

**CITY OF LANCASTER  
COMMON COUNCIL AGENDA  
APRIL 20, 2020**

**Place: This meeting will take place virtually. The public may join the meeting online or by telephone. The information needed to join the meeting online or by telephone is listed at the bottom of this agenda. If you wish to join the meeting and do not have telephone or internet access, please contact David Kurihara (608-723-7445) to see whether an accommodation can be made.**

**Time: 6:30 PM**

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Proclamations
  - a. International Firefighters Day
  - b. Municipal Clerks Week
  - c. Teacher Appreciation Week
  - d. Police Appreciation Week
  - e. Library Week
  - f. Arbor Day
6. Recognition of Outgoing Council Member-Hoffman
7. Consent Agenda\*
  - a. Approve minutes of regular Council Meeting of March 16, 2020 and special Council Meeting of March 30, 2020
  - b. March Revenue Report
  - c. 2019 4<sup>th</sup> Quarter Budget Reports
  - d. Overtime and Comp Time Reports 2016-2019
  - e. Approve Operator Licenses
8. Approval of Expenditures
9. Approval of Purchase Orders
10. Reports from Commissions and Committees
  - a. Joint Review Board 4-13-20
  - b. Plan Commission 4-13-20
11. Consider Resolution 2020-05-Resolution Extending State of Emergency Declaration and Possible Action
12. Consider Ordinance No. 2020-04-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission
13. Consider Ordinance No. 2020-05-An Ordinance of the City of Lancaster, Grant County, Wisconsin, to Amend Sections 405-5, 405-9 and 405-11 of the Municipal Code of the City of Lancaster Relating to Parking Limitations, Vehicular Weight Limitations and Operation in Municipal Property
14. Consider Ordinance No. 2020-06-An Ordinance of the City of Lancaster, Grant County, Wisconsin, to Create Section 327-18 of the Municipal Code of the City of Lancaster Relating to the Violation of Law Relating to Health
15. Consider approval of Certified Survey Map being a Map located in the NW ¼ of the NW ¼ of Section 10, T4N R3W, being a Part of Outlot D and Block 84 of the Assessment Plat of the City of Lancaster, Grant County, Wisconsin petitioned by Dorothy Macke Estate as recommended by the Plan Commission
16. Consider approval of Certified Survey Map located in the NE ¼ of the SE¼ of Section 10, T4N R3W, City of Lancaster, Grant County, Wisconsin petitioned by City of Lancaster as recommended by the Plan Commission
17. Consider Updated Job Descriptions for the Police Department and Possible Action
18. Discuss Modifying the Speed Limit near the Swimming Pool and Possible Action
19. COVID-19 Update
20. Reports from Department Heads
  - a. Fire Department
  - b. Library Report
  - c. Police
  - d. Public Works

21. Administrator's Report
22. Mayor Comments
23. Council Comments
24. Future Agenda Items
25. Discussion and Possible Action regarding the request from Stone Hearth Pub, LLC for early termination of Lease and potential purchase of property from Stone Hearth Pub, LLC.
26. Discuss plan for the City's operation of the bar and restaurant facilities within the Clubhouse and possible action
27. If necessary, convene to close session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding termination of lease with Stone Hearth Pub, LLC and purchase of property from Stone Hearth Pub, LLC. (Wisconsin Statutes 19.85(1)(e))
28. Resume to open session to take action on above if so advisable
29. 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*

**Below is the link and instruction for "The Public" or anyone else wishing to join virtually:**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85474409181?pwd=WjF3VkRlS09acStVNhd4ZUI0UkpGdz09>

**Meeting ID: 854 7440 9181**

**Password: 002741**

**Dial by your location**

**+1 312 626 6799 US (Chicago)**

**or**

**888 788 0099 US Toll-free**

**Note: Council Packets are available in the lobby area of the Police Department**



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## International Firefighters Day

# PROCLAMATION

- WHEREAS, Firefighters dedicate their lives to the protection of life and property; and sometimes that dedication is in the form of countless hours volunteered over many years, in others it is many selfless years working in the industry; in all cases it risks the ultimate sacrifice of a firefighter's life, and
- WHEREAS, International Firefighters' Day (IFFD) is a time where the world's community can recognize and honor the sacrifices that firefighters make to ensure that their communities and environment are as safe as possible; it is also a day in which current and past firefighters can be thanked for their contributions, and
- WHEREAS, International Firefighters' Day is observed each year on 4th May in where we remember the past firefighters who have died while serving our community or dedicated their lives to protecting the safety of us all; and show our support and appreciation to the firefighters worldwide who continue to protect us so well throughout the year.

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim May 4, 2020, as

### *International Firefighters Day*

I call upon all citizens and civic organizations in Lancaster to observe this day by showing your support by wearing blue and red ribbons and help raise awareness and support for your local firefighting operation.

Dated this 20<sup>th</sup> day of April, 2020.

Mayor \_\_\_\_\_



## Municipal Clerks Week

# PROCLAMATION

WHEREAS, The Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

WHEREAS, The Office of the Municipal Clerk is the oldest among public servants, and

WHEREAS, The Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

WHEREAS, Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

WHEREAS, The Municipal Clerk serves as the information center on functions of local government and community.

WHEREAS Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

WHEREAS It is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of May 3-9, 2020, as

### *Municipal Clerks Week*

in the City of Lancaster, and further extend appreciation to our Municipal Clerk David Kurihara, Deputy Clerk Aja Taylor and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 20<sup>th</sup> day of April, 2020.

Mayor \_\_\_\_\_



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## Teacher Appreciation Week

# PROCLAMATION

- WHEREAS, Teachers help mold future citizens through guidance and education; and
- WHEREAS, teachers encounter students of widely differing backgrounds; and
- WHEREAS, our country's future depends upon providing quality education to all students; and
- WHEREAS, teachers spend countless hours preparing lessons, evaluating progress, counselling and coaching students and performing community service; and
- WHEREAS, our community recognizes and supports its teachers in educating the children of this community.

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of, May 4-8, 2020, as

*Teacher Appreciation Week*

I strongly encourage all members of our community to express appreciation to our teachers for their dedication and devotion to their work.

Dated this 20<sup>th</sup> day of April, 2020.

Mayor \_\_\_\_\_



## Police Appreciation Week

# PROCLAMATION

- WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and
- WHEREAS, the International Association of Chiefs of Police has declared law enforcement officer safety and wellness a top priority, and the IACP's Center for Officer Safety and Wellness promotes the importance of individual, agency, family, and community safety and wellness awareness; and
- WHEREAS, the members of law enforcement agency of Lancaster play an essential role in safeguarding the rights and freedoms of the citizens of Lancaster; and
- WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception, oppression, or intimidation; and
- WHEREAS, the police department of Lancaster has grown to be a modern and scientific law enforcement agency which unceasingly provides a vital public service;

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of May 10-16, 2020, as

### *Police Appreciation Week*

I call upon all citizens and civic organizations in Lancaster to join in commemorating police officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in doing so, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Dated this 20<sup>th</sup> day of April, 2020.

Mayor \_\_\_\_\_



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## National Library Week

# PROCLAMATION

WHEREAS, today's libraries are not just about books but what they do for and with people;

WHEREAS, libraries of all types are at the heart of cities,

WHEREAS, libraries have long served as trusted and treasured institutions where people of all backgrounds can be together and connect;

WHEREAS, libraries and librarians build strong communities through transformative services, programs and expertise;

WHEREAS, libraries promote civic engagement by keeping people informed and aware of community events and issues;

WHEREAS, librarians and library workers partner with other civic organizations to make sure their community's needs are being met;

WHEREAS, libraries and librarians empower their communities to make informed decisions by providing free access to information;

WHEREAS, libraries, librarians, library workers and supporters across America are celebrating National Library Week.

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of April 19-25, 2020, as

### ***National Library Week***

I encourage all residents to find their place at the library virtually. They are open for business online, providing the virtual services and digital content our community needs more than ever. You can access ebooks and other digital resources all from the comfort of your home.

Dated this 20<sup>th</sup> day of April, 2020.

Mayor \_\_\_\_\_



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## Arbor Day

# PROCLAMATION

WHEREAS, Lancaster plants trees as a means of preserving and enhancing the natural beauty Lancaster holds and to enrich our quality of life; and

WHEREAS, trees are not only vital resources, but environmental workers that provide oxygen, purify the water and air, reduce erosion of our soils, supply food and shelter to wildlife and provide shade and wind barriers that conserve energy; and

WHEREAS, trees in our city increase property values, buffer traffic noises, enhance the economic vitality of our business areas, and create beautiful landscapes in our parks and right-of-ways to make our community even more liveable; and

WHEREAS, we gratefully acknowledge the vision of leaders past who gave us the gift of the trees that we enjoy today; and

WHEREAS, programs like Tree City USA and Arbor Day are opportunities for us to plant and maintain trees for the future, and we urge all of our citizens to plant trees, celebrate Arbor Day and support efforts to protect our trees and urban forest.

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim April 24<sup>th</sup>, 2020 as

### *Arbor Day*

In the City of Lancaster, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and I urge all citizens to plant and care for trees to gladden the heart and promote the well-being of this and future generations.

Dated this 20<sup>th</sup> day of April, 2010.

Mayor \_\_\_\_\_

**City of Lancaster  
City Council  
April 20, 2020**

**To:** David Varnam, Mayor and Council

**Subject:** Item 7 – 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 March 16, 2020 and special Council Meeting of March 30, 2020
- b. Revenue report for March (**Attached**)
- c. 2019 4<sup>th</sup> Quarter Budgetary revenue and expenditure reports (**Separate Attachment**)
- d. Overtime and Comp Time Reports 2016-2019 (**Attached-Total Wages & OT and OT & Comp by Dept**)
- e. Approve Operator License for the following:

159	Evan Gates	Lancaster	Schurmans Downtown Liquor
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Applicant has met all licensing requirements.

**CITY OF LANCASTER  
COMMON COUNCIL MINUTES  
MARCH 16, 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, Ingebritsen (telephonic), LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: Hoffman

Others present: Attorney Helmke, Administrator Carlson (telephonic), Clerk Kurihara, DPW Hauth (telephonic), Police Chief Reukauf, Fire Chief Braun and Library Director Bernetzke

**4. Public Comments**

None

**5. Consent Agenda**

- a. Approve minutes of regular Council Meeting of February 17, 2020 and special Council Meeting of March 5, 2020
- b. February Revenue Report
- c. Approve Operator Licenses-Drew Reuter

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=\$1,435,523.72. Motion carried unanimously by roll call vote.

**7. Approval of Purchase Orders**

N/A

**8. Reports from Commissions and Committees**

- a. Golf Course Committee 3-2-2020
- b. Joint Review Board 3-9-2020
- c. Parks & Recreation Committee 3-2-2020
  - A misspelling of "destining rates" was noted in Item 7 and should be corrected
- d. Plan Commission 3-9-2020
- e. Public Works Review 3-11-20

**9. Cherry Street Repair/2020 Sanitary & Stormwater Improvements**

A Strand memo regarding the repair of the partial collapse of the storm sewer junction chamber on Cherry Street near the Memorial Park softball complex was summarized.

Further, DPW Hauth mentioned the proposed \$331,000 Valley View sanitary and storm sewer improvement project is a priority and should not be delayed.

These issues would be re-addressed at the next Council meeting (Special-3/26) Council with the hope the Finance Review Committee would have the opportunity to meet to discuss possible funding options beforehand.

**10. Golf Course-Residential Development**

The proposed area (near the Hotel Development) for residential development has been surveyed and a proposed street for access is part of the TID/Hotel Development.

Motion by Schmidt, seconded by LaBudda to plat the proposed residential development area after the TID (Tax Incremental District #6) is created. Motion carried unanimously by roll call vote.

**11. COVID-19 Update and City Sick Leave Policies**

City is currently following CDC and State protocol guidelines regarding COVID-19.

There was some concern for employees who don't have enough time off with pay (specifically sick leave) if he/she needs to stay home due to this virus.

There was consensus to review the City's existing sick leave policy at the Special Council meeting on March 26<sup>th</sup>.

**12. Reports from Department Heads**

- a. Fire Department-Handed out 2019 Annual Report and mentioned submittal of Firefighters Assistance Grant.
- b. Library-Handed out Report
- c. Police-Report
- d. Public Works-Report

**13. Administrators Report**

- a. Report in packet
  - Driftless Home Project Update (Tax Credit based project)
  - TID #6 Update and Special Council meeting on March 26<sup>th</sup> to consider.

**14. Mayor Comments**

Publicly thanked the community, staff, first responders and hospital staff in their efforts in dealing with the outbreak of COVID-19.

**15. Council Comment**

None

**16. Future Agenda Items**

None

**17. Stone Hearth Pub, LLC-Early termination of Lease and potential purchase of property**

N/A

**18. Close Session**

Motion by LaBudda, second by Schmidt to convene to close session at 7:34 P.M. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding termination of lease with Stone Hearth Pub, LLC and purchase of property from Stone Hearth Pub, LLC (Wisconsin Statutes 19.85 (1)(e)) and if necessary, conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in (Wisconsin Statutes 19.85 (1)(g)). ). Motion carried unanimously by roll call vote.

**19. Open Session**

Motion by LaBudda, second by Reuter to resume to open session at 7:55 P.M. to take action on above is so advisable. Motion carried unanimously by roll call vote.

**20. City's operation of the bar and restaurant facilities within the Clubhouse**

N/A

**21. Resolution 2020-02**

It was explained that the City currently sells and has sold beer out of the Golf Course Pro Shop in which a license was issued but accordingly to state law the proper procedure is to grant that authority by resolution or ordinance.

Motion by LaBudda, second by Schmidt to approve Resolution 2020-02 Authorizing the sale of fermented malt beverages in City operated parks by City employees and officers. Motion carried unanimously by roll call vote.

**22. Adjourn**

Motion by LaBudda seconded by Harper to adjourn the meeting at 8:01 P.M. Motion carried.

David A. Kurihara  
City Clerk

**CITY OF LANCASTER  
COMMON COUNCIL MINUTES  
SPECIAL MEETING (VIRTUAL)  
MARCH 30, 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, Ingebriksen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: None

Others present: Attorney Helmke, Administrator Carlson and Clerk Kurihara and DPW Hauth

**4. Public Comments**

None

**5. Resolution 2020-03**

Motion by LaBudda, second by Schmidt to approve Resolution 2020-03-Resolution Ratifying Mayor David C. Varnam's Amended Proclamation of State of Emergency dated March 19, 2020 and Declaring that a State of Emergency Exists in the City of Lancaster Due to the COVID-19 Pandemic with the amendment pertaining to all City buildings closed except by listing the Lancaster Municipal Golf Course Clubhouse without reference to the Stone Hearth Pub restaurant and all Airport buildings and runway . Motion carried unanimously by roll call vote.

**6. Employee Handbook Amendment-COVID-19**

Labor Attorney Jon Anderson had been contacted regarding the FFCRA (Families First Coronavirus Response Act) and he advised no handbook amendment is necessary since the FFCRA is temporary law, but the Council would need to take action if they wished to exempt emergency responders.

There was a consensus not to amend or take any action regarding FFCRA.

**7. State Theatres LLC Request**

Due to the recent Governor's order, a written request was received from Duane DeYoung, State Theatres LLC to halt lease payments until the theatre can be reopened.

Motion by Schmidt, seconded by Hoffman to approve deferring any lease payments for State Theatres LLCC for 60 days. Motion carried unanimously by roll call vote.

**8. TID No. 6 Project Plan and Boundary**

Administrator Carlson noted the proposed TID will assist with the development of a new hotel on the former liquor store property.

**9. Resolution 2020-04**

Motion by Schmidt, seconded by LaBudda to approve Resolution 2020-04-Resolution Approving the Project Plan and Creating Mixed-Use Tax Incremental District No. 6. Motion carried unanimously by roll call vote.

**10. Cherry Street Repair/Valley View Sanitary & Stormwater Improvements**

This item is being re-visited from the Council meeting of March 16<sup>th</sup> in which the Finance Review Committee did have the opportunity to meet and is recommending Council to proceed with proposed Valley View Sanitary & Storm Sewer and Cherry Street Storm Sewer Improvements Projects to be funded with short-term debt financing..

Motion by LaBudda, seconded by Reuter to proceed with bidding process for the above-mentioned projects and to address financing when Council considers the project for approval. Motion carried unanimously by roll call vote.

**11. Adjourn**

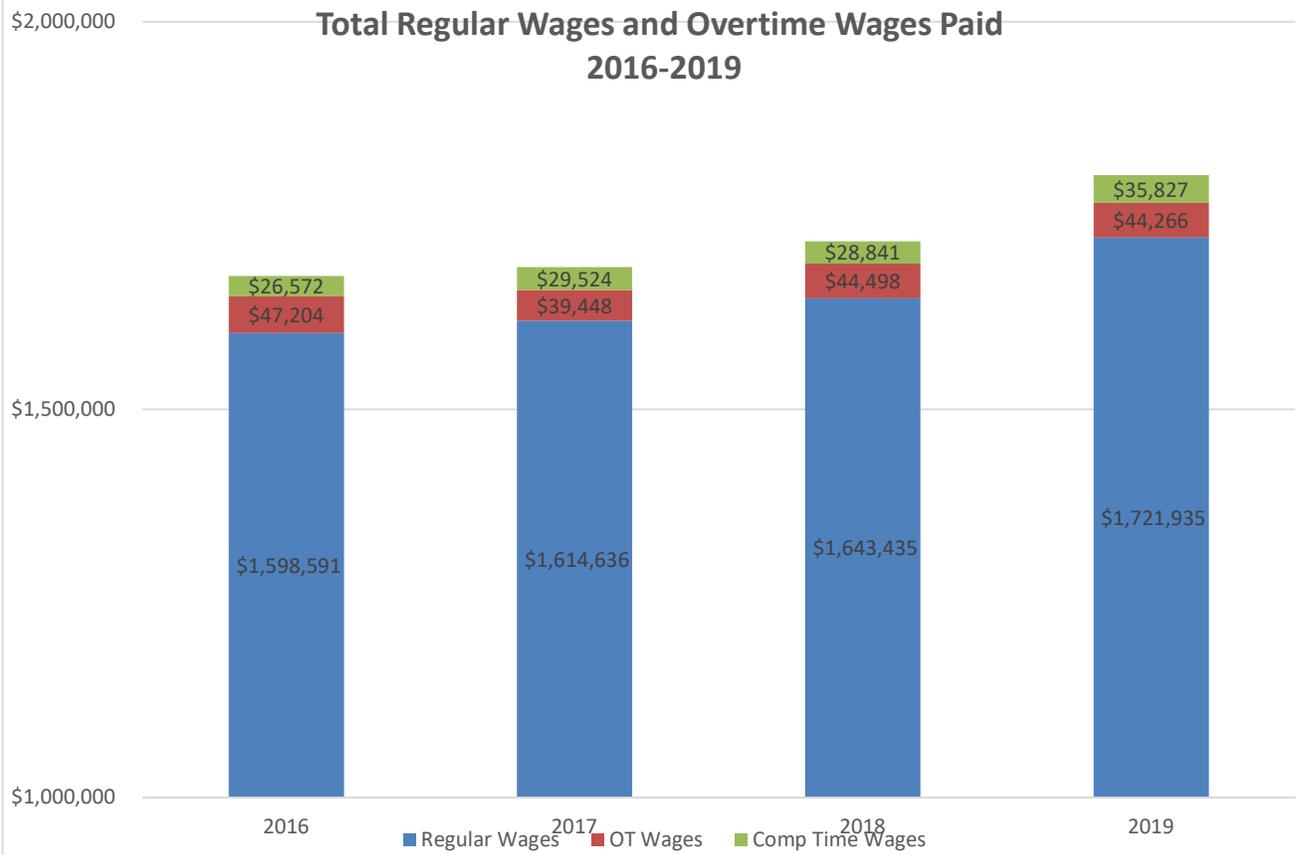
Motion by LaBudda, seconded by Ingebriksen to adjourn the meeting at 7:07 P.M. Motion carried.

David A. Kurihara  
City Clerk

Distribution Summary

Category	Distribution	Amount
CEMETERY	GRAVE OPENINGS	1,100.00
CEMETERY	LOT SALES	3,700.00
DONATIONS	K9 DONATIONS	100.00
DONATIONS	LIBRARY SPEC PURP GIFTS	751.00
DONATIONS	LIBRARY SPEC PURP LOCAL GOVT.	1,812.00
DONATIONS	MISC	1,000.00
DONATIONS	POTOSI BRANCH-LOCAL GOVT.	24,055.00
FIRE DEPARTMENT CHARGES	FIRE INSPECTIONS	504.00
GOLF COURSE	CART RENTAL	1,912.50
GOLF COURSE	GIFT CERTIFICATES	162.00
GOLF COURSE	GOLF MERCHANDISE	123.81
GOLF COURSE	MEMBERSHIPS	3,535.00
GOLF COURSE	MISC	3,291.12-
GOLF COURSE	MISC	6.81
INSURANCE	INSURANCE PREMIUM REFUNDS	1,905.00
INTERGOVERNMENTAL	STATE OF WI/LAW ENFORCE IMPROV	4,000.00
LICENSES AND PERMITS	BUILDING PERMITS	15.00
LICENSES AND PERMITS	OPERATORS LICENSES	30.00
MISCELLANEOUS REVENUES	HEALTH INSURANCE	482.84
MISCELLANEOUS REVENUES	MISC	247.50
MISCELLANEOUS REVENUES	MISC	6.00
MISCELLANEOUS REVENUES	MISC	14,623.00
MISCELLANEOUS REVENUES	RENT MUNICIPAL BUILDING	35.00
POLICE DEPARTMENT	COURT FINES	1,475.42
POLICE DEPARTMENT	MISC	100.00
POLICE DEPARTMENT	PARKING TICKETS	1,800.00
POLICE DEPARTMENT	POLICE FEES	11.80
PUBLIC CHARGES	CLERK FEES	56.00
PUBLIC CHARGES	OTHER PUBLIC WORKS	928.00
PUBLIC CHARGES	ZONING	600.00
TAXES	DELINQUENT PERS PROP TAX	26.02
TAXES	INTEREST ON TAXES	1.35
TAXES	MISC	134.97
UTILITY BILLING RECEIPTS	UTILITY BILLING RECEIPTS	165,977.24
WATER UTILTIY	MISC	67,464.17
Grand Totals:		<u>295,390.31</u>

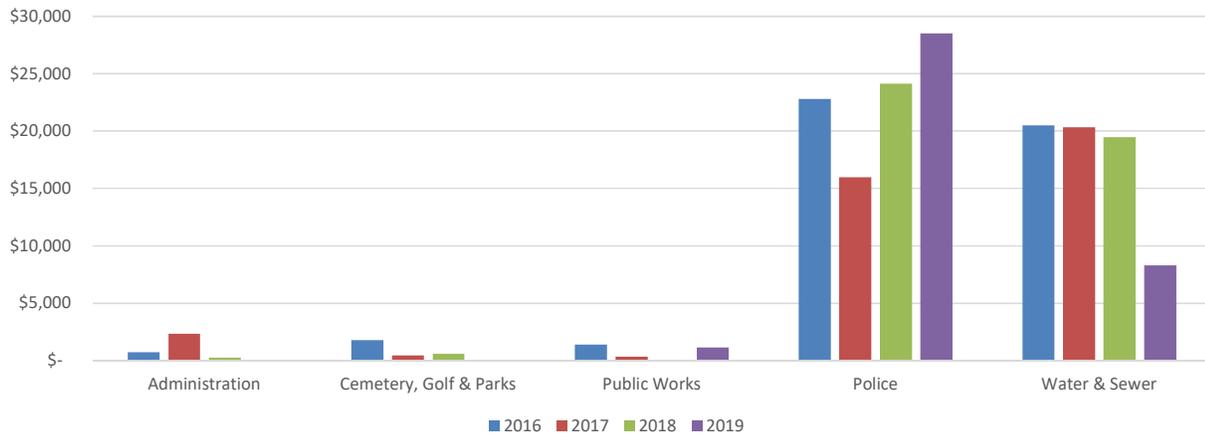
## Total Wages and Overtime



	Year			
	2016	2017	2018	2019
Regular Wages	\$ 1,598,591	\$ 1,614,636	\$ 1,643,435	\$ 1,721,935
OT Wages	47,204	39,448	44,498	44,266
Comp Time Wages	26,572	29,524	28,841	35,827
Total Wages	\$ 1,672,368	\$ 1,683,607	\$ 1,716,774	1,802,028
<b>% of OT/Total Wages</b>	<b>2.8%</b>	<b>2.3%</b>	<b>2.6%</b>	<b>2.5%</b>

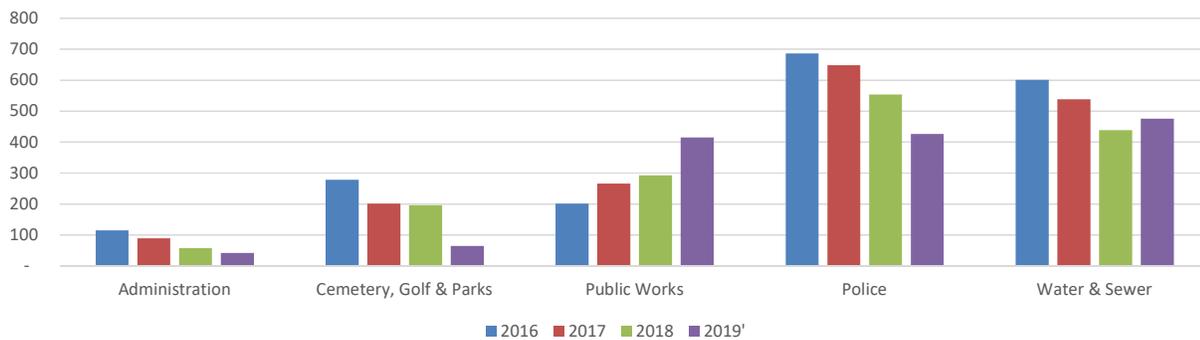
## Overtime and Comp Time by Department

### Overtime Paid by Department 2016-2019



Department	Year			
	2016	2017	2018	2019
Administration	\$ 726	\$ 2,329	\$ 258	\$ -
Cemetery, Golf & Parks	1,780	460	592	-
Public Works	1,408	345	38	1,152
Police	22,787	15,985	24,141	28,507
Water & Sewer	20,503	20,329	19,470	8,307
<b>Total OT</b>	<b>\$ 47,204</b>	<b>\$ 39,448</b>	<b>\$ 44,499</b>	<b>\$ 37,966</b>

### Comp Time Hours Earned by Department 2016-2019



Department	Year			
	2016	2017	2018	2019
Administration	115	89	57	41
Cemetery, Golf & Parks	278	201	196	64
Public Works	201	266	293	415
Police	687	648	554	426
Water & Sewer	601	538	439	475
<b>Total Hours</b>	<b>1,882</b>	<b>1,742</b>	<b>1,538</b>	<b>1,421</b>

**CITY OF LANCASTER**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUES - TAXES</u>					
100-41110	GENERAL PROPERTY TAXES	267,999.42	267,999.42	268,000.00 ( .58)	100.00
100-41140	MOBILE HOME TAXES	4,431.44	4,431.44	3,000.00 1,431.44	147.71
100-41210	PUBLIC ACCOMMODATION TAXES	6,265.37	6,265.37	15,000.00 ( 8,734.63)	41.77
100-41310	TAXES FROM WATER UTILITY	164,970.00	164,970.00	165,000.00 ( 30.00)	99.98
100-41320	HOUSING AUTHORITY TAXES	8,475.00	8,475.00	.00 8,475.00	.00
100-41800	INTEREST ON TAXES	29.42	29.42	1,000.00 ( 970.58)	2.94
	<b>TOTAL REVENUES -TAXES</b>	<b>452,170.65</b>	<b>452,170.65</b>	<b>452,000.00 170.65</b>	<b>100.04</b>
<u>REVENUES - INTERGOVERNMENTAL</u>					
100-42210	STATE OF WI/SHARED TAXES	1,125,874.50	1,125,874.50	1,126,500.00 ( 625.50)	99.94
100-42220	EXPENDITURE RESTRAINT PAYMENT	15,529.12	15,529.12	15,500.00 29.12	100.19
100-42230	STATE OF WI/FIRE INSURANCE TAX	11,305.08	11,305.08	10,000.00 1,305.08	113.05
100-42430	OTHER STATE SHARED REVENUES	17,510.05	17,510.05	17,400.00 110.05	100.63
100-42521	STATE OF WI/LAW ENFORCE IMPROV	11,038.26	11,038.26	1,000.00 10,038.26	1,103.83
100-42523	STATE GRANT-OTHER LAW ENFORCE.	305.00	305.00	4,000.00 ( 3,695.00)	7.63
100-42529	STATE OF WI-OTHER PUBLIC SAFET	3,173.85	3,173.85	.00 3,173.85	.00
100-42590	STATE OF WI/RECYCLING GRANT	15,156.03	15,156.03	15,000.00 156.03	101.04
100-42640	STATE OF WI/ROAD ALLOTMENT	259,525.54	259,525.54	259,600.00 ( 74.46)	99.97
100-42650	STATE OF WI/CONNECTING STREETS	34,004.54	34,004.54	34,000.00 4.54	100.01
100-42660	STATE OF WI/POLICE TRAINING	.00	.00	1,000.00 ( 1,000.00)	.00
100-42691	STATE OF WI-DNR	5,000.00	5,000.00	.00 5,000.00	.00
100-42791	GRANT CO-TRAFFIC GRANT	2,897.28	2,897.28	.00 2,897.28	.00
	<b>TOTAL REVENUES - INTERGOVERNMENTAL</b>	<b>1,501,319.25</b>	<b>1,501,319.25</b>	<b>1,484,000.00 17,319.25</b>	<b>101.17</b>
<u>REVENUES -LICENSES AND PERMITS</u>					
100-43110	LIQUOR LICENSES	7,150.00	7,150.00	8,300.00 ( 1,150.00)	86.14
100-43120	OPERATOR LICENSES	870.00	870.00	1,600.00 ( 730.00)	54.38
100-43150	CABLE TV FRANCHISE FEES	58,241.75	58,241.75	47,000.00 11,241.75	123.92
100-43160	CIGARETTE LICENSES	600.00	600.00	900.00 ( 300.00)	66.67
100-43190	OTHER LICENSES	985.00	985.00	500.00 485.00	197.00
100-43195	DOG LICENSES	47.00	47.00	.00 47.00	.00
100-43300	ZONING PERMITS AND FEES	500.00	500.00	700.00 ( 200.00)	71.43
100-43510	BUILDING PERMITS	16,378.00	16,378.00	14,000.00 2,378.00	116.99
	<b>TOTAL REVENUES -LICENSES AND PERMIT</b>	<b>84,771.75</b>	<b>84,771.75</b>	<b>73,000.00 11,771.75</b>	<b>116.13</b>

**CITY OF LANCASTER**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUES - PUBLIC CHARGES</u>					
100-44110	CLERK FEES	288.95	288.95	600.00 ( 311.05)	48.16
100-44130	LICENSE PUBLICATION FEES	124.00	124.00	.00 124.00	.00
100-44210	POLICE FEES	2,318.62	2,318.62	500.00 1,818.62	463.72
100-44220	FIRE PROTECTION FEES	3,384.00	3,384.00	4,000.00 ( 616.00)	84.60
100-44221	FIRE SERVICE CALL FEES	.00	.00	2,000.00 ( 2,000.00)	.00
100-44340	AIRPORT FUEL	19,757.65	19,757.65	25,000.00 ( 5,242.35)	79.03
100-44440	GARBAGE SERVICE	189,164.31	189,164.31	184,000.00 5,164.31	102.81
100-44490	OTHER PUBLIC WORKS REVENUES	11,608.40	11,608.40	4,400.00 7,208.40	263.83
100-44495	PARK USE PERMIT	1,224.20	1,224.20	2,000.00 ( 775.80)	61.21
100-44497	SUMMER RECREATION PROGRAM	23,948.00	23,948.00	26,000.00 ( 2,052.00)	92.11
100-44610	POOL MEMBERSHIPS	9,379.88	9,379.88	12,000.00 ( 2,620.12)	78.17
100-44612	DAILY POOL RECEIPTS	8,211.89	8,211.89	10,000.00 ( 1,788.11)	82.12
100-44750	OTHER CULTURE AND RECREATION	70.00	70.00	.00 70.00	.00
100-44810	POP/CONCESSION RECEIPTS	5,806.45	5,806.45	6,500.00 ( 693.55)	89.33
	<b>TOTAL REVENUES - PUBLIC CHARGES</b>	<b>275,286.35</b>	<b>275,286.35</b>	<b>277,000.00 ( 1,713.65)</b>	<b>99.38</b>
<u>REVENUES-FINES, FORT, PENAL</u>					
100-45100	LAW AND ORDINANCE FINES	25,620.26	25,620.26	25,000.00 620.26	102.48
	<b>TOTAL REVENUES-FINES, FORT, PENAL</b>	<b>25,620.26</b>	<b>25,620.26</b>	<b>25,000.00 620.26</b>	<b>102.48</b>
<u>REVENUES - SPECIAL ASSESSMENTS</u>					
100-46120	SPECIAL ASSESSMENTS	14,883.09	14,883.09	27,000.00 ( 12,116.91)	55.12
	<b>TOTAL REVENUES - SPECIAL ASSESSMENT</b>	<b>14,883.09</b>	<b>14,883.09</b>	<b>27,000.00 ( 12,116.91)</b>	<b>55.12</b>
<u>REVENUES-INTERGOVT CHARGES</u>					
100-47320	FIRE PROTECTION/TOWNSHIPS	52,001.00	52,001.00	52,000.00 1.00	100.00
	<b>TOTAL REVENUES-INTERGOVT CHARGES</b>	<b>52,001.00</b>	<b>52,001.00</b>	<b>52,000.00 1.00</b>	<b>100.00</b>

**CITY OF LANCASTER**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>REVENUES - MISCELLANEOUS</u>					
100-48110 INTEREST ON INVESTMENTS	62,104.92	62,104.92	24,000.00	38,104.92	258.77
100-48130 INTEREST SPECIAL ASSESSMENTS	538.60	538.60	1,700.00	( 1,161.40)	31.68
100-48210 RENT - MUNICIPAL BUILDING	1,000.77	1,000.77	1,500.00	( 499.23)	66.72
100-48211 RENT - AIRPORT	6,646.00	6,646.00	6,300.00	346.00	105.49
100-48212 RENT - THEATRE	6,000.00	6,000.00	5,500.00	500.00	109.09
100-48500 DONATIONS	54,286.48	54,286.48	.00	54,286.48	.00
100-48501 POLICE DONATIONS	25,979.59	25,979.59	.00	25,979.59	.00
TOTAL REVENUES - MISCELLANEOUS	156,556.36	156,556.36	39,000.00	117,556.36	401.43
TOTAL FUND REVENUE	2,562,608.71	2,562,608.71	2,429,000.00	133,608.71	105.50

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MAYOR &amp; COUNCIL</u>					
100-51100-102	PART TIME WAGES	15,275.53	15,275.53	15,400.00	124.47 99.19
100-51100-103	SOCIAL SECURITY	947.28	947.28	1,000.00	52.72 94.73
100-51100-107	MEDICARE	221.17	221.17	200.00	( 21.17) 110.59
100-51100-390	OPERATING EXPENSE	6,304.93	6,304.93	6,400.00	95.07 98.51
	TOTAL MAYOR & COUNCIL	22,748.91	22,748.91	23,000.00	251.09 98.91
<u>CITY ATTORNEY EXPENSES</u>					
100-51300-117	CONTRACTED SER CITY ATTORNEY	34,000.00	34,000.00	30,900.00	( 3,100.00) 110.03
100-51300-216	OUTSIDE LEGAL SERVICES	3,540.00	3,540.00	4,100.00	560.00 86.34
100-51300-390	OPERATING EXPENSE	74.97	74.97	.00	( 74.97) .00
	TOTAL CITY ATTORNEY EXPENSES	37,614.97	37,614.97	35,000.00	( 2,614.97) 107.47
<u>CLERK &amp; TREASURER</u>					
100-51400-101	SALARIES	63,263.21	63,263.21	70,500.00	7,236.79 89.74
100-51400-103	SOCIAL SECURITY	4,100.71	4,100.71	4,400.00	299.29 93.20
100-51400-104	RETIREMENT	4,531.25	4,531.25	4,600.00	68.75 98.51
100-51400-105	HEALTH INSURANCE	19,607.30	19,607.30	18,000.00	( 1,607.30) 108.93
100-51400-106	VACATION, SICK LEAVE,HOLIDAY	5,452.14	5,452.14	.00	( 5,452.14) .00
100-51400-107	MEDICARE	958.91	958.91	1,000.00	41.09 95.89
100-51400-108	LONGEVITY	435.00	435.00	400.00	( 35.00) 108.75
100-51400-109	DISABILITY INSURANCE	268.03	268.03	300.00	31.97 89.34
100-51400-110	FLEX BENEFITS	.00	.00	400.00	400.00 .00
100-51400-111	VESTED BENEFITS	473.00	473.00	.00	( 473.00) .00
100-51400-112	LIFE INSURANCE	271.27	271.27	200.00	( 71.27) 135.64
100-51400-117	ELECTION INSPECTORS	671.00	671.00	900.00	229.00 74.56
100-51400-216	CONTRACTED SERVICES	11,982.22	11,982.22	9,500.00	( 2,482.22) 126.13
100-51400-220	UTILITIES	2,297.48	2,297.48	.00	( 2,297.48) .00
100-51400-330	TRAVEL/EDUCATION EXPENSE	983.63	983.63	4,000.00	3,016.37 24.59
100-51400-390	OPERATING EXPENSE	25,949.43	25,949.43	25,800.00	( 149.43) 100.58
	TOTAL CLERK & TREASURER	141,244.58	141,244.58	140,000.00	( 1,244.58) 100.89

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>CITY ADMINISTRATOR</u>					
100-51410-101 SALARIES	51,708.61	51,708.61	50,200.00	( 1,508.61)	103.01
100-51410-103 SOCIAL SECURITY	3,246.02	3,246.02	3,100.00	( 146.02)	104.71
100-51410-104 RETIREMENT	3,478.52	3,478.52	6,300.00	2,821.48	55.21
100-51410-105 HEALTH INSURANCE	11,385.89	11,385.89	9,500.00	( 1,885.89)	119.85
100-51410-106 VACATION, SICK LEAVE, HOLIDAY	1,655.00	1,655.00	.00	( 1,655.00)	.00
100-51410-107 MEDICARE	759.16	759.16	700.00	( 59.16)	108.45
100-51410-109 DISABILITY INSURANCE	205.85	205.85	200.00	( 5.85)	102.93
100-51410-110 FLEX BENEFITS	.00	.00	200.00	200.00	.00
100-51410-111 VESTED BENEFITS	1,925.00	1,925.00	.00	( 1,925.00)	.00
100-51410-112 LIFE INSURANCE	242.27	242.27	200.00	( 42.27)	121.14
100-51410-220 UTILITIES	1,706.09	1,706.09	.00	( 1,706.09)	.00
100-51410-330 TRAVEL/EDUCATION	540.17	540.17	2,500.00	1,959.83	21.61
100-51410-390 OPERATING EXPENSE	3,740.21	3,740.21	4,100.00	359.79	91.22
TOTAL CITY ADMINISTRATOR	80,592.79	80,592.79	77,000.00	( 3,592.79)	104.67
<u>INSURANCE</u>					
100-51430-510 PROPERTY & LIABILITY INSURANCE	97,290.98	97,290.98	105,000.00	7,709.02	92.66
TOTAL INSURANCE	97,290.98	97,290.98	105,000.00	7,709.02	92.66
<u>ASSESSOR EXPENSES</u>					
100-51520-216 CONTRACTED SERVICES	10,960.00	10,960.00	14,900.00	3,940.00	73.56
100-51520-390 OPERATING EXPENSE	917.18	917.18	1,100.00	182.82	83.38
TOTAL ASSESSOR EXPENSES	11,877.18	11,877.18	16,000.00	4,122.82	74.23

