/2020	COLUMBIA ELECTRIC CORP	W3835	05/19/2020	WA-GENERATOR STARTER ARMATU	970-37-67800-250-000	160.00
Total 16710:						160.00
16711						
05/29/2020	CROELL REDI-MIX INC	W427823	05/13/2020	WA-CURB: MAIN BRK@200 MADISON	970-37-67300-236-000	372.50
05/29/2020	CROELL REDI-MIX INC	W429285	05/15/2020	WA-CURB:SERVICE REPAIR@MARTIN	970-37-67500-238-000	268.00
05/29/2020	CROELL REDI-MIX INC	W429786	05/19/2020	WA-CURB/WALK:SERVICE@310 REMI	970-96-10345-001	412.00
05/29/2020	CROELL REDI-MIX INC	W430841	05/21/2020	WA-CURB:SERVICE@1315 ASH ST	970-96-10345-001	215.83
05/29/2020	CROELL REDI-MIX INC	W430841	05/21/2020	WA-CURB:SERVICE@115 6TH AVE	970-96-10345-001	215.83
05/29/2020	CROELL REDI-MIX INC	W430841	05/21/2020	WA-CURB:VALVE@5TH AVE/BIRCH S	970-37-67300-236-000	215.84
05/29/2020	CROELL REDI-MIX INC	W431710	05/22/2020	WA-CURB:SERVICE REPAIR@314 6TH	970-37-67500-238-000	269.00
Total 16711:						1,969.00
16712						
05/29/2020	DEMARS PLUMBING INC	W20115	05/28/2020	WA-REPLACE LEAD SERVICE@208 S	261-37-53700-238-000	2,480.00
05/29/2020	DEMARS PLUMBING INC	W20115	05/28/2020	WA-REPLACE LEAD SERVICE@208 S	970-96-10145-001	2,480.00
05/29/2020	DEMARS PLUMBING INC	W20115	05/28/2020	WA-REPLACE LEAD SERVICE@208 S	261-00-25640-000	2,480.00
Total 16712:						2,480.00
16713						
05/29/2020	FASTENAL COMPANY	W-WIBAR21	05/14/2020	WA-NOISE SAFETY EARMUFFS-CLAR	970-37-66500-340-000	20.52
05/29/2020	FASTENAL COMPANY	W-WIBAR21	05/14/2020	WATER-HYDRANT SCREWS/NUTS	970-37-67700-241-000	40.43
Total 16713:						60.95
16714						
05/29/2020	FIRST SUPPLY LLC MADISON	W12128905	05/08/2020	WATER-INVENTORY-CUST 5004019	970-96-10154-001	2,925.00
05/29/2020	FIRST SUPPLY LLC MADISON	W12177147	05/04/2020	WATER-INVENTORY-CUST 5004019	970-96-10154-001	440.00
Total 16714:						3,365.00
16715						
05/29/2020	HUB CHEMICAL CO INC	S5549	05/26/2020	SE-MAIN/RIVER XING DEGREASER	960-36-83100-340-000	1,125.00
Total 16715:						1,125.00
16716						
05/29/2020	MAILBOXES PACK N SHIP OF B	S65399	05/18/2020	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	108.23
05/29/2020	MAILBOXES PACK N SHIP OF B	S65478	05/20/2020	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	38.10
05/29/2020	MAILBOXES PACK N SHIP OF B	S65529	05/22/2020	SE-ACUTE/CHRONIC TESTS-CUST 14	960-36-82700-217-000	147.30
05/29/2020	MAILBOXES PACK N SHIP OF B	S65566	05/27/2020	SE-SOILTEST SAMPLE-MARSHFIELD	960-36-82710-340-000	17.99

