

**CITY OF LANCASTER  
COMMON COUNCIL AGENDA  
FEBRUARY 17, 2020**

**Place: 206 S. Madison St., City Hall-Council Chambers**

**Time: 6:30 PM**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Swearing in Newly Hired Police Officer Dalton Maier
5. Public Comments
6. Consent Agenda\*
  - a. Approve minutes of regular Council Meeting of January 20, 2020
  - b. Potosi Branch Agreement 2021-2023
  - c. January Revenue Report
  - d. Approve Operator Licenses
7. Approval of Expenditures
8. Approval of Purchase Orders
  - a. Revise PO#6809 Thompson Truck and Trailer/Monroe Truck Equipment \$162,033 (Originally approved \$155,639 by Council 01/20/2020)
9. Reports from Commissions and Committees
  - a. Police & Fire Commission 11-22-19
  - b. Public Works Review 2-11-20
10. Approve Amending Wisconsin Professional Police Association (WPPA) Agreement Article 21-Residency Requirements (Expand from 15 miles to 30 miles)
11. Approve Amending EMS Job Description to Expand Residency Requirement from 15 miles to 30 miles
12. Consider Delta 3 Proposed 2020 Sanitary Sewer and Stormwater Improvements and Possible Action
13. Annual Library Report Presentation
14. Reports from Department Heads
  - a. Fire Department
  - b. Library Report
  - c. Police
  - d. Public Works
15. Administrator's Report
16. Mayor Comments
17. Council Comments
18. Future Agenda Items
27. Adjourn

*\*Items on the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which event the item will be removed from the Consent Agenda and considered on the Regular Agenda.*

**City of Lancaster  
City Council  
February 17, 2020**

**To:** David Varnam, Mayor and Council  
**Subject:** Item 6 – Consent Agenda  
**Prepared by:** David Kurihara, City Clerk/Treasurer

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The following are explanations for the items listed on the Consent Agenda:

- a. Minutes (**Attached**) – The proceedings from the regular Council meeting of January 20, 2020
- b. Potosi Branch Agreement 2021-2023 (**Attached**)
- c. Revenue report for January (**Attached**)
- d. Approve Operator Licenses for the following:

154	Karla Nickel	Lancaster	Copper Dome
155	Tiffany Ehlen	Potosi	Dollar General
156	Jalaena Starr	Lancaster	Newmans Mobil
157	Jamie Schultz	Lancaster	Copper Dome

Applicants have met all licensing requirements.

**CITY OF LANCASTER  
COMMON COUNCIL MINUTES  
JANUARY 20, 2020**

**1. Call Meeting to Order**

Mayor Varnam called meeting to order at 6:30 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present: Mayor Varnam, Harper, Hoffman, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: None

Others present: Attorney Helmke, Administrator Carlson, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, and Fire Chief Braun

**4. Public Comments**

None

**5. Consent Agenda**

- a. Approve amended minutes of regular Council Meeting of December 16, 2019
- b. Approve retaining of City's Labor Attorney Jon Anderson
- c. December Revenue Report
- d. Approve "Class A" Liquor and Class "A" Beer License-Schurman's Downtown Liquor
- e. Approve Operator Licenses

Motion by LaBudda, seconded by Schmidt to approve above consent agenda items. Motion carried unanimously by roll call vote.

**6. Approval of Expenditures**

Motion by LaBudda, seconded by Oliveto to approve expenditures=\$991,584.70. Motion carried unanimously by roll call vote.

**7. Approval of Purchase Orders**

DPW Hauth explained the need for the option of having a wing blade.

Motion by LaBudda, seconded by Harper to approve PO #6809 Thompson Truck and Trailer/Monroe Truck Equipment @\$155,639 as recommended by Public Works Review Committee. Motion carried unanimously by roll call vote.

**8. Reports from Commissions and Committees**

- a. Parks & Recreation Committee 1-6-20
- b. Plan Commission 1-13-20
- c. Public Works Review 1-15-20

**9. Ordinance No. 2020-01**

Motion by Hoffman, seconded by Ingebritsen to approve Ordinance No. 2020-01-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission. Motion carried unanimously by roll call vote.

**10. Ordinance No. 2020-02**

Motion by Hoffman, seconded by Ingebritsen to approve Ordinance No. 2020-02-Amended Fee Schedule Ordinance for 2020 as recommended by the Parks & Recreation Committee with the following amendments:

Season Pass-Cap at \$150: Children 2 and under free and Swim Team-\$40/person (Cap at \$100).

Motion carried unanimously by roll call vote.

**11. Ordinance No. 2020-03**

Motion by LaBudda, seconded by Harper to approve Ordinance No. 2020-03- An Ordinance of the City of Lancaster, Grant County, Wisconsin, to Dissolve the Housing Authority of the City of Lancaster and to Repeal Section 8-7 of the Municipal Code of the City of Lancaster relating to the Housing Authority. Motion carried unanimously by roll call vote.

**12. Flashing Stop Sign**

Motion by Oliveto, seconded by LaBudda to approve \$1,899 quote from Decker Supply Co Inc. for a solar powered Flashing Stop Sign at the street intersection of Cherry Street and Jefferson Street as recommended by Public Works Committee. Motion carried unanimously by roll call vote.

**13. Pool House Improvements**

DPW Hauth explained the recommended bathhouse improvements from the list of proposed modifications by Portzen Construction. Administrator Carlson further stated all the modifications identified by Portzen would cost about \$140,000 but the recommended improvements would cost approximately \$51,000 which has been budgeted with borrowed money.

There was a consensus to proceed with the recommended improvements of Items 1a.-b-Plumbing., 2.-Toilet Partitions and 5-Doors and Frames per the Portzen letter dated January 14. 2020.

**14. Developer's Agreement**

Administrator Carlson reviewed and explained the changes to the hotel developer's agreement from the original document.

Public comments were allowed into the discussion for investors Bruce Fritz and Ted Schacht, who both felt this will be a very nice amenity for the City and resulted from a great collaborative effort with the City.

Motion by Schmidt, seconded by LaBudda to approve Developer's Agreement with Lancaster Hotel Development, LLC as presented but with the following changes: Exhibit A-Line 42 from 5% to 7.5% and Forthcoming property description. Motion carried unanimously by roll call vote.

**15. Ehlers Professional Service Contract**

N/A

**16. Reports from Department Heads**

- a. Fire Department-Oral Report
- b. Library-Report
- c. Police-Report
- d. Public Works-Report

**17. Administrators Report**

- a. Report in packet.

**18. Mayor Comments**

None

**19. Council Comment**

Harper-Inquired about the new street signs leaning at a "weird" angle. DPW stated the Contractor will be coming back to correct this issue.

**20. Future Agenda Items**

None

**21. Adjourn**

Motion by LaBudda seconded by Ingebritsen to adjourn the meeting at 7:52 P.M. Motion carried.

David A. Kurihara  
City Clerk

## **POTOSI BRANCH LIBRARY AGREEMENT**

This agreement entered into by and between the City of Lancaster, a Wisconsin Municipal Corporation located in Grant County, Wisconsin, (hereinafter referred to as “City”); the Village of Potosi, a Wisconsin Municipal Corporation located in Grant County, Wisconsin, (hereinafter referred to as “Village”) and the Schreiner Memorial Library Board, (hereinafter referred to as “Library Board”).