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MUNICIPAL BUILDING EXPENSES</u>					
100-51600-101 SALARIES	105.90	105.90	2,000.00		5.30
100-51600-102 PART TIME WAGES	20,656.96	20,656.96	13,500.00	( 7,156.96)	153.01
100-51600-103 SOCIAL SECURITY	1,278.00	1,278.00	1,000.00	( 278.00)	127.80
100-51600-104 RETIREMENT	1,357.47	1,357.47	1,000.00	( 357.47)	135.75
100-51600-105 HEALTH INSURANCE	4,032.53	4,032.53	2,400.00	( 1,632.53)	168.02
100-51600-107 MEDICARE	298.91	298.91	200.00	( 98.91)	149.46
100-51600-109 DISABILITY INSURANCE	79.47	79.47	.00	( 79.47)	.00
100-51600-111 VESTED BENEFITS	690.00	690.00	.00	( 690.00)	.00
100-51600-112 LIFE INSURANCE	173.81	173.81	.00	( 173.81)	.00
100-51600-220 UTILITIES	28,699.41	28,699.41	28,000.00	( 699.41)	102.50
100-51600-380 TECHNOLOGY	7,000.00	7,000.00	7,000.00	.00	100.00
100-51600-390 OPERATING EXPENSE	26,733.29	26,733.29	13,900.00	( 12,833.29)	192.33
<b>TOTAL MUNICIPAL BUILDING EXPENSES</b>	<b>91,105.75</b>	<b>91,105.75</b>	<b>69,000.00</b>	<b>( 22,105.75)</b>	<b>132.04</b>
<u>ILLEGAL TAX, REFUNDS, UNCOLL</u>					
100-51910-740 ILLEGAL TAX, REFUNDS, UNCOLL.	3,981.88	3,981.88	.00	( 3,981.88)	.00
<b>TOTAL ILLEGAL TAX, REFUNDS, UNCOLL</b>	<b>3,981.88</b>	<b>3,981.88</b>	<b>.00</b>	<b>( 3,981.88)</b>	<b>.00</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>POLICE DEPARTMENT</u>					
100-52100-101 SALARIES	369,915.58	369,915.58	402,100.00	32,184.42	92.00
100-52100-102 PART TIME WAGES	39,822.51	39,822.51	31,500.00	( 8,322.51)	126.42
100-52100-103 SOCIAL SECURITY	26,951.02	26,951.02	27,000.00	48.98	99.82
100-52100-104 RETIREMENT	43,143.18	43,143.18	43,600.00	456.82	98.95
100-52100-105 HEALTH INSURANCE	92,481.83	92,481.83	96,900.00	4,418.17	95.44
100-52100-106 VACATION, SICK LEAVE, HOLIDAY	38,737.39	38,737.39	.00	( 38,737.39)	.00
100-52100-107 MEDICARE	6,303.08	6,303.08	6,300.00	( 3.08)	100.05
100-52100-108 LONGEVITY	1,342.50	1,342.50	1,300.00	( 42.50)	103.27
100-52100-109 DISABILITY INSURANCE	1,137.35	1,137.35	1,700.00	562.65	66.90
100-52100-110 FLEX BENEFITS	( 660.21)	( 660.21)	2,400.00	3,060.21	( 27.51)
100-52100-111 VESTED BENEFITS	( 2,014.00)	( 2,014.00)	.00	2,014.00	.00
100-52100-112 LIFE INSURANCE	366.45	366.45	300.00	( 66.45)	122.15
100-52100-216 CONTRACTED SERVICES	2,979.25	2,979.25	2,400.00	( 579.25)	124.14
100-52100-220 UTILITIES	10,411.37	10,411.37	11,000.00	588.63	94.65
100-52100-330 TRAVEL/EDUCATION EXPENSE	5,820.63	5,820.63	5,000.00	( 820.63)	116.41
100-52100-350 REPAIR & MAINTENANCE	25,729.61	25,729.61	11,000.00	( 14,729.61)	233.91
100-52100-356 VEHICLE - FUEL	13,192.80	13,192.80	10,000.00	( 3,192.80)	131.93
100-52100-365 UNIFORM ALLOWANCE	5,488.52	5,488.52	3,200.00	( 2,288.52)	171.52
100-52100-380 TECHNOLOGY	6,000.00	6,000.00	6,000.00	.00	100.00
100-52100-390 OPERATING EXPENSE	28,017.81	28,017.81	8,300.00	( 19,717.81)	337.56
100-52100-395 K9	9,567.22	9,567.22	.00	( 9,567.22)	.00
<b>TOTAL POLICE DEPARTMENT</b>	<b>724,733.89</b>	<b>724,733.89</b>	<b>670,000.00</b>	<b>( 54,733.89)</b>	<b>108.17</b>
<u>DEPARTMENT 300</u>					
100-52300-101 SALARIES	6,115.40	6,115.40	50,000.00	43,884.60	12.23
100-52300-103 SOCIAL SECURITY	362.30	362.30	3,100.00	2,737.70	11.69
100-52300-104 RETIREMENT	655.56	655.56	3,300.00	2,644.44	19.87
100-52300-105 HEALTH INSURANCE	1,096.30	1,096.30	15,400.00	14,303.70	7.12
100-52300-107 MEDICARE	84.73	84.73	700.00	615.27	12.10
100-52300-109 DISABILITY INSURANCE	7.95	7.95	200.00	192.05	3.98
100-52300-110 FLEX BENEFITS	.00	.00	300.00	300.00	.00
100-52300-112 LIFE INSURANCE	6.81	6.81	100.00	93.19	6.81
100-52300-390 OPERATING EXPENSE	.00	.00	1,900.00	1,900.00	.00
100-52300-790 EMS CONTRIBUTION	( 5,803.00)	( 5,803.00)	( 52,500.00)	( 46,697.00)	( 11.05)
<b>TOTAL DEPARTMENT 300</b>	<b>2,526.05</b>	<b>2,526.05</b>	<b>22,500.00</b>	<b>19,973.95</b>	<b>11.23</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>FIRE DEPARTMENT</u>					
100-52310-101 SALARIES	300.87	300.87	.00	( 300.87)	.00
100-52310-102 PART TIME WAGES	9,543.50	9,543.50	8,600.00	( 943.50)	110.97
100-52310-103 SOCIAL SECURITY	609.79	609.79	500.00	( 109.79)	121.96
100-52310-104 RETIREMENT	1,006.45	1,006.45	900.00	( 106.45)	111.83
100-52310-105 HEALTH INSURANCE	198.33	198.33	.00	( 198.33)	.00
100-52310-107 MEDICARE	142.72	142.72	100.00	( 42.72)	142.72
100-52310-109 DISABILITY INSURANCE	4.29	4.29	.00	( 4.29)	.00
100-52310-112 LIFE INSURANCE	7.41	7.41	.00	( 7.41)	.00
100-52310-140 FIRE DEPT. PER DIEM	6,500.00	6,500.00	6,400.00	( 100.00)	101.56
100-52310-220 UTILITIES	15,874.38	15,874.38	11,800.00	( 4,074.38)	134.53
100-52310-330 TRAVEL/EDUCATION EXPENSE	1,045.79	1,045.79	3,200.00	2,154.21	32.68
100-52310-350 REPAIR & MAINTENANCE	26,772.18	26,772.18	28,000.00	1,227.82	95.61
100-52310-356 FUEL - EQUIPMENT	2,157.19	2,157.19	2,000.00	( 157.19)	107.86
100-52310-370 CLOTHING/REPAIR & REPLACEMENT	19,758.82	19,758.82	29,000.00	9,241.18	68.13
100-52310-372 PROTECTIVE GEAR	15,768.39	15,768.39	9,000.00	( 6,768.39)	175.20
100-52310-380 TECHNOLOGY	1,917.92	1,917.92	3,000.00	1,082.08	63.93
100-52310-390 OPERATING EXPENSE	20,743.53	20,743.53	10,500.00	( 10,243.53)	197.56
100-52310-393 GRANT EXPENSE	2,084.89	2,084.89	.00	( 2,084.89)	.00
100-52310-510 PROPERTY & LIABILITY INSURANCE	17,673.00	17,673.00	19,000.00	1,327.00	93.02
<b>TOTAL FIRE DEPARTMENT</b>	<b>142,109.45</b>	<b>142,109.45</b>	<b>132,000.00</b>	<b>( 10,109.45)</b>	<b>107.66</b>
<u>FIRE INSPECTIONS</u>					
100-52311-102 PART TIME WAGES	1,300.00	1,300.00	4,000.00	2,700.00	32.50
100-52311-103 SOCIAL SECURITY	80.60	80.60	.00	( 80.60)	.00
100-52311-107 MEDICARE	18.85	18.85	.00	( 18.85)	.00
100-52311-390 FIRE INSPECTION OP. EXP.	.00	.00	300.00	300.00	.00
<b>TOTAL FIRE INSPECTIONS</b>	<b>1,399.45</b>	<b>1,399.45</b>	<b>4,300.00</b>	<b>2,900.55</b>	<b>32.55</b>
<u>BUILDING INSPECTOR</u>					
100-52400-117 SALARY - CONTRACT	15,315.60	15,315.60	15,300.00	( 15.60)	100.10
100-52400-220 UTILITIES	135.00	135.00	.00	( 135.00)	.00
100-52400-390 OPERATING EXPENSE	214.91	214.91	500.00	285.09	42.98
<b>TOTAL BUILDING INSPECTOR</b>	<b>15,665.51</b>	<b>15,665.51</b>	<b>15,800.00</b>	<b>134.49</b>	<b>99.15</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>CIVIL DEFENSE EXPENSES</u>					
100-52500-220 UTILITIES	227.98	227.98	.00	( 227.98)	.00
100-52500-390 OPERATING EXPENSE	2,988.73	2,988.73	400.00	( 2,588.73)	747.18
<b>TOTAL CIVIL DEFENSE EXPENSES</b>	<b>3,216.71</b>	<b>3,216.71</b>	<b>400.00</b>	<b>( 2,816.71)</b>	<b>804.18</b>
<u>PUBLIC WORKS ADMINISTRATION</u>					
100-53100-101 SALARIES	17,627.35	17,627.35	17,300.00	( 327.35)	101.89
100-53100-103 SOCIAL SECURITY	1,056.30	1,056.30	1,100.00	43.70	96.03
100-53100-104 RETIREMENT	1,154.54	1,154.54	1,100.00	( 54.54)	104.96
100-53100-105 HEALTH INSURANCE	4,661.60	4,661.60	3,800.00	( 861.60)	122.67
100-53100-107 MEDICARE	247.09	247.09	300.00	52.91	82.36
100-53100-108 LONGEVITY	.00	.00	200.00	200.00	.00
100-53100-109 DISABILITY INSURANCE	68.12	68.12	100.00	31.88	68.12
100-53100-110 FLEX BENEFITS	.00	.00	100.00	100.00	.00
100-53100-111 VESTED BENEFITS	1,675.00	1,675.00	.00	( 1,675.00)	.00
100-53100-112 LIFE INSURANCE	51.84	51.84	.00	( 51.84)	.00
100-53100-218 ENGINEERING SERVICES	8,465.54	8,465.54	1,000.00	( 7,465.54)	846.55
100-53100-220 UTILITIES	1,124.09	1,124.09	.00	( 1,124.09)	.00
100-53100-330 TRAVEL/EDUCATION EXPENSE	1,452.10	1,452.10	1,200.00	( 252.10)	121.01
100-53100-380 TECHNOLOGY	5,349.00	5,349.00	4,000.00	( 1,349.00)	133.73
100-53100-390 OPERATING EXPENSE	1,743.05	1,743.05	2,800.00	1,056.95	62.25
<b>TOTAL PUBLIC WORKS ADMINISTRATION</b>	<b>44,675.62</b>	<b>44,675.62</b>	<b>33,000.00</b>	<b>( 11,675.62)</b>	<b>135.38</b>
<u>GARAGES &amp; SHEDS</u>					
100-53210-101 SALARIES	28,362.43	28,362.43	33,000.00	4,637.57	85.95
100-53210-102 PART TIME WAGES	2,555.79	2,555.79	3,600.00	1,044.21	70.99
100-53210-103 SOCIAL SECURITY	3,786.87	3,786.87	3,400.00	( 386.87)	111.38
100-53210-104 RETIREMENT	4,067.28	4,067.28	3,400.00	( 667.28)	119.63
100-53210-105 HEALTH INSURANCE	26,043.68	26,043.68	26,800.00	756.32	97.18
100-53210-106 VACATION, SICK LEAVE, HOLIDAY	31,855.24	31,855.24	19,000.00	( 12,855.24)	167.66
100-53210-107 MEDICARE	885.72	885.72	800.00	( 85.72)	110.72
100-53210-109 DISABILITY INSURANCE	223.57	223.57	200.00	( 23.57)	111.79
100-53210-110 FLEX BENEFITS	( 300.00)	( 300.00)	1,500.00	1,800.00	( 20.00)
100-53210-111 VESTED BENEFITS	1,861.00	1,861.00	.00	( 1,861.00)	.00
100-53210-112 LIFE INSURANCE	256.33	256.33	100.00	( 156.33)	256.33
100-53210-220 UTILITIES	7,659.61	7,659.61	7,600.00	( 59.61)	100.78
100-53210-330 TRAVEL/EDUCATION EXPENSE	192.56	192.56	600.00	407.44	32.09
100-53210-390 OPERATING EXPENSE	11,137.50	11,137.50	15,000.00	3,862.50	74.25
<b>TOTAL GARAGES &amp; SHEDS</b>	<b>118,587.58</b>	<b>118,587.58</b>	<b>115,000.00</b>	<b>( 3,587.58)</b>	<b>103.12</b>

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MACHINERY &amp; EQUIPMENT</u>					
100-53212-101 SALARIES	29,033.07	29,033.07	32,200.00		90.16
100-53212-102 PART TIME WAGES	41.00	41.00	.00 (	41.00)	.00
100-53212-103 SOCIAL SECURITY	1,749.51	1,749.51	2,200.00		79.52
100-53212-104 RETIREMENT	1,904.42	1,904.42	2,300.00		82.80
100-53212-105 HEALTH INSURANCE	7,846.42	7,846.42	8,300.00		94.54
100-53212-106 VACATION, SICK LEAVE, HOLIDAY	.00	.00	3,300.00		3,300.00
100-53212-107 MEDICARE	409.17	409.17	500.00		90.83
100-53212-109 DISABILITY INSURANCE	113.20	113.20	100.00 (	13.20)	113.20
100-53212-112 LIFE INSURANCE	127.00	127.00	200.00		73.00
100-53212-350 REPAIR & MAINTENANCE	31,594.85	31,594.85	26,000.00 (	5,594.85)	121.52
100-53212-356 MOTOR FUELS	21,571.93	21,571.93	30,000.00		8,428.07
100-53212-390 OPERATING EXPENSE	5,486.59	5,486.59	12,900.00		7,413.41
<b>TOTAL MACHINERY &amp; EQUIPMENT</b>	<b>99,877.16</b>	<b>99,877.16</b>	<b>118,000.00</b>		<b>18,122.84</b>
<u>ROADWAY MAINTENANCE</u>					
100-53310-101 SALARIES	30,081.41	30,081.41	20,900.00 (	9,181.41)	143.93
100-53310-102 PART TIME WAGES	875.00	875.00	1,500.00		625.00
100-53310-103 SOCIAL SECURITY	1,858.39	1,858.39	1,400.00 (	458.39)	132.74
100-53310-104 RETIREMENT	1,971.33	1,971.33	1,400.00 (	571.33)	140.81
100-53310-105 HEALTH INSURANCE	8,836.61	8,836.61	6,200.00 (	2,636.61)	142.53
100-53310-106 VACATION, SICK LEAVE, HOLIDAY	.00	.00	200.00		200.00
100-53310-107 MEDICARE	434.66	434.66	300.00 (	134.66)	144.89
100-53310-109 DISABILITY INSURANCE	118.26	118.26	100.00 (	18.26)	118.26
100-53310-112 LIFE INSURANCE	61.36	61.36	200.00		138.64
100-53310-220 UTILITIES	456.28	456.28	.00 (	456.28)	.00
100-53310-390 OPERATING EXPENSE	30,448.86	30,448.86	44,800.00		14,351.14
100-53310-760 GRANT COUNTY CONTRIBUTION	2,000.00	2,000.00	2,000.00		.00
<b>TOTAL ROADWAY MAINTENANCE</b>	<b>77,142.16</b>	<b>77,142.16</b>	<b>79,000.00</b>		<b>1,857.84</b>

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>SNOW &amp; ICE CONTROL</u>					
100-53322-101 SALARIES	28,776.71	28,776.71	24,600.00	( 4,176.71)	116.98
100-53322-102 PART TIME WAGES	1,418.54	1,418.54	400.00	( 1,018.54)	354.64
100-53322-103 SOCIAL SECURITY	1,863.31	1,863.31	1,500.00	( 363.31)	124.22
100-53322-104 RETIREMENT	2,622.68	2,622.68	1,600.00	( 1,022.68)	163.92
100-53322-105 HEALTH INSURANCE	7,391.86	7,391.86	6,100.00	( 1,291.86)	121.18
100-53322-106 VACATION, SICK LEAVE, HOLIDAY	.00	.00	600.00	600.00	.00
100-53322-107 MEDICARE	435.80	435.80	300.00	( 135.80)	145.27
100-53322-109 DISABILITY INSURANCE	112.69	112.69	100.00	( 12.69)	112.69
100-53322-112 LIFE INSURANCE	79.12	79.12	100.00	20.88	79.12
100-53322-390 OPERATING EXPENSE	58,802.59	58,802.59	24,700.00	( 34,102.59)	238.07
<b>TOTAL SNOW &amp; ICE CONTROL</b>	<b>101,503.30</b>	<b>101,503.30</b>	<b>60,000.00</b>	<b>( 41,503.30)</b>	<b>169.17</b>
<u>TREE/BRUSH/WEED CONTROL</u>					
100-53416-101 SALARIES	20,542.58	20,542.58	32,700.00	12,157.42	62.82
100-53416-102 PART TIME WAGES	1,066.31	1,066.31	5,600.00	4,533.69	19.04
100-53416-103 SOCIAL SECURITY	1,313.17	1,313.17	2,400.00	1,086.83	54.72
100-53416-104 RETIREMENT	1,358.36	1,358.36	2,200.00	841.64	61.74
100-53416-105 HEALTH INSURANCE	4,184.65	4,184.65	6,700.00	2,515.35	62.46
100-53416-106 VACATION, SICK LEAVE, HOLIDAY	.00	.00	400.00	400.00	.00
100-53416-107 MEDICARE	307.09	307.09	600.00	292.91	51.18
100-53416-109 DISABILITY INSURANCE	82.01	82.01	100.00	17.99	82.01
100-53416-112 LIFE INSURANCE	27.45	27.45	100.00	72.55	27.45
100-53416-216 TREE TRIMMING	11,887.50	11,887.50	12,000.00	112.50	99.06
100-53416-390 OPERATING EXPENSE	17,632.99	17,632.99	8,200.00	( 9,432.99)	215.04
<b>TOTAL TREE/BRUSH/WEED CONTROL</b>	<b>58,402.11</b>	<b>58,402.11</b>	<b>71,000.00</b>	<b>12,597.89</b>	<b>82.26</b>
<u>STREET LIGHTING - RESIDENTIAL</u>					
100-53450-220 UTILITIES	42,168.66	42,168.66	54,000.00	11,831.34	78.09
100-53450-390 OPERATING EXPENSE	.00	.00	1,000.00	1,000.00	.00
<b>TOTAL STREET LIGHTING - RESIDENTIAL</b>	<b>42,168.66</b>	<b>42,168.66</b>	<b>55,000.00</b>	<b>12,831.34</b>	<b>76.67</b>
<u>GARBAGE COLLECTION RESIDENTIAL</u>					
100-53610-216 CONTRACTED SER./GARBAGE-RECYCL	180,108.00	180,108.00	175,000.00	( 5,108.00)	102.92
100-53610-390 OPERATING EXPENSE	47.98	47.98	.00	( 47.98)	.00
<b>TOTAL GARBAGE COLLECTION RESIDENTIA</b>	<b>180,155.98</b>	<b>180,155.98</b>	<b>175,000.00</b>	<b>( 5,155.98)</b>	<b>102.95</b>

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>SANITARY LANDFILL</u>					
100-53620-101 SALARIES	1,419.62	1,419.62	1,700.00	280.38	83.51
100-53620-102 PART TIME WAGES	355.50	355.50	200.00	( 155.50)	177.75
100-53620-103 SOCIAL SECURITY	106.83	106.83	100.00	( 6.83)	106.83
100-53620-104 RETIREMENT	93.12	93.12	100.00	6.88	93.12
100-53620-105 HEALTH INSURANCE	428.70	428.70	400.00	( 28.70)	107.18
100-53620-107 MEDICARE	24.99	24.99	.00	( 24.99)	.00
100-53620-109 DISABILITY INSURANCE	5.31	5.31	.00	( 5.31)	.00
100-53620-112 LIFE INSURANCE	4.06	4.06	.00	( 4.06)	.00
100-53620-390 OPERATING EXPENSE	3,873.75	3,873.75	2,500.00	( 1,373.75)	154.95
TOTAL SANITARY LANDFILL	6,311.88	6,311.88	5,000.00	( 1,311.88)	126.24
<u>HOLIDAY DECORATIONS</u>					
100-53700-101 SALARIES	1,437.78	1,437.78	1,900.00	462.22	75.67
100-53700-103 SOCIAL SECURITY	89.15	89.15	100.00	10.85	89.15
100-53700-104 RETIREMENT	94.19	94.19	100.00	5.81	94.19
100-53700-107 MEDICARE	20.84	20.84	.00	( 20.84)	.00
100-53700-109 DISABILITY INSURANCE	5.61	5.61	.00	( 5.61)	.00
100-53700-390 OPERATING EXPENSE	.00	.00	900.00	900.00	.00
TOTAL HOLIDAY DECORATIONS	1,647.57	1,647.57	3,000.00	1,352.43	54.92
<u>AIRPORT</u>					
100-53800-101 SALARIES	843.89	843.89	2,800.00	1,956.11	30.14
100-53800-102 PART TIME WAGES	1,758.68	1,758.68	500.00	( 1,258.68)	351.74
100-53800-103 SOCIAL SECURITY	158.42	158.42	200.00	41.58	79.21
100-53800-104 RETIREMENT	170.20	170.20	200.00	29.80	85.10
100-53800-105 HEALTH INSURANCE	834.22	834.22	1,100.00	265.78	75.84
100-53800-107 MEDICARE	37.12	37.12	.00	( 37.12)	.00
100-53800-109 DISABILITY INSURANCE	10.77	10.77	.00	( 10.77)	.00
100-53800-112 LIFE INSURANCE	22.83	22.83	.00	( 22.83)	.00
100-53800-220 UTILITIES	2,632.56	2,632.56	.00	( 2,632.56)	.00
100-53800-350 REPAIR & MAINTENANCE	525.70	525.70	2,200.00	1,674.30	23.90
100-53800-356 MOTOR FUELS	17,621.62	17,621.62	20,000.00	2,378.38	88.11
100-53800-390 OPERATING EXPENSE	3,632.33	3,632.33	5,000.00	1,367.67	72.65
TOTAL AIRPORT	28,248.34	28,248.34	32,000.00	3,751.66	88.28

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>GRANT COUNTY TAXI</u>					
100-54600-720 GRANTS & DONATIONS	4,000.00	4,000.00	4,000.00	.00	100.00
TOTAL GRANT COUNTY TAXI	4,000.00	4,000.00	4,000.00	.00	100.00
<u>CITY PARK SYSTEM-MAINTENANCE</u>					
100-55200-101 SALARIES	24,660.93	24,660.93	22,700.00	( 1,960.93)	108.64
100-55200-102 PART TIME WAGES	26,320.43	26,320.43	23,000.00	( 3,320.43)	114.44
100-55200-103 SOCIAL SECURITY	3,495.19	3,495.19	3,000.00	( 495.19)	116.51
100-55200-104 RETIREMENT	2,002.80	2,002.80	1,600.00	( 402.80)	125.18
100-55200-105 HEALTH INSURANCE	1,489.18	1,489.18	700.00	( 789.18)	212.74
100-55200-106 VACATION, SICK LEAVE, HOLIDAY	5,548.30	5,548.30	2,400.00	( 3,148.30)	231.18
100-55200-107 MEDICARE	817.48	817.48	700.00	( 117.48)	116.78
100-55200-109 DISABILITY INSURANCE	116.73	116.73	100.00	( 16.73)	116.73
100-55200-110 FLEX BENEFITS	.00	.00	300.00	300.00	.00
100-55200-111 VESTED BENEFITS	( 1,583.00)	( 1,583.00)	.00	1,583.00	.00
100-55200-112 LIFE INSURANCE	54.54	54.54	.00	( 54.54)	.00
100-55200-120 UNEMPLOYMENT	2,858.00	2,858.00	9,000.00	6,142.00	31.76
100-55200-220 UTILITIES	13,399.25	13,399.25	11,000.00	( 2,399.25)	121.81
100-55200-350 REPAIR & MAINTENANCE	7,285.68	7,285.68	20,000.00	12,714.32	36.43
100-55200-356 EQUIPMENT/FUEL	13,662.22	13,662.22	11,000.00	( 2,662.22)	124.20
100-55200-390 OPERATING EXPENSE	35,887.63	35,887.63	35,500.00	( 387.63)	101.09
TOTAL CITY PARK SYSTEM-MAINTENANCE	136,015.36	136,015.36	141,000.00	4,984.64	96.46
<u>SUMMER REC. ADMINISTRATION</u>					
100-55300-101 SALARIES - REGULAR	8,923.21	8,923.21	8,600.00	( 323.21)	103.76
100-55300-103 SOCIAL SECURITY	520.09	520.09	500.00	( 20.09)	104.02
100-55300-104 RETIREMENT	585.17	585.17	600.00	14.83	97.53
100-55300-105 HEALTH INSURANCE	3,804.96	3,804.96	3,700.00	( 104.96)	102.84
100-55300-107 MEDICARE	121.69	121.69	100.00	( 21.69)	121.69
100-55300-109 DISABILITY INSURANCE	34.79	34.79	.00	( 34.79)	.00
100-55300-110 FLEX BENEFITS	( 6.20)	( 6.20)	100.00	106.20	( 6.20)
100-55300-111 VESTED BENEFITS	357.00	357.00	.00	( 357.00)	.00
100-55300-112 LIFE INSURANCE	6.24	6.24	.00	( 6.24)	.00
100-55300-115 UMPIRES/REF/DIRECTORS	3,021.00	3,021.00	7,200.00	4,179.00	41.96
100-55300-366 UNIFORMS	2,850.50	2,850.50	3,700.00	849.50	77.04
100-55300-390 OPERATING EXPENSE	9,618.15	9,618.15	5,500.00	( 4,118.15)	174.88
TOTAL SUMMER REC. ADMINISTRATION	29,836.60	29,836.60	30,000.00	163.40	99.46

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>SWIMMING POOL</u>					
100-55420-101 SALARIES	6,401.09	6,401.09	5,800.00	( 601.09)	110.36
100-55420-102 PART TIME WAGES	34,500.27	34,500.27	42,000.00	7,499.73	82.14
100-55420-103 SOCIAL SECURITY	2,521.37	2,521.37	3,000.00	478.63	84.05
100-55420-104 RETIREMENT	415.30	415.30	400.00	( 15.30)	103.83
100-55420-105 HEALTH INSURANCE	1,521.23	1,521.23	1,700.00	178.77	89.48
100-55420-107 MEDICARE	589.71	589.71	700.00	110.29	84.24
100-55420-109 DISABILITY INSURANCE	24.27	24.27	.00	( 24.27)	.00
100-55420-112 LIFE INSURANCE	11.59	11.59	.00	( 11.59)	.00
100-55420-220 UTILITIES	18,860.12	18,860.12	17,500.00	( 1,360.12)	107.77
100-55420-350 REPAIR & MAINTENANCE	2,579.18	2,579.18	3,000.00	420.82	85.97
100-55420-363 CHEMICALS	15,337.79	15,337.79	11,600.00	( 3,737.79)	132.22
100-55420-368 CONCESSIONS	1,439.06	1,439.06	4,300.00	2,860.94	33.47
100-55420-390 OPERATING EXPENSE	14,690.50	14,690.50	8,000.00	( 6,690.50)	183.63
TOTAL SWIMMING POOL	98,891.48	98,891.48	98,000.00	( 891.48)	100.91
<u>PLANNING &amp; ZONING EXPENSES</u>					
100-56300-117 SALARY-CONTRACT	4,084.32	4,084.32	4,100.00	15.68	99.62
100-56300-218 ENGINEERING SERVICES	455.86	455.86	4,000.00	3,544.14	11.40
100-56300-390 OPERATING EXPENSE	4,356.55	4,356.55	900.00	( 3,456.55)	484.06
TOTAL PLANNING & ZONING EXPENSES	8,896.73	8,896.73	9,000.00	103.27	98.85
<u>ECONOMIC DEVELOPMENT EXPENSES</u>					
100-56500-217 GRANT CO. ECON. DEV. CORP	7,806.00	7,806.00	7,800.00	( 6.00)	100.08
100-56500-220 UTILITIES	523.39	523.39	.00	( 523.39)	.00
100-56500-390 OPERATING EXPENSE	9,902.73	9,902.73	3,200.00	( 6,702.73)	309.46
TOTAL ECONOMIC DEVELOPMENT EXPENS	18,232.12	18,232.12	11,000.00	( 7,232.12)	165.75

**CITY OF LANCASTER**  
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**FUND 100 - GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>COMMUNITY EVENTS</u>						
100-56700-101 SALARIES	894.61	894.61	700.00	(	194.61)	127.80
100-56700-102 PART TIME WAGES	20.50	20.50	100.00		79.50	20.50
100-56700-103 SOCIAL SECURITY	54.61	54.61	.00	(	54.61)	.00
100-56700-104 RETIREMENT	58.62	58.62	.00	(	58.62)	.00
100-56700-105 HEALTH INSURANCE	310.88	310.88	200.00	(	110.88)	155.44
100-56700-107 MEDICARE	12.76	12.76	.00	(	12.76)	.00
100-56700-109 DISABILITY INSURANCE	3.50	3.50	.00	(	3.50)	.00
100-56700-112 LIFE INSURANCE	2.93	2.93	.00	(	2.93)	.00
100-56700-392 BEAUTIFICATION	128.00	128.00	5,000.00		4,872.00	2.56
100-56700-790 CHAMBER CONTRIBUTION	15,000.00	15,000.00	15,000.00		.00	100.00
100-56700-791 NIGHT ON THE SQUARE	1,038.00	1,038.00	1,500.00		462.00	69.20
100-56700-792 FIREWORKS CONTRIBUTION	1,000.00	1,000.00	1,000.00		.00	100.00
100-56700-793 CUNNINGHAM MUSEUM	1,500.00	1,500.00	1,500.00		.00	100.00
100-56700-794 CHILDRENS THEATER	500.00	500.00	.00	(	500.00)	.00
100-56700-795 COMMUNITY PROMOTION GRANT	6,650.00	6,650.00	13,500.00		6,850.00	49.26
<b>TOTAL COMMUNITY EVENTS</b>	<b>27,174.41</b>	<b>27,174.41</b>	<b>38,500.00</b>		<b>11,325.59</b>	<b>70.58</b>
<u>TRANSFERS TO OTHER FUNDS</u>						
100-59200-940 TRANSFER TO CAPITAL PROJ FUND	7,500.00	7,500.00	.00	(	7,500.00)	.00
100-59200-970 TRANSFER TO INTERNAL SER FUND	41,500.00	41,500.00	41,500.00		.00	100.00
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<b>49,000.00</b>	<b>49,000.00</b>	<b>41,500.00</b>	(	<b>7,500.00)</b>	<b>118.07</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,506,875.16</b>	<b>2,506,875.16</b>	<b>2,429,000.00</b>	(	<b>77,875.16)</b>	<b>103.21</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>55,733.55</b>	<b>55,733.55</b>	<b>.00</b>		<b>55,733.55</b>	<b>.00</b>

**CITY OF LANCASTER**  
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 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 220 - CEMETERY FUND**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - TAXES</u>					
220-41110	GENERAL PROPERTY TAXES	17,000.00	17,000.00	17,000.00	.00 100.00
	TOTAL REVENUES - TAXES	17,000.00	17,000.00	17,000.00	.00 100.00
<u>REVENUES - PUBLIC CHARGES</u>					
220-44811	GRAVESITE SALES	8,050.00	8,050.00	11,000.00	( 2,950.00) 73.18
220-44812	GRAVE OPENINGS	17,450.00	17,450.00	12,000.00	5,450.00 145.42
	TOTAL REVENUES - PUBLIC CHARGES	25,500.00	25,500.00	23,000.00	2,500.00 110.87
<u>REVENUES - MISCELLANEOUS</u>					
220-48712	OTHER	22.50	22.50	.00	22.50 .00
	TOTAL REVENUES - MISCELLANEOUS	22.50	22.50	.00	22.50 .00
	TOTAL FUND REVENUE	42,522.50	42,522.50	40,000.00	2,522.50 106.31

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 220 - CEMETERY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>CEMETERY EXPENSES</u>					
220-54700-101 SALARIES - REGULAR	4,526.93	4,526.93	5,000.00	( 473.07)	90.54
220-54700-102 SALARIES - PART TIME	18,654.02	18,654.02	14,700.00	3,954.02	126.90
220-54700-103 SOCIAL SECURITY	1,436.13	1,436.13	1,200.00	236.13	119.68
220-54700-104 RETIREMENT	296.57	296.57	300.00	( 3.43)	98.86
220-54700-105 HEALTH INSURANCE	246.18	246.18	200.00	46.18	123.09
220-54700-107 MEDICARE	335.95	335.95	300.00	35.95	111.98
220-54700-109 DISABILITY INSURANCE	19.02	19.02	.00	19.02	.00
220-54700-111 VESTED BENEFITS	( 1,196.00)	( 1,196.00)	.00	( 1,196.00)	.00
220-54700-112 LIFE INSURANCE	9.65	9.65	.00	9.65	.00
220-54700-120 UNEMPLOYMENT	.00	.00	1,500.00	( 1,500.00)	.00
220-54700-220 UTILITIES	819.70	819.70	900.00	( 80.30)	91.08
220-54700-350 REPAIR & MAINTENANCE	2,265.03	2,265.03	2,000.00	265.03	113.25
220-54700-356 FUEL - EQUIPMENT	2,876.26	2,876.26	3,000.00	( 123.74)	95.88
220-54700-390 OPERATING EXPENSE	2,702.44	2,702.44	3,400.00	( 697.56)	79.48
220-54700-801 CAPITAL EXPENSE	9,144.64	9,144.64	7,500.00	1,644.64	121.93
<b>TOTAL CEMETERY EXPENSES</b>	<b>42,136.52</b>	<b>42,136.52</b>	<b>40,000.00</b>	<b>2,136.52</b>	<b>105.34</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>42,136.52</b>	<b>42,136.52</b>	<b>40,000.00</b>	<b>2,136.52</b>	<b>105.34</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>385.98</b>	<b>385.98</b>	<b>.00</b>	<b>385.98</b>	<b>.00</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 240 - STORMWATER UTILITY**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - PUBLIC CHARGES</u>					
240-44620 FEES	101,038.04	101,038.04	105,500.00	( 4,461.96)	95.77
240-44631 PENALTIES	135.20	135.20	500.00	( 364.80)	27.04
TOTAL REVENUES - PUBLIC CHARGES	101,173.24	101,173.24	106,000.00	( 4,826.76)	95.45
TOTAL FUND REVENUE	101,173.24	101,173.24	106,000.00	( 4,826.76)	95.45

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 240 - STORMWATER UTILITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>STORMWATER ADMINISTRATION</u>					
240-53100-101 SALARIES	6,345.85	6,345.85	6,200.00	145.85	102.35
240-53100-103 SOCIAL SECURITY	380.18	380.18	400.00	( 19.82)	95.05
240-53100-104 RETIREMENT	415.64	415.64	400.00	15.64	103.91
240-53100-105 HEALTH INSURANCE	1,184.04	1,184.04	1,400.00	( 215.96)	84.57
240-53100-107 MEDICARE	88.90	88.90	100.00	( 11.10)	88.90
240-53100-108 LONGEVITY	.00	.00	100.00	( 100.00)	.00
240-53100-109 DISABILITY INSURANCE	24.55	24.55	.00	24.55	.00
240-53100-112 LIFE INSURANCE	18.67	18.67	.00	18.67	.00
240-53100-218 ENGINEERING SERVICES	2,468.10	2,468.10	4,000.00	( 1,531.90)	61.70
240-53100-390 OPERATING EXPENSE	1,277.61	1,277.61	500.00	777.61	255.52
<b>TOTAL STORMWATER ADMINISTRATION</b>	<b>12,203.54</b>	<b>12,203.54</b>	<b>13,100.00</b>	<b>( 896.46)</b>	<b>93.16</b>
<u>CURB &amp; GUTTER - MAINTENANCE</u>					
240-53318-101 SALARIES	1,185.00	1,185.00	11,300.00	( 10,115.00)	10.49
240-53318-102 PART TIME WAGES	.00	.00	1,500.00	( 1,500.00)	.00
240-53318-103 SOCIAL SECURITY	70.83	70.83	800.00	( 729.17)	8.85
240-53318-104 RETIREMENT	77.61	77.61	700.00	( 622.39)	11.09
240-53318-105 HEALTH INSURANCE	384.45	384.45	1,800.00	( 1,415.55)	21.36
240-53318-107 MEDICARE	16.56	16.56	200.00	( 183.44)	8.28
240-53318-109 DISABILITY INSURANCE	4.63	4.63	.00	4.63	.00
240-53318-112 LIFE INSURANCE	2.77	2.77	.00	2.77	.00
240-53318-390 OPERATING EXPENSE	8,856.50	8,856.50	25,000.00	( 16,143.50)	35.43
<b>TOTAL CURB &amp; GUTTER - MAINTENANCE</b>	<b>10,598.35</b>	<b>10,598.35</b>	<b>41,300.00</b>	<b>( 30,701.65)</b>	<b>25.66</b>
<u>STREET CLEANING</u>					
240-53320-101 SALARIES	.00	.00	4,200.00	( 4,200.00)	.00
240-53320-102 PART TIME WAGES	.00	.00	500.00	( 500.00)	.00
240-53320-103 SOCIAL SECURITY	.00	.00	300.00	( 300.00)	.00
240-53320-104 RETIREMENT	.00	.00	300.00	( 300.00)	.00
240-53320-105 HEALTH INSURANCE	.00	.00	1,000.00	( 1,000.00)	.00
240-53320-107 MEDICARE	.00	.00	100.00	( 100.00)	.00
240-53320-390 OPERATING EXPENSE	924.20	924.20	1,500.00	( 575.80)	61.61
<b>TOTAL STREET CLEANING</b>	<b>924.20</b>	<b>924.20</b>	<b>7,900.00</b>	<b>( 6,975.80)</b>	<b>11.70</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 240 - STORMWATER UTILITY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>LEAF COLLECTION</u>					
240-53416-101 SALARIES	1,137.14	1,137.14	2,500.00	( 1,362.86)	45.49
240-53416-103 SOCIAL SECURITY	67.16	67.16	200.00	( 132.84)	33.58
240-53416-104 RETIREMENT	75.80	75.80	200.00	( 124.20)	37.90
240-53416-105 HEALTH INSURANCE	16.19	16.19	500.00	( 483.81)	3.24
240-53416-107 MEDICARE	15.71	15.71	.00	15.71	.00
240-53416-109 DISABILITY INSURANCE	1.87	1.87	.00	1.87	.00
240-53416-112 LIFE INSURANCE	.09	.09	.00	.09	.00
240-53416-390 OPERATING EXPENSE	204.00	204.00	800.00	( 596.00)	25.50
<b>TOTAL LEAF COLLECTION</b>	<b>1,517.96</b>	<b>1,517.96</b>	<b>4,200.00</b>	<b>( 2,682.04)</b>	<b>36.14</b>
<u>STORM DRAIN MAINTENANCE</u>					
240-53441-101 SALARIES	22,086.80	22,086.80	12,000.00	10,086.80	184.06
240-53441-102 PART TIME WAGES	1,850.13	1,850.13	700.00	1,150.13	264.30
240-53441-103 SOCIAL SECURITY	1,434.76	1,434.76	800.00	634.76	179.35
240-53441-104 RETIREMENT	1,447.12	1,447.12	800.00	647.12	180.89
240-53441-105 HEALTH INSURANCE	7,112.41	7,112.41	3,700.00	3,412.41	192.23
240-53441-107 MEDICARE	335.52	335.52	200.00	135.52	167.76
240-53441-109 DISABILITY INSURANCE	85.73	85.73	.00	85.73	.00
240-53441-112 LIFE INSURANCE	61.85	61.85	.00	61.85	.00
240-53441-390 CONTRACTED SERVICES	59,935.99	59,935.99	3,300.00	56,635.99	1,816.24
240-53441-801 CAPITAL OUTLAY	622.58	622.58	55,000.00	( 54,377.42)	1.13
<b>TOTAL STORM DRAIN MAINTENANCE</b>	<b>94,972.89</b>	<b>94,972.89</b>	<b>76,500.00</b>	<b>18,472.89</b>	<b>124.15</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>120,216.94</b>	<b>120,216.94</b>	<b>143,000.00</b>	<b>( 22,783.06)</b>	<b>84.07</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 19,043.70)</b>	<b>( 19,043.70)</b>	<b>( 37,000.00)</b>	<b>17,956.30</b>	<b>( 51.47)</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 250 - GOLF COURSE**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - TAXES</u>					
250-41110	GENERAL PROPERTY TAXES	27,000.00	27,000.00	27,000.00	.00 100.00
	TOTAL REVENUES - TAXES	27,000.00	27,000.00	27,000.00	.00 100.00
<u>REVENUES - PUBLIC CHARGES</u>					
250-44620	GOLF MEMBERSHIPS	80,150.60	80,150.60	128,000.00 ( 47,849.40)	62.62
250-44621	GOLF GREENS FEES	63,377.91	63,377.91	84,000.00 ( 20,622.09)	75.45
250-44622	GOLF CART RENTAL	64,268.69	64,268.69	24,000.00 40,268.69	267.79
250-44624	CLUB HOUSE RENTAL/LEASEE	4,200.00	4,200.00	4,200.00 .00	100.00
250-44625	PRO SHOP MERCHANDISE	51,616.82	51,616.82	43,800.00 7,816.82	117.85
250-44627	SIGN ADVERTISING	200.00	200.00	3,000.00 ( 2,800.00)	6.67
250-44628	GIFT CERTIFICATES	1,126.88	1,126.88	.00 1,126.88	.00
	TOTAL REVENUES - PUBLIC CHARGES	264,940.90	264,940.90	287,000.00 ( 22,059.10)	92.31
	TOTAL FUND REVENUE	291,940.90	291,940.90	314,000.00 ( 22,059.10)	92.97