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 16716:						311.62
16717						
05/29/2020	MENARDS - BARABOO	S39892	05/18/2020	SEWER-WEEDKILLER-ACCT 31900288	960-36-83400-260-000	10.97
05/29/2020	MENARDS - BARABOO	S39892	05/18/2020	SE-QUART PLASTIC BAGS-ACCT 3190	960-36-85600-390-000	5.58
05/29/2020	MENARDS - BARABOO	S40055	05/20/2020	SE-WEEDKILLER/SOCKET CAP SCRE	960-36-83400-260-000	11.95
05/29/2020	MENARDS - BARABOO	U40069	05/20/2020	WATER-INVENTORY-ACCT 31900285	970-96-10154-001	17.94
05/29/2020	MENARDS - BARABOO	U40069	05/20/2020	SE-BLDG WIRE-1000': FUTURE WRRF	960-36-83400-260-000	99.98
Total 16717:						146.42
16718						
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	960-96-10183-001	1,013.23
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	960-36-95000-860-000	1,013.23
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	960-36-95000-899-000	1,013.23
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	970-96-10183-001	33.50
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	970-37-95000-860-000	33.50
05/29/2020	MSA PROFESSIONAL SERVICE	U35114#6	05/15/2020	UTILITIES-HILL ST CROSSING	970-37-95000-899-000	33.50
Total 16718:						979.73
16719						
05/29/2020	NORTHERN LAKE SERVICE INC	W377300	05/04/2020	WATER-2020 UCMR TESTING	970-37-64200-217-000	2,956.00
05/29/2020	NORTHERN LAKE SERVICE INC	W377954	05/18/2020	WATER-2020 UCMR TESTING	970-37-64200-217-000	1,784.00
Total 16719:						4,740.00
16720						
05/29/2020	PETERSON, WADE D	U05/2020MI	05/29/2020	UTIL-MAY 2020 MILEAGE	970-37-93000-330-000	50.60
05/29/2020	PETERSON, WADE D	U05/2020MI	05/29/2020	UTIL-MAY 2020 MILEAGE	960-36-85100-330-000	50.60
Total 16720:						101.20
16721						
05/29/2020	SEH INC	W385591	05/11/2020	WA-STH 33 UTILITY REPLACEMENT #	970-96-10183-001	12,935.00
05/29/2020	SEH INC	W385591	05/11/2020	WA-STH 33 UTILITY REPLACEMENT #	970-37-95000-860-000	12,935.00
05/29/2020	SEH INC	W385591	05/11/2020	WA-STH 33 UTILITY REPLACEMENT #	970-37-95000-899-000	12,935.00
Total 16721:						12,935.00
16722						
05/29/2020	SSM HEALTHCARE OF WI INC.	W122009203	05/11/2020	WA-CLARY: PRE-EMPLOYMENT TEST	970-37-92500-217-000	65.00
Total 16722:						65.00
16723						
05/29/2020	US CELLULAR	U037293578	05/10/2020	UTIL-MAY SCADA SERVICES@WELLS	970-37-63300-250-000	110.36
05/29/2020	US CELLULAR	U037293578	05/10/2020	UTIL-MAY SCADA SERVICES@TOWE	970-37-67200-250-000	110.36
05/29/2020	US CELLULAR	U037293578	05/10/2020	UTIL-MAY SCADA SERVICES@BOOST	970-37-67800-250-000	55.18
Total 16723:						275.90
16724						
05/29/2020	VISU-SEWER INC	S31473	05/11/2020	SEWER-MAIN LINING (2509 LF - 8" PIP	960-36-83100-236-000	68,613.35

Check Issue Date	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
Total 16724:						68,613.35
16725						
05/29/2020	WIS DEPT OF NATL RESOURC	S157001680-	05/20/2020	SEWER-2020 ENVIRONMENTAL FEES	960-36-85600-321-000	7,273.04
Total 16725:						7,273.04
Grand Totals:						129,667.23