WHEREAS, the parties hereto have determined that it is in the best interests of each of the parties hereto that library services provided by the Schreiner Memorial Library be continued to service residents of the Village and surrounding areas; and

WHEREAS, Wis. Stat. sec. 66.0301 allows municipalities to enter into intergovernmental cooperation agreements in order to promote the furnishing of services to its residents;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Purpose: In order to provide better library services to its residents, the City, Village and Library Board hereby agree to continue a branch of the Schreiner Memorial Library within the Village.
2. Term: This agreement shall commence January 1, 2021 and shall continue through December 31, 2023. On or before February 1, 2023, the parties shall begin negotiations for a renewal of this agreement. Any renewal of this agreement shall be completed and executed by all parties on or before June 30, 2023 or this agreement shall terminate on December 31, 2023.
3. Impact Negotiations: In the event of cuts in revenue from either Grant County or the State of Wisconsin to the parties of this agreement, the parties shall meet to negotiate the impact of the cuts in revenue. If these negotiations do not result in mutual agreement, this agreement will terminate. In the event of such termination, no refund of moneys already paid by either party shall be required and Section 17 of this agreement shall still apply.
4. Site: The Branch Library shall remain at its location at 103 North Main Street unless it is moved to a location that is mutually agreed to by the Schreiner Memorial Library Board and the Potosi Village Board.
5. Site Costs: The Village shall be responsible for all costs of operating the facility including but not limited to acquisition costs, rent, heat, electricity, utilities, insurance, cleaning, maintenance, repairs and any wiring and site preparation necessary to enable the facility to effectively operate as a branch library. In addition, the Village shall be responsible for all costs of acquiring and maintaining all furniture, fixtures, furnishings and equipment necessary for the operation of the library unless specifically excluded herein. These costs shall include but not be

limited to any necessary automation equipment needed for connecting the branch library to the Schreiner Memorial Library system, any other required telecommunication systems between the branch library and the Schreiner Memorial Library.

6. Insurance: The Village shall obtain and retain a policy of insurance covering the premises and the operation of the Potosi Branch Library. The coverage shall insure against personal injury and property damage in the amount of at least \$1,000,000 per occurrence and \$3,000,000 aggregate. The insurance certificate shall name the City of Lancaster and the Schreiner Memorial Library Board as additional insureds. The City of Lancaster shall maintain insurance coverage for the contents of the Potosi Branch Library, the cost of which shall be borne by the Village as part of the annual payment from the Village to the Schreiner Memorial Library.

7. Personnel: The Library Board shall hire and employ sufficient personnel to provide adequate service to the branch library. The Library Board shall train and supervise all personnel assigned to the branch library.

8. Hours of Operation: The Library Board shall provide sufficient personnel to allow the branch library to be open at least 17 hours per week. Library hours may be extended at the discretion of the Library Board. The schedule shall be determined by the Library Board after consultation with the Village President.

9. Library Operations: The Library Board shall be responsible for promulgating any and all policies for branch library use. These policies shall be the same as those used for the Schreiner Memorial Library. The Library Board shall be solely responsible for administering these policies. In addition, the library board shall have the sole authority to select and obtain the books and other materials for the branch library collection. The Library Board shall also provide any and all supplies necessary to support the library operations except those required for building or site maintenance.

10. Library Reports: The Library Board shall, no later than March 1 of each year, submit an annual report detailing the levels of service and expenditure of funds relating to the operation of the branch library. The library board shall also submit a monthly report setting forth the circulation and other use statistics for the branch library.

11. City Obligations: The City shall establish a separate special purpose revenue account for the Potosi Branch Library and shall provide an annual report of the expenditures from this account to the Village. The City further agrees to provide all necessary accounting services for the operation of the branch library.

12. Representation on the Library Board: The City agrees to appoint a representative for the Village as one of the two non-resident members of the Library Board as allowed in Wis. Stat. sec. 43.54(1). The Village shall provide the name of a recommended representative to be appointed to the Library Board to the Mayor for consideration. The recommended representative shall be selected by the Village Board after nomination by the Village President. The City agrees to continue to appoint a representative for the Village to the Library Board throughout the term of this agreement.

13. Ownership of Facilities and Equipment: The Village shall retain ownership of the facility, all fixtures, furnishings and equipment except all computers and computer equipment. Schreiner Memorial Library will be the owner of all computer equipment, books and audio visual materials for as long as Potosi Branch Library is in operation. If for any reason, the Potosi Branch Library ceases to operate, the Village will retain ownership of books and audio-visual materials assigned to the branch library. Computers and computer equipment paid for by the Village or from Village funds contributed to the Schreiner Memorial Library will be retained by the Village. Computers and computer equipment paid for by the Schreiner Memorial Library out of City of Lancaster funds will be retained by the Schreiner Memorial Library. An inventory of computers and computer equipment, together with the source of funding for each, as of the date of this agreement is attached to this agreement. Future purchases will be documented as to the source of funding with a copy to the Village and a copy retained by Schreiner Memorial Library.

14. Payments by the Village: As consideration for the services being provided for the branch library, the Village agrees to pay to the Library Board the sum of \$24,055 in 2021, and \$24,500 in each of 2022 and 2023, by March 1 of each year. Any costs required to operate the branch library in excess of those set forth in this Agreement shall be paid by the Library Board. See Section 3 on possible impact negotiations in the event of reduced County or State funding.

15. Payments by Library Board: On or before April 1 of each year of this Agreement, the Library Board shall pay to the Village a sum equal to 45% of the county revenue paid to Schreiner Memorial Library by Grant County for non-resident borrowing from the Village of Potosi, Village of Tennyson and Potosi Township residents. The totals will come from the computer generated report of non-resident borrowing prepared by the Southwest Wisconsin Library System. See Section 3 on possible impact negotiations in the event of reduced County or State funding.

16. Additional Funding: Nothing contained herein shall preclude the parties from seeking funding from other sources for the operation of the Potosi Branch Library. Any gifts or grants designated for Branch operations or materials shall be used exclusively for the Potosi Branch Library.

17. Damages: Should any party fail to fulfill its duties and obligations as set forth herein, any party may pursue any and all damages as allowed by Wisconsin law. In addition, the Village hereby agrees to reimburse the City for any unemployment costs incurred as a result of a layoff of staff personnel assigned to the Potosi branch should this agreement be terminated prior to **December 31, 2023** regardless of fault by any party.

18. Assignability: The rights and obligations set forth herein may not be assigned to any other party without the express, written consent of the other parties.

19. Severability: Should any provision herein be deemed invalid under the laws of the State of Wisconsin, said invalidity shall not affect any other provision of this agreement.

20. Amendments: This agreement may only be amended by written, mutual agreement.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF LANCASTER BY:

\_\_\_\_\_  
David Varnam, Mayor

ATTESTED:

\_\_\_\_\_  
Dave Kurihara, City Clerk

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

VILLAGE OF POTOSI BY:

\_\_\_\_\_  
Mick Whitaker, Village President

COUNTERSIGNED:

\_\_\_\_\_  
Jessie Gavinski, Village Clerk

Dated this \_\_\_\_ day of \_\_\_\_\_, 2020.