**CITY OF LANCASTER**  
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**FUND 250 - GOLF COURSE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>GOLF COURSE</u>					
250-55430-101 SALARIES	60,799.55	60,799.55	68,000.00	( 7,200.45)	89.41
250-55430-102 PART TIME WAGES	79,194.67	79,194.67	78,800.00	394.67	100.50
250-55430-103 SOCIAL SECURITY	8,938.23	8,938.23	9,100.00	( 161.77)	98.22
250-55430-104 RETIREMENT	4,622.86	4,622.86	4,500.00	122.86	102.73
250-55430-105 HEALTH INSURANCE	15,022.21	15,022.21	14,500.00	522.21	103.60
250-55430-106 VACATION,SICK LEAVE,HOLIDAY	6,413.66	6,413.66	300.00	6,113.66	2,137.89
250-55430-107 MEDICARE	2,090.51	2,090.51	2,100.00	( 9.49)	99.55
250-55430-109 DISABILITY INSURANCE	261.49	261.49	300.00	( 38.51)	87.16
250-55430-110 FLEX BENEFITS	.00	.00	300.00	( 300.00)	.00
250-55430-111 VESTED BENEFITS	237.00	237.00	.00	237.00	.00
250-55430-112 LIFE INSURANCE	104.13	104.13	100.00	4.13	104.13
250-55430-220 UTILITIES	26,543.78	26,543.78	30,000.00	( 3,456.22)	88.48
250-55430-310 OFFICE SUPPLIES	1,816.39	1,816.39	4,000.00	( 2,183.61)	45.41
250-55430-350 REPAIRS & MAINTENANCE	13,333.94	13,333.94	10,000.00	3,333.94	133.34
250-55430-356 FUEL	4,314.38	4,314.38	.00	4,314.38	.00
250-55430-363 CHEMICALS	22,155.44	22,155.44	20,000.00	2,155.44	110.78
250-55430-390 OPERATING EXPENSE	37,133.35	37,133.35	20,000.00	17,133.35	185.67
250-55430-395 ADVERTISING	1,559.00	1,559.00	.00	1,559.00	.00
250-55430-399 PRO SHOP MERCHANDISE	55,441.12	55,441.12	30,000.00	25,441.12	184.80
250-55430-530 CART LEASE	30,606.51	30,606.51	22,000.00	8,606.51	139.12
250-55430-801 CLUBHOUSE IMPROVEMENTS	5,250.00	5,250.00	.00	5,250.00	.00
<b>TOTAL GOLF COURSE</b>	<b>375,838.22</b>	<b>375,838.22</b>	<b>314,000.00</b>	<b>61,838.22</b>	<b>119.69</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>375,838.22</b>	<b>375,838.22</b>	<b>314,000.00</b>	<b>61,838.22</b>	<b>119.69</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 83,897.32)</b>	<b>( 83,897.32)</b>	<b>.00</b>	<b>( 83,897.32)</b>	<b>.00</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 280 - LIBRARY SPECIAL PURPOSE**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - TAXES</u>					
280-41110	GENERAL PROPERTY TAXES	257,000.00	257,000.00	257,000.00	.00 100.00
	TOTAL REVENUES - TAXES	257,000.00	257,000.00	257,000.00	.00 100.00
<u>FINES, FORFEITURES &amp; PENALTIES</u>					
280-46710	LIBRARY-FINES	.00	.00	8,100.00 ( 8,100.00)	.00
	TOTAL FINES, FORFEITURES & PENALTIES	.00	.00	8,100.00 ( 8,100.00)	.00
<u>INTERGOVERNMENTAL CHGS/SVC</u>					
280-47370	OTHER LOCAL GOVT/CULTURE REC	154,242.12	154,242.12	154,200.00	42.12 100.03
	TOTAL INTERGOVERNMENTAL CHGS/SVC	154,242.12	154,242.12	154,200.00	42.12 100.03
<u>REVENUES - COMMERCIAL</u>					
280-48500	GIFTS & GRANTS	528.49	528.49	700.00 ( 171.51)	75.50
	TOTAL REVENUES - COMMERCIAL	528.49	528.49	700.00 ( 171.51)	75.50
	TOTAL FUND REVENUE	411,770.61	411,770.61	420,000.00 ( 8,229.39)	98.04

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 280 - LIBRARY SPECIAL PURPOSE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EXPENSES-LIBRARY</u>					
280-55110-101 SALARIES	83,669.60	83,669.60	89,700.00	( 6,030.40)	93.28
280-55110-102 PART TIME WAGES	115,073.72	115,073.72	117,800.00	( 2,726.28)	97.69
280-55110-103 SOCIAL SECURITY	12,252.93	12,252.93	12,700.00	( 447.07)	96.48
280-55110-104 RETIREMENT	10,972.28	10,972.28	10,800.00	172.28	101.60
280-55110-105 HEALTH INSURANCE	34,829.20	34,829.20	30,200.00	4,629.20	115.33
280-55110-106 VACATION,SICK LEAVE,HOLIDAY	6,204.54	6,204.54	.00	6,204.54	.00
280-55110-107 SPECIAL PURPOSE-MEDICARE	2,865.79	2,865.79	3,000.00	( 134.21)	95.53
280-55110-108 LONGEVITY	300.00	300.00	150.00	150.00	200.00
280-55110-109 DISABILITY INSURANCE	350.08	350.08	350.00	.08	100.02
280-55110-110 FLEX BENEFITS	( 155.00)	( 155.00)	600.00	( 755.00)	( 25.83)
280-55110-111 VESTED BENEFITS	( 4,603.80)	( 4,603.80)	.00	( 4,603.80)	.00
280-55110-112 LIFE INSURANCE	129.42	129.42	150.00	( 20.58)	86.28
280-55110-216 CONTRACTED SERVICES	51,934.51	51,934.51	50,800.00	1,134.51	102.23
280-55110-220 UTILITIES	23,334.24	23,334.24	23,400.00	( 65.76)	99.72
280-55110-320 BOOKS & PERIODICALS	53,268.54	53,268.54	58,000.00	( 4,731.46)	91.84
280-55110-330 TRAVEL/EDUCATION EXPENSE	1,973.53	1,973.53	1,500.00	473.53	131.57
280-55110-380 TECHNOLOGY	7,325.46	7,325.46	8,000.00	( 674.54)	91.57
280-55110-390 OPERATING EXPENSE	12,688.30	12,688.30	12,350.00	338.30	102.74
280-55110-510 PROPERTY & LIABILITY INSURANCE	5,457.00	5,457.00	3,500.00	1,957.00	155.91
<b>TOTAL EXPENSES-LIBRARY</b>	<b>417,870.34</b>	<b>417,870.34</b>	<b>423,000.00</b>	<b>( 5,129.66)</b>	<b>98.79</b>
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280-59200-928 TRANSFER TO SPEC REV-POTOSI	92.38	92.38	.00	92.38	.00
<b>TOTAL DEPARTMENT 200</b>	<b>92.38</b>	<b>92.38</b>	<b>.00</b>	<b>92.38</b>	<b>.00</b>
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<b>TOTAL FUND EXPENDITURES</b>	<b>417,962.72</b>	<b>417,962.72</b>	<b>423,000.00</b>	<b>( 5,037.28)</b>	<b>98.81</b>
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<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 6,192.11)</b>	<b>( 6,192.11)</b>	<b>( 3,000.00)</b>	<b>( 3,192.11)</b>	<b>( 206.40)</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 285 - POTOSI BRANCH LIBRARY**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>INTERGOVERNMENTAL CHGS/SVC</u>					
285-47370	OTHER LOCAL GOVT/CULTURE REC	24,055.00	24,055.00	24,000.00	55.00 100.23
	TOTAL INTERGOVERNMENTAL CHGS/SVC	24,055.00	24,055.00	24,000.00	55.00 100.23
<u>REVENUES - MISCELLANEOUS</u>					
285-48500	DONATIONS	.00	.00	2,000.00 ( 2,000.00)	.00
	TOTAL REVENUES - MISCELLANEOUS	.00	.00	2,000.00 ( 2,000.00)	.00
<u>REVENUES - OTHER FIN SOURCES</u>					
285-49280	TRANS FROM SPEC. LIB FUND	92.38	92.38	.00	92.38 .00
	TOTAL REVENUES - OTHER FIN SOURCES	92.38	92.38	.00	92.38 .00
	TOTAL FUND REVENUE	24,147.38	24,147.38	26,000.00 ( 1,852.62)	92.87

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 285 - POTOSI BRANCH LIBRARY**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EXPENSES-POTOSI BRANCH LIBRARY</u>					
285-55110-102	PART TIME WAGES	14,677.10	14,677.10	16,000.00 (	1,322.90) 91.73
285-55110-103	SOCIAL SECURITY	909.96	909.96	1,000.00 (	90.04) 91.00
285-55110-104	RETIREMENT	95.17	95.17	.00	95.17) .00
285-55110-107	MEDICARE	212.81	212.81	250.00 (	37.19) 85.12
285-55110-112	LIFE INSURANCE	10.94	10.94	50.00 (	39.06) 21.88
285-55110-220	UTILITIES	1,682.29	1,682.29	1,700.00 (	17.71) 98.96
285-55110-320	BOOKS & PERIODICALS	6,418.11	6,418.11	7,000.00 (	581.89) 91.69
285-55110-510	PROPERTY & LIABILITY INSURANCE	141.00	141.00	.00	141.00) .00
	TOTAL EXPENSES-POTOSI BRANCH LIBRAR	<u>24,147.38</u>	<u>24,147.38</u>	<u>26,000.00 (</u>	<u>1,852.62)</u> 92.87
	TOTAL FUND EXPENDITURES	<u>24,147.38</u>	<u>24,147.38</u>	<u>26,000.00 (</u>	<u>1,852.62)</u> 92.87
	NET REVENUES OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u> .00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 292 - VETERANS MEMORIAL**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET
292-48500 VETERAN'S MEMORIAL DONATIONS	200.00	200.00	.00	200.00 .00
TOTAL SOURCE 48	200.00	200.00	.00	200.00 .00
TOTAL FUND REVENUE	200.00	200.00	.00	200.00 .00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 292 - VETERANS MEMORIAL**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
292-55200-390 OPERATING EXPENSE	556.75	556.75	.00	556.75	.00
TOTAL DEPARTMENT 200	556.75	556.75	.00	556.75	.00
TOTAL FUND EXPENDITURES	556.75	556.75	.00	556.75	.00
NET REVENUES OVER EXPENDITURES	( 356.75)	( 356.75)	.00	( 356.75)	.00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 300 - DEBT SERVICE**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - TAXES</u>					
300-41110	GENERAL PROPERTY TAX	785,000.00	785,000.00	785,000.00	.00 100.00
	TOTAL REVENUES - TAXES	785,000.00	785,000.00	785,000.00	.00 100.00
<u>REVENUES - OTHER SOURCES</u>					
300-49240	TRANSFER FROM CAP. PROJ. FUND	48,347.51	48,347.51	45,000.00	3,347.51 107.44
	TOTAL REVENUES - OTHER SOURCES	48,347.51	48,347.51	45,000.00	3,347.51 107.44
	TOTAL FUND REVENUE	833,347.51	833,347.51	830,000.00	3,347.51 100.40

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 300 - DEBT SERVICE**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
300-58100-612 PRINC-6/7/2012 G.O. NOTES	150,000.00	150,000.00	150,000.00	.00	100.00
300-58100-613 PRINC-9/10/2013 G.O. NOTES	165,000.00	165,000.00	165,000.00	.00	100.00
300-58100-614 PRINC-11/10/2014 G.O. NOTES	85,200.00	85,200.00	85,200.00	.00	100.00
300-58100-616 PRINC-12/11/17 G.O. BONDS	225,000.00	225,000.00	225,000.00	.00	100.00
<b>TOTAL DEPARTMENT 100</b>	<b>625,200.00</b>	<b>625,200.00</b>	<b>625,200.00</b>	<b>.00</b>	<b>100.00</b>
<b>DEPARTMENT 200</b>					
300-58200-622 INT-6/7/2012 G.O. NOTES	11,855.00	11,855.00	11,900.00	( 45.00)	99.62
300-58200-623 INT-9/10/2013 G.O. NOTES	20,800.00	20,800.00	20,800.00	.00	100.00
300-58200-624 INT-11/10/2014 G.O. NOTES	26,342.90	26,342.90	26,400.00	( 57.10)	99.78
300-58200-626 INT-12/11/2017 G.O. BONDS	57,168.77	57,168.77	57,200.00	( 31.23)	99.95
300-58200-627 INT-6-20-19 GO BONDS	.00	.00	26,100.00	( 26,100.00)	.00
300-58200-628 INT-9/16/14 G.O. BONDS	62,400.00	62,400.00	62,400.00	.00	100.00
<b>TOTAL DEPARTMENT 200</b>	<b>178,566.67</b>	<b>178,566.67</b>	<b>204,800.00</b>	<b>( 26,233.33)</b>	<b>87.19</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>803,766.67</b>	<b>803,766.67</b>	<b>830,000.00</b>	<b>( 26,233.33)</b>	<b>96.84</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>29,580.84</b>	<b>29,580.84</b>	<b>.00</b>	<b>29,580.84</b>	<b>.00</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>REVENUES - REAL &amp; P.P. TAXES</u>					
400-41110	GENERAL PROPERTY TAXES	70,000.00	70,000.00	70,000.00	.00 100.00
	TOTAL REVENUES - REAL & P.P. TAXES	70,000.00	70,000.00	70,000.00	.00 100.00
<u>REVENUES - INTERGOVERNMENTAL</u>					
400-43537	STATE GRANT-OTHER TRANSPORT	.00	.00	5,229,000.00	( 5,229,000.00) .00
	TOTAL REVENUES - INTERGOVERNMENTAL	.00	.00	5,229,000.00	( 5,229,000.00) .00
<u>REVENUES - COMMERCIAL</u>					
400-48110	TEMPORARY INVESTMENT INTEREST	35,992.33	35,992.33	2,000.00	33,992.33 1,799.62
400-48500	DONATIONS	28,184.15	28,184.15	.00	28,184.15 .00
400-48501	LIBRARY BLDG DONATIONS	50,000.00	50,000.00	.00	50,000.00 .00
400-48502	DONATIONS-POOL	263,881.99	263,881.99	.00	263,881.99 .00
400-48505	FIRE DEPT TOWNSHIP CONTRACT	25,000.00	25,000.00	25,000.00	.00 100.00
400-48621	SALE-SALVAGE VEHICLES	9,854.00	9,854.00	.00	9,854.00 .00
	TOTAL REVENUES - COMMERCIAL	412,912.47	412,912.47	27,000.00	385,912.47 1,529.31
<u>REVENUES - OTHER SOURCES</u>					
400-49110	PROCEEDS OF GO BONDS	3,235,000.00	3,235,000.00	.00	3,235,000.00 .00
400-49120	PROCEEDS OF LONG-TERM NOTES	72,922.00	72,922.00	2,477,000.00	( 2,404,078.00) 2.94
400-49210	TRANSFER FROM GENERAL FUND	7,500.00	7,500.00	250,000.00	( 242,500.00) 3.00
400-49600	OTHER FIN. SOURCE-PREMIUM	81,444.85	81,444.85	.00	81,444.85 .00
	TOTAL REVENUES - OTHER SOURCES	3,396,866.85	3,396,866.85	2,727,000.00	669,866.85 124.56
	TOTAL FUND REVENUE	3,879,779.32	3,879,779.32	8,053,000.00	( 4,173,220.68) 48.18

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET	
<u>GENERAL BUILDING OUTLAY</u>						
400-57140-801	GENERAL BUILDING OUTLAY	19,774.40	19,774.40	12,500.00	7,274.40	158.20
400-57140-810	CAPITAL PROJ- GEN PUBLIC BLDGS	38,444.30	38,444.30	20,000.00	18,444.30	192.22
	TOTAL GENERAL BUILDING OUTLAY	58,218.70	58,218.70	32,500.00	25,718.70	179.13
<u>DEPARTMENT 141</u>						
400-57141-350	REPAIR & MAINTENANCE	58,940.35	58,940.35	40,000.00	18,940.35	147.35
	TOTAL DEPARTMENT 141	58,940.35	58,940.35	40,000.00	18,940.35	147.35
<u>POLICE VEHICLE REPLACEMENT</u>						
400-57211-802	POLICE VEHICLE REPLACEMENT	43,125.94	43,125.94	52,000.00	( 8,874.06)	82.93
	TOTAL POLICE VEHICLE REPLACEMENT	43,125.94	43,125.94	52,000.00	( 8,874.06)	82.93
<u>FIRE TRUCK REPLACEMENT</u>						
400-57221-790	FIRE TRUCK CONTRIBUTION-TOWNS	.00	.00	15,000.00	( 15,000.00)	.00
	TOTAL FIRE TRUCK REPLACEMENT	.00	.00	15,000.00	( 15,000.00)	.00
<u>FIRE RESCUE BUILDING</u>						
400-57222-350	REPAIR & MAINTENANCE	34.50	34.50	.00	34.50	.00
400-57222-790	FIRE BLDG CONTRIBUTION-TOWNS	.00	.00	2,500.00	( 2,500.00)	.00
400-57222-801	BUILDING FUND	836.78	836.78	20,000.00	( 19,163.22)	4.18
	TOTAL FIRE RESCUE BUILDING	871.28	871.28	22,500.00	( 21,628.72)	3.87
<u>HWY 61 N RECONSTRUCTION</u>						
400-57331-216	HWY 61 N CONTRACTED SERVICES	1,267,327.48	1,267,327.48	6,259,000.00	( 4,991,672.52)	20.25
400-57331-218	ENGINEERING SERVICES	37,933.21	37,933.21	.00	37,933.21	.00
400-57331-390	OPERATING EXPENSE	18,103.73	18,103.73	.00	18,103.73	.00
	TOTAL HWY 61 N RECONSTRUCTION	1,323,364.42	1,323,364.42	6,259,000.00	( 4,935,635.58)	21.14

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 400 - CAPITAL PROJECTS FUND**

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>STREET RESURFACING</u>						
400-57333-216	PAVING CONTRACTED SERVICES	136,960.60	136,960.60	150,000.00	( 13,039.40)	91.31
	TOTAL STREET RESURFACING	136,960.60	136,960.60	150,000.00	( 13,039.40)	91.31
<u>HICKORY STREET EXTENSION</u>						
400-57334-216	CONTRACTED SERVICES	63,713.38	63,713.38	50,000.00	13,713.38	127.43
400-57334-218	ENGINEERING SERVICES	10,000.00	10,000.00	5,000.00	5,000.00	200.00
400-57334-390	OPERATING EXPENSE	733.40	733.40	.00	733.40	.00
	TOTAL HICKORY STREET EXTENSION	74,446.78	74,446.78	55,000.00	19,446.78	135.36
<u>2019 PUBLIC WORKS</u>						
400-57336-216	CONTRACTED SERVICES	38,104.18	38,104.18	.00	38,104.18	.00
400-57336-218	ENGINEERING SERVICES	8,080.00	8,080.00	.00	8,080.00	.00
400-57336-390	OPERATING EXPENSE	284.80	284.80	.00	284.80	.00
	TOTAL 2019 PUBLIC WORKS	46,468.98	46,468.98	.00	46,468.98	.00
<u>SIDEWALK OUTLAY</u>						
400-57344-101	SALARIES - REGULAR	5,646.24	5,646.24	.00	5,646.24	.00
400-57344-102	SALARIES - PART TIME	287.00	287.00	.00	287.00	.00
400-57344-103	SOCIAL SECURITY	358.36	358.36	.00	358.36	.00
400-57344-104	RETIREMENT	369.79	369.79	.00	369.79	.00
400-57344-105	HEALTH INSURANCE	1,370.84	1,370.84	.00	1,370.84	.00
400-57344-107	MEDICARE	83.88	83.88	.00	83.88	.00
400-57344-109	DISABILITY INS	21.99	21.99	.00	21.99	.00
400-57344-112	LIFE INSURANCE	11.28	11.28	.00	11.28	.00
400-57344-390	OTHER EXPENSE	334.00	334.00	.00	334.00	.00
400-57344-410	MATERIALS	4,598.81	4,598.81	25,000.00	( 20,401.19)	18.40
	TOTAL SIDEWALK OUTLAY	13,082.19	13,082.19	25,000.00	( 11,917.81)	52.33
<u>AIRPORT IMPROVEMENTS</u>						
400-57351-390	AIRPORT RUNWAY - OP EXPENSES	31,029.88	31,029.88	2,000.00	29,029.88	1,551.49
400-57351-801	AIRPORT CAPITAL	14,295.00	14,295.00	.00	14,295.00	.00
	TOTAL AIRPORT IMPROVEMENTS	45,324.88	45,324.88	2,000.00	43,324.88	2,266.24

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>GOLF COURSE</u>					
400-57430-801 GOLF COURSE EQUIPMENT	54,037.40	54,037.40	55,000.00	( 962.60)	98.25
TOTAL GOLF COURSE	54,037.40	54,037.40	55,000.00	( 962.60)	98.25
<u>DEPARTMENT 620</u>					
400-57620-216 CONTRACTED SERVICES	.00	.00	100,000.00	( 100,000.00)	.00
400-57620-390 OPERATING EXPENSE	.00	.00	10,000.00	( 10,000.00)	.00
TOTAL DEPARTMENT 620	.00	.00	110,000.00	( 110,000.00)	.00
<u>SWIMMING POOL</u>					
400-57630-218 ENGINEERING SERVICES	55,686.54	55,686.54	.00	55,686.54	.00
400-57630-390 OPERATING EXPENSE	852.27	852.27	.00	852.27	.00
400-57630-801 SWIMMING POOL IMPROVEMENTS	1,859,954.00	1,859,954.00	1,250,000.00	609,954.00	148.80
TOTAL SWIMMING POOL	1,916,492.81	1,916,492.81	1,250,000.00	666,492.81	153.32
<u>DEPARTMENT 200</u>					
400-58200-620 INTEREST	14,332.08	14,332.08	.00	14,332.08	.00
TOTAL DEPARTMENT 200	14,332.08	14,332.08	.00	14,332.08	.00
<u>DEPARTMENT 960</u>					
400-59200-960 TRANSFER TO ENTERPRISE FUND	6,428.00	6,428.00	.00	6,428.00	.00
TOTAL DEPARTMENT 200	6,428.00	6,428.00	.00	6,428.00	.00
<u>TRANSFER TO DEBT SERVICE</u>					
400-59230-900 TRANSFER TO DEBT SERVICE	48,347.51	48,347.51	45,000.00	3,347.51	107.44
TOTAL TRANSFER TO DEBT SERVICE	48,347.51	48,347.51	45,000.00	3,347.51	107.44
<u>BOND ISSUE COSTS</u>					
400-59300-000 BOND ISSUANCE COSTS	60,139.72	60,139.72	.00	60,139.72	.00
TOTAL BOND ISSUE COSTS	60,139.72	60,139.72	.00	60,139.72	.00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 400 - CAPITAL PROJECTS FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
TOTAL FUND EXPENDITURES	3,900,581.64	3,900,581.64	8,113,000.00	( 4,212,418.36)	48.08
NET REVENUES OVER EXPENDITURES	( 20,802.32)	( 20,802.32)	( 60,000.00)	39,197.68	( 34.67)

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 403 - TID #3**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
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403-41120 TAX INCREMENT	140,999.00	140,999.00	.00	140,999.00	.00
TOTAL SOURCE 41	140,999.00	140,999.00	.00	140,999.00	.00
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REVENUES - INTERGOVERNMENTAL					
<hr/>					
403-42430 OTHER STATE SHARED REVENUES	1,186.68	1,186.68	.00	1,186.68	.00
TOTAL REVENUES - INTERGOVERNMENTAL	1,186.68	1,186.68	.00	1,186.68	.00
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SOURCE 48					
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403-48210 RENT-CROP LAND	1,500.00	1,500.00	.00	1,500.00	.00
TOTAL SOURCE 48	1,500.00	1,500.00	.00	1,500.00	.00
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REVENUES - OTHER SOURCES					
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403-49249 TRANSFER FROM TID #4	57,400.70	57,400.70	.00	57,400.70	.00
TOTAL REVENUES - OTHER SOURCES	57,400.70	57,400.70	.00	57,400.70	.00
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TOTAL FUND REVENUE	201,086.38	201,086.38	.00	201,086.38	.00
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**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 403 - TID #3**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EXPENSES - TID #3</u>					
403-57201-218	3,910.79	3,910.79	.00	3,910.79	.00
403-57201-220	353.74	353.74	.00	353.74	.00
403-57201-390	703.92	703.92	.00	703.92	.00
TOTAL EXPENSES - TID #3	4,968.45	4,968.45	.00	4,968.45	.00
<u>DEPARTMENT 100</u>					
403-58100-610	70,000.00	70,000.00	.00	70,000.00	.00
403-58100-611	56,076.59	56,076.59	.00	56,076.59	.00
TOTAL DEPARTMENT 100	126,076.59	126,076.59	.00	126,076.59	.00
<u>DEPARTMENT 200</u>					
403-58200-620	21,000.00	21,000.00	.00	21,000.00	.00
403-58200-621	20,198.41	20,198.41	.00	20,198.41	.00
TOTAL DEPARTMENT 200	41,198.41	41,198.41	.00	41,198.41	.00
TOTAL FUND EXPENDITURES	172,243.45	172,243.45	.00	172,243.45	.00
NET REVENUES OVER EXPENDITURES	28,842.93	28,842.93	.00	28,842.93	.00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 405 - TID #5**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>EXPENSES- TID #5</u>					
405-57201-390 OPERATING SUPPLIES	175.50	175.50	.00	175.50	.00
TOTAL EXPENSES- TID #5	175.50	175.50	.00	175.50	.00
TOTAL FUND EXPENDITURES	175.50	175.50	.00	175.50	.00
NET REVENUES OVER EXPENDITURES	( 175.50)	( 175.50)	.00	( 175.50)	.00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 409 - TID #4**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET
<u>REVEUNES-TAXES</u>				
409-41120 TAX INCREMENT	57,400.70	57,400.70	.00	57,400.70 .00
TOTAL REVEUNES-TAXES	57,400.70	57,400.70	.00	57,400.70 .00
<u>REVENUES - INTERGOVERNMENTAL</u>				
409-42430 OTHER STATE SHARED REVENUES	678.80	678.80	.00	678.80 .00
TOTAL REVENUES - INTERGOVERNMENTAL	678.80	678.80	.00	678.80 .00
TOTAL FUND REVENUE	58,079.50	58,079.50	.00	58,079.50 .00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 409 - TID #4**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	%	OF BUDGET
<u>EXPENSES - TID #4</u>					
409-57201-390 OPERATING EXPENSES	150.00	150.00	.00	150.00	.00
TOTAL EXPENSES - TID #4	150.00	150.00	.00	150.00	.00
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409-59200-943 TRANSFER TO TID#3	57,400.70	57,400.70	.00	57,400.70	.00
TOTAL DEPARTMENT 200	57,400.70	57,400.70	.00	57,400.70	.00
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TOTAL FUND EXPENDITURES	57,550.70	57,550.70	.00	57,550.70	.00
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NET REVENUES OVER EXPENDITURES	528.80	528.80	.00	528.80	.00

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 610 - WATER FUND**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET
<u>REVENUES - WATER UTILITY</u>				
610-40403	DEPRECIATION EXPENSE	( 138,550.00)	( 138,550.00)	( 277,100.00) 138,550.00 ( 50.00)
610-40408	TAXES	( 171,016.32)	( 171,016.32)	( 173,200.00) 2,183.68 ( 98.74)
610-40419	INTEREST INCOME	11,412.22	11,412.22	4,000.00 7,412.22 285.31
610-40427	INTEREST ON LONG TERM DEBT	( 85,643.89)	( 85,643.89)	( 78,000.00) ( 7,643.89) ( 109.80)
610-40428	AMORTIZATION OF DEBT EXPENSE	( 2,500.75)	( 2,500.75)	( 3,000.00) 499.25 ( 83.36)
610-40460	METERED SALES - RESIDENTIAL	327,605.16	327,605.16	344,800.00 ( 17,194.84) 95.01
610-40461	METERED SALES - COMMERCIAL	71,054.43	71,054.43	75,100.00 ( 4,045.57) 94.61
610-40462	METERED SALES - INDUSTRIAL	349,732.60	349,732.60	305,300.00 44,432.60 114.55
610-40463	PRIVATE FIRE PROTECTION	8,551.74	8,551.74	8,200.00 351.74 104.29
610-40464	PUBLIC FIRE PROTECTION	292,693.80	292,693.80	290,800.00 1,893.80 100.65
610-40465	OTHER SALES TO PUBLIC AUTHORIT	52,453.69	52,453.69	60,700.00 ( 8,246.31) 86.41
610-40466	METERED SALES-MULTI-FAMILY	19,487.28	19,487.28	18,100.00 1,387.28 107.66
610-40470	PENALTIES	1,377.98	1,377.98	1,500.00 ( 122.02) 91.87
610-40471	MISC. SERVICE REVENUES	( 624.96)	( 624.96)	500.00 ( 1,124.96) ( 124.99)
610-40472	RENT FROM WATER PROPERTY	93.90	93.90	.00 93.90 .00
610-40474	OTHER WATER REVENUES	1,681.40	1,681.40	7,300.00 ( 5,618.60) 23.03
	<b>TOTAL REVENUES - WATER UTILITY</b>	<b>737,808.28</b>	<b>737,808.28</b>	<b>585,000.00 152,808.28 126.12</b>
<u>TRANSFERS FROM OTHER FUNDS</u>				
610-49240	TRANSFER FROM CAPITAL PRJ FUND	2,810.00	2,810.00	.00 2,810.00 .00
	<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>2,810.00</b>	<b>2,810.00</b>	<b>.00 2,810.00 .00</b>
	<b>TOTAL FUND REVENUE</b>	<b>740,618.28</b>	<b>740,618.28</b>	<b>585,000.00 155,618.28 126.60</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 610 - WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>SOURCE OF SUPPLY EXPENSE</u>					
610-50605-390 OPERATING EXPENSE	16,728.71	16,728.71	17,000.00	( 271.29)	98.40
TOTAL SOURCE OF SUPPLY EXPENSE	16,728.71	16,728.71	17,000.00	( 271.29)	98.40
<u>PUMPING EXPENSES</u>					
610-50620-101 SALARIES	8,931.83	8,931.83	8,800.00	131.83	101.50
610-50620-102 PART TIME WAGES	16.00	16.00	.00	16.00	.00
610-50620-103 SOCIAL SECURITY	518.81	518.81	.00	518.81	.00
610-50620-104 RETIREMENT	568.99	568.99	.00	568.99	.00
610-50620-105 HEALTH INSURANCE	1,723.96	1,723.96	.00	1,723.96	.00
610-50620-107 MEDICARE	121.29	121.29	.00	121.29	.00
610-50620-109 DISABILITY INSURANCE	33.57	33.57	.00	33.57	.00
610-50620-112 LIFE INSURANCE	24.26	24.26	.00	24.26	.00
610-50620-220 UTILITIES	103,414.08	103,414.08	115,000.00	( 11,585.92)	89.93
610-50620-390 OPERATING EXPENSE	3,910.59	3,910.59	20,000.00	( 16,089.41)	19.55
TOTAL PUMPING EXPENSES	119,263.38	119,263.38	143,800.00	( 24,536.62)	82.94
<u>PUMPING - MTNCE. OF PLANT</u>					
610-50625-101 SALARIES	2,777.51	2,777.51	3,400.00	( 622.49)	81.69
610-50625-102 PART TIME WAGES	32.00	32.00	.00	32.00	.00
610-50625-103 SOCIAL SECURITY	168.97	168.97	.00	168.97	.00
610-50625-104 RETIREMENT	182.35	182.35	.00	182.35	.00
610-50625-105 HEALTH INSURANCE	377.91	377.91	.00	377.91	.00
610-50625-107 MEDICARE	39.51	39.51	.00	39.51	.00
610-50625-109 DISABILITY INSURANCE	10.17	10.17	.00	10.17	.00
610-50625-112 LIFE INSURANCE	4.86	4.86	.00	4.86	.00
610-50625-390 OPERATING EXPENSE	216.00	216.00	300.00	( 84.00)	72.00
TOTAL PUMPING - MTNCE. OF PLANT	3,809.28	3,809.28	3,700.00	109.28	102.95

**CITY OF LANCASTER**  
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**FUND 610 - WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>WATER TREATMENT EXPENSES</u>					
610-50630-101 SALARIES	7,748.22	7,748.22	5,200.00	2,548.22	149.00
610-50630-103 SOCIAL SECURITY	460.99	460.99	.00	460.99	.00
610-50630-104 RETIREMENT	508.03	508.03	.00	508.03	.00
610-50630-105 HEALTH INSURANCE	1,618.58	1,618.58	.00	1,618.58	.00
610-50630-107 MEDICARE	107.82	107.82	.00	107.82	.00
610-50630-109 DISABILITY INSURANCE	30.13	30.13	.00	30.13	.00
610-50630-112 LIFE INSURANCE	22.01	22.01	.00	22.01	.00
610-50630-363 CHEMICALS	18,756.59	18,756.59	20,000.00	( 1,243.41)	93.78
610-50630-390 OPERATING EXPENSE	1,968.92	1,968.92	5,000.00	( 3,031.08)	39.38
<b>TOTAL WATER TREATMENT EXPENSES</b>	<b>31,221.29</b>	<b>31,221.29</b>	<b>30,200.00</b>	<b>1,021.29</b>	<b>103.38</b>
<u>TRANSMISSION/DISTRIB. EXPENSE</u>					
610-50640-101 SALARIES	53,315.92	53,315.92	66,000.00	( 12,684.08)	80.78
610-50640-102 PART TIME WAGES	160.00	160.00	.00	160.00	.00
610-50640-103 SOCIAL SECURITY	5,018.20	5,018.20	.00	5,018.20	.00
610-50640-104 RETIREMENT	5,222.27	5,222.27	.00	5,222.27	.00
610-50640-105 HEALTH INSURANCE	19,291.37	19,291.37	.00	19,291.37	.00
610-50640-106 VACATION, SICK LEAVE, HOLIDAY	31,559.31	31,559.31	.00	31,559.31	.00
610-50640-107 MEDICARE	1,173.61	1,173.61	.00	1,173.61	.00
610-50640-109 DISABILITY INSURANCE	274.41	274.41	.00	274.41	.00
610-50640-112 LIFE INSURANCE	359.79	359.79	.00	359.79	.00
610-50640-390 OPERATING EXPENSE	702.42	702.42	4,000.00	( 3,297.58)	17.56
<b>TOTAL TRANSMISSION/DISTRIB. EXPENSE</b>	<b>117,077.30</b>	<b>117,077.30</b>	<b>70,000.00</b>	<b>47,077.30</b>	<b>167.25</b>
<u>TRANS. &amp; DIST.-MTN RESEV/TOWER</u>					
610-50650-101 SALARIES	169.44	169.44	.00	169.44	.00
610-50650-103 SOCIAL SECURITY	10.04	10.04	.00	10.04	.00
610-50650-104 RETIREMENT	11.10	11.10	.00	11.10	.00
610-50650-105 HEALTH INSURANCE	68.51	68.51	.00	68.51	.00
610-50650-107 MEDICARE	2.32	2.32	.00	2.32	.00
610-50650-109 DISABILITY INSURANCE	.66	.66	.00	.66	.00
610-50650-112 LIFE INSURANCE	1.27	1.27	.00	1.27	.00
610-50650-390 OPERATING EXPENSE	69,900.32	69,900.32	67,000.00	2,900.32	104.33
<b>TOTAL TRANS. &amp; DIST.-MTN RESEV/TOWER</b>	<b>70,163.66</b>	<b>70,163.66</b>	<b>67,000.00</b>	<b>3,163.66</b>	<b>104.72</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 610 - WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>TRANS. &amp; DIST.-MTNCE. OF MAINS</u>					
610-50651-101 MAINT. OF MAINS - SALARY	10,312.53	10,312.53	10,500.00	( 187.47)	98.21
610-50651-103 SOCIAL SECURITY	622.32	622.32	.00	622.32	.00
610-50651-104 RETIREMENT	676.38	676.38	.00	676.38	.00
610-50651-105 HEALTH INSURANCE	1,939.29	1,939.29	.00	1,939.29	.00
610-50651-107 MEDICARE	145.51	145.51	.00	145.51	.00
610-50651-109 DISABILITY INSURANCE	37.76	37.76	.00	37.76	.00
610-50651-112 LIFE INSURANCE	15.25	15.25	.00	15.25	.00
610-50651-390 OPERATING EXPENSE	15,671.53	15,671.53	8,000.00	7,671.53	195.89
TOTAL TRANS. & DIST.-MTNCE. OF MAINS	29,420.57	29,420.57	18,500.00	10,920.57	159.03
<u>TRANS. &amp; DIST.-MTNCE. SERVICES</u>					
610-50652-101 SALARIES	5,038.26	5,038.26	3,200.00	1,838.26	157.45
610-50652-102 PART TIME WAGES	216.00	216.00	.00	216.00	.00
610-50652-103 SOCIAL SECURITY	317.47	317.47	.00	317.47	.00
610-50652-104 RETIREMENT	328.01	328.01	.00	328.01	.00
610-50652-105 HEALTH INSURANCE	744.17	744.17	.00	744.17	.00
610-50652-107 MEDICARE	74.20	74.20	.00	74.20	.00
610-50652-109 DISABILITY INSURANCE	17.18	17.18	.00	17.18	.00
610-50652-112 LIFE INSURANCE	9.74	9.74	.00	9.74	.00
610-50652-390 OPERATING EXPENSE	30,718.30	30,718.30	5,000.00	25,718.30	614.37
TOTAL TRANS. & DIST.-MTNCE. SERVICES	37,463.33	37,463.33	8,200.00	29,263.33	456.87
<u>TRANS. &amp; DISTR.-MTNCE. METERS</u>					
610-50653-101 SALARIES	1,375.25	1,375.25	400.00	975.25	343.81
610-50653-103 SOCIAL SECURITY	83.19	83.19	.00	83.19	.00
610-50653-104 RETIREMENT	90.14	90.14	.00	90.14	.00
610-50653-105 HEALTH INSURANCE	272.11	272.11	.00	272.11	.00
610-50653-107 MEDICARE	19.46	19.46	.00	19.46	.00
610-50653-109 DISABILITY INSURANCE	5.28	5.28	.00	5.28	.00
610-50653-112 LIFE INSURANCE	( .06)	( .06)	.00	( .06)	.00
610-50653-220 UTILITIES	907.44	907.44	.00	907.44	.00
610-50653-390 OPERATING EXPENSE	5,905.83	5,905.83	5,000.00	905.83	118.12
TOTAL TRANS. & DISTR.-MTNCE. METERS	8,658.64	8,658.64	5,400.00	3,258.64	160.35