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Issue Date	Check Number	Payee	Invoice Number	Invoice Date	Description	Invoice GL Account	Check Amount
1273							
05/28/2020	1273	PACE PAYMENT SYSTE	APRIL2020	04/30/2020	REC-ONLINE PAYMENTS APRIL	100-53-55300-270-000	41.44
Total 1273:							41.44
1274							
05/28/2020	1274	PAYMENT SERVICE NET	214464	05/03/2020	TRE-APRIL PAYMENT PROCES	100-11-51520-290-000	603.95
05/28/2020	1274	PAYMENT SERVICE NET	214464	05/03/2020	TRE-APRIL PSN NSF FEES	970-37-40474-001	20.00
Total 1274:							623.95
Grand Totals:							665.39

FINANCE COMMITTEE APPROVAL:

(Chairman)

(Date)

Check Register - Payroll Remittance Checks

May 2020

Check Date	Payee	Description	Amount
5/13/2020	36338	EFTPS SOCIAL SECURITY Pay	15,402.10
5/13/2020	36338	EFTPS SOCIAL SECURITY Pay	15,364.38
5/13/2020	36338	EFTPS MEDICARE Pay Period:	3,602.14
5/13/2020	36338	EFTPS MEDICARE Pay Period:	3,602.14
5/13/2020	36338	EFTPS FEDERAL WITHHOLDING	22,386.63
		EFTPS Total	60,357.39
5/27/2020	36340	EFTPS SOCIAL SECURITY Pay	14,926.11
5/27/2020	36340	EFTPS SOCIAL SECURITY Pay	14,878.97
5/27/2020	36340	EFTPS MEDICARE Pay Period:	3,490.79
5/27/2020	36340	EFTPS MEDICARE Pay Period:	3,490.79
5/27/2020	36340	EFTPS FEDERAL WITHHOLDING	21,363.65
		EFTPS Total	58,150.31
5/15/2020	36063	WI DEPT OF REVENUE STATE TAXES WITHHELD	11,764.31
5/29/2020	36339	WI DEPT OF REVENUE STATE TAXES WITHHELD	12,043.78
5/22/2020	36492	WI DEPT OF EMPLOYEE TRUST HEALTH INSURANCE	137,934.96
5/29/2020	36342	WISCONSIN RETIREMENT RETIREMENT	73,466.88

FINANCE COMMITTEE APPROVAL:

_____ (Chairman)

_____ (Date)

The City of Baraboo, Wisconsin

Background: This resolution approves the reallocation of \$30,000 included in the 2020 budget for the purposes of operational expenditures at the Campbell Park Outdoor Swimming Pool. As the swimming pool will not open this year due to inability to meet guidelines set by COVID-19 response, operational expenditures will not be used this summer for regular pool operations, however while scheduling makes any larger renovations difficult when the pool is open, the Parks Commission would like to use the money to address some capital improvements needed at the pool as highlighted in the 2019 MSA pool study.

The Commission will meet to determine how best to use the money to address needed improvements, focusing on those items the community expressed the need for during the 2019 Pool Public Input Sessions held by the Parks, Recreations and Forestry Department. Items being considered include major locker room and ventilation improvements, accessibility and mechanical upgrades. Additional efforts to raise donations is underway to assist in future improvements.

The Parks & Recreation Commission recommended the reallocation of funds at their June, 2020 regular meeting on a unanimous vote.

Fiscal Note: Not Required Budgeted Expenditure Not Budgeted
Comments:

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

THAT \$30,000 of funds in the 2020 Swimming Pool budget originally designated for regular operating expenses be reallocated for use to make improvements to the pool in accordance with the 2019 Pool Study.

Offered by: Parks and Recreation Commission Approved: _____

Motion:

Second: Attest: _____

To: Finance Committee
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: June 9, 2020
Re: Reallocation of 2020 Swimming Pool budgeted funds

The Parks Commission has closed the swimming pool for the 2020 season, based on the 84 year-old facility's inability to meet minimum guidelines set forth in addressing COVID-19 health concerns. As a result, staff from the Finance Department and Parks, Recreation and Forestry Department have determined that \$30,000 will not be used for normal operational expenses associated with running the pool.