SCHREINER MEMORIAL  
LIBRARY BOARD BY:

\_\_\_\_\_  
Daniel Glass, Board President

\_\_\_\_\_  
Carrie Post, Board Secretary

Distribution Summary

Category	Distribution	Amount
CEMETERY	GRAVE OPENINGS	900.00
DONATIONS	K9 DONATIONS	225.00
DONATIONS	MISC	100.63
DONATIONS	MISC	1,050.00
DONATIONS	MISC	100.63
DONATIONS	MISC	100.65
FIRE DEPARTMENT CHARGES	FIRE PROTECTION/TOWNSHIPS	12,929.00
FIRE DEPARTMENT CHARGES	FIRE RESCUE BUILDING	249.00
FIRE DEPARTMENT CHARGES	FIRE TRUCKS/TOWNS	5,967.00
GOLF COURSE	CART RENTAL	625.00
GOLF COURSE	GIFT CERTIFICATES	337.62
GOLF COURSE	GOLF MERCHANDISE	522.15
GOLF COURSE	MEMBERSHIPS	2,175.00
GOLF COURSE	MISC	2,207.11-
GOLF COURSE	MISC	28.74
GOLF COURSE	MISC	200.00
INSURANCE	INSURANCE PREMIUM REFUNDS	99.00
INTERGOVERNMENTAL	MISC	5,000.00
INTERGOVERNMENTAL	MISC	488.16
LICENSES AND PERMITS	BUILDING PERMITS	83.00
LICENSES AND PERMITS	CABLE TV FRANCHISE FEES	8,719.14
LICENSES AND PERMITS	LIQUOR LICENSES	277.00
LICENSES AND PERMITS	OPERATORS LICENSES	315.00
MISCELLANEOUS REVENUES	HEALTH INSURANCE	482.84
MISCELLANEOUS REVENUES	RENT-AIRPORT	150.00
POLICE DEPARTMENT	COURT FINES	781.33
POLICE DEPARTMENT	PARKING TICKETS	2,070.00
POLICE DEPARTMENT	POLICE FEES	26.00
PUBLIC CHARGES	OTHER PUBLIC WORKS	3,237.05
PUBLIC CHARGES	PARK USE PERMIT	140.00
TAXES	DELINQUENT PERS PROP TAX	100.79
TAXES	HOUSING AUTHORITY PAYMENT	8,475.00
TAXES	INTEREST ON TAXES	11.09
TAXES	MISC	388.57
TAXES	MISC	147.00
TAXES	MOBILE HOME FEES	150.28
TAXES	PUBLIC ACCOMODATION TAX	1,367.48
TAXES	TAXES RECEIVABLE	1,872,907.25
TAXES	TAXES-ACCOUNTS PAYABLE	5,737.03
UTILITY BILLING RECEIPTS	UTILITY BILLING RECEIPTS	161,036.08
WASTEWATER UTILITY	DISCHARGE REVENUES	227.06
WATER UTILTIY	HYDRANT WATER	34.35
Grand Totals:		<u><u>2,095,753.81</u></u>

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>BIGGIN, MARCUS &amp; PEGGIE</b>				
12/23/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.73	TRUST & AGENCY
Total BIGGIN, MARCUS & PEGGIE:			32.73	
<b>BRANDEMUEHL, JAMES &amp; KIM</b>				
12/23/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.11	TRUST & AGENCY
Total BRANDEMUEHL, JAMES & KIM:			32.11	
<b>CERAR, TERI</b>				
01/02/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	191.08	TRUST & AGENCY
Total CERAR, TERI:			191.08	
<b>CHARTER COMMUNICATIONS</b>				
01/01/2020	TV & INTERNET	100-52310-220 UTILITIES	186.35	GENERAL FUND
Total CHARTER COMMUNICATIONS:			186.35	
<b>CIVIC SYSTEMS</b>				
12/30/2019	SEMI-ANNUAL SOFTWARE SUPPORT FEES 1-1-20 TO 6-30-20	710-51490-390 OPERATING EXPENSE	4,444.00	TECHNOLOGY FU
Total CIVIC SYSTEMS:			4,444.00	
<b>CORE &amp; MAIN LP</b>				
01/08/2020	2- CF31-77NL 2" METER FLANGE NO LEAD, 4 - 2" BOLTS & NUTS, 2- 3" FLG ACCESSORIES	610-50653-390 OPERATING EXPENSE	187.16	WATER FUND
Total CORE & MAIN LP:			187.16	
<b>DH MUNICIPAL SERVICES</b>				
01/01/2020	Building Inspector	100-52400-117 SALARY - CONTRACT	1,276.30	GENERAL FUND
01/01/2020	Zoning Admin	100-56300-117 SALARY-CONTRACT	340.36	GENERAL FUND
Total DH MUNICIPAL SERVICES:			1,616.66	
<b>EKEDAHL, ERIK</b>				
12/30/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.39	TRUST & AGENCY
Total EKEDAHL, ERIK:			32.39	
<b>FIRST SUPPLY</b>				
01/09/2020	4" PVC CLEAN CHECK BWV RECTORSEAL, 4 - BUSH PVC SW SWR	620-50831-390 OPERATING EXPENSE	30.53	SEWER FUND
01/09/2020	4" PVC CLEAN CHECK BWV RECTORSEAL	620-50831-390 OPERATING EXPENSE	58.37	SEWER FUND
01/06/2020	3 PVC THD FLUSH PLUG SIOUX CHIEF	620-50831-390 OPERATING EXPENSE	23.44	SEWER FUND
01/09/2020	4- CLEAN OUT GRIPPER PLUG	620-50831-390 OPERATING EXPENSE	84.36	SEWER FUND
Total FIRST SUPPLY:			196.70	
<b>GRAINGER PARTS</b>				
01/30/2020	3- BULLETIN BOARD DISPLAY	100-51600-390 OPERATING EXPENSE	82.50	GENERAL FUND
Total GRAINGER PARTS:			82.50	
<b>GRANT COUNTY ECON DEVEL</b>				
01/03/2020	2020 MEMBERSHIP	100-56500-217 GRANT CO. ECON. DEV. COR	7,806.00	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total GRANT COUNTY ECON DEVEL:			7,806.00	
<b>GRANT COUNTY HISTORICAL SOC</b>				
01/06/2020	2020 CONTRIBUTION	100-56700-793 CUNNINGHAM MUSEUM	1,500.00	GENERAL FUND
Total GRANT COUNTY HISTORICAL SOC:			1,500.00	
<b>GRANT COUNTY TREASURER</b>				
01/09/2020	JANUARY TAX SETTLEMENT	800-24310 COUNTY & STATE TAXES PAYABLE	244,568.41	TRUST & AGENCY
Total GRANT COUNTY TREASURER:			244,568.41	
<b>JERRETT, LEONARD &amp; KIMBERLY</b>				
01/13/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.56	TRUST & AGENCY
Total JERRETT, LEONARD & KIMBERLY:			32.56	
<b>JW TURF INC</b>				
01/03/2020	PINS, SCREWS, BUSHINGS & CABLE	250-55430-350 REPAIRS & MAINTENANCE	297.41	GOLF COURSE
01/03/2020	PINS, SCREWS, BUSHINGS & CABLE	250-55430-350 REPAIRS & MAINTENANCE	216.67	GOLF COURSE
01/07/2020	3- CAP SCREWS	250-55430-350 REPAIRS & MAINTENANCE	16.87	GOLF COURSE
Total JW TURF INC:			530.95	
<b>KANSAS CITY LIFE INSURANCE CO</b>				
01/01/2020	DISABILITY INS- JAN	100-21530 DISABILITY INSURANCE	426.42	GENERAL FUND
Total KANSAS CITY LIFE INSURANCE CO:			426.42	
<b>KIMBALL MIDWEST</b>				
01/08/2020	WEATHERPACK PIGTAIL & PARTS	100-53212-350 REPAIR & MAINTENANCE	441.30	GENERAL FUND
01/08/2020	10- 6" 18T COBALT-MAXX	100-53212-350 REPAIR & MAINTENANCE	60.70	GENERAL FUND
Total KIMBALL MIDWEST:			502.00	
<b>LANCASTER COMM SCHOOLS</b>				
01/09/2020	JAN TAX SETTLEMENT	800-24610 LOCAL SCHOOL TAX PAYABLE	636,754.50	TRUST & AGENCY
Total LANCASTER COMM SCHOOLS:			636,754.50	
<b>LANCASTER SENIOR VILLAGE</b>				
01/17/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	21.48	TRUST & AGENCY
Total LANCASTER SENIOR VILLAGE:			21.48	
<b>LAUFENBERG, CRAIG &amp; SHANA</b>				
01/06/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	33.00	TRUST & AGENCY
Total LAUFENBERG, CRAIG & SHANA:			33.00	
<b>LEAGUE OF WI MUNICIPALITIES</b>				
12/09/2019	LEAGUE DUES 1/20-12/20	100-51400-390 OPERATING EXPENSE	1,177.91	GENERAL FUND
Total LEAGUE OF WI MUNICIPALITIES:			1,177.91	
<b>LOLWING, WILLIAM</b>				
12/26/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	31.99	TRUST & AGENCY
Total LOLWING, WILLIAM:			31.99	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>LV LABS LLC</b>				
01/03/2020	BACTERIOLOGICAL TESTING	610-50630-390 OPERATING EXPENSE	25.00	WATER FUND
01/07/2020	CHEMICALS	620-50833-216 CONTRACTED SERVICES	1,501.75	SEWER FUND
Total LV LABS LLC:			1,526.75	
<b>MCCARTNEY, JAMES</b>				
01/09/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	31.97	TRUST & AGENCY
Total MCCARTNEY, JAMES:			31.97	
<b>MCNAMARA R V &amp; H LLP</b>				
01/01/2020	CONTRACT-MONTHLY PAYMENT	100-51300-117 CONTRACTED SER CITY ATTO	3,000.00	GENERAL FUND
01/07/2020	WITNESS FEES	100-52100-390 OPERATING EXPENSE	183.31	GENERAL FUND
Total MCNAMARA R V & H LLP:			3,183.31	
<b>MEDICAL ASSOCIATES</b>				
12/23/2019	MONTHLY PREMIUM	100-21525 HEALTH NON-FLEX	27,472.37	GENERAL FUND
Total MEDICAL ASSOCIATES:			27,472.37	
<b>MEZERA, JASON &amp; BRENDA</b>				
12/30/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	100.00	TRUST & AGENCY
Total MEZERA, JASON & BRENDA:			100.00	
<b>MIDWEST TOXICOLOGY SERVICES</b>				
01/04/2020	ADMIN FEE	100-53210-390 OPERATING EXPENSE	57.50	GENERAL FUND
01/04/2020	ADMIN FEE	610-50930-390 OPERATING EXPENSE	28.75	WATER FUND
01/04/2020	ADMIN FEE	620-50854-390 OTHER MISC. EXPENSE	28.75	SEWER FUND
Total MIDWEST TOXICOLOGY SERVICES:			115.00	
<b>MILLER, STEPHANIE</b>				
12/26/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.30	TRUST & AGENCY
Total MILLER, STEPHANIE:			32.30	
<b>NECOLLINS, NELSON JR &amp; MARGARET</b>				
12/27/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	31.49	TRUST & AGENCY
Total NECOLLINS, NELSON JR & MARGARET:			31.49	
<b>OLMSTEAD, CHAD &amp; CARRIE</b>				
01/02/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	29.21	TRUST & AGENCY
Total OLMSTEAD, CHAD & CARRIE:			29.21	
<b>OPENING SPECIALISTS INC.</b>				
01/10/2020	THEATER STAGE DOOR INSTALLATION	100-51600-390 OPERATING EXPENSE	531.00	GENERAL FUND
Total OPENING SPECIALISTS INC.:			531.00	
<b>PITZEN, STEVEN</b>				
01/06/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	29.48	TRUST & AGENCY
Total PITZEN, STEVEN:			29.48	
<b>POLKINGHORN, ANDREW &amp; NATCHA</b>				
01/06/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	32.76	TRUST & AGENCY