**CITY OF LANCASTER**  
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**FUND 610 - WATER FUND**

		PERIOD		BUDGET		% OF
		ACTUAL	YTD ACTUAL	AMOUNT		BUDGET
<u>TRAN. &amp; DIST.-MTNCE. HYDRANTS</u>						
610-50654-101	SALARIES	2,845.13	2,845.13	3,100.00	( 254.87)	91.78
610-50654-102	PART TIME WAGES	136.00	136.00	.00	136.00	.00
610-50654-103	SOCIAL SECURITY	178.26	178.26	.00	178.26	.00
610-50654-104	RETIREMENT	185.35	185.35	.00	185.35	.00
610-50654-105	HEALTH INSURANCE	566.90	566.90	.00	566.90	.00
610-50654-107	MEDICARE	41.69	41.69	.00	41.69	.00
610-50654-109	DISABILITY INSURANCE	10.84	10.84	.00	10.84	.00
610-50654-112	LIFE INSURANCE	3.60	3.60	.00	3.60	.00
610-50654-390	OPERATING EXPENSE	158.85	158.85	2,000.00	( 1,841.15)	7.94
TOTAL TRAN. & DIST.-MTNCE. HYDRANTS		4,126.62	4,126.62	5,100.00	( 973.38)	80.91
<u>METER READING EXPENSE</u>						
610-50901-101	SALARIES	325.94	325.94	1,200.00	( 874.06)	27.16
610-50901-103	SOCIAL SECURITY	18.93	18.93	.00	18.93	.00
610-50901-104	RETIREMENT	21.37	21.37	.00	21.37	.00
610-50901-105	HEALTH INSURANCE	146.35	146.35	.00	146.35	.00
610-50901-107	MEDICARE	4.43	4.43	.00	4.43	.00
610-50901-109	DISABILITY INSURANCE	1.36	1.36	.00	1.36	.00
610-50901-112	LIFE INSURANCE	2.10	2.10	.00	2.10	.00
TOTAL METER READING EXPENSE		520.48	520.48	1,200.00	( 679.52)	43.37
<u>ACCOUNTING &amp; COLLECTION EXP.</u>						
610-50902-101	SALARIES	17,427.01	17,427.01	18,800.00	( 1,372.99)	92.70
610-50902-103	SOCIAL SECURITY	1,080.96	1,080.96	.00	1,080.96	.00
610-50902-104	RETIREMENT	1,266.62	1,266.62	.00	1,266.62	.00
610-50902-105	HEALTH INSURANCE	6,577.93	6,577.93	.00	6,577.93	.00
610-50902-106	VACATION, SICK LEAVE, HOLIDAY	1,813.00	1,813.00	.00	1,813.00	.00
610-50902-107	MEDICARE	252.84	252.84	.00	252.84	.00
610-50902-108	LONGEVITY	75.00	75.00	.00	75.00	.00
610-50902-109	DISABILITY INSURANCE	74.99	74.99	.00	74.99	.00
610-50902-112	LIFE INSURANCE	22.44	22.44	.00	22.44	.00
610-50902-390	OPERATING EXPENSE	7,919.20	7,919.20	7,000.00	919.20	113.13
TOTAL ACCOUNTING & COLLECTION EXP.		36,509.99	36,509.99	25,800.00	10,709.99	141.51
<u>DEPARTMENT 904</u>						
610-50904-740	UNCOLLECTIBLE ACCOUNTS	( 1,061.27)	( 1,061.27)	1,000.00	( 2,061.27)	( 106.13)
TOTAL DEPARTMENT 904		( 1,061.27)	( 1,061.27)	1,000.00	( 2,061.27)	( 106.13)

**CITY OF LANCASTER**  
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**FUND 610 - WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>ADMINISTRATION &amp; GENERAL EXP.</u>					
610-50920-101 SALARIES	80,077.04	80,077.04	85,600.00	( 5,522.96)	93.55
610-50920-103 SOCIAL SECURITY	4,999.81	4,999.81	.00	4,999.81	.00
610-50920-104 RETIREMENT	5,457.54	5,457.54	.00	5,457.54	.00
610-50920-105 HEALTH INSURANCE	17,599.92	17,599.92	.00	17,599.92	.00
610-50920-106 VACATION, SICK LEAVE, HOLIDAY	3,189.72	3,189.72	.00	3,189.72	.00
610-50920-107 MEDICARE	1,169.32	1,169.32	.00	1,169.32	.00
610-50920-108 LONGEVITY	157.50	157.50	.00	157.50	.00
610-50920-109 DISABILITY INSURANCE	322.60	322.60	.00	322.60	.00
610-50920-111 VESTED BENEFITS	( 11,613.00)	( 11,613.00)	.00	( 11,613.00)	.00
610-50920-112 LIFE INSURANCE	287.43	287.43	.00	287.43	.00
610-50920-216 CONTRACTED SERVICE	5,150.00	5,150.00	5,000.00	150.00	103.00
610-50920-220 TELEPHONE	1,073.52	1,073.52	1,000.00	73.52	107.35
610-50920-330 TRAVEL/EDUCATION EXPENSE	1,975.74	1,975.74	1,000.00	975.74	197.57
610-50920-380 TECHNOLOGY	10,000.00	10,000.00	10,000.00	.00	100.00
610-50920-390 OPERATING EXPENSE	16,398.63	16,398.63	8,000.00	8,398.63	204.98
610-50920-510 PROPERTY & LIABILITY INS.	14,757.00	14,757.00	15,500.00	( 743.00)	95.21
<b>TOTAL ADMINISTRATION &amp; GENERAL EXP.</b>	<b>151,002.77</b>	<b>151,002.77</b>	<b>126,100.00</b>	<b>24,902.77</b>	<b>119.75</b>
<u>DEPARTMENT 926</u>					
610-50926-104 EMPLOYEE BENEFITS-RETIREMENT	.00	.00	13,700.00	( 13,700.00)	.00
610-50926-105 EMPLOYEE BENEFITS-HEALTH INS	14,005.56	14,005.56	53,800.00	( 39,794.44)	26.03
610-50926-109 EMPLOYEE BENEFITS-DIS. INS.	.00	.00	800.00	( 800.00)	.00
610-50926-110 EMPLOYEE BENEFITS-FLEX BENEFIT	.00	.00	1,000.00	( 1,000.00)	.00
610-50926-112 EMPLOYEE BENEFITS-LIFE INS.	.00	.00	500.00	( 500.00)	.00
<b>TOTAL DEPARTMENT 926</b>	<b>14,005.56</b>	<b>14,005.56</b>	<b>69,800.00</b>	<b>( 55,794.44)</b>	<b>20.07</b>
<u>MISCELLANEOUS GENERAL EXP.</u>					
610-50930-101 SALARIES	2,851.67	2,851.67	2,800.00	51.67	101.85
610-50930-103 SOCIAL SECURITY	170.19	170.19	.00	170.19	.00
610-50930-104 RETIREMENT	186.79	186.79	.00	186.79	.00
610-50930-105 HEALTH INSURANCE	817.96	817.96	.00	817.96	.00
610-50930-107 MEDICARE	39.80	39.80	.00	39.80	.00
610-50930-109 DISABILITY INSURANCE	11.13	11.13	.00	11.13	.00
610-50930-112 LIFE INSURANCE	4.46	4.46	.00	4.46	.00
610-50930-330 TRAVEL/EDUCATION EXPENSE	3,134.94	3,134.94	1,400.00	1,734.94	223.92
610-50930-356 VEHICLE - FUEL	7,190.64	7,190.64	.00	7,190.64	.00
610-50930-390 OPERATING EXPENSE	1,325.47	1,325.47	3,000.00	( 1,674.53)	44.18
<b>TOTAL MISCELLANEOUS GENERAL EXP.</b>	<b>15,733.05</b>	<b>15,733.05</b>	<b>7,200.00</b>	<b>8,533.05</b>	<b>218.51</b>

**CITY OF LANCASTER**  
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**FUND 610 - WATER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
TOTAL FUND EXPENDITURES	654,643.36	654,643.36	600,000.00	54,643.36	109.11
NET REVENUES OVER EXPENDITURES	85,974.92	85,974.92	( 15,000.00)	100,974.92	573.17

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 620 - SEWER FUND**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>SOURCE 40</u>					
620-40403	DEPRECIATION EXPENSE	( 114,000.00)	( 114,000.00)	( 228,000.00)	114,000.00 ( 50.00)
620-40408	TAXES	.00	.00	( 3,300.00)	3,300.00 .00
620-40419	INTEREST INCOME	20,768.92	20,768.92	6,700.00	14,068.92 309.98
620-40421	MISC. NON-OPERATING INCOME	1,562,845.71	1,562,845.71	.00	1,562,845.71 .00
620-40427	INT. ON DEBT TO MUNICIPALITY	( 128,741.46)	( 128,741.46)	( 118,000.00)	( 10,741.46) ( 109.10)
620-40428	AMORTIZATION OF DEBT EXPENSE	( 2,620.39)	( 2,620.39)	.00	( 2,620.39) .00
620-40470	PENALTIES	( 10.56)	( 10.56)	.00	( 10.56) .00
620-40622	MEASURED SERVICE	942,435.73	942,435.73	956,700.00	( 14,264.27) 98.51
620-40623	DISCHARGE REVENUE	72,632.12	72,632.12	59,700.00	12,932.12 121.66
620-40631	PENALTIES	4,876.62	4,876.62	4,500.00	376.62 108.37
620-40635	MISC. REVENUE	1,042.54	1,042.54	4,700.00	( 3,657.46) 22.18
	<b>TOTAL SOURCE 40</b>	<b>2,359,229.23</b>	<b>2,359,229.23</b>	<b>683,000.00</b>	<b>1,676,229.23 345.42</b>
<u>TRANSFERS FROM OTHER FUNDS</u>					
620-49240	TRANFER FROM CAPITAL PRJ FUND	3,618.00	3,618.00	.00	3,618.00 .00
	<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>	<b>3,618.00</b>	<b>3,618.00</b>	<b>.00</b>	<b>3,618.00 .00</b>
	<b>TOTAL FUND REVENUE</b>	<b>2,362,847.23</b>	<b>2,362,847.23</b>	<b>683,000.00</b>	<b>1,679,847.23 345.95</b>

**CITY OF LANCASTER**  
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**FUND 620 - SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>POWER &amp; FUEL FOR PUMPING</u>					
620-50821-220 UTILITIES	13,296.13	13,296.13	12,400.00	896.13	107.23
TOTAL POWER & FUEL FOR PUMPING	13,296.13	13,296.13	12,400.00	896.13	107.23
<u>POWER &amp; FUEL - AERATION EQUIP.</u>					
620-50822-220 UTILITIES	59,827.23	59,827.23	62,000.00	( 2,172.77)	96.50
TOTAL POWER & FUEL - AERATION EQUIP.	59,827.23	59,827.23	62,000.00	( 2,172.77)	96.50
<u>CHEMICALS - TREATMENT</u>					
620-50826-363 CHEMICALS	51,206.37	51,206.37	56,000.00	( 4,793.63)	91.44
TOTAL CHEMICALS - TREATMENT	51,206.37	51,206.37	56,000.00	( 4,793.63)	91.44
<u>OTHER OPERATING SUPP. &amp; EXP.</u>					
620-50827-220 UTILITIES	21,909.59	21,909.59	25,300.00	( 3,390.41)	86.60
TOTAL OTHER OPERATING SUPP. & EXP.	21,909.59	21,909.59	25,300.00	( 3,390.41)	86.60
<u>TRANSPORTATION EXPENSES</u>					
620-50828-350 REPAIRS & MTNCE	3,904.32	3,904.32	2,000.00	1,904.32	195.22
620-50828-356 VEHICLE FUEL	7,190.64	7,190.64	.00	7,190.64	.00
620-50828-390 OPERATING EXPENSE	2,819.84	2,819.84	.00	2,819.84	.00
TOTAL TRANSPORTATION EXPENSES	13,914.80	13,914.80	2,000.00	11,914.80	695.74
<u>SLUDGE HAULING</u>					
620-50830-216 SLUDGE HAULING-CONTRACTED SVC	6,274.00	6,274.00	30,000.00	( 23,726.00)	20.91
TOTAL SLUDGE HAULING	6,274.00	6,274.00	30,000.00	( 23,726.00)	20.91

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2019

**FUND 620 - SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MAINTENANCE-COLLECTION SYSTEM</u>					
620-50831-101 SALARIES	37,253.18	37,253.18	41,600.00	( 4,346.82)	89.55
620-50831-102 PART TIME WAGES	2,394.00	2,394.00	600.00	1,794.00	399.00
620-50831-103 SOCIAL SECURITY	3,176.28	3,176.28	3,300.00	( 123.72)	96.25
620-50831-104 RETIREMENT	3,195.08	3,195.08	3,400.00	( 204.92)	93.97
620-50831-105 HEALTH INSURANCE	10,588.01	10,588.01	6,300.00	4,288.01	168.06
620-50831-106 VACATION,SICK LEAVE, HOLIDAY	12,455.24	12,455.24	10,800.00	1,655.24	115.33
620-50831-107 MEDICARE	742.88	742.88	800.00	( 57.12)	92.86
620-50831-109 DISABILITY INSURANCE	158.48	158.48	200.00	( 41.52)	79.24
620-50831-112 LIFE INSURANCE	109.03	109.03	100.00	9.03	109.03
620-50831-216 CONTRACTED SERVICES	19,809.50	19,809.50	70,000.00	( 50,190.50)	28.30
620-50831-390 OPERATING EXPENSE	13,171.24	13,171.24	8,500.00	4,671.24	154.96
<b>TOTAL MAINTENANCE-COLLECTION SYSTE</b>	<b>103,052.92</b>	<b>103,052.92</b>	<b>145,600.00</b>	<b>( 42,547.08)</b>	<b>70.78</b>
<u>MAINT-COLL. SYSTEM PUMP EQUIP</u>					
620-50832-101 SALARIES	13,984.60	13,984.60	11,000.00	2,984.60	127.13
620-50832-102 PART TIME WAGES	2,528.00	2,528.00	400.00	2,128.00	632.00
620-50832-103 SOCIAL SECURITY	1,008.45	1,008.45	700.00	308.45	144.06
620-50832-104 RETIREMENT	865.31	865.31	700.00	165.31	123.62
620-50832-105 HEALTH INSURANCE	1,868.54	1,868.54	1,000.00	868.54	186.85
620-50832-107 MEDICARE	235.89	235.89	200.00	35.89	117.95
620-50832-109 DISABILITY INSURANCE	50.53	50.53	.00	50.53	.00
620-50832-112 LIFE INSURANCE	32.63	32.63	.00	32.63	.00
620-50832-220 UTILITIES	745.33	745.33	700.00	45.33	106.48
620-50832-350 MINOR REPAIRS	16,990.85	16,990.85	12,000.00	4,990.85	141.59
620-50832-390 OPERATING EXPENSE	2,218.50	2,218.50	3,500.00	( 1,281.50)	63.39
<b>TOTAL MAINT-COLL. SYSTEM PUMP EQUIP</b>	<b>40,528.63</b>	<b>40,528.63</b>	<b>30,200.00</b>	<b>10,328.63</b>	<b>134.20</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 620 - SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>MAIN-TREAT. &amp; DISP PLANT EQUIP</u>					
620-50833-101 SALARIES	28,803.18	28,803.18	42,100.00	( 13,296.82)	68.42
620-50833-102 PART TIME WAGES	1,184.00	1,184.00	.00	1,184.00	.00
620-50833-103 SOCIAL SECURITY	1,813.03	1,813.03	2,600.00	( 786.97)	69.73
620-50833-104 RETIREMENT	1,860.79	1,860.79	2,800.00	( 939.21)	66.46
620-50833-105 HEALTH INSURANCE	4,933.20	4,933.20	8,100.00	( 3,166.80)	60.90
620-50833-106 VACATION, SICK LEAVE, HOLIDAY	.00	.00	200.00	( 200.00)	.00
620-50833-107 MEDICARE	423.97	423.97	600.00	( 176.03)	70.66
620-50833-109 DISABILITY INSURANCE	99.73	99.73	200.00	( 100.27)	49.87
620-50833-110 FLEX BENEFITS	( 300.00)	( 300.00)	.00	( 300.00)	.00
620-50833-112 LIFE INSURANCE	71.76	71.76	.00	71.76	.00
620-50833-216 CONTRACTED SERVICES	18,101.02	18,101.02	20,000.00	( 1,898.98)	90.51
620-50833-350 MINOR REPAIRS	31,778.12	31,778.12	20,000.00	11,778.12	158.89
620-50833-390 OPERATING EXPENSE	9,359.69	9,359.69	6,600.00	2,759.69	141.81
TOTAL MAIN-TREAT. & DISP PLANT EQUIP	98,128.49	98,128.49	103,200.00	( 5,071.51)	95.09
<u>MAINT-GENERLA PLANT &amp; EQUIP</u>					
620-50834-101 SALARIES	7,196.19	7,196.19	3,500.00	3,696.19	205.61
620-50834-102 PART TIME WAGES	4,159.52	4,159.52	800.00	3,359.52	519.94
620-50834-103 SOCIAL SECURITY	695.02	695.02	300.00	395.02	231.67
620-50834-104 RETIREMENT	401.01	401.01	200.00	201.01	200.51
620-50834-105 HEALTH INSURANCE	1,304.43	1,304.43	600.00	704.43	217.41
620-50834-107 MEDICARE	162.47	162.47	100.00	62.47	162.47
620-50834-109 DISABILITY INSURANCE	23.80	23.80	.00	23.80	.00
620-50834-112 LIFE INSURANCE	33.26	33.26	.00	33.26	.00
620-50834-390 OPERATING EXPENSE	15,017.66	15,017.66	3,000.00	12,017.66	500.59
TOTAL MAINT-GENERLA PLANT & EQUIP	28,993.36	28,993.36	8,500.00	20,493.36	341.10
<u>BILLING, COLLECTION &amp; ACCTG.</u>					
620-50840-101 SALARIES	17,426.99	17,426.99	18,800.00	( 1,373.01)	92.70
620-50840-103 SOCIAL SECURITY	1,080.95	1,080.95	1,200.00	( 119.05)	90.08
620-50840-104 RETIREMENT	1,266.61	1,266.61	1,200.00	66.61	105.55
620-50840-105 HEALTH INSURANCE	7,789.62	7,789.62	7,700.00	89.62	101.16
620-50840-106 VACATION, SICK LEAVE, HOLIDAY	1,813.00	1,813.00	.00	1,813.00	.00
620-50840-107 MEDICARE	252.74	252.74	300.00	( 47.26)	84.25
620-50840-108 LONGEVITY	75.00	75.00	.00	75.00	.00
620-50840-109 DISABILITY INSURANCE	74.81	74.81	100.00	( 25.19)	74.81
620-50840-110 FLEX BENEFITS	.00	.00	200.00	( 200.00)	.00
620-50840-112 LIFE INSURANCE	22.44	22.44	.00	22.44	.00
620-50840-390 OPERATING EXPENSE	5,916.11	5,916.11	6,000.00	( 83.89)	98.60
TOTAL BILLING, COLLECTION & ACCTG.	35,718.27	35,718.27	35,500.00	218.27	100.61

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 620 - SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>METER READING</u>					
620-50842-101 SALARIES	.00	.00	1,200.00	( 1,200.00)	.00
620-50842-103 SOCIAL SECURITY	.00	.00	100.00	( 100.00)	.00
620-50842-104 RETIREMENT	.00	.00	400.00	( 400.00)	.00
620-50842-105 HEALTH INSURANCE	.00	.00	500.00	( 500.00)	.00
TOTAL METER READING	.00	.00	2,200.00	( 2,200.00)	.00
<u>ADMIN. &amp; GENERAL SALARIES</u>					
620-50850-101 SALARIES	80,076.85	80,076.85	85,600.00	( 5,523.15)	93.55
620-50850-103 SOCIAL SECURITY	4,999.39	4,999.39	5,300.00	( 300.61)	94.33
620-50850-104 RETIREMENT	5,457.26	5,457.26	5,600.00	( 142.74)	97.45
620-50850-105 HEALTH INSURANCE	22,468.38	22,468.38	21,100.00	1,368.38	106.49
620-50850-106 VACATION, SICK LEAVE, HOLIDAY	3,189.72	3,189.72	.00	3,189.72	.00
620-50850-107 MEDICARE	1,169.37	1,169.37	1,200.00	( 30.63)	97.45
620-50850-108 LONGEVITY	157.50	157.50	400.00	( 242.50)	39.38
620-50850-109 DISABILITY INSURANCE	322.79	322.79	300.00	22.79	107.60
620-50850-110 FLEX BENEFITS	.00	.00	400.00	( 400.00)	.00
620-50850-111 VESTED BENEFITS	6,778.00	6,778.00	.00	6,778.00	.00
620-50850-112 LIFE INSURANCE	287.36	287.36	300.00	( 12.64)	95.79
TOTAL ADMIN. & GENERAL SALARIES	124,906.62	124,906.62	120,200.00	4,706.62	103.92
<u>OFFICE SUPPLIES &amp; EXPENSE</u>					
620-50851-220 TELEPHONE	687.43	687.43	300.00	387.43	229.14
620-50851-380 TECHNOLOGY	10,000.00	10,000.00	10,000.00	.00	100.00
620-50851-390 OPERATING EXPENSE	12,653.63	12,653.63	12,600.00	53.63	100.43
TOTAL OFFICE SUPPLIES & EXPENSE	23,341.06	23,341.06	22,900.00	441.06	101.93
<u>OUTSIDE SERVICES EMPLOYED</u>					
620-50852-216 CONTRACTED SERVICES	4,100.00	4,100.00	3,700.00	400.00	110.81
620-50852-218 ENGINEERING SERVICES	31,401.93	31,401.93	12,500.00	18,901.93	251.22
TOTAL OUTSIDE SERVICES EMPLOYED	35,501.93	35,501.93	16,200.00	19,301.93	219.15

**CITY OF LANCASTER**  
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**FUND 620 - SEWER FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>OTHER GENERAL EXPENSES</u>					
620-50854-101 SALARIES	1,496.16	1,496.16	3,500.00	( 2,003.84)	42.75
620-50854-103 SOCIAL SECURITY	91.29	91.29	1,000.00	( 908.71)	9.13
620-50854-104 RETIREMENT	94.87	94.87	800.00	( 705.13)	11.86
620-50854-105 HEALTH INSURANCE	176.04	176.04	500.00	( 323.96)	35.21
620-50854-107 MEDICARE	21.35	21.35	200.00	( 178.65)	10.68
620-50854-109 DISABILITY INSURANCE	5.61	5.61	.00	5.61	.00
620-50854-112 LIFE INSURANCE	3.11	3.11	.00	3.11	.00
620-50854-330 TRAVEL/EDUCATION EXPENSE	1,638.85	1,638.85	2,000.00	( 361.15)	81.94
620-50854-390 OTHER MISC. EXPENSE	8,716.38	8,716.38	14,500.00	( 5,783.62)	60.11
620-50854-510 PROPERTY & LIABILITY INS.	13,651.00	13,651.00	13,300.00	351.00	102.64
620-50854-740 UNCOLLECTIBLE ACCOUNTS	576.56	576.56	.00	576.56	.00
<b>TOTAL OTHER GENERAL EXPENSES</b>	<b>26,471.22</b>	<b>26,471.22</b>	<b>35,800.00</b>	<b>( 9,328.78)</b>	<b>73.94</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>683,070.62</b>	<b>683,070.62</b>	<b>708,000.00</b>	<b>( 24,929.38)</b>	<b>96.48</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>1,679,776.61</b>	<b>1,679,776.61</b>	<b>( 25,000.00)</b>	<b>1,704,776.61</b>	<b>6,719.11</b>

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 710 - TECHNOLOGY FUND**

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
<u>INTERGOVERNMENTAL CHGS.</u>					
710-47493 LOCAL DEPARTMENTS	37,000.00	37,000.00	40,000.00	( 3,000.00)	92.50
TOTAL INTERGOVERNMENTAL CHGS.	37,000.00	37,000.00	40,000.00	( 3,000.00)	92.50
<u>SOURCE 49</u>					
710-49210 TRANSFER FROM GENERAL FUND	41,500.00	41,500.00	49,000.00	( 7,500.00)	84.69
TOTAL SOURCE 49	41,500.00	41,500.00	49,000.00	( 7,500.00)	84.69
TOTAL FUND REVENUE	78,500.00	78,500.00	89,000.00	( 10,500.00)	88.20

**CITY OF LANCASTER**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
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**FUND 710 - TECHNOLOGY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
710-51490-220 UTILITIES	4,336.93	4,336.93	.00	4,336.93	.00
710-51490-390 OPERATING EXPENSE	86,361.35	86,361.35	80,000.00	6,361.35	107.95
TOTAL DEPARTMENT 490	90,698.28	90,698.28	80,000.00	10,698.28	113.37
TOTAL FUND EXPENDITURES	90,698.28	90,698.28	80,000.00	10,698.28	113.37
NET REVENUES OVER EXPENDITURES	( 12,198.28)	( 12,198.28)	9,000.00	( 21,198.28)	( 135.54)

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>ACCESS SYSTEMS</b>				
03/01/2020	COPIER USE	100-52310-390 OPERATING EXPENSE	106.78	GENERAL FUND
03/01/2020	TONER	100-52310-390 OPERATING EXPENSE	12.23	GENERAL FUND
08/03/7638	COPIER USE	100-52310-390 OPERATING EXPENSE	116.79	GENERAL FUND
Total ACCESS SYSTEMS:			235.80	
<b>ACTIVE NETWORK LLC</b>				
03/01/2020	MAXGALAXY: CUSTOMER INTERFACE, FACILITY SCHEDULING, ACTIVITY REGISTRATION	710-51490-390 OPERATING EXPENSE	3,240.00	TECHNOLOGY FU
Total ACTIVE NETWORK LLC:			3,240.00	
<b>ACUSHNET COMPANY</b>				
03/13/2020	GOLF APPAREL	250-55430-399 PRO SHOP MERCHANDISE	6,221.68	GOLF COURSE
03/13/2020	GOLF APPAREL	250-55430-399 PRO SHOP MERCHANDISE	649.55	GOLF COURSE
03/14/2020	GOLF APPAREL	250-55430-399 PRO SHOP MERCHANDISE	2,151.23	GOLF COURSE
03/14/2020	GOLF BAGS	250-55430-399 PRO SHOP MERCHANDISE	300.48	GOLF COURSE
03/17/2020	GOLF APPAREL	250-55430-399 PRO SHOP MERCHANDISE	1,997.87	GOLF COURSE
Total ACUSHNET COMPANY:			11,320.81	
<b>ADVANCED TURF SOLUTIONS</b>				
02/28/2020	CHEMICALS	250-55430-390 OPERATING EXPENSE	316.07	GOLF COURSE
Total ADVANCED TURF SOLUTIONS:			316.07	
<b>AIRPORT WINDSOCK CORPORATION</b>				
03/18/2020	2- 18"X96" WINDSTOCK	100-53800-390 OPERATING EXPENSE	113.31	GENERAL FUND
Total AIRPORT WINDSOCK CORPORATION:			113.31	
<b>ALLIANT ENERGY</b>				
02/18/2020	ELECTRIC	100-51600-220 UTILITIES	1,073.56	GENERAL FUND
03/17/2020	ELECTRIC	100-51600-220 UTILITIES	982.30	GENERAL FUND
02/18/2020	ELECTRIC	100-52100-220 UTILITIES	249.62	GENERAL FUND
03/17/2020	ELECTRIC	100-52100-220 UTILITIES	226.04	GENERAL FUND
02/18/2020	ELECTRIC	100-52310-220 UTILITIES	782.69	GENERAL FUND
03/17/2020	ELECTRIC	100-52310-220 UTILITIES	618.22	GENERAL FUND
02/18/2020	ELECTRIC	100-52500-220 UTILITIES	22.12	GENERAL FUND
03/17/2020	ELECTRIC	100-52500-220 UTILITIES	19.68	GENERAL FUND
02/18/2020	ELECTRIC	100-53210-220 UTILITIES	297.63	GENERAL FUND
03/17/2020	ELECTRIC	100-53210-220 UTILITIES	248.95	GENERAL FUND
02/18/2020	ELECTRIC	100-53310-220 UTILITIES	13.12	GENERAL FUND
03/17/2020	ELECTRIC	100-53310-220 UTILITIES	12.05	GENERAL FUND
03/12/2020	ELECTRIC	100-53450-220 UTILITIES	4,434.49	GENERAL FUND
02/18/2020	ELECTRIC	100-53800-220 UTILITIES	229.38	GENERAL FUND
03/17/2020	ELECTRIC	100-53800-220 UTILITIES	201.83	GENERAL FUND
02/18/2020	ELECTRIC	100-55200-220 UTILITIES	690.38	GENERAL FUND
03/17/2020	ELECTRIC	100-55200-220 UTILITIES	542.43	GENERAL FUND
02/18/2020	ELECTRIC	100-55420-220 UTILITIES	36.53	GENERAL FUND
03/12/2020	ELECTRIC	100-55420-220 UTILITIES	320.97	GENERAL FUND
03/17/2020	ELECTRIC	100-55420-220 UTILITIES	26.44	GENERAL FUND
02/18/2020	ELECTRIC	100-56500-220 UTILITIES	45.45	GENERAL FUND
03/17/2020	ELECTRIC	100-56500-220 UTILITIES	39.13	GENERAL FUND
02/18/2020	ELECTRIC	220-54700-220 UTILITIES	22.56	CEMETERY FUND
03/17/2020	ELECTRIC	220-54700-220 UTILITIES	18.31	CEMETERY FUND
02/18/2020	ELECTRIC	250-55430-220 UTILITIES	798.88	GOLF COURSE
03/17/2020	ELECTRIC	250-55430-220 UTILITIES	670.02	GOLF COURSE
02/18/2020	ELECTRIC	403-57201-220 UTILITIES	32.56	TID #3

