

**CITY OF LANCASTER
COMMON COUNCIL AGENDA
MAY 18, 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. EMS Week
 - b. Public Works Week
6. Recognition of Outgoing Committee Members
7. Public Hearing-A Conditional Use Permit to operate a gasoline service station at 901 N. and 925 N. Madison Street. The zoning classification for this property is C-1 General Business District. (**Kwik-Trip**)
8. Consent Agenda*
 - a. Approve minutes of regular Council Meeting of April 20, 2020 and Organizational Meeting of April 21, 2020
 - b. April Revenue Report
 - c. Approve City Attorney Agreement May 1, 2020 to April 22, 2021
 - d. Approve Farm Lease Agreements with Bailie Farms contingent upon receipt of required certificate of insurance
 - e. Consider Resolution No. 2020-07-Designating Official Newspaper
 - f. Golf Course Committee member to replace Robert Hoffman
9. Approval of Expenditures
10. Approval of Purchase Orders
11. Reports from Commissions and Committees
 - a. Parks and Recreation Committee 5-4-20
 - b. Plan Commission 5-11-20
12. Consider Resolution 2020-08-Resolution Extending State of Emergency Declaration and Possible Action
13. Consider the petition of Kwik-Trip, Inc. for a Conditional Use Permit to operate a gasoline station in a C1 General Business District at 901 N. and 925 N. Madison Street and Possible Action
14. Consider Ordinance No. 2020-07-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission (**CAP Services**)
15. Consider Ordinance No. 2020-08-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission (**Lancaster Hotel Development**)
16. Consider approval of Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin petitioned by **CAP Services** as recommended by Plan Commission
17. Consider awarding low bid for 2020 Sanitary Sewer Improvement Project (Delta 3 Memo Attached) and Possible Action
18. Consider awarding low bid for 2020 Cherry Street Improvement Project (Strand Memo **Forthcoming**) and Possible Action
19. Discuss Council's action at March 30, 2020 meeting to defer lease payments for State Theatres LLC for 60 days and Possible Action
20. Consider Updated Job Descriptions for the Police Department and Possible Action
21. Discuss Modifying the Speed Limit near the Swimming Pool and Possible Action
22. Discuss Pool Fencing and Possible Action
23. Discuss Golf Course Residential Development and Possible Action
24. Consider Approval of Site Grading Agreement (**Forthcoming**) for New Hotel Site and Possible Action
25. COVID-19 Update

26. Reports from Department Heads
 - a. Fire Department
 - b. Library Report
 - c. Police
 - d. Public Works
27. Administrator's Report
28. Mayor Comments
29. Council Comments
30. Future Agenda Items
31. 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/86428551675?pwd=QTJVenFFd2xmVGM0ZUZWZlY4bEdWQT09>

Meeting ID: 864 2855 1675

Password: 031991

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



Emergency Medical Services Appreciation

PROCLAMATION

- WHEREAS, emergency medical services are a vital public service; and
- WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and
- WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and
- WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and
- WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, emergency nurses, emergency physicians, trained members of the public, and other out of hospital medical care providers; and
- WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and
- WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week;

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of May 17-23, 2020, as

Emergency Medical Services Appreciation Week

I encourage all citizens of Lancaster to show their support for Lancaster Emergency Medical Services.

Dated this 18th day of May, 2020.

Mayor _____



Public Works Week

PROCLAMATION

- WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and
- WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, and solid waste collections; and
- WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and
- WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials.

NOW, THEREFORE, I Mayor David C. Varnam, do hereby proclaim the week of, May 17-23, 2020, as

Public Works Week

I call upon all citizens in Lancaster to acquaint themselves with the issues involved in providing our public works and to recognize the substantial contributions which members of Lancaster Public Works make every day to protect our health, safety, comfort, and quality of life.

Dated this 18th day of May, 2020.

Mayor _____

Certificate of Appreciation

AWARDED TO

Mark Dieter

For your contributions as a member of the City of Lancaster's
Parks & Recreation Committee

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Robert Hoffman

For your contributions as a member of the City of Lancaster's
Golf Course Committee

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Mary Rasmussen

For your contributions as a member of the City of Lancaster's
Housing Authority

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Jim Reynolds

For your contributions as a member of the City of Lancaster's
Housing Authority

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Kate Reuter

For your contributions as a member of the City of Lancaster's
Housing Authority

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Rita Schmitz

For your contributions as a member of the City of Lancaster's
Housing Authority

Awarded this 18th day of May, 2020

Mayor David C. Varnam



Certificate of Appreciation

AWARDED TO

Judy Bembenek

For your contributions as a member of the City of Lancaster's
Housing Authority

Awarded this 18th day of May, 2020

Mayor David C. Varnam



NOTICE OF PUBLIC HEARING

TO WHOM IT MAY CONCERN:

PLEASE TAKE NOTICE that the Common Council, of the City of Lancaster, Wisconsin will hold a Public Hearing on the 18th day of May 2020 at 6:30 P.M. at which time the Common Council will consider the petition of Kwik Trip, Inc. for:

A Conditional Use Permit to operate a gasoline service station at 901 N. and 925 N. Madison Street. The zoning classification for this property is C-1 General Business District. A conditional use permit for a gasoline service station must meet the requirement set forth in 455-20 of the Zoning Ordinances for the City of Lancaster, Grant County, Wisconsin.