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total POLKINGHORN, ANDREW & NATCHA:			32.76	
<b>QUILL CORPORATION</b>				
01/06/2020	INK CARTRIDGES	610-50920-390 OPERATING EXPENSE	132.75	WATER FUND
01/06/2020	INK CARTRIDGES	620-50851-390 OPERATING EXPENSE	55.12	SEWER FUND
Total QUILL CORPORATION:			187.87	
<b>RICHGELS SCHAEFER AGENCY INC</b>				
01/01/2020	1/1/20-21 RENEWAL POLICIES: COL, EMS & FIRE	100-51430-510 PROPERTY & LIABILITY INSUR	108,241.00	GENERAL FUND
Total RICHGELS SCHAEFER AGENCY INC:			108,241.00	
<b>RILEY, PETER &amp; BARBARA</b>				
12/23/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	244.99	TRUST & AGENCY
Total RILEY, PETER & BARBARA:			244.99	
<b>SCHMIDT, LES &amp; STACEY</b>				
12/26/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	29.36	TRUST & AGENCY
Total SCHMIDT, LES & STACEY:			29.36	
<b>SECURIAN FINANCIAL GROUP INC</b>				
01/09/2020	FEB PREMIUM	100-21532 LIFE INSURANCE PAYABLE	774.09	GENERAL FUND
Total SECURIAN FINANCIAL GROUP INC:			774.09	
<b>SOUTHWEST OPPORTUNITIES CENTER</b>				
12/31/2019	JANITORIAL SERVICES	100-52100-216 CONTRACTED SERVICES	194.25	GENERAL FUND
Total SOUTHWEST OPPORTUNITIES CENTER:			194.25	
<b>SW ELECTRICAL SERVICES INC</b>				
01/09/2020	REPLACE AIRPORT CARD READER	400-57351-801 AIRPORT CAPITAL	849.76	CAPITAL PROJECT
Total SW ELECTRICAL SERVICES INC:			849.76	
<b>SW WI TECHNICAL COLLEGE</b>				
01/09/2020	JAN TAX SETTLEMENT	800-24620 VOCATIONAL SCHOOL TAX PAYAB	79,435.48	TRUST & AGENCY
Total SW WI TECHNICAL COLLEGE:			79,435.48	
<b>TDS TELECOM</b>				
01/01/2020	PHONE/INTERNET	100-51400-220 UTILITIES	283.45	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-51410-220 UTILITIES	86.06	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-51600-220 UTILITIES	61.80	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-52100-220 UTILITIES	331.04	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-52310-220 UTILITIES	187.22	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-52400-220 UTILITIES	15.00	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-53100-220 UTILITIES	35.53	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-53210-220 UTILITIES	103.29	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-53800-220 UTILITIES	78.68	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-55200-220 UTILITIES	98.89	GENERAL FUND
01/01/2020	PHONE/INTERNET	100-55420-220 UTILITIES	107.54	GENERAL FUND
01/01/2020	PHONE/INTERNET	250-55430-220 UTILITIES	214.08	GOLF COURSE
01/01/2020	PHONE/INTERNET	610-50620-220 UTILITIES	95.14	WATER FUND
01/01/2020	PHONE/INTERNET	610-50653-220 UTILITIES	100.51	WATER FUND
01/01/2020	PHONE/INTERNET	610-50920-220 TELEPHONE	89.34	WATER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
01/01/2020	PHONE/INTERNET	620-50827-220 UTILITIES	205.22	SEWER FUND
01/01/2020	PHONE/INTERNET	620-50851-220 TELEPHONE	57.28	SEWER FUND
01/01/2020	PHONE/INTERNET	710-51490-220 UTILITIES	199.00	TECHNOLOGY FU
Total TDS TELECOM:			2,349.07	
<b>THOMSON REUTERS</b>				
12/23/2019	PPC FINANCIAL GUIDE	100-51400-390 OPERATING EXPENSE	115.80	GENERAL FUND
12/23/2019	PPC FINANCIAL GUIDE	610-50920-390 OPERATING EXPENSE	115.80	WATER FUND
12/23/2019	PPC FINANCIAL GUIDE	620-50851-390 OPERATING EXPENSE	115.80	SEWER FUND
Total THOMSON REUTERS:			347.40	
<b>TITAN MACHINERY</b>				
01/10/2020	LIGHT BULBS	100-53212-350 REPAIR & MAINTENANCE	195.64	GENERAL FUND
01/10/2020	2- WORK LIGHTS	100-53212-350 REPAIR & MAINTENANCE	173.01	GENERAL FUND
Total TITAN MACHINERY:			368.65	
<b>TOWN &amp; COUNTRY SANITATION</b>				
01/01/2020	GARBAGE SERVICES	100-53610-216 CONTRACTED SER./GARBAG	15,006.00	GENERAL FUND
Total TOWN & COUNTRY SANITATION:			15,006.00	
<b>UPPER CASE PRINTING</b>				
01/01/2020	1615- NEWSLETTERS	100-51100-390 OPERATING EXPENSE	662.15	GENERAL FUND
Total UPPER CASE PRINTING :			662.15	
<b>VESPERMAN, JOEL</b>				
01/04/2020	CLOTHING ALLOWANCE- 19	100-53210-390 OPERATING EXPENSE	100.00	GENERAL FUND
Total VESPERMAN, JOEL:			100.00	
<b>VOGT, JUSTIN</b>				
12/23/2019	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	29.68	TRUST & AGENCY
Total VOGT, JUSTIN:			29.68	
<b>WALLIN, RANDALL</b>				
01/09/2020	REIMB POSTAGE	100-53210-390 OPERATING EXPENSE	8.00	GENERAL FUND
Total WALLIN, RANDALL:			8.00	
<b>WEBER PAPER COMPANY</b>				
01/03/2020	2- SNO PLOW 50# PALLETS	100-51600-390 OPERATING EXPENSE	19.34	GENERAL FUND
01/03/2020	WIPER 1 PLY POPUP	100-51600-390 OPERATING EXPENSE	23.83	GENERAL FUND
01/03/2020	WIPER 1 PLY POPUP	100-53212-390 OPERATING EXPENSE	23.83	GENERAL FUND
01/03/2020	WIPER 1 PLY POPUP	620-50833-390 OPERATING EXPENSE	23.84	SEWER FUND
Total WEBER PAPER COMPANY:			90.84	
<b>WISCONSIN STATE JOURNAL</b>				
12/10/2019	SUBSCRIPTION-1 YR	100-51400-390 OPERATING EXPENSE	155.08	GENERAL FUND
12/10/2019	SUBSCRIPTION-1 YR	610-50920-390 OPERATING EXPENSE	155.08	WATER FUND
12/10/2019	SUBSCRIPTION-1 YR	620-50851-390 OPERATING EXPENSE	155.08	SEWER FUND
Total WISCONSIN STATE JOURNAL:			465.24	
<b>WOLFS GRANTLAND GRAPHICS</b>				
01/09/2020	WINDOW ENVELOPES	100-51400-390 OPERATING EXPENSE	48.33	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
01/09/2020	WINDOW ENVELOPES	610-50920-390 OPERATING EXPENSE	48.33	WATER FUND
01/09/2020	WINDOW ENVELOPES	620-50851-390 OPERATING EXPENSE	48.34	SEWER FUND
Total WOLFS GRANTLAND GRAPHICS:			145.00	
<b>WUNDERLIN, REBECCA</b>				
01/02/2020	REIMB TAX OVERPMT	800-21210 ACCOUNTS PAYABLE	2,284.72	TRUST & AGENCY
Total WUNDERLIN, REBECCA:			2,284.72	
Grand Totals:			1,145,316.09	