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
03/17/2020	ELECTRIC	403-57201-220 UTILITIES	27.72	TID #3
02/18/2020	ELECTRIC	610-50620-220 UTILITIES	9,054.98	WATER FUND
03/17/2020	ELECTRIC	610-50620-220 UTILITIES	6,841.11	WATER FUND
02/18/2020	ELECTRIC	620-50821-220 UTILITIES	1,026.97	SEWER FUND
03/17/2020	ELECTRIC	620-50821-220 UTILITIES	1,010.95	SEWER FUND
02/18/2020	ELECTRIC	620-50822-220 UTILITIES	5,448.25	SEWER FUND
03/17/2020	ELECTRIC	620-50822-220 UTILITIES	4,895.15	SEWER FUND
Total ALLIANT ENERGY:			40,960.47	
<b>APPLETON PACKING &amp; GASKET INC</b>				
03/13/2020	20-1/4" NEOPRENE CI REINFORCED SHEET	620-50833-390 OPERATING EXPENSE	706.94	SEWER FUND
Total APPLETON PACKING & GASKET INC:			706.94	
<b>APPLIED MICRO</b>				
02/06/2020	USB 3.0 WITH CARD READER	710-51490-390 OPERATING EXPENSE	39.95	TECHNOLOGY FU
02/14/2020	AXCIENT CLOUD BACKUP: CLARITY, EXCHANGE, DC	710-51490-390 OPERATING EXPENSE	597.00	TECHNOLOGY FU
02/16/2020	17-MS OFFICE 365 BUSINESS U1	710-51490-390 OPERATING EXPENSE	140.25	TECHNOLOGY FU
02/19/2020	36- MAILPROTECTOR CLOUD FILTER, 32-SAFESEND,33-XTRAMAIL	710-51490-390 OPERATING EXPENSE	179.75	TECHNOLOGY FU
01/01/2020	MONITORED SERVERS	710-51490-390 OPERATING EXPENSE	393.08	TECHNOLOGY FU
02/01/2020	MONITORED SERVERS: EXCHANGE SERVER 2016/DC 2016 SERVER, CLARITY SERVER, ROUTERS	710-51490-390 OPERATING EXPENSE	515.00	TECHNOLOGY FU
02/04/2020	POLICE ADMIN CONTROL, REINSTALL PRINTER	710-51490-390 OPERATING EXPENSE	93.75	TECHNOLOGY FU
02/20/2020	UPDATE POLICE PRINTER DRIVERS	710-51490-390 OPERATING EXPENSE	56.25	TECHNOLOGY FU
Total APPLIED MICRO:			2,015.03	
<b>AUSTIN ENGINEERING LLC</b>				
03/01/2020	PRELIMINARY MEASUREMENTS, INPUT, PLOTTING & DRAFTING OF PLAT	406-57201-390 OPERATING EXPENSES	2,200.60	COMPUTER UPGR
Total AUSTIN ENGINEERING LLC:			2,200.60	
<b>AUTOWARES INC</b>				
02/18/2020	CYL REPAIR KIT, FORD TRITON KIT, CLY HEAD REPAIR, PLATINUM PLUG, PIPE SEALANT, AUTOLITE PLATINUM, SHIFT CLAMP, SHIFT TUBE	100-53212-350 REPAIR & MAINTENANCE	672.95	GENERAL FUND
02/18/2020	SUPER DUTY 10W30	100-53212-390 OPERATING EXPENSE	46.68	GENERAL FUND
02/18/2020	OIL FILTER, HEX WR. SET	250-55430-390 OPERATING EXPENSE	64.44	GOLF COURSE
02/18/2020	HIGH VISIBILITY	610-50651-390 OPERATING EXPENSE	31.73	WATER FUND
02/18/2020	BLK LIGHTING LRG	620-50834-390 OPERATING EXPENSE	12.89	SEWER FUND
Total AUTOWARES INC:			828.69	
<b>BEAR GRAPHICS INC</b>				
03/10/2020	CHECKS	100-51400-390 OPERATING EXPENSE	99.85	GENERAL FUND
03/10/2020	CHECKS	610-50920-390 OPERATING EXPENSE	99.84	WATER FUND
03/10/2020	CHECKS	620-50851-390 OPERATING EXPENSE	99.84	SEWER FUND
Total BEAR GRAPHICS INC:			299.53	
<b>BENNETT AUTO CLINIC LLC</b>				
02/26/2020	'17 FORD POLICE INTERCEPTOR-SCAN & REPLACE SPARK PLUGS	100-52100-350 REPAIR & MAINTENANCE	1,346.89	GENERAL FUND
02/20/2020	'13 FORD EXPLORER- REPLACE ALTERNATOR ASSEMBLY & SERPENTINE BELT TENSIONER	100-52100-350 REPAIR & MAINTENANCE	966.86	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
02/29/2020	GAS	100-53212-356 MOTOR FUELS	1,633.74	GENERAL FUND
Total BENNETT AUTO CLINIC LLC:			3,947.49	
<b>BOWEN, LOIS</b>				
02/18/2020	ELECTION TRAINING	100-51400-117 ELECTION INSPECTORS	45.00	GENERAL FUND
Total BOWEN, LOIS:			45.00	
<b>BOWEN, STEPHEN</b>				
03/20/2020	REIMB. MILEAGE TO EAU CLAIRE	100-53210-390 OPERATING EXPENSE	189.75	GENERAL FUND
Total BOWEN, STEPHEN:			189.75	
<b>BRENDEMUEHL, CHELSIE</b>				
03/19/2020	REIMB ROOM RESERVATION	100-48210 RENT - MUNICIPAL BUILDING	35.00	GENERAL FUND
Total BRENDEMUEHL, CHELSIE:			35.00	
<b>BRIDGESTONE GOLF INC</b>				
02/12/2020	2020 TOUR B 48X2 BALL PACKS & TOUR B TOWER DISPLAY	250-55430-399 PRO SHOP MERCHANDISE	943.92	GOLF COURSE
Total BRIDGESTONE GOLF INC:			943.92	
<b>CALLAWAY GOLF</b>				
03/04/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	1,803.65	GOLF COURSE
03/05/2020	10- ALDROGWHT	250-55430-399 PRO SHOP MERCHANDISE	188.35	GOLF COURSE
Total CALLAWAY GOLF:			1,992.00	
<b>CAREY'S SEAMLESS GUTTERS &amp;</b>				
03/01/2020	OPENER REPAIR-T8	100-52310-350 REPAIR & MAINTENANCE	1,095.00	GENERAL FUND
01/15/2020	DOOR SENSOR REPAIR	100-52310-350 REPAIR & MAINTENANCE	103.25	GENERAL FUND
Total CAREY'S SEAMLESS GUTTERS &:			1,198.25	
<b>CHARTER COMMUNICATIONS</b>				
03/01/2020	TV & INTERNET	100-52310-220 UTILITIES	404.80	GENERAL FUND
Total CHARTER COMMUNICATIONS:			404.80	
<b>CLEARBROOK INC</b>				
02/19/2020	47,690- POLYCLEAR CL1996 FTL BULK	620-50826-363 CHEMICALS	6,199.70	SEWER FUND
Total CLEARBROOK INC:			6,199.70	
<b>COMMUNITY OF CHRIST CHURCH</b>				
02/28/2020	PARKING LOT MAINTENANCE	100-53310-760 GRANT COUNTY CONTRIBUTI	850.00	GENERAL FUND
Total COMMUNITY OF CHRIST CHURCH:			850.00	
<b>DELTA 3 ENGINEERING INC</b>				
03/02/2020	SANITARY SEWER FIELDWORK, EASEMENTS & DESIGN	620-50852-218 ENGINEERING SERVICES	7,061.00	SEWER FUND
Total DELTA 3 ENGINEERING INC:			7,061.00	
<b>DH MUNICIPAL SERVICES</b>				
03/01/2020	Building Inspector	100-52400-117 SALARY - CONTRACT	1,276.30	GENERAL FUND
03/01/2020	Zoning Admin	100-56300-117 SALARY-CONTRACT	340.36	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total DH MUNICIPAL SERVICES:			1,616.66	
<b>DUBUQUE FIRE EQUIPMENT</b>				
02/13/2020	FIRE EXTINGUISHER MAINTENANCE	100-51600-390 OPERATING EXPENSE	278.90	GENERAL FUND
02/13/2020	FIRE EXTINGUISHER MAINTENANCE	100-51600-390 OPERATING EXPENSE	60.10	GENERAL FUND
02/13/2020	FIRE EXTINGUISHER MAINTENANCE	100-52100-390 OPERATING EXPENSE	120.20	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	100-52310-390 OPERATING EXPENSE	159.20	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	100-52310-390 OPERATING EXPENSE	327.70	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	100-53210-390 OPERATING EXPENSE	227.07	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	100-53212-390 OPERATING EXPENSE	227.08	GENERAL FUND
02/13/2020	FIRE EXTINGUISHER MAINTENANCE	100-53800-390 OPERATING EXPENSE	25.50	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	100-55200-390 OPERATING EXPENSE	106.10	GENERAL FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	250-55430-390 OPERATING EXPENSE	30.50	GOLF COURSE
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	610-50620-390 OPERATING EXPENSE	365.97	WATER FUND
02/12/2020	FIRE EXTINGUISHER MAINTENANCE	620-50834-390 OPERATING EXPENSE	365.96	SEWER FUND
Total DUBUQUE FIRE EQUIPMENT:			2,294.28	
<b>EAGLE ENGRAVING INC</b>				
01/06/2020	ACCOUNTABILITY TAGS	100-52310-390 OPERATING EXPENSE	112.20	GENERAL FUND
Total EAGLE ENGRAVING INC:			112.20	
<b>EMPLOYEE BENEFITS CORP</b>				
02/15/2020	FEB ADMIN FEE	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-52100-390 OPERATING EXPENSE	30.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-52100-390 OPERATING EXPENSE	30.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-53100-390 OPERATING EXPENSE	10.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-53100-390 OPERATING EXPENSE	15.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-53210-390 OPERATING EXPENSE	30.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-53210-390 OPERATING EXPENSE	30.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
03/15/2020	MAR ADMIN FEE	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
02/15/2020	FEB ADMIN FEE	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
03/15/2020	MAR ADMIN FEE	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
02/28/2020	CITY CONTRIBUTION- JOHNSON	610-50920-390 OPERATING EXPENSE	300.00	WATER FUND
02/15/2020	FEB ADMIN FEE	610-50920-390 OPERATING EXPENSE	10.00	WATER FUND
03/15/2020	MAR ADMIN FEE	610-50920-390 OPERATING EXPENSE	10.00	WATER FUND
02/15/2020	FEB ADMIN FEE	620-50851-390 OPERATING EXPENSE	10.00	SEWER FUND
03/15/2020	MAR ADMIN FEE	620-50851-390 OPERATING EXPENSE	10.00	SEWER FUND
Total EMPLOYEE BENEFITS CORP:			555.00	
<b>ENERGENECS INC</b>				
03/13/2020	BRUSH SET, SIEVE BODY	620-50833-350 MINOR REPAIRS	4,753.61	SEWER FUND
Total ENERGENECS INC:			4,753.61	
<b>ENGRAVED GIFT COLLECTION</b>				
02/19/2020	PLAQUE	100-51100-390 OPERATING EXPENSE	33.50	GENERAL FUND
Total ENGRAVED GIFT COLLECTION:			33.50	
<b>EXXONMOBIL CARD PROC CTR</b>				
03/06/2020	GAS	100-53212-356 MOTOR FUELS	1,483.84	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total EXXONMOBIL CARD PROC CTR:			1,483.84	
<b>FIRE RESCUE SUPPLY LLC</b>				
03/19/2020	EXTRACTION TOOLS MAINTENANCE	100-52310-350 REPAIR & MAINTENANCE	1,325.00	GENERAL FUND
Total FIRE RESCUE SUPPLY LLC:			1,325.00	
<b>FIRST SUPPLY</b>				
03/06/2020	SUPER TRADELINE, TEFLON TAPE BLUE MONSTER	100-53800-350 REPAIR & MAINTENANCE	180.82	GENERAL FUND
03/07/2020	SERVICE CHARGE	100-53800-350 REPAIR & MAINTENANCE	5.00	GENERAL FUND
Total FIRST SUPPLY:			185.82	
<b>FREEDOM MAILING SERVICES INC</b>				
02/29/2020	BILL PROCESSING & PERFED PAPER	610-50902-390 OPERATING EXPENSE	432.27	WATER FUND
02/29/2020	BILL PROCESSING & PERFED PAPER	620-50840-390 OPERATING EXPENSE	432.27	SEWER FUND
Total FREEDOM MAILING SERVICES INC:			864.54	
<b>FULLERS MILKER CENTER</b>				
02/28/2020	UPS SHIPPING	620-50833-216 CONTRACTED SERVICES	16.50	SEWER FUND
Total FULLERS MILKER CENTER:			16.50	
<b>GASSER HARDWARE</b>				
02/28/2020	SUPPLIES	100-51600-390 OPERATING EXPENSE	21.13	GENERAL FUND
02/28/2020	SUPPLIES	100-52100-390 OPERATING EXPENSE	38.47	GENERAL FUND
02/28/2020	SUPPLIES	100-52310-390 OPERATING EXPENSE	95.24	GENERAL FUND
02/28/2020	SUPPLIES	100-53210-390 OPERATING EXPENSE	117.03	GENERAL FUND
02/28/2020	SUPPLIES	100-53212-350 REPAIR & MAINTENANCE	68.13	GENERAL FUND
02/28/2020	SUPPLIES	100-55200-350 REPAIR & MAINTENANCE	12.26	GENERAL FUND
02/28/2020	SUPPLIES	250-55430-350 REPAIRS & MAINTENANCE	7.49	GOLF COURSE
02/28/2020	SUPPLIES	610-50651-390 OPERATING EXPENSE	67.45	WATER FUND
02/28/2020	SUPPLIES	610-50652-390 OPERATING EXPENSE	30.25	WATER FUND
02/28/2020	SUPPLIES	620-50831-390 OPERATING EXPENSE	62.95	SEWER FUND
02/28/2020	SUPPLIES	620-50834-390 OPERATING EXPENSE	197.75	SEWER FUND
Total GASSER HARDWARE:			718.15	
<b>GOVERNMENT BRANDS SHARED SERVICES</b>				
03/01/2020	GOV OFFICE ANNUAL SERVICE PACKAGE	100-56500-390 OPERATING EXPENSE	1,200.00	GENERAL FUND
Total GOVERNMENT BRANDS SHARED SERVICES:			1,200.00	
<b>GRANT COUNTY AGING &amp; DISABILIT</b>				
03/11/2020	2019 BUDGET CONTRIBUTION	100-54600-720 GRANTS & DONATIONS	4,000.00	GENERAL FUND
Total GRANT COUNTY AGING & DISABILIT:			4,000.00	
<b>GRANT COUNTY EMERGENCY MANAGEMENT</b>				
01/10/2020	SWIFTWATER TRAINING GRANT MATCH	100-52310-330 TRAVEL/EDUCATION EXPENS	328.21	GENERAL FUND
03/02/2020	ASAR ANIMAL RESCUE TRAINING	100-52310-330 TRAVEL/EDUCATION EXPENS	500.00	GENERAL FUND
03/01/2020	SHED RENTAL	100-52310-390 OPERATING EXPENSE	1,000.00	GENERAL FUND
Total GRANT COUNTY EMERGENCY MANAGEMENT:			1,828.21	
<b>GRANT COUNTY HERALD INDEPENDENT</b>				
02/29/2020	MINUTES, JOINT REVIEW BOARD MEETING	100-51400-390 OPERATING EXPENSE	444.11	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total GRANT COUNTY HERALD INDEPENDENT:			444.11	
<b>GRANT COUNTY REGISTER OF DEEDS</b>				
02/21/2020	RECORD DOCUMENT #769940	100-53310-390 OPERATING EXPENSE	11.00	GENERAL FUND
Total GRANT COUNTY REGISTER OF DEEDS:			11.00	
<b>GRANT COUNTY TREASURER</b>				
03/11/2020	2019 DELINQUENT TAX SOUTH LANCASTER	400-57351-805 PROPERTY ACQUISITION	1,428.04	CAPITAL PROJECT
Total GRANT COUNTY TREASURER:			1,428.04	
<b>GRANT COUNTY TRUCK BODIES LLC</b>				
01/22/2020	BOSS SOLENOID KIT, BOSS PLOW PUMP MOTOR	100-53212-350 REPAIR & MAINTENANCE	299.51	GENERAL FUND
02/06/2020	BOSS CUTTING EDGE DR, BOSS CUTTING EDGE PS, BOSS CUTTING EDGE BOLT KIT	100-53212-350 REPAIR & MAINTENANCE	495.50	GENERAL FUND
Total GRANT COUNTY TRUCK BODIES LLC:			795.01	
<b>GRANT REGIONAL HEALTH CENTER</b>				
02/23/2020	PHYSICAL & DRUG SCREEN	100-52100-390 OPERATING EXPENSE	79.00	GENERAL FUND
02/23/2020	AUDIOMETRY	100-53100-390 OPERATING EXPENSE	140.00	GENERAL FUND
02/23/2020	AUDIOMETRY	100-55200-390 OPERATING EXPENSE	84.00	GENERAL FUND
Total GRANT REGIONAL HEALTH CENTER:			303.00	
<b>IMPERIAL</b>				
02/17/2020	SPRING 2020 PRO SHOP ITEMS	250-55430-399 PRO SHOP MERCHANDISE	600.65	GOLF COURSE
Total IMPERIAL:			600.65	
<b>INGERSOLL PLUMBING &amp; HEATING</b>				
02/04/2020	SANITARY SEWER PROJECT HICKORY TO HARRISON	620-30313 COLL. SYSTEM-COLLECTION SEW	1,019.40	SEWER FUND
Total INGERSOLL PLUMBING & HEATING:			1,019.40	
<b>J &amp; R SUPPLY INC</b>				
02/17/2020	6X12 DI WRAPAROUND	610-50651-390 OPERATING EXPENSE	140.00	WATER FUND
02/28/2020	GREEN/BLACK BOTTOM LRG	610-50651-390 OPERATING EXPENSE	55.00	WATER FUND
02/24/2020	20- 6"X20' PVC	620-50831-390 OPERATING EXPENSE	93.00	SEWER FUND
03/03/2020	LIQ TRACING DYE	620-50832-390 OPERATING EXPENSE	216.00	SEWER FUND
Total J & R SUPPLY INC:			504.00	
<b>JEFFERSON FIRE &amp; SAFETY INC</b>				
01/31/2020	CYLINDER HYDROTESTING	100-52310-350 REPAIR & MAINTENANCE	199.74	GENERAL FUND
03/01/2020	TURNOUT GEAR	100-52310-372 PROTECTIVE GEAR	9,278.40	GENERAL FUND
Total JEFFERSON FIRE & SAFETY INC:			9,478.14	
<b>JW TURF INC</b>				
03/02/2020	2-SKID SHOE BLADES	100-55200-390 OPERATING EXPENSE	55.42	GENERAL FUND
02/05/2020	SUPPLIES	250-55430-390 OPERATING EXPENSE	95.10	GOLF COURSE
02/26/2020	2- STEINER TRACTORS & ATTACHMENTS	400-57620-802 PARK EQUIPMENT	89,296.56	CAPITAL PROJECT
Total JW TURF INC:			89,447.08	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>KANSAS CITY LIFE INSURANCE CO</b>				
03/22/2020	DISABILITY INS- APR	100-21530 DISABILITY INSURANCE	481.95	GENERAL FUND
Total KANSAS CITY LIFE INSURANCE CO:			481.95	
<b>KIMBALL MIDWEST</b>				
03/04/2020	DRILL BIT, TAPER TAP, BRASS UNION	100-53212-350 REPAIR & MAINTENANCE	404.42	GENERAL FUND
Total KIMBALL MIDWEST:			404.42	
<b>KLONDYKE WELDING LLC</b>				
02/21/2020	1.2"X1/2" FLAT X 6'	100-53212-350 REPAIR & MAINTENANCE	43.19	GENERAL FUND
Total KLONDYKE WELDING LLC:			43.19	
<b>KNAPP, DEB</b>				
02/26/2020	REIMB MILEAGE	100-52310-390 OPERATING EXPENSE	22.85	GENERAL FUND
02/26/2020	REIMB MILEAGE	100-53210-390 OPERATING EXPENSE	22.85	GENERAL FUND
02/26/2020	REIMB MILEAGE	100-53800-390 OPERATING EXPENSE	22.85	GENERAL FUND
02/26/2020	REIMB MILEAGE	620-50834-390 OPERATING EXPENSE	22.88	SEWER FUND
Total KNAPP, DEB:			91.43	
<b>KRAEMER'S WATER STORE INC</b>				
03/02/2020	SALT	250-55430-390 OPERATING EXPENSE	24.67	GOLF COURSE
Total KRAEMER'S WATER STORE INC:			24.67	
<b>KWIK TRIP</b>				
02/29/2020	GAS	100-53212-356 MOTOR FUELS	568.25	GENERAL FUND
Total KWIK TRIP:			568.25	
<b>LANCASTER COMM SCHOOLS</b>				
03/11/2020	2019 SCHOOL SHARE OF MOBILE TAXES	100-24600 LOCAL SCHOOL TAX PAYABLE	3,026.92	GENERAL FUND
Total LANCASTER COMM SCHOOLS:			3,026.92	
<b>LANCASTER, CITY OF</b>				
03/01/2020	WATER/SEWER	100-51600-220 UTILITIES	92.28	GENERAL FUND
03/01/2020	WATER/SEWER	100-52310-220 UTILITIES	125.43	GENERAL FUND
03/01/2020	WATER/SEWER	100-53210-220 UTILITIES	91.83	GENERAL FUND
03/01/2020	WATER/SEWER	100-53310-220 UTILITIES	35.04	GENERAL FUND
03/01/2020	WATER/SEWER	100-55200-220 UTILITIES	273.57	GENERAL FUND
03/01/2020	WATER/SEWER	100-55420-220 UTILITIES	247.08	GENERAL FUND
03/01/2020	WATER/SEWER	220-54700-220 UTILITIES	35.66	CEMETERY FUND
03/01/2020	WATER/SEWER	250-55430-220 UTILITIES	1,046.56	GOLF COURSE
03/01/2020	WATER/SEWER	610-50620-220 UTILITIES	551.48	WATER FUND
03/01/2020	WATER/SEWER	620-50827-220 UTILITIES	999.45	SEWER FUND
03/01/2020	WATER/SEWER	620-50832-220 UTILITIES	158.14	SEWER FUND
Total LANCASTER, CITY OF:			3,656.52	
<b>LES MACK LLC</b>				
02/10/2020	CABLE ASY	100-53212-350 REPAIR & MAINTENANCE	40.25	GENERAL FUND
Total LES MACK LLC:			40.25	
<b>LESMAN INSTRUMENT CO</b>				
02/28/2020	HONEYWELL REPLACEMENT OXYGEN SENSOR	620-50831-390 OPERATING EXPENSE	196.49	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total LESMAN INSTRUMENT CO:			196.49	
<b>LIBERTY AG &amp; LAWN</b>				
02/27/2020	FULL CHISEL CHAIN, SHARPEN, GRIND RAKERS, PROMARK HELMET SYSTEM, WOODCUTTER BAR, RETAINER	100-53416-390 OPERATING EXPENSE	197.95	GENERAL FUND
Total LIBERTY AG & LAWN:			197.95	
<b>LV LABS LLC</b>				
03/09/2020	CHEMICALS	620-50833-216 CONTRACTED SERVICES	1,216.00	SEWER FUND
Total LV LABS LLC:			1,216.00	
<b>MACKE, DAVID</b>				
03/06/2020	PATROL OFFICER	100-52100-390 OPERATING EXPENSE	96.00	GENERAL FUND
Total MACKE, DAVID:			96.00	
<b>MARK'S CHEMICALS</b>				
03/02/2020	30- DRUM HFS, 110- DRUMS SODIUM HYPOCHLORITE SOLUTION	610-50630-363 CHEMICALS	407.50	WATER FUND
Total MARK'S CHEMICALS:			407.50	
<b>MARTIN EQUIPMENT</b>				
02/06/2020	OIL FILTER, HOSE FITTINGS, BULK HOSE	100-53212-350 REPAIR & MAINTENANCE	128.07	GENERAL FUND
Total MARTIN EQUIPMENT:			128.07	
<b>MASTERS BUILDING SOLUTIONS INC</b>				
03/06/2020	FINAL CONTROLS BILLING	400-57140-810 CAPITAL PROJ- GEN PUBLIC B	5,250.00	CAPITAL PROJECT
Total MASTERS BUILDING SOLUTIONS INC:			5,250.00	
<b>MCNAMARA R V &amp; H LLP</b>				
03/01/2020	CONTRACT-MONTHLY PAYMENT	100-51300-117 CONTRACTED SER CITY ATTO	3,000.00	GENERAL FUND
02/12/2020	PREPERATION OF DELEGATION OF TRUSTEE AUTHORITY AND CERTIFICATION TRUST	400-57351-390 AIRPORT RUNWAY - OP EXPE	180.00	CAPITAL PROJECT
Total MCNAMARA R V & H LLP:			3,180.00	
<b>MEDICAL ASSOCIATES</b>				
02/20/2020	MONTHLY PREMIUM	100-21525 HEALTH NON-FLEX	27,425.64	GENERAL FUND
03/18/2020	MONTHLY PREMIUM	100-21525 HEALTH NON-FLEX	33,557.79	GENERAL FUND
Total MEDICAL ASSOCIATES:			60,983.43	
<b>METCO</b>				
03/12/2020	TECHNICIAN INSPECTED THE AUTO GAS FUELING CABINET & ORDERED A REPLACEMENT STAGE VALVE	100-53800-350 REPAIR & MAINTENANCE	262.00	GENERAL FUND
Total METCO:			262.00	
<b>MIDWEST BUILDERS INC</b>				
03/11/2020	STAIRWELL EXTERIOR DOOR WEST, EMS BAY EAST EXTERIOR DOOR, APPARATUS BAYS NORTH EXTERIOR DOOR	400-57222-801 BUILDING FUND	12,714.00	CAPITAL PROJECT

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total MIDWEST BUILDERS INC:			12,714.00	
<b>MONROE TRUCK EQUIPMENT</b>				
03/11/2020	CABLE	100-53212-350 REPAIR & MAINTENANCE	72.34	GENERAL FUND
Total MONROE TRUCK EQUIPMENT:			72.34	
<b>MULGREW OIL AND PROPANE</b>				
02/01/2020	SARGEL WATER FINDING PASTE	100-53800-390 OPERATING EXPENSE	12.00	GENERAL FUND
02/06/2020	2-FILTER 1/2 MICRON CARTRIDGE FOR VI-61 HOUSING	100-53800-390 OPERATING EXPENSE	378.80	GENERAL FUND
Total MULGREW OIL AND PROPANE:			390.80	
<b>MYERS MECHANICAL SOLUTIONS LLC</b>				
02/27/2020	MOVIE THEATER ECONOMIZER	100-51600-390 OPERATING EXPENSE	156.47	GENERAL FUND
02/26/2020	INSTALLED NEW PILOT ASSEMBLY FOR MAKE UP AIR UNIT	100-52310-350 REPAIR & MAINTENANCE	2,535.72	GENERAL FUND
Total MYERS MECHANICAL SOLUTIONS LLC:			2,692.19	
<b>NEW HORIZONS SUPPLY COOPER</b>				
02/27/2020	GAS	100-53212-356 MOTOR FUELS	3,521.02	GENERAL FUND
Total NEW HORIZONS SUPPLY COOPER:			3,521.02	
<b>NEWMAN'S LANCASTER MOBIL</b>				
02/29/2020	GAS	100-53212-356 MOTOR FUELS	25.23	GENERAL FUND
Total NEWMAN'S LANCASTER MOBIL:			25.23	
<b>NIKE USA INC</b>				
03/03/2020	APPAREL	250-55430-399 PRO SHOP MERCHANDISE	273.00	GOLF COURSE
03/03/2020	NK DRY VAPOR POLOS	250-55430-399 PRO SHOP MERCHANDISE	149.00	GOLF COURSE
Total NIKE USA INC:			422.00	
<b>PAUL CONWAY SHIELDS</b>				
03/01/2020	HELMET FRONTS	100-52310-372 PROTECTIVE GEAR	327.50	GENERAL FUND
Total PAUL CONWAY SHIELDS:			327.50	
<b>PERKINS, DIANE</b>				
02/18/2020	ELECTION WORKER	100-51400-117 ELECTION INSPECTORS	178.00	GENERAL FUND
Total PERKINS, DIANE:			178.00	
<b>PINKS AUTOMOTIVE SERVICE INC.</b>				
01/22/2020	T8 OIL AND SERVICE	100-52310-350 REPAIR & MAINTENANCE	103.02	GENERAL FUND
01/22/2020	T10 OIL AND SERVICE	100-52310-350 REPAIR & MAINTENANCE	318.71	GENERAL FUND
02/04/2020	LADDER TRUCK OIL AND SERVICE	100-52310-350 REPAIR & MAINTENANCE	479.49	GENERAL FUND
02/11/2020	T8 REPAIR	100-52310-350 REPAIR & MAINTENANCE	632.67	GENERAL FUND
Total PINKS AUTOMOTIVE SERVICE INC.:			1,533.89	
<b>PIONEER AG LLC</b>				
02/13/2020	880 BREAKER RENTAL	610-50651-390 OPERATING EXPENSE	150.00	WATER FUND
Total PIONEER AG LLC:			150.00	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>PITNEY BOWES</b>				
03/11/2020	METER RENTAL 1/1/20-3/31/20	100-51400-390 OPERATING EXPENSE	49.86	GENERAL FUND
03/11/2020	METER RENTAL 1/1/20-3/31/20	100-52100-390 OPERATING EXPENSE	49.86	GENERAL FUND
03/11/2020	METER RENTAL 1/1/20-3/31/20	610-50902-390 OPERATING EXPENSE	49.86	WATER FUND
03/11/2020	METER RENTAL 1/1/20-3/31/20	620-50851-390 OPERATING EXPENSE	49.86	SEWER FUND
Total PITNEY BOWES:			199.44	
<b>PREFERRED HEALTH CHOICES</b>				
03/16/2020	MAR HRA ADMIN	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	100-52100-390 OPERATING EXPENSE	45.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	100-53100-390 OPERATING EXPENSE	5.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
03/16/2020	MAR HRA ADMIN	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
03/16/2020	MAR HRA ADMIN	610-50920-390 OPERATING EXPENSE	12.50	WATER FUND
03/16/2020	MAR HRA ADMIN	620-50851-390 OPERATING EXPENSE	12.50	SEWER FUND
Total PREFERRED HEALTH CHOICES:			130.00	
<b>PREMIER COOPERATIVE</b>				
02/21/2020	LP GAS	100-53800-390 OPERATING EXPENSE	278.24	GENERAL FUND
Total PREMIER COOPERATIVE:			278.24	
<b>QUILL CORPORATION</b>				
02/19/2020	LASER PAPER	100-51400-390 OPERATING EXPENSE	164.57	GENERAL FUND
Total QUILL CORPORATION:			164.57	
<b>RAMAKER &amp; ASSOC INC</b>				
03/11/2020	CEMETERY 1 YR SYSTEM SUPPORT & CLOUD HOSTING 5/1/20-5/1/21	220-54700-390 OPERATING EXPENSE	435.00	CEMETERY FUND
Total RAMAKER & ASSOC INC:			435.00	
<b>RICHGELS SCHAEFER AGENCY INC</b>				
03/02/2020	DIRECTORS AND OFFICERS POLICY EXTENSION	100-51430-510 PROPERTY & LIABILITY INSUR	41.00	GENERAL FUND
02/19/2020	GENERAL LIABILITY RENEWAL- UNDERGROUND STORAGE TANK	100-51430-510 PROPERTY & LIABILITY INSUR	786.00	GENERAL FUND
Total RICHGELS SCHAEFER AGENCY INC:			827.00	
<b>ROWE, VIRGINIA</b>				
02/18/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	74.25	GENERAL FUND
Total ROWE, VIRGINIA:			74.25	
<b>SCHINDLER ELEVATOR CORP</b>				
03/01/2020	QUARTERLY MAINTENANCE	100-51600-390 OPERATING EXPENSE	780.78	GENERAL FUND
Total SCHINDLER ELEVATOR CORP:			780.78	
<b>SCHMITZ JANITORIAL SUPPLY</b>				
01/21/2020	BROOMS, SQUEEGIES AND CLEANING SUPPLIES	100-52310-350 REPAIR & MAINTENANCE	405.25	GENERAL FUND
02/03/2020	SQUEEGIES	100-52310-350 REPAIR & MAINTENANCE	170.90	GENERAL FUND
Total SCHMITZ JANITORIAL SUPPLY:			576.15	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>SECURIAN FINANCIAL GROUP INC</b>				
03/11/2020	APRIL PREMIUM	100-21532 LIFE INSURANCE PAYABLE	1,531.28	GENERAL FUND
Total SECURIAN FINANCIAL GROUP INC:			1,531.28	
<b>SHERWIN WILLIAMS CO.</b>				
02/08/2020	PAINT	100-52310-390 OPERATING EXPENSE	44.97	GENERAL FUND
Total SHERWIN WILLIAMS CO.:			44.97	
<b>SITTS PROPERTIES LLC</b>				
01/01/2020	SHED RENTAL	100-52310-390 OPERATING EXPENSE	1,000.00	GENERAL FUND
Total SITTS PROPERTIES LLC:			1,000.00	
<b>SNIDER, VIRGINIA</b>				
02/18/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	168.75	GENERAL FUND
Total SNIDER, VIRGINIA:			168.75	
<b>SOUTHWEST OPPORTUNITIES CENTER</b>				
02/29/2020	JANITORIAL SERVICES	100-52100-216 CONTRACTED SERVICES	148.00	GENERAL FUND
Total SOUTHWEST OPPORTUNITIES CENTER:			148.00	
<b>SRIXON-CLEVELAND GOLF #3355</b>				
09/30/2019	BALLS	250-55430-399 PRO SHOP MERCHANDISE	648.00	GOLF COURSE
Total SRIXON-CLEVELAND GOLF #3355:			648.00	
<b>STEINBRENNER, BETTE</b>				
02/18/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	49.50	GENERAL FUND
Total STEINBRENNER, BETTE:			49.50	
<b>STRAND ASSOCIATES INC</b>				
02/11/2020	GIS WEB DEVELOPMENT	100-53100-218 ENGINEERING SERVICES	288.28	GENERAL FUND
03/12/2020	GIS WEB DEVELOPMENT	100-53100-218 ENGINEERING SERVICES	34.28	GENERAL FUND
03/10/2020	REFUSE COLLECTION MAP/ADDRESSES	100-53610-390 OPERATING EXPENSE	431.99	GENERAL FUND
02/11/2020	GIS WEB DEVELOPMENT	240-53100-218 ENGINEERING SERVICES	288.28	STORMWATER UTI
03/10/2020	CHERRY STREET	240-53100-218 ENGINEERING SERVICES	421.41	STORMWATER UTI
03/12/2020	GIS WEB DEVELOPMENT	240-53100-218 ENGINEERING SERVICES	68.56	STORMWATER UTI
03/10/2020	HOTEL CSM REVIEW	406-57201-218 ENGINEERING SERVICES	361.15	COMPUTER UPGR
03/10/2020	HOTEL SEWER CONCEPTS	406-57201-218 ENGINEERING SERVICES	1,007.85	COMPUTER UPGR
02/11/2020	GIS WEB DEVELOPMENT	610-50920-390 OPERATING EXPENSE	288.28	WATER FUND
03/12/2020	GIS WEB DEVELOPMENT	610-50920-390 OPERATING EXPENSE	102.84	WATER FUND
03/10/2020	GRANT COUNTY FARM DEVELOPMENT	620-14310 DUE FROM GRANT COUNTY	270.51	SEWER FUND
02/11/2020	GIS WEB DEVELOPMENT	620-50852-218 ENGINEERING SERVICES	288.28	SEWER FUND
03/10/2020	VALLEY VIEW SEWER REVIEW	620-50852-218 ENGINEERING SERVICES	227.43	SEWER FUND
03/12/2020	GIS WEB DEVELOPMENT	620-50852-218 ENGINEERING SERVICES	137.19	SEWER FUND
Total STRAND ASSOCIATES INC:			4,216.33	
<b>STRATEGIC INSIGHTS INC</b>				
02/25/2020	LICENSE RENEWAL: PLAN-IT TO 4-1-2021	710-51490-390 OPERATING EXPENSE	550.00	TECHNOLOGY FU
Total STRATEGIC INSIGHTS INC:			550.00	
<b>T A S COMMUNICATIONS INC</b>				
03/17/2020	SERVICE	610-50920-390 OPERATING EXPENSE	29.24	WATER FUND
03/17/2020	SERVICE	620-50833-216 CONTRACTED SERVICES	29.23	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total T A S COMMUNICATIONS INC:			58.47	
<b>TAYLOR MADE GOLF COMPANY</b>				
03/08/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	74.00	GOLF COURSE
03/13/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	98.63	GOLF COURSE
03/14/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	1,029.68	GOLF COURSE
Total TAYLOR MADE GOLF COMPANY:			1,202.31	
<b>TDS TELECOM</b>				
03/01/2020	PHONE/INTERNET	100-51400-220 UTILITIES	454.39	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-51410-220 UTILITIES	86.06	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-51600-220 UTILITIES	61.78	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-52100-220 UTILITIES	331.71	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-52310-220 UTILITIES	187.07	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-52400-220 UTILITIES	15.00	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-53100-220 UTILITIES	35.53	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-53210-220 UTILITIES	103.29	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-53800-220 UTILITIES	78.68	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-55200-220 UTILITIES	98.44	GENERAL FUND
03/01/2020	PHONE/INTERNET	100-55420-220 UTILITIES	107.54	GENERAL FUND
03/01/2020	PHONE/INTERNET	250-55430-220 UTILITIES	214.08	GOLF COURSE
03/01/2020	PHONE/INTERNET	610-50620-220 UTILITIES	55.36	WATER FUND
03/01/2020	PHONE/INTERNET	610-50653-220 UTILITIES	100.51	WATER FUND
03/01/2020	PHONE/INTERNET	610-50920-220 TELEPHONE	89.34	WATER FUND
03/01/2020	PHONE/INTERNET	620-50827-220 UTILITIES	205.21	SEWER FUND
03/01/2020	PHONE/INTERNET	620-50851-220 TELEPHONE	57.28	SEWER FUND
03/01/2020	PHONE/INTERNET	710-51490-220 UTILITIES	167.75	TECHNOLOGY FU
Total TDS TELECOM:			2,449.02	
<b>TELEDYNE ISCO</b>				
02/29/2020	SAMPLER CONTROLLER	620-50833-350 MINOR REPAIRS	2,165.00	SEWER FUND
Total TELEDYNE ISCO:			2,165.00	
<b>THOMPSON TRUCK &amp; TRAILER INC</b>				
02/05/2020	SCREW, ADJ, SCREW HEAD	100-53212-350 REPAIR & MAINTENANCE	19.92	GENERAL FUND
Total THOMPSON TRUCK & TRAILER INC:			19.92	
<b>TOWN &amp; COUNTRY SANITATION</b>				
03/02/2020	GARBAGE SERVICES	100-53610-216 CONTRACTED SER./GARBAG	15,006.00	GENERAL FUND
Total TOWN & COUNTRY SANITATION:			15,006.00	
<b>TRICOM INC.</b>				
02/05/2020	SUPPLIES	100-52100-390 OPERATING EXPENSE	16.18	GENERAL FUND
Total TRICOM INC.:			16.18	
<b>UNITED LIQUID WASTE RECYCLING</b>				
03/02/2020	12,400- SLUDGE HAULED TO STORAGE	620-50830-216 SLUDGE HAULING-CONTRAC	2,232.00	SEWER FUND
Total UNITED LIQUID WASTE RECYCLING:			2,232.00	
<b>UPS</b>				
02/29/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	18.73	WATER FUND
03/14/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	18.75	WATER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total UPS:			37.48	
<b>VESPERMAN, JENNY</b>				
02/09/2020	REIMB H & N REPAIR	100-53800-390 OPERATING EXPENSE	155.09	GENERAL FUND
Total VESPERMAN, JENNY:			155.09	
<b>VILLAGE OF MONTICELLO</b>				
03/12/2020	REFUND FOR SWIMMING POOL LIFT	400-48300 PROPERTY SALES	1,362.75	CAPITAL PROJECT
Total VILLAGE OF MONTICELLO:			1,362.75	
<b>WALKER CLOTHING &amp; SHOES</b>				
02/29/2020	PANTS & PATCHES	100-52100-365 UNIFORM ALLOWANCE	30.00	GENERAL FUND
Total WALKER CLOTHING & SHOES:			30.00	
<b>WE ENERGIES</b>				
03/01/2020	NATURAL GAS	100-51600-220 UTILITIES	1,813.62	GENERAL FUND
03/01/2020	NATURAL GAS	100-52100-220 UTILITIES	160.49	GENERAL FUND
03/01/2020	NATURAL GAS	100-52310-220 UTILITIES	499.18	GENERAL FUND
03/01/2020	NATURAL GAS	100-53210-220 UTILITIES	385.39	GENERAL FUND
03/01/2020	NATURAL GAS	100-53800-220 UTILITIES	9.89	GENERAL FUND
03/01/2020	NATURAL GAS	100-55200-220 UTILITIES	322.28	GENERAL FUND
03/01/2020	NATURAL GAS	100-55420-220 UTILITIES	50.86	GENERAL FUND
03/01/2020	NATURAL GAS	250-55430-220 UTILITIES	293.66	GOLF COURSE
03/01/2020	NATURAL GAS	610-50620-220 UTILITIES	214.94	WATER FUND
03/01/2020	NATURAL GAS	620-50827-220 UTILITIES	393.45	SEWER FUND
Total WE ENERGIES:			4,143.76	
<b>WEBER PAPER COMPANY</b>				
02/28/2020	14" BATTERY AUTO SCRUBBER W/ON BOARD CHARGER, BATTERY & BRUSH	100-51600-390 OPERATING EXPENSE	977.56	GENERAL FUND
02/14/2020	RESTROOM SUPPLIES	100-51600-390 OPERATING EXPENSE	168.72	GENERAL FUND
02/28/2020	2- NITRILE GLOVES, 6- ECOPE CABINET DISP, RT ADV C MATIC 1 PLY	100-51600-390 OPERATING EXPENSE	19.64	GENERAL FUND
03/13/2020	PURELL SURFACE DISINFECTANT, DISINFECTANT WIPES	100-51600-390 OPERATING EXPENSE	129.38	GENERAL FUND
02/14/2020	RESTROOM SUPPLIES	100-52310-390 OPERATING EXPENSE	168.72	GENERAL FUND
02/14/2020	RESTROOM SUPPLIES	100-53210-390 OPERATING EXPENSE	168.76	GENERAL FUND
02/28/2020	2- NITRILE GLOVES, 6- ECOPE CABINET DISP, RT ADV C MATIC 1 PLY	100-53210-390 OPERATING EXPENSE	19.64	GENERAL FUND
03/13/2020	PURELL HAND SANITIZER, DISPENSER	100-53210-390 OPERATING EXPENSE	69.75	GENERAL FUND
02/28/2020	14" BATTERY AUTO SCRUBBER W/ON BOARD CHARGER, BATTERY & BRUSH	100-55420-390 OPERATING EXPENSE	977.56	GENERAL FUND
02/14/2020	RESTROOM SUPPLIES	250-55430-390 OPERATING EXPENSE	168.72	GOLF COURSE
02/28/2020	14" BATTERY AUTO SCRUBBER W/ON BOARD CHARGER, BATTERY & BRUSH	620-50834-390 OPERATING EXPENSE	977.56	SEWER FUND
02/14/2020	RESTROOM SUPPLIES	620-50834-390 OPERATING EXPENSE	168.72	SEWER FUND
02/28/2020	2- NITRILE GLOVES, 6- ECOPE CABINET DISP, RT ADV C MATIC 1 PLY	620-50834-390 OPERATING EXPENSE	19.64	SEWER FUND
03/13/2020	PURELL HAND SANITIZER, DISPENSER	620-50834-390 OPERATING EXPENSE	69.75	SEWER FUND
Total WEBER PAPER COMPANY:			4,104.12	
<b>WEST BEND MUTUAL INS</b>				
03/11/2020	EMS PREMIUM- ACOUNT #11400408800	100-51430-510 PROPERTY & LIABILITY INSUR	748.00	GENERAL FUND
Total WEST BEND MUTUAL INS:			748.00	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
<b>WEST END SALVAGE LLC</b>				
03/02/2020	C & D WASTE	100-53210-390 OPERATING EXPENSE	10.00	GENERAL FUND
Total WEST END SALVAGE LLC:			10.00	
<b>WESTMOR INDUSTRIES LLC</b>				
03/13/2020	TRUCK SUPPLIES, TRIP ZONE, PULSER	100-53800-390 OPERATING EXPENSE	1,832.55	GENERAL FUND
01/14/2020	PRINTER GEAR	100-53800-390 OPERATING EXPENSE	26.10	GENERAL FUND
Total WESTMOR INDUSTRIES LLC:			1,858.65	
<b>WETTER, REBECCA</b>				
02/18/2020	ELECTION WORKER	100-51400-117 ELECTION INSPECTORS	54.00	GENERAL FUND
Total WETTER, REBECCA :			54.00	
<b>WGLR-FM</b>				
03/05/2020	GREETING	100-51100-390 OPERATING EXPENSE	151.50	GENERAL FUND
Total WGLR-FM:			151.50	
<b>WI DEPT OF SAFETY &amp; PROF SERV</b>				
03/05/2020	APPLICATION FEE FOR K9 DEA DRUGS	100-52100-390 OPERATING EXPENSE	25.00	GENERAL FUND
Total WI DEPT OF SAFETY & PROF SERV:			25.00	
<b>WI DEPT OF TRANSPORTATION</b>				
03/02/2020	MADISON ST SEWER 2-21-2020 TO 2-21-2020	400-57331-216 HWY 61 N CONTRACTED SER	1,051.26	CAPITAL PROJECT
Total WI DEPT OF TRANSPORTATION:			1,051.26	
<b>WI DEPT OF WORKFORCE DEV</b>				
03/04/2020	UNEMPLOYMENT	250-55430-390 OPERATING EXPENSE	530.00	GOLF COURSE
Total WI DEPT OF WORKFORCE DEV:			530.00	
<b>WISCONSIN STATE LAB OF HYGIENE</b>				
02/29/2020	FLOURIDE	610-50630-390 OPERATING EXPENSE	26.00	WATER FUND
Total WISCONSIN STATE LAB OF HYGIENE:			26.00	
<b>WOLFS GRANTLAND GRAPHICS</b>				
03/04/2020	50- CROSS CONNECTION SURVEY FORMS	610-50652-390 OPERATING EXPENSE	20.00	WATER FUND
Total WOLFS GRANTLAND GRAPHICS:			20.00	
<b>WOOD, MARK</b>				
03/15/2020	CLOTHING ALLOWANCE- 20	100-53210-390 OPERATING EXPENSE	100.00	GENERAL FUND
Total WOOD, MARK:			100.00	
Grand Totals:			361,782.68	

**MINUTES  
CITY OF LANCASTER  
TAX INCREMENTAL DISTRICT (TID) PROPOSED #6  
JOINT REVIEW BOARD (VIRTUAL)  
APRIL 13, 2020  
4:00 P.M.**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 4:05 P.M.

**2. Roll Call**

Members present: Mayor Varnam (City), Bob Keeney (County), Tom Davies (Public Member) and Caleb White (SWTC)

Members absent: Rob Wagner (School)

Also present: Administrator Carlson and Clerk Kurihara.

**3. Minutes**

Motion by White, second by Davies to approve the minutes of 8/01/2019 and 3/09/2020. Motion carried.