The Parks Commission has unanimously requested that this \$30,000 be reallocated toward needed improvements as listed in the 2019 Pool Study completed by MSA which highlighted several areas of needed and desired improvements. Using this time that the pool is closed allows for extra time to complete projects without disrupting future swim schedules and gives a "jump start" to what is a long list of overdue improvements.

The Parks, Recreation and Forestry Department conducted 2 public input sessions in 2019 which helped guide MSA when completing the study as to what the community wanted in a new or renovated pool. The Commission has prioritized improvements to address many of those resident requests, including several locker room improvements, ventilation, accessibility as well as several staff requests of mechanical and infrastructure needs.

While \$30,000 will barely scratch the surface of what is needed to eventually upgrade the facility to needed levels, it would be a great way to kick off a capital campaign to attract potential donors to assist in funding for future improvement phases.

This proposal will also be considered by Council tonight.

MEMORANDUM

To: Mayor & City Council

CC: Kennie Downing
Emily Truman
Tom Pinion
Cynthia Haggard

From: Patrick Cannon
Executive Director, CDA

Re: Hotel Study

Date: June 1, 2020

The City has been approached by a Developer interested in a Hotel within the City of Baraboo. They have indicated that they are interested in a certain site.

In order for the Developer to continue their analysis, they have requested that the City complete a Hotel Feasibility Study. A Hotel Study is quite different than a normal site selection study, since this business will rely on other businesses to help generate their occupancy. Therefore, a Hotel Study is usually completed by a third party.

We have received quotes from three firms who are qualified to complete this type of a study. All three firms have many years of experience and are located in Wisconsin. In addition, their timeframe for completion of this study is approximately the same for all submittals. They are looking at 4-6 weeks to complete this.

The quotes were received from:

Patek Hospitality Consultants, Inc.	\$8,000.00
Hospitality marketers International	\$8,250.00
Core Distinction Group	\$8,000.00

After reviewing the proposal and discussing this with the Developer, we have selected Patek Hospitality Consulting, Inc. as the vendor.

In approving the 2020 City Budgets, this expenditure was not included. \$4,000 of this expense is being charged to TIF #7 & the balance (\$4,000) to the General Fund. A Budget Amendment will be required.

Please let me know if you have any questions.

**Proposal for a Proposed Hotel Development
To be located in
Baraboo, Wisconsin**

May 20, 2020

Prepared for:

**Mayor Mike Palm
City of Baraboo, Wisconsin**

Patek Hospitality Consultants, Inc.

N57 W27841 Walnut Grove Court

Sussex, Wisconsin 53089

(262) 538-0445

Patek Hospitality Consultants, Inc.
N57 W27841 Walnut Grove Court
Sussex, Wisconsin 53089
(262) 538-0445

May 20, 2020

Mayor Mike Palm
City of Baraboo
101 South Boulevard
Baraboo, Wisconsin 53913

Dear Mayor Palm:

Based on our discussion today with Julie Brown of GrandStay Hospitality, we are pleased to submit this proposal to conduct a study of potential market demand for a proposed GrandStay Hotel to be located in Baraboo, Wisconsin.

To assist you and other interested parties in evaluating the potential demand for the project and to provide critical planning parameters for you and other interested parties, we have provided the following proposal. This document would identify potential market demand for the subject hotel including a discussion on the market and the proposed site, recommendations on the type of property best suited for the market, a five-year estimate of occupancy and average daily rate, and a statement of estimated annual operating results that could be used to obtain financing, a franchise or management agreement. We intend to conduct a study as detailed below.