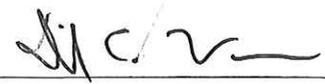
# CITY OF LANCASTER

NO. 6809

206 S. Madison St. ★ Lancaster, WI 53813  
Telephone: (608) 723-4246

## PURCHASE ORDER

Requested by John Hauth

Approved by: 

Service Repair .....

Title: MOVING

Material Order.....

Date: 01/20/2020

Account Title: PUBLIC WORKS EQUIP / VEHICLE

WATER.....

Account No.: 400-57324-801

W.W. TREATMENT ....

Department: CAPITAL PROJECTS

CITY .....

TO THOMPSON TRUCK & TRAILER / MONROE TRUCK EQUIP.

PRODUCT CODE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	REC'D.
	1	INTERNATIONAL HV 607 SBA WITH OPTION	<del>81,796</del>		
	1	MONROE BODY WITH OPTION	82,450		
		SEE BIG SHEET	<del>73,843</del>		
			79,583	<del>155,639</del>	
				=	
				<u>162,033</u>	
		2020 BUDGET = \$180,000			

**Additional Cost of \$6,394 (See Attached Memo)**

- **International HV 607 SBA with Option=\$654**
  - Moving air tanks, add Bluetooth and USB port on radio, additional battery cable, wiring harness for plow lights, install bug screen behind grill, outside air temp. gauge, storage under passenger seat, upgrade cab insulation for better sound proofing.
- **Monroe Body with Option=\$5,740**
  - Install the pre-wet system

## Revised 6809 PO Memo

Request to purchase pre-wet salt brine system for new dump truck  
and changes to original purchase order

A pre-wet system for wetting road salt was not included in the options for dump truck because anticipated cost for truck and equipment was expected to be close to budgeted amount. This is something we would have asked for in a future budget. The pre-wet system can be added to the truck at anytime by going back to the manufacturer. The truck hydraulic and electrical systems are designed to operate the pre-wet system.

We reviewed the truck and body specifications a final time with Monroe Equipment and Thompson Truck on Feb. 7<sup>th</sup> and came across several items that we felt needed to be added:

- International HV 607-Moving air tanks, add Bluetooth and USB port on radio, additional battery cable, wiring harness for plow lights, install bug screen behind grill, outside air temp. gauge, storage under passenger seat, upgrade cab insulation for better sound proofing. The changes are a combination of making service and repair easier and driver comfort and safety.
- Monroe Truck Equipment proposal to install the pre-wet system.

This revised amount is still below the would the original budgeted amount of \$180,000.

John Hauth, DPW

## **Police & Fire Commission Meeting Minutes**

**Date:** Friday, November 22, 2019

**Time:** 4:00 PM

**Place:** 222 S Madison St.- Lancaster Police Department

1. Called meeting to order at 3:57 p.m.
2. Roll call – all Commission members present plus Debra Reukauf, Justin McKlimans, David Carlson, Steve Braun, and Jeff Boughton
3. Motion to approve Police & Fire Commission minutes of 11-5-19 made by Ken Klaas and second by Tom Zenz – all in favor.
4. Motion to approve appointment of Officer Jeff Alvin to regular full-time employment status with the Lancaster Police Department made by Ken Klaas and second by Maynard Behncke – all in favor.
5. Motion to approve appointment of Jeff Boughton to EMS Director position made by Ken Klaas and second by Tom Zenz – all in favor. Welcome Jeff to this new role! We're excited to have you join our City
6. Motion to adjourn at 4:23 by Ken Klaas and second by Stacy Martin

Minutes submitted by Stacy Martin, Secretary

## Public Works Committee Meeting Feb. 11, 2020

Meeting called to order by Labudda, members present, Reuter, Oliveto, DPW Hawth and Jordan Fure of Delta # Engineering, Rollins absent.

Jordan Fure presented final plans and cost estimate for replacing sanitary sewer main from City Limits street to Kolar detention basin.

This work will include regrading of the storm water drainage swale and acquiring related easements as well as new sanitary sewer easements.

- Work could be advertised in March and awarded in April
- Public information meeting will be held with affected property owners prior to construction.
- Hawth explained that funding could come from:
  - Sewer
    - Borrowed funds for lagoon paving, Jackson street sewer main replacement and Pine street sewer replacement
    - Cash on hand for wastewater utility
  - Stormwater
    - Borrowed funds for Sidewalk, Street Paving, Park Shelters and 2020 Budgeted Stormwater Surplus

Motion by Labudda and second by Oliveto to recommend to council moving forward with project pending funding.