**4. TID NO.6 Plan Review**

Administrator Carlson summarized the plan, which is a mixed-use TID with a life of 20 years and expenditure period of 15 years, specifically addressing the following:

- a. Specific projects and costs, including the amounts expected to be paid by tax increments and the estimated tax increments over the life of the TID.
- b. Value increment after project costs are paid and the TID terminates.
- c. Reasons why the property owners benefitting from the improvements within the TID should not pay the project costs.
- d. Share of the projected tax increments estimated to be paid by the property owners in each of the overlying taxing districts.
- e. Benefits the taxpayers will receive to compensate for their share of the projected tax increments.
- f. Developers Agreement with Lancaster Hotel Development, LLC

**5. Joint Review Board Resolution No. 2020-01**

Motion by White, second by Davies to approve Resolution No. 2020-01-Joint Review Board Resolution Creating Tax Increment District Creating Tax Increment District No. 6 and Approving the District and Project Plan of Tax Increment District No. 6 and the Development Agreement with Lancaster Hotel Development, LLC based on the following criteria as to whether:

- a. Development expected in the tax incremental district would occur without the use of TIF ("but for" test).
- b. Economic benefits of the TID, as measured by increased employment, business and personal income and property value, are sufficient to compensate for the cost of the improvements.
- c. Benefits of the proposal outweigh the anticipated tax increments to be paid by the property owners in the overlying taxing districts.

Motion carried unanimously by roll call vote.

**6. Adjournment**

Motion by Keeney, second by Davies to adjourn meeting at 4:17 P.M. Motion carried.

David A. Kurihara, City Clerk

**MINUTES  
CITY OF LANCASTER  
PLAN COMMISSION MEETING (VIRTUAL)  
APRIL 13, 2020  
6:30 PM**

**1. Call Meeting to Order**

Mayor Varnam called the meeting to order at 6:40 P.M.

**2. Pledge of Allegiance**

**3. Roll Call**

Members present: Mayor Varnam, Angeli, Benson, Thiede, Thuli, Schmidt and Vesperman

Absent: None

Also Present: Administrator Carlson and Clerk Kurihara

**4. Public Comments from Citizens**

None

**5. Minutes**

Motion by Thuli, seconded by Angeli to approve the minutes of 03-09-2020. Motion carried unanimously by roll call vote.

**6. Public Hearing (Macke Estate CSM)**

Varnam declared the public hearing open at 6:43 P.M. to consider the petition of Dorothy Macke Estate to approve the Certified Survey Map located in the NW ¼ of the NW ¼ of Section 10, T4N R3W, being a Part of Outlot D and Block 84 of the Assessment Plat of the City of Lancaster, Grant County, Wisconsin.

Purpose: To create a new LOT 1 on existing property

Spoke in favor of the petition

None

Spoke against the petition

None

Gene Ihm spoke against rezoning the property; however, it was clarified that this property is not being rezoned but having a lot created with the buildings on it for a family member to own.

**7. Close public hearing**

Varnam closed the public hearing at 6:46 P.M.

**8. Consider CSM (Dorothy Macke Estate)**

Motion by Benson, second by Vesperman to recommend to Council approval of the Certified Survey Map located in the NW ¼ of the NW ¼ of Section 10, T4N R3W, being a Part of Outlot D and Block 84 of the Assessment Plat of the City of Lancaster, Grant County, Wisconsin. Motion carried unanimously by roll call vote.

**9. Public Hearing (City of Lancaster CSM)**

Varnam declared the public hearing open at 6:55 P.M. to consider the petition of City of Lancaster to approve the Certified Survey Map located in the NE ¼ of the SE¼ of Section 10, T4N R3W, City of Lancaster, Grant County, Wisconsin

Purpose: To create a new LOT 1 and Lot 2 for future commercial site and hotel site

Spoke in favor of the petition

None

Spoke against the petition

None

The following public comments were related to the development of the property, which will be part of the site plan review at a future meeting:

1. Jeff and Kris Reuter-concern with drainage and lighting
2. Bob Smith-extension of sidewalk

**10. Close public hearing**

Varnam closed the public hearing at 7:00 P.M.

**11. Consider CSM (City of Lancaster)**

Motion by Benson, second by Thiede to recommend to Council approval of the Certified Survey Map located in the NE ¼ of the SE¼ of Section 10, T4N R3W, City of Lancaster, Grant County, Wisconsin. Motion carried unanimously by roll call vote.

**12. Public Hearing (Kwik-Trip, Inc. Rezone)**

Varnam declared the public hearing open at 7:04 P.M. to consider petition of Grant County on behalf of Kwik-Trip, Inc. to rezone the property located at 901 N. Madison Street (246-01278-0000) and 925 N. Madison Street (246-01277-0000) from U (Utility and Government) to C-1 (General Business)

Proposed use: New Convenience Store

Spoke in favor of the petition

None

Spoke against the petition

None

**13. Close public hearing**

Varnam closed the public hearing at 7:05 P.M.

**14. Consider Rezone (Kwik-Trip, Inc.)**

Motion by Vesperman, second by Schmidt to recommend to Council approval of the rezone property located at 901 N. Madison Street (246-01278-0000) and 925 N. Madison Street (246-01277-0000) from U (Utility and Government) to C-1 (General Business). Motion carried unanimously by roll call vote.

**15. Adjourn**

Motion by Benson, seconded by Angeli to adjourn meeting at 7:10 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER  
GRANT COUNTY, WISCONSIN  
RESOLUTION 2020-05**

**RESOLUTION EXTENDING STATE OF EMERGENCY DECLARATION**

**WHEREAS**, COVID-19 is a respiratory disease that can result in serious illness or death, and can easily spread from person to person; and

**WHEREAS**, the number of confirmed cases of COVID-19 continue to rise in Grant County and throughout Wisconsin; and

**WHEREAS**, the City of Lancaster and its leadership continues to work to protect the public health, safety, and welfare of its citizens and employees; and

**WHEREAS**, Mayor David C. Varnam did proclaim an amended state of emergency on March 19, 2020, which was subsequently ratified and amended by the Common Council's declaration of a state of emergency issued on March 30, 2020; and

**WHEREAS**, the Common Council's declaration of a State of Emergency is set to expire on April 20, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council of the City of Lancaster, Grant County, Wisconsin does declare that a state of emergency continues to exist in the City of Lancaster.

**BE IT FURTHER RESOLVED**, the Common Council hereby extends the period of emergency to May 18, 2020. The unmodified provisions of the Mayor's amended proclamation of state of emergency dated March 19, 2020, the Council's declaration of a state of emergency dated March 30, 2020, and all provisions set forth in this declaration shall remain in effect until May 18, 2020, or until a superseding declaration is issued.

**BE IT FURTHER RESOLVED**, the Common Council deems it necessary and expedient for the health, safety, and protection of the City to authorize the Mayor to take any action, as deemed reasonably necessary by the Mayor, to suspend, limit, or cancel any City of Lancaster summer recreational programming and to authorize the refunding of registration fees or any other payments made for participation in any such programming that is suspended, limited, or cancelled.

Dated this 20<sup>th</sup> day of April, 2020.

CITY OF LANCASTER BY:

\_\_\_\_\_  
David C. Varnam, Mayor

ATTESTED:

\_\_\_\_\_  
David A. Kurihara, City Clerk

**ORDINANCE NO. 2020-04**

**AN ORDINANCE AMENDING THE ZONING MAP FOR THE  
CITY OF LANCASTER, GRANT COUNTY, WISCONSIN**

The City Council for the City of Lancaster, Grant County, Wisconsin, do ordain as follows:

WHEREAS, the Common Council for the City of Lancaster has determined that in conformity with other relevant sections of the Municipal Code; for the orderly operation and development of the City; and to protect the health, safety, and well-being of its citizens that it is an appropriate exercise of its authority and power to amend, create, and recreate its municipal code so as to conform to its opinions and discussions pertaining to the orderly operation of the City;

WHEREAS, the Plan Commission reviewed the petition and recommended that rezoning be approved; and

NOW, THEREFORE the Council hereby approves that the following described properties shall be rezoned from U (Utility and Government) to C1 (General Business) to a classification of, to-wit:

**Property located at 901 N Madison and 925 N Madison Street, City of Lancaster, Grant County**

All other provisions of the Municipal Code and ordinances not in conflict with the changes as set forth herein and adopted hereby shall continue and remain unchanged.

All other ordinances or parts of ordinances contravening the provisions of these ordinance changes are hereby repealed.

This Ordinance shall be in full force and effect from and after its passage and publication as required by law.

Date Signed: April 20, 2020

\_\_\_\_\_  
David C. Varnam, Mayor

ATTEST:

\_\_\_\_\_  
David A. Kurihara, City Clerk

Date Approved: April 20, 2020

Date Published: April 23, 2020

April 16, 2020

To: City Council

From: David Carlson

RE: Kwik Trip / Grant County Rezoning



Kwik Trip / Grant County have requested rezoning two parcels near the intersection of Madison Street and City Limits Road (See attached Air Photo). They would rezone the two parcels to commercial zoning. Parcel #246-1277 is currently zoned Utility and Government, parcel #246-1278 is zoned residential.

The intent of Kwik Trip is to purchase the properties from Grant County and construct a new Kwik Trip store in 2021.

After rezoning, the parcels would need both Site Plan review (scheduled currently for the May Plan Commission meeting) and Conditional Use Permit (scheduled currently for the May City Council meeting).

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# Application For Zoning Amendment

## General Information (please type or print clearly)

	Applicant/Agent	Owner
Name	Kwik Trip, Inc	Grant County, WI
Address	1626 Oak Street La Crosse	111 S Jefferson Street Lancaster, WI
Phone #	608-769-9678	608-723-2675
Fax #	608-793-6237	608-723-4048

## Property Information (Attach additional Sheets of necessary)

Address of Property in Question: 901 N. Madison Street Parcel #246-01278-0000 Lancaster, WI

Legal Description: LOT FOUR (4) IN BLOCK ONE HUNDRED EIGHT (108) OF THE ASSESSMENT PLAT OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, ACCORDING TO THE RECORDED MAP OR PLAT THEREOF.

Present Zoning: U (Utility and Government)

Requested Zoning: C-1 (General Business)

Comprehensive Plan Designation: \_\_\_\_\_

Current Use of Property: County Building

Proposed Use of Property: Convenience Store

## Signatures

APPLICANT: Robert C Keeney

DATE: 3/5/2020

APPLICANT: Linda K. Seehard

DATE: 3/5/2020

## Office Use Only

Date of Application Filed: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Fee Paid/Receipt #: \_\_\_\_\_

Permit Issued On (date/by whom): \_\_\_\_\_

Permit Denied for the following reasons: \_\_\_\_\_



# Application For Zoning Amendment

CITY OF Lancaster

## General Information (please type or print clearly)

	Applicant/Agent	Owner
Name	Kwik Trip, Inc	Grant County, WI
Address	1626 Oak Street, LaCrosse, WI	111 S Jefferson St., Lancaster, WI
Phone #	608-769-9678	608-723-2675
Fax #	608-793-6237	608-723-4048

## Property Information (Attach additional Sheets of necessary)

Address of Property in Question: 925 N Madison St, Parcel #246-01277-0000 Lancaster, WI  
 Legal Description: LOT THREE (3) IN BLOCK ONE HUNDRED EIGHT (108) OF THE ASSESSMENT PLAT OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, ACCORDING TO THE RECORDED MAP OR PLAT THEREOF.

Present Zoning: U (Utility and Government)

Requested Zoning: C-1 (General Business)

Comprehensive Plan Designation: \_\_\_\_\_

Current Use of Property: County Building

Proposed Use of Property: Convenience Store

## Signatures

APPLICANT: Fabert C Keeney

DATE: 3/5/2020

APPLICANT: Ronda K Lehard

DATE: 3-5-2020

## Office Use Only

Date of Application Filed: \_\_\_\_\_

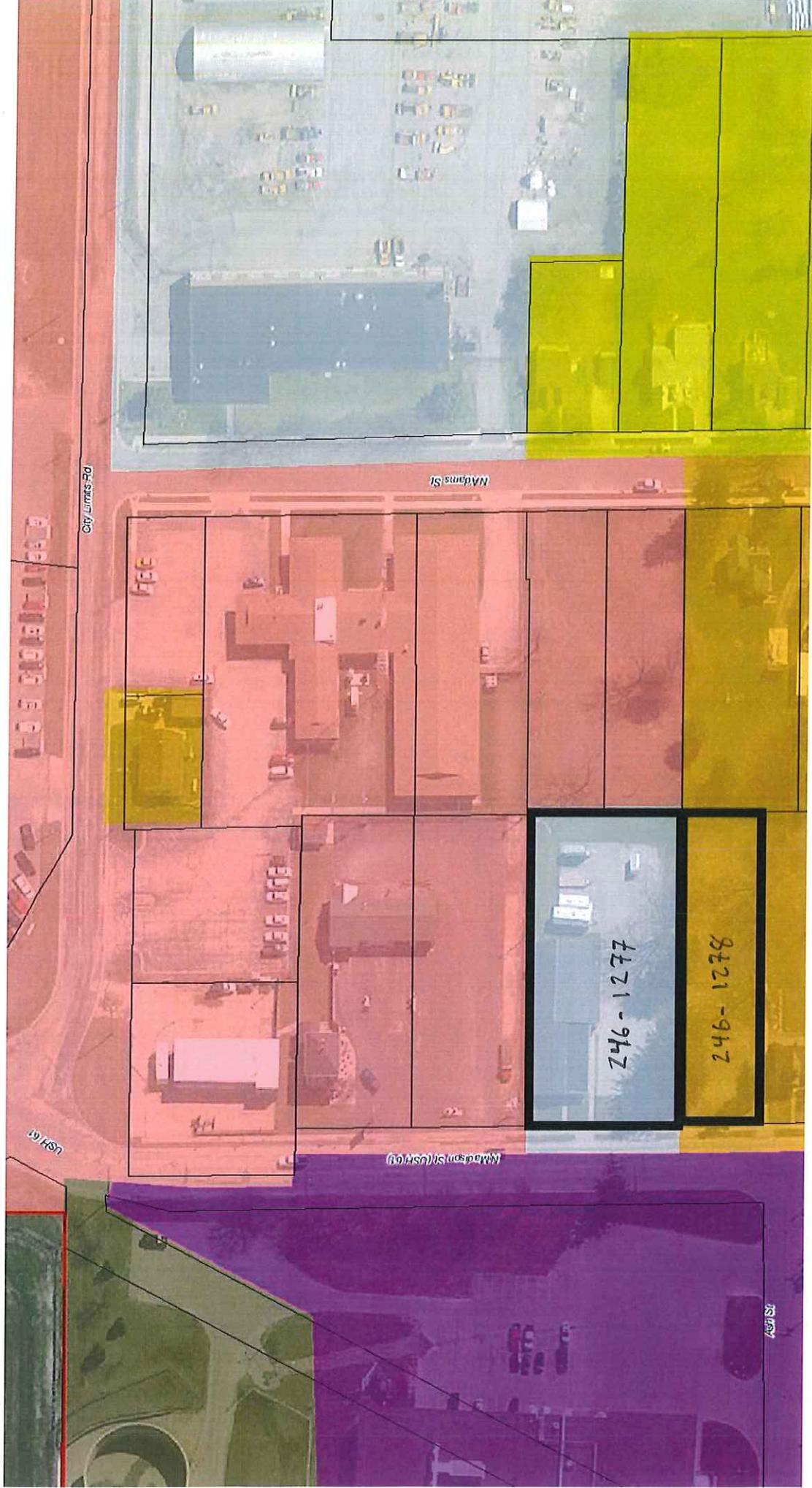
Permit Number: \_\_\_\_\_

Fee Paid/Receipt #: \_\_\_\_\_

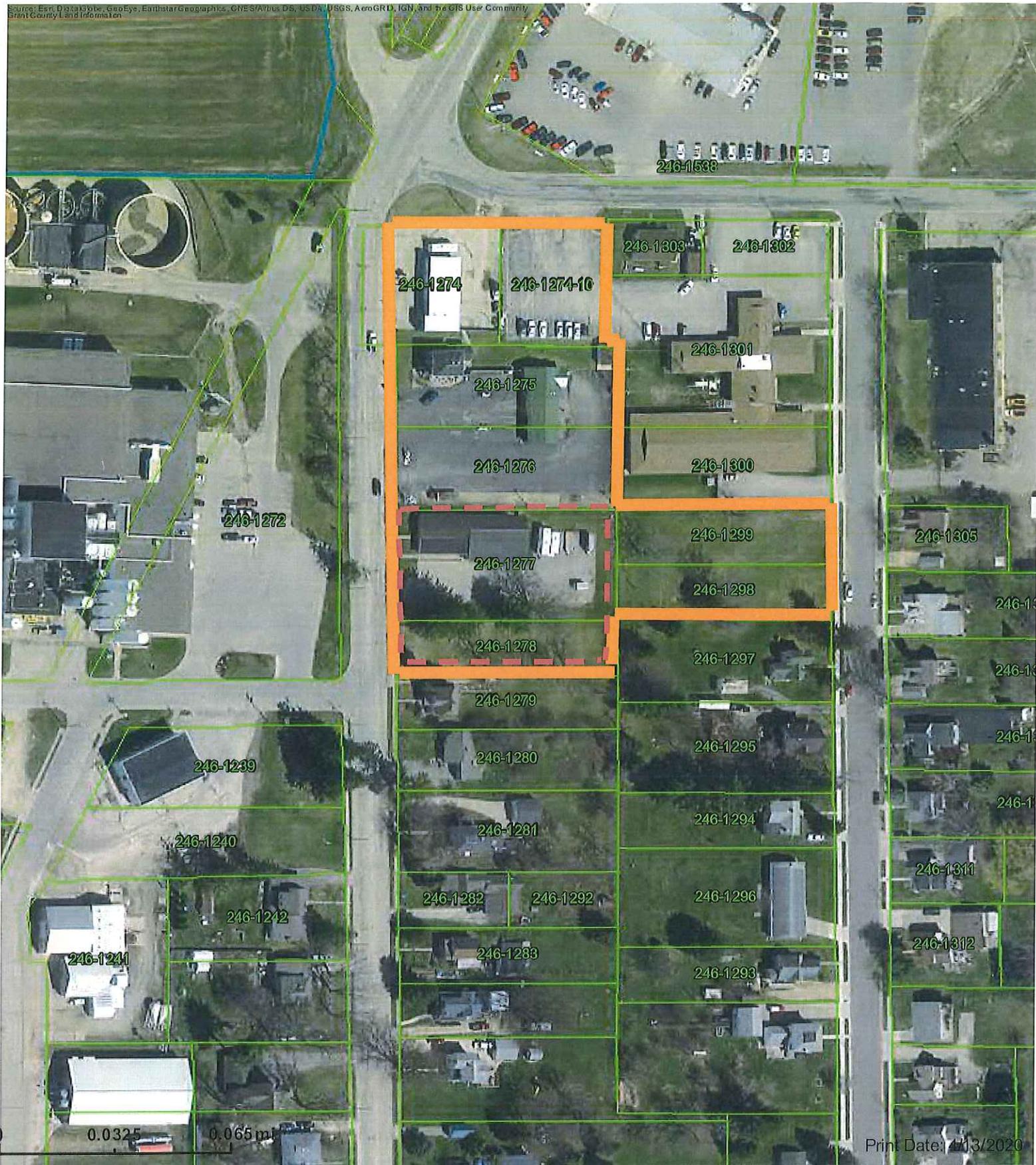
Permit Issued On (date/by whom): \_\_\_\_\_

Permit Denied for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_



Business zoning  
4 roads Business zoning  
US/County



General Reference Map  
Grant County, WI

*Property KT is seeking  
to purchase and build  
a KT on*



0.0325 0.065 mi  
Tax Parcel Boundaries

The data provided in this document is for informational purposes only and Grant County assumes no legal responsibility for the information contained in this data. The burden for determining fitness for use rests entirely upon the user. Grant County assumes no liability for the accuracy of the data or responsibility for direct, indirect, special, consequential, exemplary or other damages. This document is not a legal survey nor is it intended to be used as such.

**ORDINANCE NO. 2020-05**

**AN ORDINANCE OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, TO AMEND SECTIONS 405-5, 405-9 AND 405-11 OF THE MUNICIPAL CODE OF THE CITY OF LANCASTER RELATING TO PARKING LIMITATIONS, VEHICULAR WEIGHT LIMITATIONS AND OPERATION IN MUNICIPAL PROPERTY.**

The Common Council for the City of Lancaster, Grant County, Wisconsin, does ordain as follows:

WHEREAS, the Common Council for the City of Lancaster has determined that in conformity with other relevant sections of the municipal code; for the orderly operation of the City; and to protect the health, safety and well-being of its citizens that it is an appropriate exercise of its authority and power to amend, create, and recreate its municipal code so as to conform to its opinions and discussions pertaining to the orderly operation of the City;

NOW, THEREFORE, the Common Council for the City of Lancaster does hereby amend the following sections of the Code of the City of Lancaster, Grant County, Wisconsin, relating to parking limitations, vehicular weight limitations and operation in municipal property as follows, to-wit:

**Section I:**

§ 405-5 is hereby amended to read as follows:

- A. Marked parking places. Upon those streets where parking places are marked or designated by lines on the street surface, all vehicles shall be parked within the places so marked or designated and no person shall park any vehicle in any such parking place except strictly within the established lines. Such marked parking places shall be placed on the street surface of the following streets:

<b>Name of Street</b>	<b>Location</b>
Cherry Street	Between <del>Washington Street</del> Jefferson Street and Monroe Street
Hickory Street	Between <del>Washington Street</del> Entrance to Piggly Wiggly and Monroe Street. (Except in front of Les Mack on both sides)
Jefferson Street	Between Elm Street and Cherry Street
Madison Street	Between Elm Street and Walnut Street
<del>Madison Street</del>	<del>Between Oak Street and Willow Street (Only the West side of the road)</del>
<del>Madison Street</del>	<del>Between Elm Street and Ash Street (Only the East side of the road)</del>
Maple Street	Between Washington Street and Monroe Street <del>and</del> Between Pierce Street and Taylor Street (Only on the South side of the road)
	Between Washington Street and the alleyway/driveway of 420 West Maple Street (Only on the South side of the road)
Monroe Street	Between Cherry Street and <del>Maple</del> Hickory Street
<del>Monroe Street</del>	<del>Between Lincoln Avenue and Oak Street</del>
<del>Walnut Street</del>	<del>Between Madison Street and Jefferson Street</del>
Washington Street	Between Cherry Street and Maple Street
Fillmore Street	Between Maple Street and Cherry Street

- B. Time limitations on parking on certain streets. No person shall park or leave standing any vehicle for a period longer than two hours between 9:00 a.m. and 5:00 p.m. on Monday through Friday on the following designated streets in the City: [Amended 11-17-2014 by Ord. No. 2014-05; 1-18-2016 by

<b>Name of Street</b>	<b>Location</b>
Cherry Street	Between Jefferson Street and Madison Street <del>and the two parking stalls directly in front of the building located at 208 South Cherry Street</del>
Hickory Street	<del>North side of</del> Hickory Street between Jefferson Street and Washington Street <del>in front of 237 &amp; 242 West Hickory Street only.</del>
Hickory Street	Between Madison Street and Jefferson Street, <del>the three spots in front of 147 West Hickory Street.</del>
Jefferson Street	Between Hickory Street and Cherry Street
<del>Lincoln Street, during hours when school is in session only</del>	<del>Entire length</del>
Madison Street	Between Elm Street and Walnut Street
Maple Street	Between Washington Street and Monroe Street
<del>Monroe Street</del>	<del>Between Maple Street and Cherry Street</del>
<del>Washington Street</del>	<del>West side of Washington Street between Hickory Street and Elm Street</del>

C. Prohibited parking

- (1) Forty-eight-hour parking limit. No person shall park, stop or leave standing any vehicle, whether attended or unattended, for a period of more than 48 consecutive hours on any street of the City.
- (2) All-night parking prohibited. No person shall park or leave standing any vehicle, whether attended or unattended, between 2:00 a.m. and 6:00 a.m. on any days upon the following streets or portion of streets:

<b>Name of Street</b>	<b>Location</b>
Cherry Street	Between Monroe Street and Washington Street
Hickory Street	Between Monroe Street and Jefferson Street
Jefferson Street	Between Hickory Street and Cherry Street
Madison Street	Between Elm Street and Walnut Street
Maple Street	Between Monroe Street and Washington Street
Monroe Street	Between Maple Street and Cherry Street
<del>Washington Street</del>	<del>Between Cherry Street and Maple Street</del>

- (3) Restricted parking in parking lots. No person shall park or leave standing any vehicle on any municipally owned or leased parking lots for more than 24 consecutive hours.
- (4) Parking restriction on Georgia Lane. No person shall park or leave standing any vehicle, whether attended or unattended, at any time on Georgia Lane between South Adams Street and South Madison Street in the City.
- (5) Parking restrictions on Maple Street. No person shall stop or leave standing any vehicle on:  
[Amended 11-17-2014 by Ord. No. 2014-05]
  - (a) The south side of West Maple Street, between South Washington Street and the driveway on the east side of 420 West Maple Street (approximately 320 feet) ~~on school days.~~

- (b) ~~or~~ The north side of West Maple Street between North Washington Street and driveway to 158 Washington Street (approximately 190 feet) anytime.
- ~~(b)(c)~~ The north side of West Maple Street ~~from the intersection of North Washington Street to south entrance of the parking lot at 158 North Washington Street, or on the north side of West Maple Street~~ between North Taylor Street and North Pierce Street during school hours on days when school is in session, except that during school hours a vehicle may stop temporarily and only for the purpose of receiving or discharging passengers.
- (6) Snow season restrictions.
- (a) Whenever, in the judgment of the Director of Public Works, it is necessary to prohibit parking on any street in the City in order to facilitate snow removal, he shall post such streets with appropriate signs prohibiting parking thereon until snow is removed, such signs to be placed in at least three locations in each block concerned.
- (b) If any vehicle is found parked contrary to any of the provisions of Subsection C(6)(a) above, any police officer of the City is authorized and directed to take such vehicle into official custody and move the same or cause it to be moved from the prohibited area. The expense of moving such vehicle shall be paid to the City before possession of the vehicle is granted to the owner thereof. In addition, the owner of such vehicle or other person responsible for the violation shall be subject to a penalty as provided in this chapter.
- (7) Parking restrictions on West Cherry Street. No person shall park or leave standing any vehicle, whether attended or unattended, at any time on the south side of West Cherry Street between South Harrison Street and South Washington Street in the City.
- (8) Parking restrictions on Madison Street. No person shall park or leave standing any vehicle, whether attended or unattended, at any time on: (1) the east side of Madison Street between East Walnut Street and the south City limits; ~~and Pine Street and the north City limits.~~ (2) the west side of Madison Street from Elm Street to City Limits Street; (3) the east side of the Madison Street from Ash Street to City Limits Street; and (4) the west side of Madison Street from the north driveway/entrance for 1307 South Madison to the south City limits.
- (9) Alternate parking. No person shall park a vehicle on the north or west side of any street in the City during any hours between 12:00 midnight and 7:00 a.m. on even-numbered days of the month between November 15 and March 15. No person shall park a vehicle on the south or east side of any street in the City during any hours between 12:00 midnight and 7:00 a.m. on odd-numbered days of the month between November 15 and March 15, unless suspended by the Police Chief. [Amended 11-17-2014 by Ord. No. 2014-05]
- (10) Parking restrictions of East Pine Street. No person shall park or leave standing any vehicle, whether attended or unattended, at any time on the south side of East Pine Street from its intersection with North Madison Street for a distance of 54 feet east, in the City.
- (11) Parking on left side of street. Except as authorized by § 346.50, Wis. Stats., and except on one-way streets, no person shall park a vehicle on the left side of any street in the City such that said vehicle is facing in the opposite direction of oncoming traffic.
- (12) Parking restrictions on East Lincoln Avenue. No person shall park a vehicle on the south side of East Lincoln Avenue between South Eaton Street and the golf course entrance.
- ~~(13) Parking restrictions on North Madison Street. No person shall park or leave standing any vehicle, whether attended or unattended, at any time on the east side of North Madison Street on that portion of the street which commences at the intersection of North Madison Street and East Hickory Street~~

~~and extends south from the intersection a distance of 54 feet.~~

- (13) Ash Street parking prohibition. There shall be no parking on Ash Street between its intersection with North Jefferson Street and its intersection with North Madison Street.
- ~~(15) South Madison Street semitrailer prohibition. No person shall park or leave standing any semitrailer truck on South Madison Street between its intersection with Cherry Street and its intersection with Walnut Street.~~
- ~~(16) Parking restrictions on East Walnut Street. No person shall park or leave standing any vehicle, whether attended or unattended, for a period longer than two hours between 8:00 a.m. and 5:00 p.m. on weekdays on the north and south side of the 100 block of East Walnut Street.~~
- (14) West Alona Lane parking prohibition. No person shall park or leave standing any vehicle on the south side of West Alona Lane for 280 feet from the curb on South Madison Street.
- (15) Parking restrictions on East Elm Street. No person shall park or leave standing any vehicle on the north side of East Elm Street from ~~Grant Street~~ LHS Entrance going west two City blocks to Lincoln Street Monday through Friday during ~~school hours. 7 a.m.-4 p.m.~~
- (16) Parking restrictions on East Elm Street. No person shall park or leave standing any vehicle between the hours of ~~7:30 a.m. and 8:30 a.m.~~ 7:00 a.m.-8:00 a.m. and from 3:00 p.m. to 4:00 p.m. Monday through Friday from September 1 - June 5 on the south side of East Elm Street from North Madison Street East to North Monroe Street.
- (17) Establishment of handicapped parking areas. Notwithstanding any statutory provisions regarding handicapped parking, the Chief of Police shall be authorized to establish handicapped parking areas within the City on a temporary or permanent basis as is necessary in his discretion. These handicapped parking spaces shall stay in effect until terminated by the Chief of Police. Said spaces shall be appropriately signed and marked. All violations for illegal parking in such handicapped spaces shall be prosecuted according to the appropriate state statutes, §§ 346.503, 346.505, and 346.56, Wis. Stats., which are hereby incorporated by reference as if set forth in full.
- (18) Post office parking restrictions. No person shall park or leave standing any vehicle, whether attended or unattended, for more than 15 consecutive minutes in the three marked parking stalls located directly in front of the Lancaster Post Office located at 236 West Maple Street on Monday through Friday from 9:00 a.m. until 5:00 p.m. and on Saturday from 6:00 a.m. until 12:00 p.m. [Amended 1-18-2010 by Ord. No. 2010-01]
- (19) Parking restrictions on South Washington Street. There shall be no parking on the west side of South Washington Street on that portion of the street which commences at the intersection of West Oak Street and South Washington Street and extends south from the intersection a distance of 520 feet. [Added 6-20-2011 by Ord. No. 2011-01]
- ~~(23) Parking restrictions on West Oak Street. There shall be no parking on the south side of West Oak Street on that portion of the street which commences at the intersection of West Oak Street and South Washington Street and extends east from the intersection a distance of 40 feet. [Added 6-20-2011 by Ord. No. 2011-01]~~
- (20) Parking restrictions on West Elm Street. There shall be no parking on the north side of West Elm Street from North Taylor Street to North Pierce Street from March 15 to November 15. Alternate-side parking shall be observed from November 15 to March 15. [Added 11-17-2014 by Ord. No. 2014-05]
- (21) Parking restrictions on North Madison Street. No person shall park or leave standing any vehicle, whether attended or unattended, for more than 30 consecutive minutes in the marked parking stalls

located directly in front of the building located at 142 and 144 North Madison Street on Monday through Friday from 8:00 a.m. until 5:00 p.m. [Added 1-18-2016 by Ord. No. 2016-03]

- (22) Parking restrictions on South Monroe Street. No person shall park or leave standing any vehicle, whether attended or unattended, for more than 30 consecutive minutes in the five marked parking stalls located directly in front of the building located at 104 South Monroe Street and 2 stalls in front of 131 South Monroe Street on Monday through Friday from 8:00 a.m. until 5:00 p.m. [Added 1-18-2016 by Ord. No. 2016-03]
- (23) Parking restrictions on East Cherry Street. No person shall park or leave standing any vehicle, whether attended or unattended, for more than 30 consecutive minutes in the first marked parking stall located on the south side of East Cherry Street, east of the South Madison Street and East Cherry Street intersection, on Monday through Friday from 8:00 a.m. until 5:00 p.m. [Added 1-18-2016 by Ord. No. 2016-03]
- (24) Parking restrictions on South Jefferson Street. No person shall park or leave standing any vehicle, whether attended or unattended, for more than 30 consecutive minutes in the three marked parking stalls located directly in front of the Grant County Administration building located at 111 South Jefferson Street on Monday through Friday from 8:00 a.m. until 5:00 p.m. [Added 1-18-2016 by Ord. No. 2016-03]
- (25) Parking Restriction on North Washington Street. There shall be no parking on the east side of North Washington Street from 175' north of West Elm Street to 60' south of Pine Street.
- (26) Parking Restriction on East Lincoln Avenue. There shall be no parking on the east and west side of East Lincoln Avenue from South Madison Street to South Monroe Street.
- (27) Parking Restriction on West Elm Street. There shall be no parking on the north side of the West Elm Street from North Madison Street to Heiden Way.
- (28) Parking Restriction on North Washington Street. There shall be no parking on the east side of the North Washington Street from West Elm Street to West Maple Street.
- (29) Parking Restriction on North Madison Street. There shall be no parking on the east side of the North Madison Street in front of 141 North Madison Street.
- (30) Parking Restriction on South Monroe Street. There shall be no parking for one parking space on South Monroe Street south of driveway to 105 East Lincoln Avenue.
- (31) Parking Restriction on South Grant Street. There shall be no parking on the west side of South Grant Street from the Warming House parking lot entrance to the parking lot on the south end of the pond. ~~in front of Memorial Pond.~~
- (32) Parking Restriction on North Adam Street – There shall be no parking between signs at 225 North Adams Street and no parking 30' on east and west side of North Adams Street south from East Elm Street. No Parking on East and West sides of South Adams Street for 30' from south from East Cherry Street.
- (33) Parking Restriction on South Harrison Street – There shall be no parking on South Harrison Street on the west side of South Harrison Street from West Oak Street South 120'.
- (34) Parking Restriction – There shall be no parking here to corner on the following streets:

<b>Name of Street</b>	<b>Location</b>
West Hickory Street	Southside from 7 am to 4pm on school days on West Hickory Street (one parking space)
West Hickory Street	Northside from 7am to 4pm on school days on West Hickory Street to North Taylor Street east 170'
South Eaton Street	East side 220' north of East Lincoln Avenue West Side of the road to East Lincoln Avenue
Willow Street	Southside to South Madison Street
South Jefferson Street	Eastside of South Jefferson Street from Willow to 60' feet
South Washington Street	East side from West Cherry Street 60' South to 230 West Cherry driveway
North Buchanan Street	East and west side of the road of Buchanan Street South 30' from West Elm Street
West Elm Street	South side of Buchanan Street East 30'.

(35) Parking Restriction – There shall be no parking here to corner for Truck, SUV, Vans on the following streets:

<b>Name of Street</b>	<b>Location</b>
West Maple Street	Southside of the road at South Fillmore Street (one parking space)

D. No parking of commercial vehicles in residential zoning areas.

- (1) No trucks, semi-tractors, or motor vehicles designed to be operated by individuals holding a Commercial Driver's License (CDL), commercial trailers or construction equipment shall be stored and/or parked within the yard or driveway areas of any residential (R) zoning areas, unless parked inside a building, or on any street in said residential area other than for loading or unloading in the normal course of business or on a temporary basis by permit given by the City of Lancaster Police Department.
- (2) For purposes of this section, all streets lying between a district in which parking is restricted hereunder and a district in which parking is not restricted hereunder shall be deemed to be within the district in which parking is restricted.

§ 405-9 is hereby amended to read as follows:

~~A. No vehicle or combination of vehicles with a gross weight in excess of 20,000 pounds 40,000 pounds or 20 tons, including load, shall be operated upon the following streets and highways in the City:~~

~~(1) Oak Street between South Madison Street and South Harrison Street.~~

~~(2) The east 1/2 of McKinley Street between Beetown Road, State Highway 81, State Highway 35 and Elm Street.~~

~~(3) Walnut Street between Madison Street and Harrison Street.~~

~~A.~~ B. No vehicle or combination of vehicles with a gross weight in excess of ~~40,000 pounds~~ 20,000 pounds or 10 tons, including load, shall be operated upon the following streets and highways in the City:

- (1) South Polk Street between Beetown Road and Aspen Street.
- (2) South Tyler Street between Beetown Road and Aspen Street.
- (3) Palm Street, Locust Street and Aspen Street between South Polk Street and South Harrison Street.
- (4) South Harrison Street between West Oak Street and West Nathan Street.
- (5) West Nathan Street between South Harrison Street and South Madison Street.
- (6) Old County K from City Limits Road to County K.
- (7) Walnut Street between Madison Street and Harrison Street.

§ 405-11 is hereby amended to read as follows:

Unless identified by specific authorized signage, no person shall operate a snowmobile, all-terrain vehicle (ATV), utility terrain vehicle (UTV), lawn tractor, recreational motor-driven vehicle or device, within the confines of Memorial Park, Schreiner Park, Ryland Park, Baus Park, the Schacht Soccer Fields, Lancaster Municipal Golf Course, Lancaster Memorial Trail or any other municipally owned green space, parks, or open lands. Standard golf carts and/or golf cars shall be allowed to operate on the Lancaster Municipal Golf Course according to established rules and regulations.

**Section II:** This Ordinance shall be in full force and effect from and after its passage and publication as required by law.

Dated this 20<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
David C. Varnam, Mayor

Attest:

\_\_\_\_\_  
David A. Kurihara, City Clerk/Treasurer

Date Published: 04/23/2020

**ORDINANCE NO. 2020-06**

**AN ORDINANCE OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, TO CREATE SECTION 327-18 OF THE MUNICIPAL CODE OF THE CITY OF LANCASTER RELATING TO THE VIOLATION OF LAW RELATING TO HEALTH.**

WHEREAS, the Common Council for the City of Lancaster has determined that in conformity with other relevant sections of the municipal code; for the orderly operation of the City; and to protect the health, safety and well-being of its citizens that it is an appropriate exercise of its authority and power to amend, create, and recreate its municipal code so as to conform to its opinions and discussions pertaining to the orderly operation of the City;

NOW, THEREFORE, The Common Council for the City of Lancaster, Grant County, Wisconsin, does ordain as follows:

**Section I:**

§ 327-18 is hereby created to read as follows:

**§ 327-18. Violation of Law Relating to Health.**

A. No person shall willfully violate or obstruct the execution of any state statute or rule, City of Lancaster ordinance, or Wisconsin Department of Health Services order issued pursuant to Chapter 252 of the Wisconsin Statutes and relating to public health.

B. Any person who violates this section shall be subject to a forfeiture of at least \$250.00 but not more than \$500.00.

**Section II:** This Ordinance shall be in full force and effect from and after its passage and publication as required by law.

Dated this 20<sup>th</sup> day of April, 2020.