APPROACH TO THE STUDY

The study would be concerned with the determination of current and potential future demand for hotel accommodations in the market area; assessment of existing and potential future competitive supply; and the share of the market that could reasonably be attained by the proposed hotel. We would visit Baraboo and meet with you, local officials, and other interested parties to gather information about the community and the potential need for a hotel. We would tour the community and conduct research and analysis. Our approach to such a study would be as follows:

Site Analysis: The following attributes of the proposed site will be evaluated: access, visibility, surrounding area, present use, relationship to demand generators, relationship to area amenities, and advantages/disadvantages of the site.

Area Review: Based on economic data gathered during the fieldwork, it will be determined whether the market area appears to be economically viable to support hotel development. Economic data is assembled using local, city, and county websites, state agency websites, U.S. Census Bureau, U.S. Bureau of Labor Statistics, and other sources deemed relevant.

Primary Research: Primary research would consist of interviews with key demand generators and those persons knowledgeable with the local economic development situation and local hotel market. These interviews could be done in person or by telephone and include, but not be limited to: city officials in economic development and planning, Chamber of Commerce, Convention and Visitors Bureau representatives (or similar such tourism organization), competitive hotels including an inspection of the hotel properties, and potential demand generators.

During our fieldwork, we will discuss with you and local officials the potential demand generators (corporate, leisure, and group) that are located in Baraboo and Sauk County. We would need to call on these demand generators and would ask for the assistance of local officials in this process. We have found that we have more success when we receive contact names and phone numbers from local officials and in many cases, an introduction will be made that our company would be calling on them. We usually ask to speak with the person within the organization that is making hotel reservations. The survey that we would conduct would be to garner information on that company's needs for hotel rooms, rates they are willing to pay, and the type of amenities and facilities they would like to see developed. This task is something that we could discuss further during our fieldwork. The information obtained through this telephone survey would be summarized and presented in our report.

Competitive Market - The present supply of hotel rooms in the market area, the potential additions to supply and the markets served or to be served by those properties will be reviewed. An inspection of the competitive hotels will be conducted during our fieldwork. A competitive property profile and projections of growth in supply will be prepared. Through interviews, file data, and a STR* report, an estimate of market occupancy and average daily rate (ADR) will be provided.

Demand - We will determine the major segments of demand and discuss the growth in demand for each of those segments, based on historical data. Based on our research, we will estimate demand for hotel rooms over a five- to seven-year period.

Recommended Facilities: Recommendations for appropriate facilities will be provided for the proposed hotel, based on our market findings which will best meet demonstrated market demand. These facilities could include: type of hotel (i.e. limited-service, extended-stay, all-suite), number and type of guest rooms, meeting rooms, and other amenities and facilities deemed appropriate such as food and beverage outlets and recreational features. We understand a GrandStay Hotel is being considered and will conduct our analysis with this brand in mind. Should this not be the appropriate brand and concept for Baraboo based on our findings, we will discuss with you alternative branding options.

These recommendations could assist an architect and planner with the basis for a design program for the subject hotel and will provide the basis for our estimate of occupancy and average daily rate as discussed in the next paragraph.

Market Position of the Subject Property (Occupancy and Average Daily Rate): After completing the estimate of the future supply and demand for rooms in the market area, we will estimate the share of the market that the subject property should reasonably be expected to capture, by market segment, for the first five years of operation. Occupancy and average daily rate for the subject hotel for each of those five years will be estimated. This is intended to be representative of potential results that may be achieved assuming efficient and competent management and an effective marketing program. Our analysis will include an evaluation of the future market position of the subject hotel versus the existing competition.

Statement of Estimated Annual Operating Results: Using the market research as a basis, we would prepare a statement of estimated annual operating results that would include occupancy, average daily rate, sales and operating expenses for each of the first five years of operation. This statement would include all revenues and expenses and result in a "bottom line" of Income Before Rent, Depreciation, Interest and Taxes on Income. Since the estimated operating results would be based on estimates and assumptions that are subject to uncertainty and variation, we would not represent them as results that will actually be achieved. The report that includes the statement of estimated annual operating results could be used in obtaining mortgage financing, or in negotiating a lease, franchise or management agreement.