Hawth gave committee an overview of some of the work each city department will be dealing with this year outside of routine work.

Labudda asked if there was any progress on developing a pickle ball court on school district tennis courts, hole markers for disc golf course. Hawth had made initial contact with a school district employee but had not heard back, he will check on hole markers.

Reuter was contacted by a resident concerning new garbage and recycling containers, Hawth is preparing questions for Town and Country and will ask for an update on anticipated start date.

Mark Fisher would like to meet with committee to go over options and recommendations for E. Cherry street repairs prior to March council meeting.

Motion to adjourn Oliveto and Reuter

Submitted by Hawth

## MEMORANDUM OF UNDERSTANDING

This is a voluntary agreement between the **City of Lancaster** (“City”) and the **Lancaster Professional Police Association** (“LPPA”), **Local No. 313, Wisconsin Professional Police Association/Law Enforcement Employee Relations Division** (“WPPA-LEER”) – [collectively “Association”]. The City and the Association are parties to a collective bargaining agreement (“CBA”) expiring December 31, 2021. The parties have discussed modification to the residency requirement as currently provided for in ARTICLE 21, Section 1 of the CBA, and in consideration of the mutual covenants found below, the parties hereby agree to the following:

1. Upon execution of this Agreement, ARTICLE 21, Section 1 of the CBA shall be understood by the parties to be modified to provide for the following: **All regular full-time employees of the City upon completion of their probationary period must establish and maintain residency within thirty (30) miles of the jurisdictional boundaries of the City.** Section 1 as it currently exists in the CBA shall no longer be in effect.
2. It is the intent of the parties to replace the existing Section 1 in the CBA with the new language in 1. above in the successor CBA to the 2019 -2021 CBA, or other language as agreed upon by the parties at that time.
3. Unless specifically modified by this agreement, all other provisions of the CBA will continue to apply.

**EXECUTED** this, the \_\_\_\_\_ day of February, 2020.

FOR THE CITY:

FOR THE ASSOCIATION:

\_\_\_\_\_  
David Varnam, Mayor

\_\_\_\_\_  
John Kruser, LPPA President

\_\_\_\_\_  
David Kurihara, Clerk / Treasurer

  
\_\_\_\_\_  
Michael Goetz, WPPA Business Agent



## Lancaster Emergency Medical Services, Inc.

**Date:** February 12, 2020

**To:** Lancaster City Council

**Re:** Residency Requirement for EMS Director

Recent discussion regarding residency requirements for Lancaster Police Officers have led the Lancaster EMS Board to re-evaluate the need for the existing residency requirement for the EMS Director Position.

The EMS board intended with the creation of this position that the EMS Director should be available for occasional/reasonable on-call time and after-hours interfacility patient transfers. This is something we ask of all of our volunteer members and believe it's important for the Director to lead by example in this regard. On-Call time is to be compensated on a per-call basis, the same as our existing members.

We support revising the 15-mile residency requirement as long as the Director agrees to be available for reasonable on-call/call-in time in a similar fashion to our other volunteer members. A Director who lives outside of the designated area could accomplish this by staying in Lancaster during on-call time (which some of our existing members do) and also reporting to Lancaster as needed for occasional inter-facility transfers.

Jackie Edge, President  
Gary Reuter, Vice-President  
Steve Braun, Secretary  
Nancy Burchett, Treasurer

# Memo

## Valley View area sewer main replacement

City staff and public works committee have reviewed proposed plans for replacement of 10" sanitary sewer main from City Limits street to the Kolar detention basin.

The early proposal was \$257,000 for replacement of the main and 5 manholes and partial roadway patching on City Limits.

After further investigation we determined that the following items should be considered:

The manhole on City Limits street should be replaced because of leaking joints and the unusual configuration of the flow line at the bottom of the manhole. Replacement will require a full width patch of the street.

The storm water detention basin on the North side of City Limits street has an 18" outfall pipe at the bottom of the basin which allows water to flow directly through until the volume becomes to great and then begins to fill the basin. A new structure has been proposed for this basin with a smaller diameter opening at the bottom which will hold more water in the basin releasing it slower and a larger opening higher on the structure to release water as the level rises. This will help reduce flooding through the properties in the subdivision and take pressure off the Kolar detention basin.

Rip rap has also been included on the south side of City Limits street where the detention basin and street storm sewer inlets discharge to the surface. A large area has been eroded and existing rip rap has been dislodged and is no longer affective at slowing the water flow. Two other storm sewer outfalls along the route will also receive rip rap and at the entrance to Kolar detention basin.

Re-shaping and defining a water way for storm run-off from City Limits to Kolar detention basin.

The current proposal including these changes is \$331,000, an increase of \$74,000.00 from original proposal.

John Hauth, DPW



▶ Platteville, Wisconsin  
▶ Dubuque, Iowa

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P 563.542.9005

E mail@delta3eng.biz  
W www.delta3eng.biz

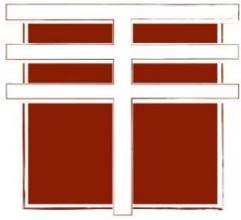
# Opinion of Probable Costs Total Construction

Date: February 11, 2020

## Project: Proposed 2020 Sanitary Sewer Improvements

Village/City/Town: Lancaster  
State: WI  
Street/Easement Name: Drainage Basin  
From: City Limits Road  
Toward: Linden Street

Construction, Contingency, and Engineering:	Total
<b>1. Sanitary Sewer</b>	<b>\$230,200.00</b>
- 8" Sanitary Sewer - 20 l.f.	
- 10" Sanitary Sewer - 1,745 l.f.	
- Manholes - 7 each	
- Connection to Existing - 6 each	
- Reconnect Lateral - 7 each	
<b>2. Storm Sewer</b>	<b>\$43,600.00</b>
- Excavation	
- 4' Dia. Storm Manhole	
- Heavy Riprap - 125 c.y.	
<b>3. Street</b>	<b>\$57,200.00</b>
- Breaker Run (6")	
- CABC (6")	
- 30" Curb and Gutter Patch	
- 6" Concrete Driveway Patch	
- Hot Mix Asphalt Pavement (4") Patch	
- Tree and Stump Removal - 4 each	
- Erosion/Traffic Control	
- Landscaping	
<b>TOTAL =</b>	<b>\$331,000.00</b>



SCHREINER MEMORIAL  
**LIBRARY**

**February City  
Council Report**

**Project Status:**

The annual report to the state has been filed with our library system and DPI. Potosi Branch Agreement negotiations have been taking place in an effort to extend the contract through 2023. Our Potosi Branch has been used as a model for other libraries around the state because it's been such a mutually beneficial agreement-- and a prime example of community cooperation-- for the last 13 years. This relationship is incredibly important to us.

**Last Month's Activities:**

- The Library was closed for New Years Day.
- The January soup luncheon was very successful. The money raised at this year's soup lunches has helped us pay for 4 new tables for our community rooms.
- Regular children's programming has resumed. Adult programs are being scheduled.
- I have attended several meetings for committees with Southwest WI Library System, the Wisconsin Library Association, and other state groups. I also hosted a training session for other librarians who needed help filling out their annual reports.
- I was contracted by SWLS to do the annual statistics for all 28 libraries; our library was paid for that time.
- John Hauth and I worked on a digital task list solution for his department.
- I attended Library Legislative Day in Madison on February 11 and spoke with our legislators about libraries, our services, and how our goals align with many of theirs.
- The library will be closed on March 20 for a staff inservice and so the floors can be waxed.