\_\_\_\_\_  
David C. Varnam, Mayor

Attest:

\_\_\_\_\_  
David A. Kurihara, City Clerk/Treasurer

Date Published: 04/23/2020

April 16, 2020

To: City Council

From: David Carlson

RE: Macke Estate CSM



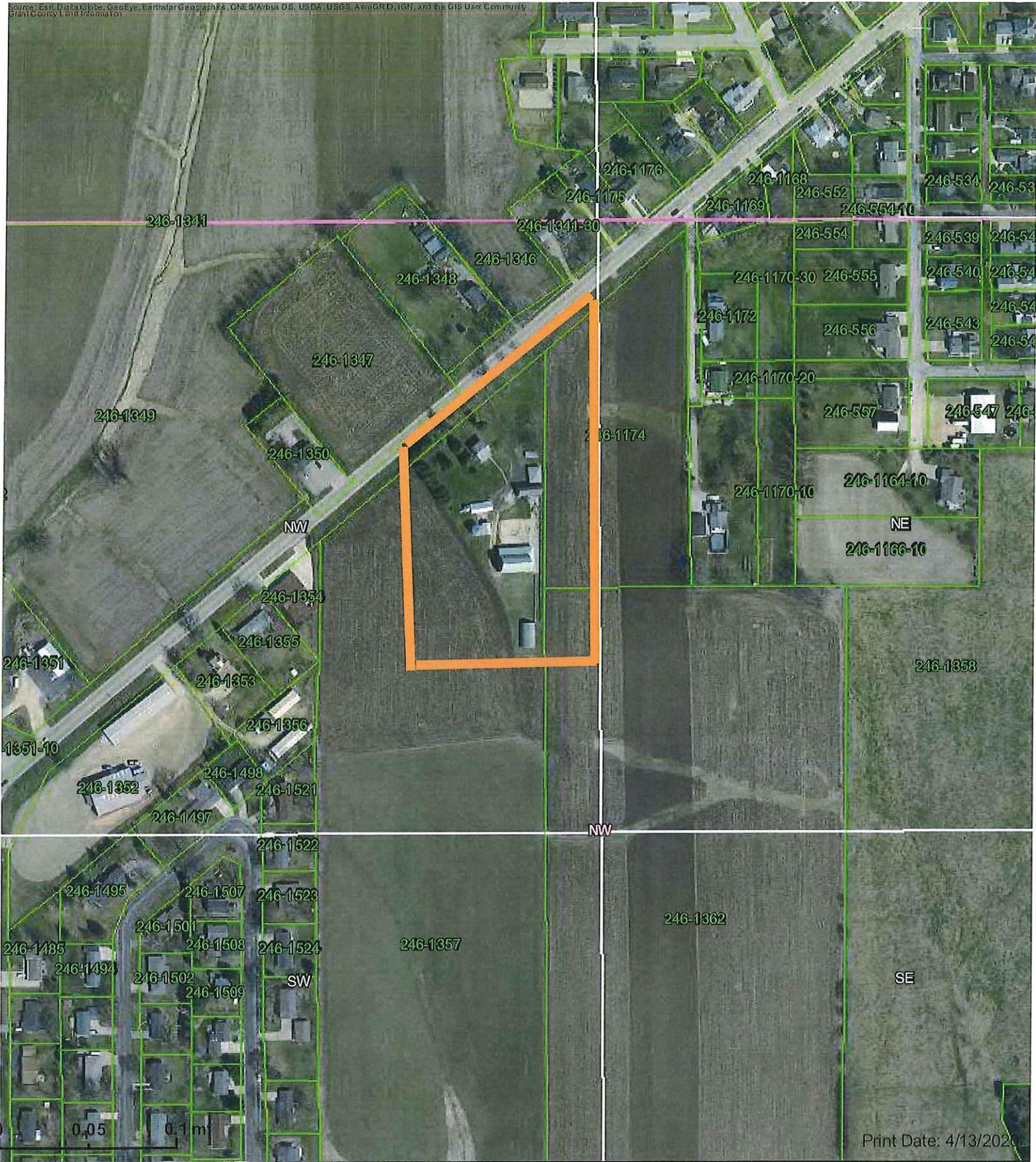
The estate of Dorothy Macke requests CSM approval for creation of a five-acre parcel on Beetown Road, City of Lancaster (see attached air photo).

This parcel will lot off the home and buildings from the rest of the agricultural parcel(s).

The Plan Commission recommended approval on April 13, 2020, after a public hearing.

There was no opposition from the public to the CSM.

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### General Reference Map Grant County, WI



1: 4,514

 Tax Parcel Boundaries

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# CERTIFIED SURVEY MAP

C.S.M. NO. \_\_\_\_\_ VOLUME \_\_\_\_\_ PAGE \_\_\_\_\_ DOCUMENT NO. \_\_\_\_\_

**LOCATED IN THE NW 1/4 OF THE NW 1/4 OF SECTION 10, T4N R3W,  
BEING A PART OF OUTLOT D AND BLOCK 84 OF THE ASSESSMENT  
PLAT OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN**

## SURVEYOR'S CERTIFICATE:

I, Aaron J. Austin, Professional Wisconsin Land Surveyor, do hereby certify:  
That I have surveyed, divided and mapped this Certified Survey Map, located in the Northwest Quarter (NW 1/4) of the Northwest Quarter (NW 1/4) of Section Ten (10), Township Four (4) North, Range Three (3) West, being a part of Outlot "D" and Block Eight-four (84) of the Assessment Plat, City of Lancaster, Grant County, Wisconsin, containing 5.34 acres, more or less, and being described as follows:

Commencing at the Northwest corner of said Section 10;  
thence South 00° 49' 51" East 1017.49 feet along the West line of said Section 10;  
thence North 89° 05' 01" East 911.45 feet to the point of beginning;  
thence North 89° 05' 01" East 341.00 feet;  
thence North 00° 52' 56" West 822.88 feet to a point in the centerline of Beetown Road;  
thence South 49° 37' 30" West 441.88 feet along said centerline;  
thence South 00° 52' 56" East 542.06 feet to the point of beginning.

That this parcel is subject to any and all easements of record and/or usage.  
That I have made such survey, land division and map by the direction of David Macke.  
That such map is a correct representation of all the exterior boundaries of the land surveyed and the division made thereof.  
That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes, in surveying, dividing and mapping the same.

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

\_\_\_\_\_  
Aaron J. Austin, S-2922

## OWNER'S CERTIFICATE:

As owner, I hereby certify that I caused the land described herein to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map.

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

\_\_\_\_\_  
David Macke, Representative of the Dorothy Macke Estate

## CITY OF LANCASTER APPROVAL CERTIFICATE:

Resolved, that this Certified Survey Map in the City of Lancaster, the owner(s) listed hereon, is hereby approved by the City of Lancaster Plan Common Council.

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

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

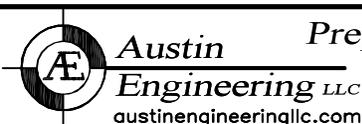
## REGISTER OF DEEDS CERTIFICATE:

Received for record this \_\_\_ day of \_\_\_\_\_, 2020  
at \_\_\_\_\_ o'clock, \_\_\_\_ m. and recorded in Volume \_\_\_ of  
Certified Survey Maps on Page(s) \_\_\_\_\_.

\_\_\_\_\_  
Marilyn Pierce, Register of Deeds

## LEGEND

- ⊕ Section Corner—as designated
- 3/4" x 18" rebar set with cap - wt=1.50 #/l.f.
- No monument set
- ( ) Recorded as
- [ ] Property described in Document Number, Grant County Registry
- ⊗ Existing well
- ⊙ Existing utility pole
- Boundary of Survey
- Section line
- Centerline
- — — Right of Way
- — — Platted lot line
- Deed line
- Existing Improvement—as labeled
- //////// Existing structure
- x-x-x Existing fence



Prepared for: DOROTHY MACKE ESTATE

4211 HWY 81 E, LANCASTER, WI 53813  
PHONE: 608-723-6363 FAX: 608-723-6702

JOB NO: 20S028  
H:\CRD\20S028  
H:\PLAT\LANC\OUTLOT\D\20S028-MACKE

FIELDBOOK: TDSR  
DRAWN BY: AJ AUSTIN  
CREW: SHANE AUSTIN, OWEN AUSTIN  
ERIC MACKE

April 16, 2020

To: City Council

From: David Carlson

RE: CSM Creation for Lot Sale for Hotel



Approved at the 4-13-2020 Plan Commission, the proposed CSM creates two parcels

The rectangular parcel would be for future sale by the City.

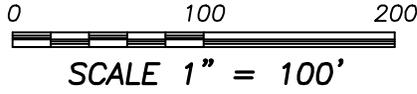
The "L" shaped parcel would be sold, along with the "Liquor Store Property", to the Lancaster Hotel Development LLC for development of the new hotel.

The parcels are shaped as they are to work with the two TIF districts that overlap the properties.

g:\administrative policies & forms\lanc letter template.docx

# MAP OF DESCRIPTION

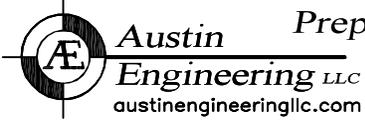
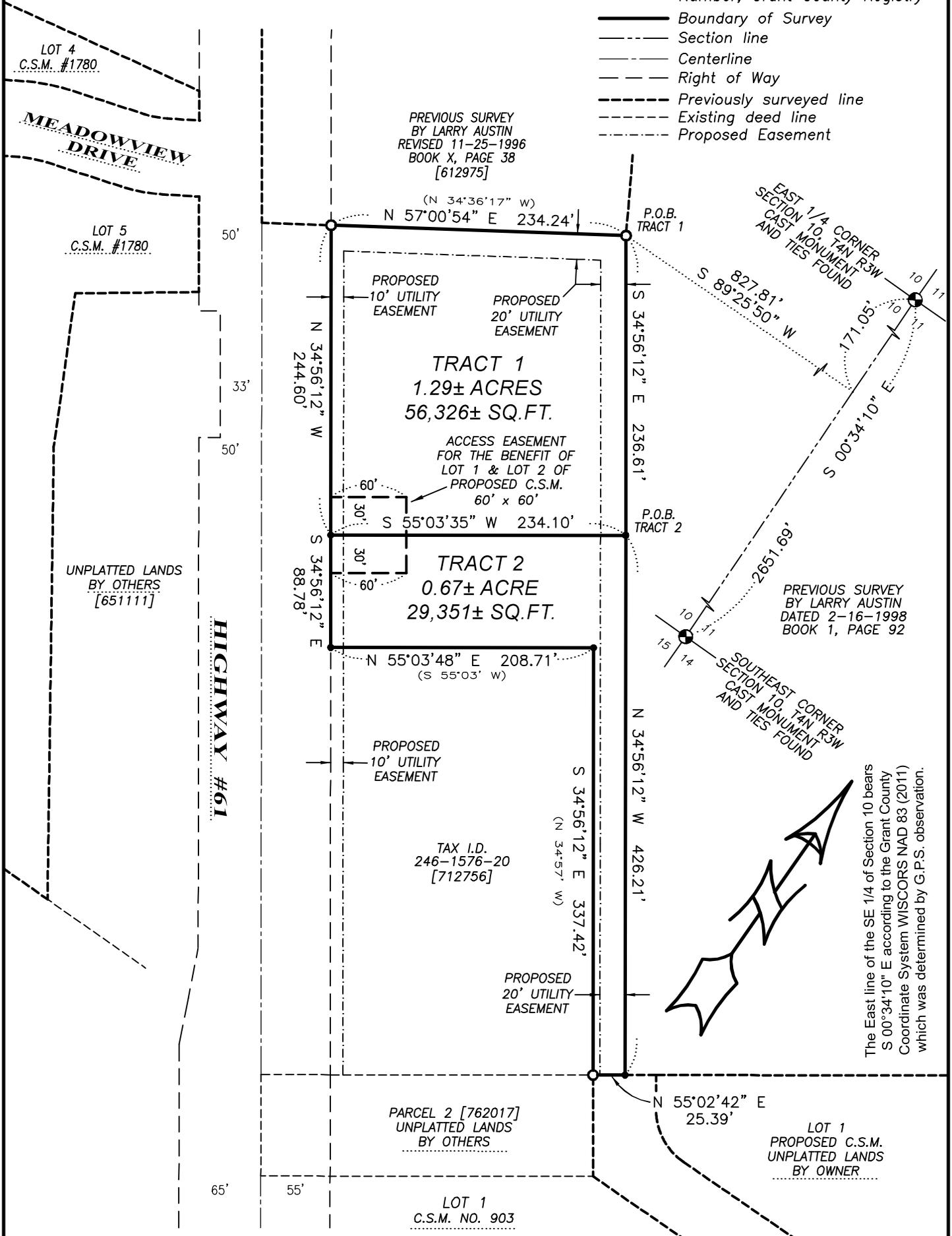
LOCATED IN THE NE 1/4 OF THE SE 1/4 OF SECTION 10, T4N R3W,  
CITY OF LANCASTER, GRANT COUNTY, WISCONSIN



ALL PLANS THAT DO NOT SHOW A SEAL  
IMPRINT IN RED INK MAY CONTAIN  
UNAUTHORIZED ALTERATIONS. THE  
CERTIFICATION CONTAINED ON THIS  
DOCUMENT SHALL NOT APPLY TO ANY  
COPIES. DATED: 4-9-2020.  
REVISED: 4-15-2020.

## LEGEND

- Section Corner—as designated
- 3/4" rebar found
- No monument set
- ( ) Recorded as
- [ ] Property described in Document Number, Grant County Registry
- Boundary of Survey
- - - Section line
- - - Centerline
- - - Right of Way
- - - Previously surveyed line
- - - Existing deed line
- - - Proposed Easement



Prepared for: CITY OF LANCASTER

4211 HWY 81 E, LANCASTER, WI 53813  
PHONE: 608-723-6363 FAX: 608-723-6702

JOB NO: 19S226  
H:\CRD\18S226  
H:\PLAT\T4NR3W\10\19S226(C)--LANCASTER--TIF

FIELDBOOK: TDSR  
DRAWN BY: AJ AUSTIN  
CREW: S. AUSTIN, O. AUSTIN

# MAP OF DESCRIPTION

LOCATED IN THE NE 1/4 OF THE SE 1/4 OF SECTION 10, T4N R3W,  
CITY OF LANCASTER, GRANT COUNTY, WISCONSIN

## TRACT 1:

Located in the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section Ten (10), Township Four (4) North, Range Three (3) West of the 4th P.M., City of Lancaster, Grant County, Wisconsin, containing 1.29 acres, more or less, and being described as follows:

Commencing at the East Quarter (E 1/4) corner of said Section 10;  
thence South 00° 34' 10" East 171.05 feet along the East line of said Section;  
thence South 89° 25' 50" West 827.81 feet to the Southeast corner of that property as described in Document Number 612975, Grant County Registry, said corner being the point of beginning;  
thence South 34° 56' 12" East 236.61 feet;  
thence South 55° 03' 35" West 234.10 feet to the Easterly right of way of Highway #61;  
thence North 34° 56' 12" West 244.60 feet along said right of way;  
thence North 57° 00' 54" East 234.24 feet along a line of said property described in Document Number 612975 to the point of beginning.

## TRACT 2:

Located in the Northeast Quarter (NE 1/4) of the Southeast Quarter (SE 1/4) of Section Ten (10), Township Four (4) North, Range Three (3) West of the 4th P.M., City of Lancaster, Grant County, Wisconsin, containing 0.67 acre, more or less, and being described as follows:

Commencing at the East Quarter (E 1/4) corner of said Section 10;  
thence South 00° 34' 10" East 171.05 feet along the East line of said Section;  
thence South 89° 25' 50" West 827.81 feet to the Southeast corner of that property as described in Document Number 612975, Grant County Registry;  
thence South 34° 56' 12" East 236.61 feet to the point of beginning;  
thence South 55° 03' 35" West 234.10 feet to the Easterly right of way of Highway #61;  
thence South 34° 56' 12" East 88.78 feet along said right of way;  
thence North 55° 03' 48" East 208.71 feet along a line of that property as described in Document Number 712756, Grant County Registry;  
thence South 34° 56' 12" East 337.42 feet along a line of said property described in Document Number 712756;  
thence North 55° 02' 42" East 25.39 feet;  
thence North 34° 56' 12" West 426.21 feet to the point of beginning.

## SURVEYOR'S CERTIFICATE:

I, Aaron J. Austin, Professional Wisconsin Land Surveyor, hereby certify:

That the above descriptions were surveyed and mapped as shown on this map by me or under my direct supervision.

That this survey was prepared under the instructions of David Carlson, Administrator, City of Lancaster.

That this survey complies with Chapter A-E 7 of the Wisconsin Administrative Code and to the best of my knowledge and belief, this plat is an accurate representation thereof.

That all plans that do not show a seal imprint in red ink may contain unauthorized alterations.

The certification contained on this document shall not apply to any copies.

Dated this 9th day of April, 2020.

Revised this 15th day of April, 2020. (ADDED PROPOSED EASEMENTS)

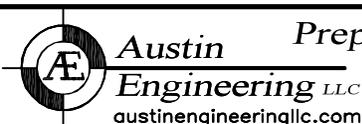
\_\_\_\_\_  
Aaron J. Austin, S-2922

## MONUMENTATION WAIVER:

As client, I hereby certify that I caused the land described on this plat to be surveyed, divided and mapped as represented on this plat. I also certify that I hereby request to waive Chapter A-E 7.07 (Monuments) of the Wisconsin Administrative Code and request that the monuments for this survey be placed as shown hereon.

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

\_\_\_\_\_  
David Carlson



4211 HWY 81 E, LANCASTER, WI 53813  
PHONE: 608-723-6363 FAX: 608-723-6702

Prepared for: CITY OF LANCASTER

JOB NO: 19S226  
H:\CRD\18S226  
H:\PLAT\T4NR3W\10\19S226(C)-LANCASTER-TIF

FIELDBOOK: TDSR  
DRAWN BY: AJ AUSTIN  
CREW: S. AUSTIN, O. AUSTIN

City of Lancaster Staff Report

SUBJECT: Job Descriptions

## 1. INTRODUCTION

The Lancaster Police Job Descriptions have not been since 2011. I felt it was time to update the descriptions.

I would also like to see the Sergeant position renamed to Lieutenant.

## DISCUSSION

### a. Summary

- i. Prior to updating the job descriptions, I reached out to Grant County Sheriff's Department, Platteville Police Department, Fennimore Police Department and Boscobel Police Department to obtain copies of their job descriptions various descriptions for police officer, command staff and Chief.

### b. Project Schedule

- i. None, approval of job descriptions

### c. Impact on City Resources

- i. None

### d. Policy Issues

None

## 2. RECOMMENDATION

Approval of Chief and Police Officer job description.

Discussion of renaming the Sergeant job description to Lieutenant. I am not asking for a new position to be created I would like to see the Sergeant position be renamed to a position that better fits what the position consists of, that being a Lieutenant. This would mean getting rid of the Sergeant position at Lancaster. It would be just Chief, Lieutenant and Police Officers.

PREPARED BY: Debra Reukauf

DATE: 03/27/20

ATTACHMENTS: Chief Job Description, 2<sup>nd</sup> in Command Job Description, Police Officer Job Description, Administrative Assistant/Parking Enforcement Officer, Police Chaplain and Chart breaking down Grant County Agencies Titles

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## CITY OF LANCASTER JOB DESCRIPTION

**TITLE:** Chief of Police

**DEPARTMENT:** POLICE DEPARTMENT

**IMMEDIATE SUPERVISOR:** Mayor, Police & Fire Commission

**FLSA:** EXEMPT

### **PURPOSE OF POSITION**

Improving or enhancing the quality of life in the community of Lancaster. Being responsible to the needs of the citizens they serve. Maintain safety through enforcement of state and local laws.

This employee performs a variety of duties connected with general police work.

- This position also provide administrative law enforcement work to include but not limited to computer work, supervise employees and work to increases employees skills and knowledge
- Overall manager of the police department

### **QUALIFICATIONS, TRAINING AND EXPERIENCE**

#### Education and Experience:

- Graduation from High School
- Bachelor Degree from an accredited University
- Completion of Wisconsin Standards Board Law Enforcement Certification
- Training in criminal justice, corrections science, police science or law enforcement desirable
- Possess a valid Wisconsin Driver's license
- Advanced Leadership training desired
- 3 years of supervision experience
- Eight years as a certified law enforcement officer

#### Knowledge, Skills and Abilities:

- Knowledge and understanding of criminal law, particularly in the areas of arrest, evidence, search and seizure
- Knowledge of policies and procedures
- Knowledge of the rules, regulations, policies and procedures of Lancaster Police Department
- Knowledge of first aid
- Knowledge of community policing
- Ability to gain the respect and get compliance from citizens
- Ability to establish and maintain effective working relationship with city personnel, other law enforcement agencies, news media and the public
- Ability to communicate effectively and constructively; orally and written. Spell and write legibly
- Ability to receive and carry out commands effectively and efficiently
- Ability to represent the department by demonstrating judgment and presenting prescribed physical appearance
- Ability to maintain confidentiality and use good judgment and integrity in decision making.
- Knowledge of computer skills and computer programs used by the police department
- Ability to organize and prioritize workload in order to meet deadlines.
- Ability to maintain a positive attitude and emotional control, work effectively and harmoniously with others
- Ability to work independently with limited supervision
- Ability to take prompt and decisive actions in emergency situations
- Ability to prepare clear and concise reports
- Ability to pass a required physical examination and psychological exam
- Ability to receive a Wisconsin Law Enforcement Standards Board Certification
- Skills involving firearms, automobile driving and maintain certification

- Skills in problem solving and organization
- Skill in investigations and interrogations techniques
- Skills in using most current computer operations and software including word processing and spreadsheets and general office equipment
- Shall be free from any physical, emotional or mental conditions which might adversely affect his/her performance of duties as a Law Enforcement officer
- Ability to formulate and implement ideas
- Ability to create and develop policies and procedures
- Possess above average oral and written communication skills
- Ability to gain the respect of co-workers and supervise both in normal and emergency situations
- Ability to plan, assign and supervise work of subordinates personnel
- Ability to be flexible with shift; may have to work various shifts.
- Ability to organize and prioritize workload in order to meet deadlines.
- Knowledge of law enforcement methods and administration

### **ESSENTIAL FUNCTIONS**

- Enforces state, county and city ordinance violations
- Take and investigate citizen complaints including but not limited to those concerning suspected criminal activity, domestic disputes, noise complaints, stolen property (attempt to recover)
- Carry out law enforcement activities including but not limited to traffic enforcement (Traffic stops and accident investigations), parking violations, crowd control, security checks (house checks, school visits, library visits, hospital visits), funeral escorts, direct traffic, animals complaints, EMS and Fire calls, motorist assists, tavern checks, civil complaints (help when you can), emergency detentions and detox investigations, welfare checks, alarm calls, etc.
- Makes arrests and apprehends suspects
- Prepare and present presentations to schools and civic groups
- Work closely with school officials, parents, juveniles, social services, court house, with other agencies and probation and parole
- Keep records and prepare reports or log notes
- Appears in court when required
- Maintains department equipment
- Attends in-service, classroom and field training
- Educates and works with citizens to help reduce crime
- Renders aid and assistance whenever possible and practical
- Perform responsible supervisor duties
- Assist in scheduling of full and part time officers
- Respond to all telephonic and written requests for records
- Provide supervision and assistance on various types of investigation including internal investigations of personnel
- Answer complaints and take necessary corrective measures
- Act as the departments evidence custodian, receive, check and dispose of evidence and other property requiring safe keeping
- Conduct background investigations
- Prepare, administer and maintain the department budget
- Retain personal records
- Coordinate and retain training records, oversee all officers complete required training
- Screen and approve payroll and all invoices
- Approve department vehicles and equipment needs
- Hire, discipline and terminate staff
- Perform such other duties as may be assigned
- Conduct employee evaluations
- Provide on call support
- Work on department grants

- Lead and organized department meetings
- Attend City Council Meetings or arrange a designee to do so
- AVAILABILITY TO BE FLEXIBLE WITH SCHEDULE

**SUPERVISION RECEIVED**

Mayor, Police & Fire Commission

**SUPERVISION EXERCISED**

Sergeant, Police Officer, Parking Enforcement/Secretary

**ENVIRONMENTAL FACTORS**

Performance of essential functions may require exposure to adverse environmental conditions, such as rain, snow, dirt, dust, pollen, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate people.

Tasks require the ability to exert moderate, though not constant physical effort, some combination of climbing, balancing, stopping, kneeling, crouching, running, crawling and standing for long periods of time.

Some lifting to include overhead lifting, carrying, pushing and or pulling moderately heavy objects and materials (20-50lbs) May occasionally involve heavier objects and materials (EMS calls and assisting with lifting patients.)

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct and modify duties and responsibilities.

I have read and understand the essential functions of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF LANCASTER JOB DESCRIPTION

**TITLE:** Sergeant or Lieutenant

**DEPARTMENT:** POLICE DEPARTMENT

**IMMEDIATE SUPERVISOR:** CHIEF OF POLICE

**FLSA:** EXEMPT

### **PURPOSE OF POSITION**

Improving or enhancing the quality of life in the community of Lancaster. Being responsible to the needs of the citizens they serve. Maintain safety through enforcement of state and local laws.

This employee performs a variety of duties connected with general police work.

- This position also provide administrative law enforcement work to include but not limited to computer work, supervise employees and work to increases employees skills and knowledge
- Act as an assistant to the Police Chief

### **QUALIFICATIONS, TRAINING AND EXPERIENCE**

#### Education and Experience:

- Graduation from High School
- Associated degree or a minimum of 60 college credits
- Completion of Wisconsin Standards Board Law Enforcement Certification
- Training in criminal justice, corrections science, police science or law enforcement desirable
- Possess a valid Wisconsin Driver's license
- Advanced Leadership training desired
- Five years as a certified law enforcement officer

#### Knowledge, Skills and Abilities:

- Knowledge and understanding of criminal law, particularly in the areas of arrest, evidence, search and seizure
- Knowledge of policies and procedures
- Knowledge of the rules, regulations, policies and procedures of Lancaster Police Department
- Knowledge of first aid
- Knowledge of community policing
- Ability to gain the respect and get compliance from citizens
- Ability to establish and maintain effective working relationship with city personnel, other law enforcement agencies, news media and the public
- Ability to communicate effectively and constructively; orally and written. Spell and write legibly
- Ability to receive and carry out commands effectively and efficiently
- Ability to represent the department by demonstrating judgment and presenting prescribed physical appearance
- Ability to maintain confidentiality and use good judgment and integrity in decision making.
- Knowledge of computer skills and computer programs used by the police department
- Ability to organize and prioritize workload in order to meet deadlines.
- Ability to maintain a positive attitude and emotional control, work effectively and harmoniously with others
- Ability to work independently
- Ability to take prompt and decisive actions in emergency situations
- Ability to prepare clear and concise reports
- Ability to pass a required physical examination and psychological exam
- Ability to receive a Wisconsin Law Enforcement Standards Board Certification
- Skills involving firearms, automobile driving and maintain certification
- Skills in problem solving and organization

- Skill in investigations and interrogations techniques
- Skills in using most current computer operations and software including word processing and spreadsheets and general office equipment
- Shall be free from any physical, emotional or mental conditions which might adversely affect his/her performance of duties as a Law Enforcement officer
- Ability to formulate and implement ideas
- Ability to create and develop policies and procedures
- Possess above average oral and written communication skills
- Ability to gain the respect of co-workers and supervise both in normal and emergency situations
- Ability to plan, assign and supervise work of subordinates personnel
- Ability to be flexible with shift; may have to work various shifts.
- Ability to organize and prioritize workload in order to meet deadlines.

### **ESSENTIAL FUNCTIONS**

- Enforces state, county and city ordinance violations
- Take and investigate citizen complaints including but not limited to those concerning suspected criminal activity, domestic disputes, noise complaints, stolen property (attempt to recover),
- Carry out law enforcement activities including but not limited to traffic enforcement (Traffic stops and accident investigations), parking violations, crowd control, security checks (house checks, school visits, library visits, hospital visits), funeral escorts, direct traffic, animals complaints, EMS and Fire calls, motorist assists, tavern checks, civil complaints (help when you can), emergency detentions and detox investigations, welfare checks, alarm calls, etc.
- Makes arrests and apprehends suspects
- Prepare and present presentations to schools and civic groups
- Work closely with school officials, parents, juveniles, social services, court house, with other agencies and probation and parole
- Keep records and prepare reports or log notes
- Appears in court when required
- Maintains department equipment
- Attends in-service, classroom and field training
- Educates and works with citizens to help reduce crime
- Renders aid and assistance whenever possible and practical
- Perform responsible supervisor duties
- Scheduling of full and part time officers
- Assist when Chief is not able to respond to all telephonic and written requests for records
- Provide supervision and assistance on various types of investigation
- Assist Chief when asked to investigate internal personnel
- Answer complaints and take necessary corrective measures
- Assist Chief as departments evidence custodian, receive, check and dispose of evidence and other property requiring safe keeping
- Conduct background investigations
- Report infractions
- State of Wisconsin pursuit reporting
- Supervise part-time officers
- Tracs Program Manager
- Perform such other duties as may be assigned by the Chief of Police
- Aid in running department meetings
- Oversee required training
- Department grants: specifically, traffic and squad grants
- Primary on call, unless communicated with the Chief
- Assist the Chief with annual performance evaluations.
- AVAILABILITY TO BE FLEXIBLE WITH SCHEDULE

**SUPERVISION RECEIVED**

Chief of Police

**SUPERVISION EXERCISED**

Police Officers, Parking Enforcement/Secretary

**ENVIRONMENTAL FACTORS**

Performance of essential functions may require exposure to adverse environmental conditions, such as rain, snow, dirt, dust, pollen, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate people.

Tasks require the ability to exert moderate, though not constant physical effort, some combination of climbing, balancing, stopping, kneeling, crouching, running, crawling and standing for long periods of time.

Some lifting to include overhead lifting, carrying, pushing and or pulling moderately heavy objects and materials (20-50lbs) May occasionally involve heavier objects and materials (EMS calls and assisting with lifting patients.)

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct and modify duties and responsibilities.

I have read and understand the essential functions of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF LANCASTER JOB DESCRIPTION

**TITLE:** POLICE OFFICER

**DEPARTMENT:** POLICE DEPARTMENT

**IMMEDIATE SUPERVISOR:** SERGEANT AND CHIEF OF POLICE

**FLSA:** NON-EXEMPT

### **PURPOSE OF POSITION**

Improving or enhancing the quality of life in the community of Lancaster. Being responsible to the needs of the citizens they serve. Maintain safety through enforcement of state and local laws.

This employee performs a variety of duties connected with general police work.

- Maintains general security through routing patrol activity
- Performs investigations and enforces state and local laws
- Duties are performed following policies and supervision and directives from their supervisors

### **QUALIFICATIONS, TRAINING AND EXPERIENCE**

#### Education and Experience:

- Graduation from High School
- Associated degree or a minimum of 60 college credits
- Completion of Wisconsin Standards Board Law Enforcement Certification
- Training in criminal justice, corrections science, police science or law enforcement desirable
- Possess a valid Wisconsin Driver's license

#### Knowledge, Skills and Abilities:

- Knowledge and understanding of criminal law, particularly in the areas of arrest, evidence, search and seizure
- Knowledge of policies and procedures
- Knowledge of the rules, regulations, policies and procedures of Lancaster Police Department
- Knowledge of first aid
- Knowledge of community policing
- Ability to establish and maintain effective working relationship with the general public, other department personnel and state and local agencies
- Ability to gain the respect and get compliance from citizens
- Ability to communicate effectively and constructively; orally and written. Spell and Write legibly
- Ability to receive and carry out commands effectively and efficiently
- Ability to represent the department by demonstrating judgment and presenting prescribed physical appearance
- Ability to maintain confidentiality and use good judgment and integrity in decision making.
- Knowledge of computer skills and computer programs used by the police department
- Ability to organize and prioritize workload in order to meet deadlines.
- Ability to maintain a positive attitude, emotional control, work effectively and harmoniously with others
- Ability to work independently and with limited supervision
- Ability to take prompt and decisive actions in emergency situations
- Ability to prepare clear and concise reports
- Ability to pass a required physical examination and psychological exam
- Ability to receive a Wisconsin Law Enforcement Standards Board Certification
- Skills involving firearms, automobile driving and maintain certification
- Skills in problem solving and organization
- Skill in investigations and interrogations techniques

- Skills in using most current computer operations and software including word processing and spreadsheets and general office equipment
- Shall be free from any physical, emotional or mental conditions which might adversely affect his/her performance of duties as a Law Enforcement officer

**ESSENTIAL FUNCTIONS**

- Enforce state, county and city ordinance violations
- Take and investigate citizen complaints including but not limited to those concerning suspected criminal activity, domestic disputes, noise complaints, stolen property (attempt to recover),
- Carry out law enforcement activities including but not limited to traffic enforcement (Traffic stops and accident investigations), parking violations, crowd control, security checks (house checks, school visits, library visits, hospital visits), funeral escorts, direct traffic, animals complaints, EMS and Fire calls, motorist assists, tavern checks, civil complaints (help when you can), emergency detentions and detox investigations, welfare checks, alarm calls, etc.
- Makes arrests and apprehends suspects
- Performs routine patrol in the city
- Prepare and present presentations to schools and civic groups
- Work closely with school officials, parents, juveniles, social services, court house, with other agencies and probation and parole
- Keep record and prepare reports or log notes
- Appear in court when required
- Maintain department equipment
- Attend in-service, classroom and field training
- Educate and work with citizens to help reduce crime
- Render aid and assistance whenever possible and practical
- Perform such other duties as may be assigned
- AVAILABILITY TO WORK ANY SHIFT, STAY LATE, START EARLY WHEN NEEDED AND WEEKENDS OR HOLIDAYS IS REQUIRED.

**SUPERVISION RECEIVED**

Chief of Police, Sergeant

**ENVIRONMENTAL FACTORS**

Performance of essential functions may require exposure to adverse environmental conditions, such as rain, snow, dirt, dust, pollen, humidity, fumes, smoke, temperature and noise extremes, hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate people.

Tasks require the ability to exert moderate, though not constant physical effort, some combination of climbing, balancing, stopping, kneeling, crouching, running, crawling and standing for long periods of time.

Some lifting to include overhead lifting, carrying, pushing and or pulling moderately heavy objects and materials (20-50lbs) May occasionally involve heavier objects and materials (EMS calls and assisting with lifting patients.)

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct and modify duties and responsibilities.

I have read and understand the essential functions of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **CITY OF LANCASTER JOB DESCRIPTION**

**TITLE:** ADMINISTRATIVE ASSISTANT/PARKING ENFORCEMENT OFFICER

**DEPARTMENT:** LANCASTER POLICE DEPARTMENT

**IMMEDIATE SUPERVISOR:** CHIEF OF POLICE

**FLSA:** NON-EXEMPT

### **PURPOSE OF POSITION**

Act as assistant to the Chief of Police and officer of the enforcement of City Parking.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- High School Graduate or GED equivalent
- Business and Administrative Office experience or training is desired
- Combinations of job-related education and experience may be considered
- Possession of a valid Wisconsin Driver's license

#### Knowledge, Skills and Abilities:

- Knowledge of office methods, practices and procedures
- Skill in using most current computer operations and software including word processing and spreadsheets and general office equipment
- Ability to write parking tickets, prepare parking ticket deposits and reports
- Ability to maintain accurate and detailed records
- Ability to prepare and present effective oral and written information
- Ability to receive and relay calls for service via phone or radio
- Ability to maintain confidentiality and use good judgment
- Ability to work effectively and harmoniously with others
- Ability to perform foot patrol for parking enforcement

### **ESSENTIAL FUNCTIONS**

Assist the Police Department by performing duties as assigned including such items as:

- Manage the enforcement of City's parking ordinances: Includes foot patrol 2-3 times/day; prepare parking tickets; process payments (cash, check, credit card), tax intercept and suspending plates; and prepare monthly reports
- Perform routine clerical and administrative work in answering phones, receiving the public and providing customer assistance
- Receive and dispatch calls for services to officers
- Maintain department records and update files via the RMS System (including but not limited to DA, City Attorney, open record paperwork)
- Process incoming and outgoing mail on a daily basis
- Maintain department employee education records and vehicle information (e.g. insurance, maintenance records, and scheduling oil changes)
- Deliver paperwork to various businesses (including but not limited to: GCSD, Courthouse, P&P, Social Services, City Attorney, Schools, Crime Lab, etc.)
- Serve as LPD Contact person for the Crime Stoppers Board
- Serve as Treasurer for the LPD Association
- Assist with LPD Calendar payments and distributing final calendars
- Perform fingerprinting service during your work hours
- Coordinate Tracs Program, Carfax reports, Criminal and Sex Offender Book
- Assist in maintaining Prescription Drug Box – Assist in emptying and transporting medication twice a year
- Perform duties that are assigned

**SUPERVISION RECEIVED**

Work is performed under the general direction of the Chief of Police and Sergeant in the absence of the Chief of Police.

**ENVIRONMENTAL FACTORS**

Performance of essential functions may require exposure to adverse environmental conditions, such as rain, snow, dirt, dust, pollen, humidity, fumes, smoke, temperature and noise extremes and rude/irate people. Parking enforcement will be done outside all year long in various weather conditions. Must be able to walk the 2-hour parking enforcement area.

Dexterity in moving, picking up objects and operating office equipment is required.

Tasks require the ability to exert moderate, though not constant physical effort, some combination of climbing, balancing, stopping, kneeling, crouching, bending and twisting.

Some lifting to include overhead lifting, carrying, pushing and or pulling moderately heavy objects and materials (20-50lbs) May occasionally involve heavier objects and materials (up to 100 lbs).

**CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct and modify duties and responsibilities.

I have read and understand the essential functions of the job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LANCASTER POLICE DEPARTMENT POLICY TITLE			
JOB DESCRIPTION – SERGEANT/INVESTIGATOR & POLICE CHIEF – 211			
ISSUE DATE	LAST UPDATE:	SECTION: Operational	TEXT NAME Job Description
POLICY SOURCE			TOTAL PAGES 5
AUTHOR:		SPECIAL INSTRUCTIONS Re-Type Original Policy	

- I. **PURPOSE** – The purpose of this policy is to lay out the job description for the Police Chief and Sergeant/Investigator.
- II. **POLICY – JOB DESCRIPTION FOR SERGEANT/INVESTIGATOR**
- A. **General Statement of Duties –**
1. Performs responsible supervisory police work assisting the Police Chief in the direction of activities of the Lancaster Police Department.
  2. Investigates criminal cases, prepares reports regarding investigations and performs general duty police work connected with the maintenance of public safety through the enforcement of state and local laws.
- B. **Distinguishing features of the class** – This is a first line, shift supervisory position involving the performance of responsible police work and exercising activities.
1. Although work is performed in accordance with general departmental policies and procedures, this employee must exercise initiative in applying them to specific situations as they arise.
  2. This position involves investigating both routing and more difficult cases of suspected criminal activity within the city.
  3. The employee in this classification writes reports and cooperates with other police agencies, social service and related agencies, the courts, the District Attorneys office and private attorneys, in the street and prosecution of suspects.
  4. The position also involves performing a wide variety of duty under the immediate supervision of the Chief of Police.
- C. **Examples of Work** (Illustrative only)
1. Prepares assignment shift schedules.
  2. Reviews the reports of subordinate officers.

3. Checks on patrol officer periodically.
4. Supervises and directs the activities of Police Officers on an assigned shift.
5. Evaluates personnel performance and takes or recommends appropriate actions.
6. Performs duties of Police Officer as required.
7. Enforces all municipal and pertinent county, state and federal laws.
8. Appears in court when required.
9. Conducts in-service training in police policy and procedures
10. Reports case of misconduct or violations of rules and regulations to the Chief of Police.
11. Conducts background checks on patrol officer candidates.
12. Collects evidence suspected in crimes.
13. Attempts to recover stolen property.
14. Compiles investigative information and writes reports.
15. Obtains search, arrest and other types of warrants used in apprehension and arrest of suspects.
16. Conducts interviews with suspects, witnesses and victims.
17. Does related work, as required.
18. Directs Police Department in absence of the Police Chief
19. Represents the police department as a public spokesman promoting law and public safety when needed.
20. Takes and investigates citizen complaints.
21. In charge of the processing of all property received into the police department.

**D. Qualifications**

1. Knowledge of principles and practices of law enforcement.
2. Knowledge of state laws, local ordinances and rules and regulations governing the department.
3. Knowledge of geography of the city.
4. Ability to direct and supervise and command the respect of subordinate officers.
5. Ability to react quickly and calmly in emergency and stress situations.
6. Ability to maintain accurate and complete records and prepared clear and detailed reports.
7. Ability to pass requires examinations.

8. Possession of valid Wisconsin Driver's License.
9. Knowledge of court proceedings, investigative techniques and law enforcement.
10. Ability to establish and maintain effective working relationship with general public.
11. Ability to handle difficult situations firmly, tactfully, courteously and impartially.
12. Ability to receive and carry out commands effectively and efficiently.

**E. Training and Experience**

1. Graduation from High School.
2. Completion of Wisconsin Law Enforcement Standards Board Training.
3. Supplemental by two years college level courses in police science that was successfully complete.
4. Any combination of training and experience which provides the required knowledge, skills and abilities.