REPORT

The information will be presented in a report for your internal use and guidance to determine whether to proceed with development of this hotel. The report will also be appropriate to share with hotel companies, developers, management companies, and lenders/investors. The report will include a discussion of the market area, the site, the competitive hotel market, recommendations on the type of property best suited for the market, estimates of occupancy and average daily rate for the first five years of operation, and a statement of estimated annual operating results. Two copies of the report will be delivered to you at the completion of the assignment as well as an electronic version of the report. The following section headings will appear in the final report.

- Executive Summary
- Project Concept and Recommendations
- Site Location Analysis
- Market Area Overview
- Hotel Supply and Demand Analysis
- Market Position and Penetration of the Proposed Hotel
- Statement of Estimated Annual Operating Results

LIMITATIONS OF THE STUDY

The report will be subject to the following limitations.

1. The conclusions reached are based upon our present knowledge of the lodging market in the competitive area as of the completion of fieldwork.
2. As in all studies of this type, the estimated operating results are based upon competent and efficient management and assume no significant change in the competitive position of the lodging industry in the immediate area from that set forth in the study.
3. Estimated operating results are also based on an evaluation of the present general economy of the area and do not take into account, or make provision for the effect of any sharp rise or decline in local or general economic conditions which may occur.
4. The estimates of operating results, to the best of our knowledge and belief, reflect our best judgment, based on present circumstances of the expected conditions and the expected course of action for the operation of the hotel. There will usually be differences between the projected and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.
5. We do not warrant that our estimates will be attained; they will be developed based upon information obtained during the course of our market research and are intended to reflect the expectations of a typical hotel developer/investor as of the report date.
6. It is understood that the report will be prepared primarily for your internal use and guidance as well as that of developers, hotel companies, and lenders/investors. The report and material submitted may not be used in any prospectus or printed material used in connection with the sale of real estate, securities or participation interests to the public or through advertising, public relations, news, sales, or other media without our prior written consent.
7. The scope of the study would not include the possible impact of zoning or environmental regulations, licensing requirements or other such matters unless they have been brought to our attention and are disclosed in the report.
8. We have no obligation to update the findings regarding changes in market conditions that occur subsequent to the completion of fieldwork.
9. Any drafts or preliminary information communicated to you during the course of the assignment are for internal management use only, and may not be disclosed to any outside third parties without our prior written consent.

10. The Client (City of Baraboo, Wisconsin) has disclosed to Patek Hospitality Consultants, Inc. (PHC) all relevant information, conditions, data, and other information that Client deems relevant to PHC's production of the Report. Unless specifically brought to the attention of PHC, PHC will assume that there are no hidden or unexpected conditions or information that would adversely or otherwise affect the study and analysis leading to the Report. PHC expresses no opinion and gives no advice concerning matters that require legal or specialized expertise, investigation or knowledge such as, without limitation, engineering, tax, accounting, zoning, signage, hazardous substance/waste, wetlands, franchise or other technical or developmental matters. Market studies involve the interpretation of evolving events and the research and review of highly confidential information, the accuracy of which cannot be assured. The risk of unknown or unanticipated events or conditions is an additional variable for which there is no remedy. Client understands these limitations and interprets all research, analysis, and projections accordingly.
11. Our liability with respect to this report is limited to the total fees as set forth herein. Our responsibility is limited to the Client and use of this report by third parties shall be solely at the risk of the Client and/or third parties.
12. Payment of our fees and expenses billed to the city to conduct this assignment are payable within 30 days. Fees and expenses are due and payable regardless of whether or not conclusions reached by PHC coincide with Client's expectations. Fees and expenses are in no way related to conclusions reached or projections provided by PHC.

FEES AND STUDY TIMETABLE

At the beginning of this study, we will plan to meet with you to discuss your plans for the proposed hotel and how to proceed with the project. We will keep you informed of the progress of our work by telephone. If at any time during the course of the study, we form an initial opinion that there is insufficient demand for the project, all work will be stopped at that point and the findings will be discussed with you. If you would like the assignment to be terminated at that time, you will be billed only for the time actually incurred to date at a fee not to exceed \$4,000.