**Enclosures:** none.

Respectfully,  
Jennifer Bernetzke, Library Director



## Monthly Report January 15 - February 13

### ***Key Dates to Remember***

April 28, 2020	Plunge
July 1, 2020	Stuff the Cruiser at Piggly Wiggly from 3-7pm
July 18, 2020	LPD Golf Outing
August 23, 2020	Grant County Fair Dunk Tank – Arrows in Need

### ***Project Status Updates***

Dalton Maier's first day of work was January 31, 2020

### ***Update of Last Month's Activities***

January 20	LPD Department Meeting
January 20	Chief Reukauf/Sgt McLimans – Truancy Meeting with LHS
January 25	Teen Court
January 29	Officer Kruser - Negotiations Training
January 29	Plunge Planning Meeting – Plunge will be April 28 <sup>th</sup>
January 31	Chief Reukauf/Sgt McLimans – Truancy Meeting with LHS, Judge's, Social Services
February 5	Officer Haverland & Arrow - K9 Training
February 9-12	Chief Reukauf - Winter Chief's Conference
February 13	Sgt. McLimans - SART Meeting
February 14	LPD/GCSD vs. LHS Hockey Game
February 14	Sgt McLimans Presented for LHS Inservice
February 17	Chief Reukauf – Monthly P&P Meeting
February 17	Dalton Swearing in

### **Wages Totals (January 2020)**

Full time officers	
Overtime	39.75
Comp	1
Training (Straight Time)	2
Grant (Reimbursed)	0
Chief/Sergeant – 40-48 hrs/week	6.75
Chief/Sergeant – 48+ hrs/week	0



Chief/Sergeant – Shifts we covered	4
Part-Time Hours	12
Andy Hours	14

## ***Case Reports***

01/15/20 Vehicle Lockout  
01/15/20 Fraud: Documented for Business  
01/16/20 Vehicle Lockout  
01/16/20 Counterfeit bill found in Kwik Trip Parking Lot: Still investigating  
01/17/20 Business Alarm: False  
01/18/20 Civil Matter: Assisted in getting clarified  
01/19/20 Vehicle Lockout  
01/19/20 Welfare Check: Party ok, missed appointment  
01/21/20 Check Residence: Vacation  
01/21/20 Unwanted Party at Residence: Arrest Male for Bail jumping, and Female cited for Possession of drug Paraphernalia  
01/21/20 Assist Citizen with a Business Billing matter  
01/22/20 Vehicle Lockout  
01/22/20 P&P Warrant  
01/22/20 Runaway Child: Returned  
01/23/20 Trespassing: Party Cited  
01/23/20 Vehicle Lockout  
01/23/20 Detox: Grant Regional assisted  
01/23/20 Counterfeit Bill: Checked and it was real  
01/24/20 Disorderly Conduct: Party arrested  
01/25/20 Animal at Large: Transported to Lancaster Vet  
01/25/20 Welfare Check: Party warned for leaving a dog in an unattended vehicle  
01/26/20 Harassment: Warned  
01/27/20 Animal at Large: Transported to Lancaster Vet  
01/28/20 Welfare Check: Phone would not charge  
01/28/20 Warrant Pick up  
01/28/20 Vehicle Lockout  
01/28/20 Check Residence: Vacation  
01/29/20 Salvation Army: Hotel  
01/29/20 Warrant Pick up  
01/29/20 Drug Possession: Cited for Possession of Paraphernalia and THC  
01/30/20 P&P Warrant



# Lancaster

POLICE DEPARTMENT

01/30/20 Disorderly Conduct: Warned LMS for Inappropriate touching  
01/30/20 Welfare Check: Party ok, reported on Tic Tok they were going to hurt themselves  
01/30/20 Pitbull: Cited and given 7 days to remove from town  
01/30/20 Sex Offense: Sexting Case, still investigating  
01/30/20 Burglary: Still investigating  
01/31/20 Welfare Check: Still investigating  
01/31/20 Perjury Case: Still investigating  
02/01/20 Battery: DA refused to charges. Victims story changed  
02/01/20 Disorderly Conduct: Still investigating  
02/02/20 Dispose of a sick racoon  
02/02/20 Disorderly Conduct: Party arrested  
02/02/20 OWI/Eluding/Resisting/Speeding: Arrested  
02/04/20 Truancy: Warned LHS Student  
02/05/20 Truancy: Warned LMS Student  
02/05/20 Scam: Assisted Citizen  
02/05/20 3 Mattresses in yard: Working to get moved  
02/05/20 Check Residence  
02/05/20 Civil Matter: Property Dispute  
02/05/20 Sex Offense: Inappropriate Touching, working with school and parent to address this student. Ongoing issue with the child.  
  
02/05/20 Found Property: Returned  
02/06/20 Business Alarm Call  
02/06/20 Assist Citizen/Injunction: Still investigating  
02/06/20 Civil Matter: Assisting Citizen who was scammed  
02/07/20 Assist Citizen: Party released from Jail and needed to get back to Madison  
02/07/20 Child Custody: Assisted  
02/07/20 Truancy: LMS Student Warned  
02/07/20 Truancy: LMS Student Cited  
02/08/20 Missing Child: Found  
02/09/20 Vehicle Lockout  
02/09/20 Assist Citizen: Couple breaking up  
02/10/20 Vehicle Lockout  
02/10/20 Harassment: Threatening messages, still investigating  
02/12/20 Vehicle Lockout



# Lancaster Police Department

## Summary of K-9 Deployment Reports

### January 2020

(4) Total Deployment Records for January 2020

#### Matthew Haverland (4) Deployment Records for January 2020

Narcotics Sniff-Vehicle (3) records

**N/A** 1/12/2020 5:38 PM **Matthew Haverland & Arrow**

**U-MA2011217380** Req. Agency- Grant County Sheriffs Office **No Arrests**

N/A

**N/A** 1/14/2020 9:00 PM **Matthew Haverland & Arrow**

**U-MA201142100** Req. Agency- Wisconsin State Patrol **No Arrests**

State Patrol asked for a K9 on a traffic stop on Hwy 61 north of town. K9 Arrow was deployed and alerted to the vehicle. A search was done of the vehicle and marijuana and paraphernalia was located inside the vehicle.

**N/A** 1/21/2020 12:54 AM **Lancaster** **Matthew Haverland & Arrow**

**U-MA201210540** Req. Agency- Grant County Sheriffs Office **No Arrests**

N/A

Narcotics Detection (1) records

**N/A** 1/13/2020 12:42 PM **Matthew Haverland & Arrow**

**U-MA2011312420** Req. Agency- Lancaster Police Department **No Arrests**

N/A

#### Totals for the reported period for each handler shown

Handler Name	# of Deployments	# of Arrests
<b>Matthew Haverland</b>	<b>4</b>	
Totals for this report-	<b>4</b>	

**Parking Summary by Ordinance**

**From**

**1/1/2020 to**

**1/31/2020**

<b>Ordinance Description</b>	<b>Current Month</b>	<b>Year to Date</b>	<b>Same Month Prior Year</b>	<b>Last Year (2019)</b>
2 HOUR PARKING VIOLATION	58	58	2	337
24 HOUR	0	0	15	111
48 HOUR PARKING	2	2	1	5
ALTERNATIVE SIDE PARKING VIOLATION	112	112	125	513
HANDICAP PARKING	0	0	0	0
NO PARKING 2AM TO 6AM	3	3	0	18
OTHER PARKING VIOLATION	0	0	0	20
PARKING IN NO PARKING ZONE	0	0	0	3
PARKING WITHIN 15 FEET OF FIRE HYDRANT	0	0	0	0
Parking Ticket Fines Deposited in January (Cash or Check)	\$	2,070.00		
Parking Ticket Fines Deposited in January (Credit/Debit)	\$	280.00		

Lancaster Police Department Monthly Log

Name:

January 1-31, 2020

Month/Shift Working

Traffic	Verbal	Written	Citation	Assist Calls	# of times	Calls of Service	V Warn	Cited	Arrest	Other
Equipment Violation	20	10		Assist LPD Officer	27	Abuse: Child/Eldery				3
Eluding		3		Assist GCSD	5	Alarm Calls				3
FYR/Stop Sign		1		Assist Other Agency	25	Animal Calls		1		4
Inattentive				Assist Citizen	42	Burglary				1
Non Registration	2	2		Curfew Checks	4	CDTP				
OAS/OAR/No DL	1		3	EMS Calls	12	DC	2		1	2
OWI				Fire Calls		Domestic Calls	2		1	1
OWI - List offense				Salvation Army	1	Drug Offenses		4		1
Seatbelt			4	Paper Service		Harassment	2			3
Speeding	7	15	3	Security Checks	425	Keep the Peace	1			1
Traffic Complaint				Other Assists	2	Noise Complaint				
ATV Offense				<b>Other Duties</b>	<b># of times</b>	Fraud/Scams				1
Other	4	14		Business Contacts	54	Sexual Assault				1
<b>Totals</b>	<b>34</b>	<b>45</b>	<b>10</b>	Consent Search		Suspicious Person				1
<b>Total Number of Traffic Stops</b>		<b>70</b>		Personal Contacts	103	Theft				
				Public Talks		Truancy				
<b>Accidents</b>	<b>No Cite</b>	<b>Citation</b>	<b>If Injuries/#</b>	Meetings	16	Warrant/P&P			4	1
Car vs. Animal				Drug Court/UA's	8	Welfare Check				2
Hit & Run	1					Worthless Checks	1			2
Personal Injury				<b>School Walk Through</b>	<b># of visits</b>	Other	5	1	1	20
Property Damage	2			Winskill	5	<b>Total</b>	<b>13</b>	<b>6</b>	<b>7</b>	<b>47</b>
<b>Totals</b>	<b>3</b>			St. Clement			<b># Calls</b>	<b># Transported</b>		
Did 10-50 involve?	#			Middle School	5	Detox		1		
Motorcyle				High School	5	Emergency Detention	2			
Pedestrian				Library		Civil Disputes				
Bicycle				Grant Regional	6					
Parking Ticket #	181			<b>Total</b>	<b>21</b>	K-9 Activation	4			

## Public Works Report February 2020

Interviews for water operator position

New furnaces and air conditioning installed at fire and rescue building

New thermostats and control wiring installed at theater to connect to city hall monitoring system

3 snow plows and salt truck out from 3:15pm until 5:30pm to clear priority streets on Jan. 17<sup>th</sup>

All plow units out at 2:30am-10:30am Jan. 18<sup>th</sup>

2 plows out at 5:00am-7:00am to clean-up alternate side parking areas Jan. 19<sup>th</sup>

Downtown snow removal Jan. 21<sup>st</sup> starting at midnight

Water dept. staff noticed slight decline in pumping rate at well #3, Peerless Pumps was contacted to check equipment, nothing obvious at this time, staff will monitor pumping rate closely to note changes

Airport fuel pump has been out of service since Dec. 20<sup>th</sup>, company that installed system is unable to find the needed part because it is obsolete after 10 years

All streets plowed starting at 3:00am Jan. 23<sup>rd</sup>

Both salt trucks out at 3:30am Jan. 24<sup>th</sup> for freezing drizzle that turned to snow, all plows out by 7:00am

Dusting of snow Jan. 25<sup>th</sup>, some salting required

Downtown snow removal Jan. 27<sup>th</sup> starting at midnight

Meeting with all public works employees

Met with Delta 3 at Warming House shelter to review proposed work

Notified 14 property owners that had not cleared sidewalks of snow or were ice covered. All complied except two, one property is in foreclosure, city staff cleared the walks and will bill property owners

Major water main break at noon on Jan. 29<sup>th</sup> on E. Hickory street just east of Adams caused water tower levels to drop rapidly until break could be isolated. Fortunately, water and sewer staff were on duty, a resident quickly called in the location of the break and all equipment including alarms was working correctly. Break was repaired and water back on for residents by 6:00pm.

Salt truck out at 6:00pm to salt hills and intersections after ½" snowfall

Reviewed DNR Urban Forestry Grant with DNR forester and checked out tree plantings from 2019

Working on master list of addresses for Town and Country Sanitation so they can order new garbage and recycling totes

UW Platteville senior design team visited area north of City Limits street and east of Pink's Automotive for storm water design project

Wastewater and water dept. installed check valves on two sewer laterals on W. Linden where homeowners have experienced sewer back ups due to jetting operations

Met with Monroe Truck Equipment and Thompson Trucks to review dump truck specifications prior to placing orders

Met with Portzen about security fence location and get an update on when work will resume in spring

One plow truck sent out at 8:00am on Feb. 9<sup>th</sup> to clear priority streets, all plows out at 10:30am, second round of snow came through around noon which required some streets to be plowed twice. Plowing was completed around 6:00pm

Salt truck out at 5:30am for parking lots and alleys that were not treated the night before, one plow in early to clean up downtown parking areas where cars were parked previous day and another plow to finish parking lots. All plow routes were checked for alternate side parking

All public works staff attended Digger's Hotline annual damage prevention breakfast and safety meeting at St. Clements dining hall

Downtown snow removal Feb. 11<sup>th</sup> at midnight

## **Overtime Report Feb. 2020**

### **Public Works**

Plowing

Meeting

Water main break

Salting

### **Parks/Golf/Cemetery**

Snow removal

### **Water and Wastewater**

Call-in

Country Club--No hot water

Sewer back-up

Highland Estates lift station fail to run                      3 separate calls

Assist contractor with vac truck                                      Billable

Well pump maint.

Assist contractor

Weekend

Water main break

Salting

Water meter maint.

Distribution system maint.

Lift station maint.

Sludge hauling

## **Administrator's Report February 13, 2020**



### **Key Dates to Remember**

- March 2 – Parks Committee
- March 3- LHS Career Day
- March 5 – Department Head Meeting
- March 9 – Plan Commission
- March 9-13 – Lancaster Schools Spring Break
- March 16 – City Council

### **Project Status Update**

Saputo. Saputo has not updated me for the past month. At this time, I do not believe they will be starting in the spring.

Hotel. We have started the process to create an appropriately sized parcel for the hotel. It will follow the normal CSM process. TID creation process is started.

HWY 61. The plan is to take three weeks to finish it up once they restart. The contract requires them to be complete by the Friday before Memorial Day.

Shopko. I spoke with the owner this month and they are still working hard to sell the property. No new updates on prospective buyers.

Sewer extension to County Farm. Finishing up is on hold till spring where clean up and punch list items remain.

Pool. Portzen will be restarting by mid-March. The 7-day leak test is the first item, then they will drain the vessel and get all of the air pockets grouted so painting will start in early April. Still tracking June 10<sup>th</sup> as opening date.

HWY 81 reconstruction from Lancaster to Platteville. DOT has indicated this is a 2021 project. The latest communication is that they intend to shut down the highway both ways during construction and re-route traffic.

129/61 Interchange improvements. DOT has made this 2021 project. Contractor will be allowed 15 working days to complete the project (approximately 3-4 weeks calendar time). They will not be allowed to start before June 7, 2021 (last day of school) and they must be completed before August 15, 2021 (Grant County Fair). DOT is also requiring them to have the highway open over the 4<sup>th</sup> of July holiday.

Kwik Trip (at County Property at corner of Madison and City Limits Road). Tentative construction start continues to look like 2021. They submitted a CUP and rezoning request for Feb review but it did not include the signature of the property owners, which is still the County. Once proper signatures are received the process will begin.

Housing. Holding until Hotel/Saputo projects progress.

Airport. Becher Hoppe has completed revisions as requested by the FAA to the ALP. All residential properties have been acquired.

Golf Course Management. We are in the process of recruiting a new manager.