**III. POLICY – JOB DESCRIPTION FOR POLICE CHIEF**

- A. **General Statement of Duties** – Performs administrative, supervisory and patrol work in directing all activities and employees of the Lancaster Police Department.
- B. **Distinguishing features of the class** – The work of this class involves responsibility for supervising all police functions of the City of Lancaster including
  1. Planning, directing, controlling and participating in the patrol, traffic, criminal investigation, and related activities and services.
  2. The work includes assuring the proper training, assignment and discipline of all department members.
  3. The Police Chief has technical independence in administering the activities of the department and is responsible for internal policy and control.
  4. Major overall policy is discussed with and approved by the Police and Fire Commission, the Mayor, and/or the City Administrator who exercise general administrative supervision and direction over the employee.
- C. **Examples of work** (Illustrative only)
  1. Formulates departmental policies, rules and regulations and general orders.
  2. Proposes major policy and regulation changes and modifications with the Mayor, City Administrator, and the Police and Fire Commission.
  3. Supervises expenditures of departmental appropriations.
  4. Prepares annual budget estimates and submits and defends budget estimates.
  5. Supervises preparation of operating reports.

6. Formulates and prescribes department work methods and procedures.
7. Delegates duties to subordinate supervisors to accomplish the primary and auxiliary functions of the Police Department.
8. Advises and assists police officers in non-routine criminal and other investigations.
9. Plans, supervises and participates in the enforcement of traffic and safety regulations and programs of crime prevention and detection.
10. Supervises and participates in the training of police department members.
11. Evaluates the performance and progress of all officers.
12. Cooperates with other governmental agencies.
13. Attends civic club meetings, churches, schools and other places of public gathering, as needed.
14. Attends Common Council, Police and Fire Commission and other committee meetings when needed.
15. Monitors developments in the field of police science and police administration.
16. Reviews current legislation and appraises the department of the implications of such legislation.
17. Selects weapons, vehicles, uniforms and various other equipment, as needed.
18. Performs police work duties, when needed.
19. Does related work, as required.

**D. Qualifications**

1. Knowledge of the principles and practices of police administration.
2. Knowledge of the rules and regulations of police department
3. Knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigation and the various functional services utilized in police operations.
4. Ability to command the respect of officers and to assign, direct and supervise their work.
5. Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
6. Ability to pass required examinations.
7. Possesses a valid Wisconsin Driver's License.
8. Meet the requirements of the State of Wisconsin Law Enforcement Standards Board.

**E. Training and Experience**

1. Graduation from a college or university with a degree in a police related field.
2. Extensive experience in a variety of police functions including supervisory duties or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

\_\_\_\_\_  
Daniel Jacobson  
Chief of Police

\_\_\_\_\_  
Date

LANCASTER POLICE DEPARTMENT POLICY TITLE JOB DESCRIPTION – SERGEANT/POLICE CHIEF – 211			
ISSUE DATE	LAST UPDATE: 11-16-11	SECTION: Operational	TEXT NAME Job Description
POLICY SOURCE			TOTAL PAGES 5
AUTHOR:		SPECIAL INSTRUCTIONS Re-Type Original Policy	

I. **PURPOSE** – The purpose of this policy is to lay out the job description for the Police Chief and Sergeant/Investigator.

II. **POLICY – JOB DESCRIPTION FOR SERGEANT**

A. **General Statement of Duties** –

1. Performs responsible supervisory police work assisting the Police Chief in the direction of activities of the Lancaster Police Department.
2. Investigates criminal cases, is involved directly in investigations of major cases or indirectly as a assisting and supervising person on cases. Prepares reports regarding investigations and performs general duty police work connected with the maintenance of public safety through the enforcement of state and local laws.

B. **Distinguishing features of the class** – This is a first line, shift supervisory position involving the performance of responsible police work and exercising activities.

1. Although work is performed in accordance with general departmental policies and procedures, this employee must exercise initiative in applying them to specific situations as they arise.
2. This position involves investigating or monitoring both routine and more difficult cases of suspected criminal activity within the city. All major investigations are either worked by or assigned to an officer will be monitored by the Sgt. Who will update the Chief at appropriate intervals.
3. The employee in this classification writes reports and cooperates with other police agencies, social service, related agencies, the courts, the District Attorneys office and private attorneys, in the prosecution of suspects.
4. The position also involves performing a wide variety of duty under the immediate supervision of the Chief of Police.

C. **Examples of Work** (Illustrative only)

1. Prepares assignment shift schedules.
  2. Reviews the reports of subordinate officers.
  3. Checks on patrol officer periodically.
  4. Supervises and directs the activities of Police Officers on an assigned shift.
  5. Evaluates personnel performance and takes or recommends appropriate actions.
  6. Performs duties of Police Officer as required.
  7. Enforces all municipal and pertinent county, state and federal laws.
  8. Appears in court when required.
  9. Conducts in-service training in police policy and procedures
  10. Reports and investigates cases of misconduct or violations of rules and regulations to the Chief of Police.
  11. Conducts background checks on patrol officer candidates.
  12. Collects evidence suspected in crimes.
  13. Attempts to recover stolen property.
  14. Compiles investigative information and writes reports.
  15. Obtains search, arrest and other types of warrants used in apprehension and arrest of suspects.
  16. Conducts interviews with suspects, witnesses and victims.
  17. Does related work, as required.
  18. Directs Police Department in absence of the Police Chief
  19. Represents the police department as a public spokesman promoting law and public safety when needed.
  20. Takes and investigates citizen complaints.
  21. In charge of the processing of all property received into the police department.
  22. Performs administrative functions of technology used by the police dept.
  23. Performs any needed function assigned by the Chief of Police
- D. Authority of this position
1. Can under the direction of the Chief of Police investigate any rule or misconduct violation.
  2. Can give verbal (documented) warnings/ reprimands.
  3. Written Warnings/reprimands
  4. Can order/assign officers to perform a given task
  5. Can recommend to the Chief of Police more severe discipline measures

6. Can submit commendations
7. Can have input on training that officers attend

#### **E. Qualifications**

1. Knowledge of principles and practices of law enforcement.
2. Knowledge of state laws, local ordinances and rules and regulations governing the department.
3. Knowledge of geography of the city.
4. Ability to direct and supervise and command the respect of subordinate officers.
5. Ability to react quickly and calmly in emergency and stress situations.
6. Ability to maintain accurate and complete records and prepared clear and detailed reports.
7. Ability to pass requires examinations.
8. Possession of valid Wisconsin Driver's License.
9. Knowledge of court proceedings, investigative techniques and law enforcement.
10. Ability to establish and maintain effective working relationship with general public.
11. Ability to handle difficult situations firmly, tactfully, courteously and impartially.
12. Ability to receive and carry out commands effectively and efficiently.

#### **F. Training and Experience**

1. Graduation from High School.
2. Completion of Wisconsin Law Enforcement Standards Board Training.
3. Supplemental by two years college level courses in police science that was successfully complete.
4. Any combination of training and experience which provides the required knowledge, skills and abilities.

### **III. POLICY – JOB DESCRIPTION FOR POLICE CHIEF**

- A. **General Statement of Duties** – Performs administrative, supervisory and patrol work in directing all activities and employees of the Lancaster Police Department.
- B. **Distinguishing features of the class** – The work of this class involves responsibility for supervising all police functions of the City of Lancaster including
  1. Planning, directing, controlling and participating in the patrol, traffic, criminal investigation, and related activities and services.

2. The work includes assuring the proper training, assignment and discipline of all department members.
3. The Police Chief has technical independence in administering the activities of the department and is responsible for internal policy and control.
4. Major overall policy is discussed with and approved by the Police and Fire Commission, the Mayor, and/or the City Administrator who exercise general administrative supervision and direction over the employee.

**C. Examples of work (Illustrative only)**

1. Formulates departmental policies, rules and regulations and general orders.
2. Proposes major policy and regulation changes and modifications with the Mayor, City Administrator, and the Police and Fire Commission.
3. Supervises expenditures of departmental appropriations.
4. Prepares annual budget estimates and submits and defends budget estimates.
5. Supervises preparation of operating reports.
6. Formulates and prescribes department work methods and procedures.
7. Delegates duties to subordinate supervisors to accomplish the primary and auxiliary functions of the Police Department.
8. Advises and assists police officers in non-routine criminal and other investigations.
9. Plans, supervises and participates in the enforcement of traffic and safety regulations and programs of crime prevention and detection.
10. Supervises and participates in the training of police department members.
11. Evaluates the performance and progress of all officers.
12. Cooperates with other governmental agencies.
13. Attends civic club meetings, churches, schools and other places of public gathering, as needed.
14. Attends Common Council, Police and Fire Commission and other committee meetings when needed.
15. Monitors developments in the field of police science and police administration.
16. Reviews current legislation and appraises the department of the implications of such legislation.
17. Selects weapons, vehicles, uniforms and various other equipment, as needed.
18. Performs police work duties, when needed.
19. Does related work, as required.

#### **D. Qualifications**

1. Knowledge of the principles and practices of police administration.
2. Knowledge of the rules and regulations of police department
3. Knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigation and the various functional services utilized in police operations.
4. Ability to command the respect of officers and to assign, direct and supervise their work.
5. Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
6. Ability to pass required examinations.
7. Possesses a valid Wisconsin Driver's License.
8. Meet the requirements of the State of Wisconsin Law Enforcement Standards Board.

#### **E. Training and Experience**

1. Graduation from a college or university with a BA or BS degree in a police related field.
2. Extensive experience in a variety of police functions including supervisory duties or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

#212

LANCASTER POLICE DEPARTMENT POLICY			
TITLE			
JOB DESCRIPTION – SECRETARY/PARKING CONTROL OFFICER & POLICE OFFICERS			
ISSUE DATE	LAST UPDATE:	SECTION: General	TEXT NAME Job Description
POLICY SOURCE			TOTAL PAGES 3
AUTHOR:		SPECIAL INSTRUCTIONS Re-Type Original Policy	

- I. **PURPOSE** – The purpose of this policy is to define the jobs of Secretary/Parking Control Officer and Police Officer for the City of Lancaster.
- II. **POLICY – JOB DESCRIPTION FOR SECRETARY/PARKING CONTROL OFFICER**
- A. **General Statement of Duties** – Is in charge of all office functions of the Police Department. Enforces City Parking ordinance.
- B. **Distinguishing features of this class** – This employee is the primary person in charge of running the office of the Police Department. This includes:
1. The proper filing of all department correspondence.
  2. Assisting in processing of all returned check cases.
  3. Providing a wide array of telephone and counter service work.
  4. Accessing and providing public records such as accident or case work.
  5. Take and dispatches calls for service as the department receives them during office hours.
  6. Performs secretarial skills that include computer knowledge, dictation, typing and recording and accessing all materials in the Police Department.
  7. Performs receptionist functions assisting the general public.
  8. Enforce Parking ordinances throughout the City of Lancaster.
  9. The work is performed under the immediate supervision of the Chief of Police.
- C. **Examples of Work** (Illustrative only)
1. Process mail.
  2. Check business 2 hr parking/24hr parking lot/48hr street parking.
  3. Provided assistance to the general public.
  4. Types correspondence and reports.
  5. Monitor abandoned vehicles throughout the city.

6. Records and file all records of the Police Department.
7. Sends out parking notices and collects fines.
8. Patrol parking areas and mark tires.
9. Issue parking tickets.
10. Takes dictation and types letters.
11. Attends committee meetings.
12. Receipts evidence and fines.
13. Works special events (direct traffic, assists predestines, safety officer).

**D. Qualifications**

1. Knowledge in office practices and procedures including:
  - a. Filing.
  - b. Record keeping.
  - c. Typing.
  - d. Dictation.
  - e. Ability to communicate with the public accurately in a friendly courteous manner.
  - f. Computer skills and applications.
  - g. Ability to perform foot patrol and enforcement action.
  - h. Ability to receive and relay calls for service.
  - i. Ability to perform several functions at the same time.

**E. Training and Experience**

1. Graduation from High School with preferred post high school education.
2. Experience in positively dealing with the public.
3. Or any combination of training and experience with provides the required knowledge, skill and abilities.

**III. JOB DESCRIPTION – POLICE OFFICER**

- A. **General Statement of duties** – Improving or enhancing the quality of life in the community of Lancaster. Being responsible to the needs of the citizens they serve. Maintain safety through enforcement of state and local laws.
- B. **Distinguishing Features of the Class** – This employee performs a variety of duties connected with general police work.
  1. Maintains general security through routing patrol activity.
  2. Performs investigations and enforces state and local laws.
  3. Duties are performed following policies and supervision and directives from there supervisors.
- C. **Examples of Work** (Illustrative only)
  1. Enforces state, county and city ordinance violations
  2. Performs routine patrol in the city.
  3. Performs accident investigation.
  4. Performs investigation.
  5. Directs and escorts traffic
  6. Operates Radar Equipment and issues citations.
  7. Does Security check on the city and looks for signs of criminal activity.
  8. Takes and investigates citizen complaints including those concerning suspected criminal activity and stray animals.

9. Domestic disturbances and noise
10. Makes arrests and apprehends suspects.
11. Transports prisoners.
12. Attempts to recover stolen property.
13. Works closely with school officials, parents, juveniles and social services.
14. Appears in court when required.
15. Maintains department and personnel equipment.
16. Attends in-service, classroom and field training.
17. Renders aid and assistance whenever possible and practical.
18. Does related work, as required.

**D. Qualifications**

1. Knowledge of state and local laws, court procedures and investigation.
2. Knowledge of the principles and practices of police work.
3. Knowledge of first aid.
4. Skills involving firearms, automobile driving and public relations.
5. Ability to establish and maintain effective working relationship with the general public, other departmental personnel and state and local agencies.
6. Ability to communicate effectively and constructively.
7. Ability to receive and carry out commands effectively and efficiently.
8. Ability to represent the department by demonstrating judgment and presenting prescribed physical appearance.
9. Ability to pass a required physical examination.
10. Ability to receive a Wisconsin Law Enforcement Standards Board Certification.
11. Possession of a valid Wisconsin Driver's License.
12. Must qualify and maintain weapons certification.
13. Shall be free from any physical, emotional or mental conditions which might adversely affect his/her performance of duties as a Law Enforcement officer

**E. Training and Experience**

1. Graduation from High School
2. Completion of Wisconsin Standards Board Law Enforcement Certification.
3. Two Years College Level or any equivalent combination of training and experience which provides the required knowledge, skills and ability.

LANCASTER POLICE DEPARTMENT POLICY TITLE			
JOB DESCRIPTION – SERGEANT/INVESTIGATOR & POLICE CHIEF – 211			
ISSUE DATE	LAST UPDATE:	SECTION: Operational	TEXT NAME Job Description
POLICY SOURCE			TOTAL PAGES 5
AUTHOR:		SPECIAL INSTRUCTIONS Re-Type Original Policy	

- I. **PURPOSE** – The purpose of this policy is to lay out the job description for the Police Chief and Sergeant/Investigator.
- II. **POLICY – JOB DESCRIPTION FOR SERGEANT/INVESTIGATOR**
- A. **General Statement of Duties –**
1. Performs responsible supervisory police work assisting the Police Chief in the direction of activities of the Lancaster Police Department.
  2. Investigates criminal cases, prepares reports regarding investigations and performs general duty police work connected with the maintenance of public safety through the enforcement of state and local laws.
- B. **Distinguishing features of the class** – This is a first line, shift supervisory position involving the performance of responsible police work and exercising activities.
1. Although work is performed in accordance with general departmental policies and procedures, this employee must exercise initiative in applying them to specific situations as they arise.
  2. This position involves investigating both routing and more difficult cases of suspected criminal activity within the city.
  3. The employee in this classification writes reports and cooperates with other police agencies, social service and related agencies, the courts, the District Attorneys office and private attorneys, in the street and prosecution of suspects.
  4. The position also involves performing a wide variety of duty under the immediate supervision of the Chief of Police.
- C. **Examples of Work (Illustrative only)**
1. Prepares assignment shift schedules.
  2. Reviews the reports of subordinate officers.

3. Checks on patrol officer periodically.
4. Supervises and directs the activities of Police Officers on an assigned shift.
5. Evaluates personnel performance and takes or recommends appropriate actions.
6. Performs duties of Police Officer as required.
7. Enforces all municipal and pertinent county, state and federal laws.
8. Appears in court when required.
9. Conducts in-service training in police policy and procedures
10. Reports case of misconduct or violations of rules and regulations to the Chief of Police.
11. Conducts background checks on patrol officer candidates.
12. Collects evidence suspected in crimes.
13. Attempts to recover stolen property.
14. Compiles investigative information and writes reports.
15. Obtains search, arrest and other types of warrants used in apprehension and arrest of suspects.
16. Conducts interviews with suspects, witnesses and victims.
17. Does related work, as required.
18. Directs Police Department in absence of the Police Chief
19. Represents the police department as a public spokesman promoting law and public safety when needed.
20. Takes and investigates citizen complaints.
21. In charge of the processing of all property received into the police department.

**D. Qualifications**

1. Knowledge of principles and practices of law enforcement.
2. Knowledge of state laws, local ordinances and rules and regulations governing the department.
3. Knowledge of geography of the city.
4. Ability to direct and supervise and command the respect of subordinate officers.
5. Ability to react quickly and calmly in emergency and stress situations.
6. Ability to maintain accurate and complete records and prepared clear and detailed reports.
7. Ability to pass requires examinations.

8. Possession of valid Wisconsin Driver's License.
9. Knowledge of court proceedings, investigative techniques and law enforcement.
10. Ability to establish and maintain effective working relationship with general public.
11. Ability to handle difficult situations firmly, tactfully, courteously and impartially.
12. Ability to receive and carry out commands effectively and efficiently.

**E. Training and Experience**

1. Graduation from High School.
2. Completion of Wisconsin Law Enforcement Standards Board Training.
3. Supplemental by two years college level courses in police science that was successfully complete.
4. Any combination of training and experience which provides the required knowledge, skills and abilities.

**III. POLICY – JOB DESCRIPTION FOR POLICE CHIEF**

- A. **General Statement of Duties** – Performs administrative, supervisory and patrol work in directing all activities and employees of the Lancaster Police Department.
- B. **Distinguishing features of the class** – The work of this class involves responsibility for supervising all police functions of the City of Lancaster including
  1. Planning, directing, controlling and participating in the patrol, traffic, criminal investigation, and related activities and services.
  2. The work includes assuring the proper training, assignment and discipline of all department members.
  3. The Police Chief has technical independence in administering the activities of the department and is responsible for internal policy and control.
  4. Major overall policy is discussed with and approved by the Police and Fire Commission, the Mayor, and/or the City Administrator who exercise general administrative supervision and direction over the employee.
- C. **Examples of work** (Illustrative only)
  1. Formulates departmental policies, rules and regulations and general orders.
  2. Proposes major policy and regulation changes and modifications with the Mayor, City Administrator, and the Police and Fire Commission.
  3. Supervises expenditures of departmental appropriations.
  4. Prepares annual budget estimates and submits and defends budget estimates.
  5. Supervises preparation of operating reports.

6. Formulates and prescribes department work methods and procedures.
7. Delegates duties to subordinate supervisors to accomplish the primary and auxiliary functions of the Police Department.
8. Advises and assists police officers in non-routine criminal and other investigations.
9. Plans, supervises and participates in the enforcement of traffic and safety regulations and programs of crime prevention and detection.
10. Supervises and participates in the training of police department members.
11. Evaluates the performance and progress of all officers.
12. Cooperates with other governmental agencies.
13. Attends civic club meetings, churches, schools and other places of public gathering, as needed.
14. Attends Common Council, Police and Fire Commission and other committee meetings when needed.
15. Monitors developments in the field of police science and police administration.
16. Reviews current legislation and appraises the department of the implications of such legislation.
17. Selects weapons, vehicles, uniforms and various other equipment, as needed.
18. Performs police work duties, when needed.
19. Does related work, as required.

**D. Qualifications**

1. Knowledge of the principles and practices of police administration.
2. Knowledge of the rules and regulations of police department
3. Knowledge of police science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol and safety, criminal investigation and the various functional services utilized in police operations.
4. Ability to command the respect of officers and to assign, direct and supervise their work.
5. Ability to prepare and supervise the preparation of clear, accurate and comprehensive recommendations and reports.
6. Ability to pass required examinations.
7. Possesses a valid Wisconsin Driver's License.
8. Meet the requirements of the State of Wisconsin Law Enforcement Standards Board.

**E. Training and Experience**

1. Graduation from a college or university with a degree in a police related field.
2. Extensive experience in a variety of police functions including supervisory duties or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

\_\_\_\_\_  
Daniel Jacobson  
Chief of Police

\_\_\_\_\_  
Date

What is your agency name?	County	Population	2nd in Command Title	Title	Title
Boscobel Police Dept	Grant County	3,231	Assistant Chief		
Cuba City Police Dept	Grant County	2,200	Sergeant Investigator (Vacant)		
Dodgeville Police Dept	Iowa County	4,726	Lieutenant	Sergeant	
Fennimore Police Dept	Grant County	2,500	Assistant Chief		
Grant County Sheriffs	Grant County		Chief Deputy	Captain	Sergeant
Lancaster Police Dept	Grant County	3,800	Sergeant		
Platteville Police Dept	Grant County	12,537	Lieutenant	Sergeant	
Prairie du Chien Police Dept	Crawford County	5,911	Lieutenant	Sergeant	
Viroqua Police Dept	Vernon County		Assistant Chief	Sergeant	

## MEMORANDUM

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**TO:** City Council, Mayor, Administrator, Police Chief, Director of Public Works  
**FROM:** Attorney David M. Helmke  
**RE:** Modifying Speed Limit Near Swimming Pool  
**DATE:** April 7, 2020

Information has been requested regarding the potential for reduction of the speed limit near the swimming pool. The swimming pool area of Memorial Park is bordered on the south by East Lincoln Avenue and on the west by South Eaton Street.

The current speed limit on both East Lincoln Avenue and South Eaton Street is 25 mph. This speed limit is set in accordance with sec. 346.57(4)(e), Wis. Stats., which states:

**(4) Fixed limits.** In addition to complying with the speed restrictions imposed by subs. (2) and (3), no person shall drive a vehicle at a speed in excess of the following limits unless different limits are indicated by official traffic signs:

...

(e) Twenty-five miles per hour on any highway<sup>1</sup> within the corporate limits of a city or village, other than on highways in outlying districts in such city or village.

A local authority is only allowed to permanently modify the statutory speed limits in accordance with sec. 349.11(3), Wis. Stats., which states:

(3) Local authorities may not:

(a) Declare a speed limit which is in excess of the limits stated in s. 346.57(4)(h); or

(b) Modify the limits stated in s. 346.57(4)(c) or 346.58; or

(c) Modify any existing speed limit without the consent of the department except to reduce the speed limit as provided under sub. (10), or to increase the speed limit stated in s. 346.57(4)(e), (f) or (g), or to reduce by 10 miles per hour or less the speed limit stated in s. 346.57(4)(a), (b) or (d) to (j), or to reduce by 15 miles per hour or less the speed limit stated in s. 346.57(4)(k). Whenever department approval is required, no signs giving notice of a modification of the speed limit may be erected until such approval has been received.

As provided in sec. 349.11(3)(c), the City Council may increase the speed limit that is set forth in sec. 346.57(4)(e), Wis. Stats. without Wisconsin Department of Transportation (Department) consent, but the Council is not authorized to reduce the speed limit without Department consent.

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<sup>1</sup> "Highway" means all public ways and thoroughfares and bridges on the same. Sec. 340.01(22), Wis. Stats.

Alternatively, sec. 346.57(4)(i), Wis. Stats. provides the following option regarding the speed limit on streets which run through or are contiguous / adjacent to a public park or recreation area:

(i) Fifteen miles per hour on any street or town road, except a state trunk highway or connecting highway<sup>2</sup>, within, contiguous to or adjacent to a public park or recreation area when children are going to or from or are playing within such area, when the local authority has enacted an ordinance regulating such traffic and has properly marked such area with official traffic control devices erected at such points as said authority deems necessary and at those points on the streets or town roads concerned where persons traversing the same would enter such area from an area where a different speed limit is in effect.

What this means is that the City Council has the authority to enact an ordinance, without Department consent, setting the speed limit at 15 mph (when children are present) on those portions of East Lincoln Avenue and South Eaton Street that are contiguous to Memorial Park.

However, if the Council would like to reduce the speed limit on a part of East Lincoln Avenue that is not contiguous to Memorial Park, such as that area between South Eaton Street and South Van Buren Street, or reduce the speed limit on those portions of East Lincoln Avenue and South Eaton Street that are contiguous to Memorial Park regardless of whether children are present, that could only be done with prior approval of the Department.

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<sup>2</sup> East Lincoln Avenue and South Eaton Street are not part of the state trunk highway system nor are either of them a designated connecting highway.



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### Swimming Pool Speed Limits Memo

**Other Options:** If we are considering changing the 15 mph zone by the pool I think we should also look at our other park locations:

- Kid Courtyard (If we can, I believe this is on school property, but it is a recreational area)
- Baseball Fields on Cherry Street
- Baus Park
- Ryland Park
- Schact Soccer Field

**Cost:** I asked John Hauth to figure out the cost per sign.

**When Children Present:** I think we need clarification of what this means.

**15 mph School Zone Statute (4) FIXED LIMITS.** In addition to complying with the speed restrictions imposed by subs. (2) and (3), no person shall drive a vehicle at a speed in excess of the following limits unless different limits are indicated by official traffic signs:

**(a)** Fifteen miles per hour when passing a schoolhouse at those times when children are going to or from school **or are playing within the sidewalk area at or about the school**

I would assume the new ordinance would be similar to the school zone statutes (red area.)

I think the only time we could enforce is when kids are on the sidewalk or sidewalk to curb area. The blue area in the photo?



Chief Debra Reukauf



## Monthly Report March 12 - April 15, 2020

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

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

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

March 18	LPD Department Meeting/Firearms Training
March 19	Chief Reukauf – Quarterly GCLEAA Meeting
March 23	Chief Reukauf – Monthly P&P Meeting via Email
April 1	Officer Haverland & Arrow - K9 Training
April 20	Chief Reukauf – Monthly P&P Meeting via Email

### ***Case Reports***

03/11/20	Disorderly Conduct: Referred to DA's office
03/12/20	Disorderly Conduct: Youth warned for shooting airsoft guns
03/12/20	Fraudulent use of Credit Card: Referred to the DA
03/13/20	Vehicle Lockout
03/13/20	Suspicious Incident: Unfounded
03/13/20	Disorderly Conduct: Warned
03/14/20	Animal at Large: Warned
03/16/20	Residence Check
03/17/20	Panic Alarm: Was sent off by mistake
03/19/20	Harassment: Still investigating
03/19/20	Welfare Check: All ok
03/20/20	Assist Citizen
03/23/20	Harassment: Warned
03/24/20	Runaway: Party last seen in Lancaster in January, 2020
03/25/20	Neighbor Dispute: Warned
03/25/20	Vehicle Lockout
03/26/20	Animal at Large: Found owner
03/28/20	Civil Matter
03/28/20	Fraud: No Complaint at this time but talked about options



# Lancaster

POLICE DEPARTMENT

03/29/20 Emergency Detention: Safety Plan  
03/30/20 Theft: Not criminal, Power of Attorney matter  
03/30/20 Sex Offense: Nothing happened it, letting parents handle  
03/31/20 Neighbor Dispute: Both Warned  
04/02/20 Assist Citizen who had fallen  
04/02/20 Animal Complaint: Barking Dog; warned  
04/02/20 Disorderly Conduct: Warned  
04/02/20 Child Custody Dispute: Documented  
04/02/20 Vehicle Lockout  
04/02/20 Keep the Peace: Property exchange  
04/03/20 Keep the Peace: Property exchange  
04/03/20 Shooting in town: Educated and warned  
04/03/20 Civil Matter  
04/03/20 Noise Complaint: Warned  
04/05/20 Welfare Check: Party ok  
04/06/20 Theft: Still investigating  
04/06/20 Junk Yard: Couch in Yard – Asked first but since they did not comply a certified letter mailed 4/14/20  
  
04/06/20 Welfare Check: Party left town and not sure where she went  
04/06/20 Illegal Dumping: Party warned  
04/07/20 Animal at Large: Brought to Lancaster Vet  
04/08/20 Home Death  
04/10/20 Welfare Check: Could not find the party  
04/12/20 Welfare Check: Home Death  
04/12/20 Disorderly Conduct: Still on going  
04/13/20 Disorderly Conduct: Referred to the DA  
04/13/20 Theft: still investigating  
04/13/20 Animal at Large: Cited for Pitbull  
04/14/20 Found Property



# Lancaster Police Department

## K-9 Deployment Time Summary

Grouped by Month, Handler

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### March 2020

Matthew Haverland			1.05 Total hours of Deployment time in March 2020 for Matthew Haverland	
3/10/2020	Narcotics Sniff-Vehicle	Arrow	K9 sniff on a vehicle that was acting suspicious. K9 alert and I located a scale with white powder on it.	0.75
3/14/2020	Traffic Stop	Arrow	K9 deployment on traffic stop for 518.	0.3

**1.05 Total hours of Deployment time in March 2020**

.53 Average hours per Session

Total Amount of Deployment time for all Records **1.05**

**Parking Summary by Ordinance**

**From**

**3/1/2020 to**

**3/31/2020**

<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	22	119	16	337
24 HOUR	8	18	19	111
48 HOUR PARKING	0	2	0	5
ALTERNATIVE SIDE PARKING VIOLATION	72	363	44	513
HANDICAP PARKING	0	0	0	0
NO PARKING 2AM TO 6AM	0	3	1	18
OTHER PARKING VIOLATION	0	0	3	20
PARKING IN NO PARKING ZONE	0	1	0	3
PARKING WITHIN 15 FEET OF FIRE HYDRANT	0	0	0	0
Parking Ticket Fines Deposited in February (Cash or Check)	\$	1,770.00		
Parking Ticket Fines Deposited in February (Credit/Debit)	\$	350.00		

Lancaster Police Department Monthly Log

Name:

March 1-31, 2020

Month/Shift Working

Traffic	Verbal	Written	Citation	Assist Calls	# of times	Calls of Service	V Warn	Cited	Arrest	Other
Equipment Violation	5	1		Assist LPD Officer	37	Abuse: Child/Eldery				2
Eluding				Assist GCSD	13	Alarm Calls				4
FYR/Stop Sign	2			Assist Other Agency	17	Animal Calls	3			6
Inattentive				Assist Citizen	27	Burglary				
Non Registration	2	1	2	Curfew Checks		CDTP				
OAS/OAR/No DL			2	EMS Calls	22	DC	4			3
OWI				Fire Calls	2	Domestic Calls				
OWI - List offense				Salvation Army		Drug Offenses			1	1
Seatbelt				Paper Service		Harassment	2			8
Speeding	1	10	3	Security Checks	323	Keep the Peace	2			4
Traffic Complaint	1	3		Other Assists	3	Noise Complaint				
ATV Offense				<b>Other Duties</b>	<b># of times</b>	Fraud/Scams				3
Other	3	7		Business Contacts	80	Sexual Assault				
<b>Totals</b>	<b>14</b>	<b>22</b>	<b>15</b>	Consent Search		Suspicious Person				6
<b>Total Number of Traffic Stops</b>		<b>43</b>		Personal Contacts	195	Theft				
				Public Talks	1	Truancy	2			
<b>Accidents</b>	<b>No Cite</b>	<b>Citation</b>	<b>If Injuries/#</b>	Meetings	14	Warrant/P&P				1
Car vs. Animal				Drug Court/UA's	1	Welfare Check	2			7
Hit & Run						Worthless Checks				
Personal Injury				<b>School Walk Through</b>	<b># of visits</b>	Other	3			11
Property Damage	4			Winskill		<b>Total</b>	<b>11</b>		<b>1</b>	<b>37</b>
<b>Totals</b>	<b>4</b>			St. Clement	1	<b># Calls</b>				
Did 10-50 involve?	#			Middle School	2	<b># Transported</b>				
Motorcyle				High School	2	Detox				
Pedestrian				Library	1	Emergency Detention	4			
Bicycle				Grant Regional	7	Civil Disputes	1			
Parking Ticket #	65			<b>Total</b>	<b>13</b>	K-9 Activation	1			

# Public Works Report April 2020

Despite most of the country being shut down city staff have remained very busy.

Multiple underground contractors have been working in the city installing fiber, cable and gas requiring water and sewer staff to spend numerous hours locating city utilities

Main break on Beetown Rd.

Resident on Aspen street requested water to be shut off to repair leaking main valve in basement. Staff could not find shut off in right of way and prepared to install one but found out it was under the driveway and only had to remove a section of concrete to access it

Water service leak on Beetown Rd. reported late on a Friday afternoon was repaired on Saturday morning. We typically weigh the options as when to make repairs. In this case work probably would not have been finished before dark and it was on a highway which makes it more dangerous for our staff and neighborhood water would have been off during supper hour. We also consider is it ok to let the water run until the next normal workday, what damage will it cause and what is the work schedule for that day.

All water mains were flushed with no problems reported

City plumbers have been making repairs to both plumbing and heating systems on various city buildings

Memorial Park lift pump and Highland Estates lift pumps each had debris clogging pumps and had to be pulled to clear debris

30' of 8" sewer main was replaced near spring shelter in Memorial Park. Televising as part of I/I study showed multiple holes in the top of the pipe. It is believed that stakes used for large tents set up in this area punctured the top of the main which is approximately 3' deep. Staff is making changes to reservation form for this shelter specifically asking about tents so that Diggers Hotline is requested so utilities can be located

Valley View sewer main work is out for bid with opening scheduled for April 23 at 3:00pm, 5 contractors had submitted pre-qualifications by deadline

Strand completed field survey work on E. Cherry street

Delta 3 has finished field work for Warming House shelter improvements and will have a cost estimate next week

Rule Construction back to touch up landscaping work on Orchard Manor force main route

Owen's Excavating anticipates returning week of April 20<sup>th</sup> to finish landscaping work between Hickory and Maple

H. James returned on April 13<sup>th</sup> to wrap up landscaping and driveway apron prep work, Augeli Concrete started sidewalk installation and will be working on punch list items.

Portzen continues to make good progress on pool. Start up training for city staff is scheduled for April 28<sup>th</sup> with equipment vendors

Working closely with Kwik Trip and hotel developers on site plans

Provided traffic cones to two restaurants to help them identify pick up locations for customers

Golf course and park staff will be doing minimal mowing at both locations where practical during Safer at Home order

Street sweeping, first brush and compost pick up, tree trimming and removal completed.

Topsoil and seeding work and pothole patching are taking place

Almost all public works and water and wastewater staff had a hand in getting city hall ready for voting in a short amount of time

Public works staff sand blasted shade structure bases that will be reused for swimming pool, they will now go to body shop for painting

New dump truck chassis is scheduled to go on assembly line week of April 20<sup>th</sup> it will go to body builder in late August putting delivery in late October as of now

**Administrator's Report  
April 20, 2020**

**Key Dates to Remember**

- May 4 – Park and Rec Committee
- May 5 – Department Head Meeting
- May 11 – Plan Commission
- May 18 – City Council
- May 25 – Memorial Day – City offices closed



**Project Status Update**

Saputo. Saputo has informed me that they are still evaluating when to start the project, but that it is being planned on. However, it will not start this spring.

Hotel. TID is created. We will submit the paperwork to the state shortly. Parcel creation is on Council agenda this month. I am working with the developers. They are looking at a tentative May construction start.

HWY 61. Final work has been started. The contract requires them to be complete by the Friday before Memorial Day.

Shopko. Still being marketed. I am hopeful for a sale this spring.

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

Pool. Final work is well under way. Goal is to have pool ready for City staff training by mid-May, so that the opening will be on schedule for June 10<sup>th</sup>.

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. Rezoning is on agenda this month, with site plan review and conditional use application for May.

Housing. No new action.

Airport. We have received a \$20,000 grant for FAA related to Covid-19 funding. At this point not sure what we can use it for, but we are working on getting the details. Still waiting for final FAA approval to add new hangers.

Golf Course. Tim is working to be ready for when the course can be opened. We are maintaining the course, but Ron is adjusting the preparation to reduce hours spent.

Corona Virus. I continue to coordinate with Department heads. I also participate in County and Wisconsin League of Municipalities update meetings. No schedule has been released by the Governor on ending the "safer at home" or other regulations.

# Lancaster CC Municipal

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## Memorandum

To: City Council

From: Tim Davis

Re: Purchase Plan for Restaurant Tables & Chairs

With the opening of the golf course soon coming upon us, it is time to purchase the necessary restaurant furniture to help efficiently service our members, guests, golf outings and private parties.

Fire Code for capacity in the restaurant is at 125 patrons. Currently, as it sits now, there are enough bar stools, tables and chairs for 92 guests.

44 Total Bar Stools

4 Total Bar Height Round Tables

48 Total Chairs

12 Total Four Top Square Tables

92 Total Seats

16 Total Tables

Attached are three different purchase plans for replacing our restaurant furniture.

**Plan A** is to replicate the exact set-up mentioned above (note this set-up is for 92 guests).

**Plan B** is to purchase enough bar stools for the bar/Island area and purchase 'Banquet Style' Tables/Chairs to accommodate up to 125 guests.

**Plan C** will be a mix of the first two plans. Use bar stools at bar/island area, purchase 3 bar height round tables, 8 four top tables with 32 chairs. This set-up would accommodate 72 guests. Therefore, we would need to purchase enough 'Banquet' style chairs and tables to accommodate 53 more guests (to operate at full capacity). When not in use, these tables and chairs can be stored until further needed.

My suggestion would be Plan C when we believe we are about 30 days from opening. This allows us to offer best service to our current customers, while also allowing us to handle larger groups if need be.

<b><u>PLAN A (Current Set-Up)</u></b>						
	<b>Quantity</b>	<b>Price/Each</b>	<b>Total</b>			
Bar Stools	44	\$46	\$2,024	<i><b>*No linen rental needed for</b></i>		
Chairs	48	\$36	\$1,728	<i><b>this plan.</b></i>		
Bar Height Round Table	4	\$68	\$272			
Four Top Table	12	\$62	\$744			
<b>Accommodates 92 Patrons</b>			<b>\$4,768</b>			
<b><u>PLAN B</u></b>						
	<b>Quantity</b>	<b>Price/Each</b>	<b>Total</b>			
Bar Stools	28	\$46	\$1,288	<i><b>*Linen rental needed for 13</b></i>		
Banquet Style Chairs	100	\$22	\$2,200	<i><b>tables everyday we are open</b></i>		
Banquet Style Tables (Round)	7	\$100	\$700	<i><b>for operation.</b></i>		
Banquet Style Tables (Flat)	6	\$80	\$480			
<b>Accommodates 125 Patrons</b>			<b>\$4,668</b>			
<b><u>PLAN C</u></b>						
	<b>Quantity</b>	<b>Price/Each</b>	<b>Total</b>			
Bar Stools	40	\$46	\$1,840			
Chairs	32	\$36	\$1,152	<i><b>*Linen rental needed for 6</b></i>		
Bar Height Round Table	3	\$68	\$204	<i><b>tables, but only as need basis.</b></i>		
Four Top Table	8	\$62	\$496	<i><b>Would only use when events</b></i>		
Banquet Style Chairs	53	\$22	\$1,166	<i><b>are over 72 guests.</b></i>		
Banquet Style Tables (Round)	2	\$100	\$200			
Banquet Style Tables (Flat)	4	\$80	\$320			
<b>Accommodates 125 Patrons</b>			<b>\$5,378</b>			
<p>Note - Prices do not include delivery fees. Lead time is dependent on what product is ordered and what warehouse it is being shipped from. Typically orders ship within 1-3 days of placing order.</p>						
<p>*Style of tables subject to change once restaurant is unlocked and vacant, so I can take measurements.</p>						
<p>*Linen rental pricing quote being put together by Aramark and will be emailed to me once completed. I do know that linen rental is not cheap.</p>						