Our fee for this project will be \$8,000 inclusive of out-of-pocket expenses such as travel, hotel, meals, telephone, postage, and report production. A Smith Travel Research (STR) historical trend report is an outside resource that we usually commission to supplement our research and analysis regarding occupancy and average daily rate trends for hotels in a market area. The cost of this report is \$550 and if commissioned, will be billed to you in our final invoice and is **not** included in the fees stated above. Whether a STR report could be ordered for this market area will be discussed during our fieldwork.

*STR is a research company based in Hendersonville, Tennessee that began collecting data in the 1980s and today over 60,000 hotels submit monthly data to the STR program. STR reports are specific to a market and we would include those hotels, which would be determined by the demand interviews, of where demand from Baraboo is currently staying. The report would provide historical performance for a competitive set including occupancy, average daily rate, supply and demand changes, revenue, and weekday versus weekend demand. We believe this would be beneficial for this hotel project to have a better understanding of the competitive hotel market performance. The report presents the information as an aggregate and does not provide individual property data.

Our fees include meetings with city officials that are conducted during our fieldwork. Our fees do not include attending additional meetings requested such as city council, economic development, or similar such meetings to discuss/present our findings and recommendations. Should you require our attendance at such meetings, you would be billed for our time and travel at our regular per diem rate of \$125 per hour.

A retainer of \$4,000 is requested at the start of the assignment. The remaining fees and expenses will be billed at the completion of the assignment and will be payable within 30 days. A draft of the report will be sent to you for your review. If you do not respond to the draft report within 30 days, we may be required to update our findings at an additional fee.

Based on our present scheduling, we could begin the assignment within one to two weeks of receiving your signed proposal and requested retainer. We anticipate discussing our preliminary findings within two weeks from the start of the assignment with a draft report to follow within two to three weeks from our preliminary results, barring unforeseen circumstances. Upon receiving your approval of the draft report, an additional week would be required for printing the final report.

ACCEPTANCE

If this proposal, valid until August 31, 2020, is correct in stating the type of work you are requesting and if the arrangements are satisfactory, please sign a copy of this proposal and return it to us, together with the retainer, as our authorization to schedule the assignment. If you have any questions, please call us at (262) 538-0445. We appreciate the opportunity to submit this proposal and look forward to working with you.

Sincerely,

**Patek Hospitality
Consultants, Inc.**

Patek Hospitality Consultants, Inc.

Digitally signed by Patek Hospitality
Consultants, Inc.
DN: cn=Patek Hospitality Consultants, Inc.,
o, ou, email=patekhc@aol.com, c=US
Date: 2020.05.20 11:47:37 -05'00'

ACCEPTED:

BY: _____

DATE: _____

NBR-3

RESOLUTION NO. 2020 -

Dated: June 9, 2020

The City of Baraboo, Wisconsin

Background: At the May 19, 2020, Special Meeting of the Common Council, the Council voted to allow remote participation at City meetings by members, staff and the public to occur automatically for 60 days, given the concerns regarding COVID-19. This action was taken by the authority granted to the Council by §1.33(7) of the Baraboo Municipal Code. Because the 60 days are nearing its conclusion, it is requested that the action be rescinded at this time by the Council.

Remote participation will still be available to members of City meetings and City staff pursuant to the provisions of §2.03(M) of the Baraboo Municipal Code, which was adopted by the Council on April 28, 2020.

Fiscal Note: (one) [Not Required] [Budgeted Expenditure] [Not Budgeted]
Comments:

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

Effective June 10, 2020, remote participation at City meetings by members, staff and the public will no longer be permitted except as allowed pursuant to §2.03(M) of the Baraboo Municipal Code.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____
Attest: _____