The Public Hearing will be part of the Common Council Meeting, which will take place virtually. All interested persons will be given an opportunity to be heard and may join the hearing online or by telephone. The information needed to join the hearing online or by telephone is listed below. If you wish to join the hearing and do not have telephone or internet access, please contact David Kurihara (608-723-7445).

CITY OF LANCASTER, WI

BY: David A. Kurihara, City Clerk/Treasurer

Published: 04/30/2020
05/04/2020

cc: Property Owners within 200 feet

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86428551675?pwd=QTJVenFFd2xmVGM0ZUZWZlY4bEdWQT09>

Meeting ID: 864 2855 1675

Password: 031991

Dial by your location

+1 312 626 6799 US (Chicago)

or

888 788 0099 US Toll-free

**City of Lancaster
City Council
May 18, 2020**

To: David Varnam, Mayor and Council

Subject: Item 7 – Consent Agenda

Prepared by: David Kurihara, City Clerk/Treasurer

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

- a. Minutes (**Attached**) – The proceedings from the regular Council Meeting of April 20, 2020 and Organizational Meeting of April 21, 2020
- b. Revenue report for April (**Attached**)
- c. Approve City Attorney Agreement (**Attached**)-The contract term is from April 21, 2020- April 19, 2021 with a monthly compensation of \$3,000. The last contract approved was in May 2019 with a monthly compensation of \$3,000.
- d. Approve Farm Lease Agreements with Bailie Farms (**Attached**)-Both leases allows the Lessee (Bailie Farms) to harvest crops off land available at the Airport and Arrow Ridge Business Park. **Note: The terms and conditions of the leases are the same as last year. The lessee is in process of providing certificate of insurances and has paid both lease rentals.**
- e. Consider Resolution No. 2020-07-Designating Official Newspaper. **Note: This item was considered at last month's Organizational meeting but is being reintroduced since a lack of quorum (5 members) was created when Joel abstained, and Brett inadvertently dropped out of the meeting along with the absence of Stuart.**
- f. Mayor's appointment of Pete Hoffman to replace Robert Hoffman on the Golf Course Committee

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
APRIL 20, 2020 (VIRTUAL)**

1. Call Meeting to Order

Mayor Varnam called meeting to order at 6:31 P.M.

2. Pledge of Allegiance

3. Roll Call

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

Members absent: None

Others present: Attorney Helmke, Administrator Carlson, Clerk Kurihara, DPW Hauth, Police Chief Reukauf and Library Director Bernetzke

4. Public Comments

None

5. Proclamations

Mayor Varnam presented the following proclamations:

- a. International Firefighters Day for May 4, 2020
- b. Municipal Clerks Week for the week of May 3-9, 2020
- c. Teacher Appreciation Week for the week of May 4-8, 2020
- d. Police Appreciation Week for May 10-16, 2020
- e. National Library Week for the week of April 19-25, 2020
- f. Arbor Day for April 24, 2020

6. Recognition of Outgoing Council Member

Mayor Varnam displayed an appreciation plaque to be given to Pete Hoffman for his years of service on the Council.

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 4th Quarter Budget Reports
- d. Overtime and Comp Time Reports 2016-2019
- e. Approve Operator Licenses-Evan Gates

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

7d. Overtime and Comp Time Reports 2016-2019

An updated graph with OT hours included on the Total Regular Wages and Overtime Wages Paid graph will be provided for the next meeting.

Motion by LaBudda, seconded by Schmidt to approve Overtime and Comp Time Reports 2016-2019. Motion carried unanimously by roll call vote.

8. Approval of Expenditures

Motion by Schmidt, seconded by Harper to approve expenditures=\$361,782.68. Motion carried unanimously by roll call vote.

9. Approval of Purchase Orders

N/A

10. Reports from Commissions and Committees

- a. Joint Review Board 4-13-2020
- b. Plan Commission 4-13-2020

11. Resolution 2020-05

Motion by LaBudda, seconded by Oliveto to approve Resolution 2020-05-Resolution Extending State of Emergency Declaration. Motion carried unanimously by roll call vote.

12. Ordinance 2020-04 (Kwik-Trip, Inc Rezone)

Motion by LaBudda, seconded by Hoffman to approve Ordinance No. 2020-04-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission. Motion carried unanimously by roll call vote.

13. Ordinance 2020-05

Motion by Harper, seconded by Hoffman to approve 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. Motion carried unanimously by roll call vote.

14. Ordinance 2020-06

Motion by LaBudda, seconded by Schmidt to approve 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 with amending the forfeiture to \$100. Motion carried unanimously by roll call vote.

15. CSM (Macke Estate)

Motion by Reuter, seconded by Harper to approve 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. Motion carried unanimously by roll call vote.

16. CSM (City of Lancaster-Lancaster Hotel Development)

Motion by Reuter, seconded by Harper to approve 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. Motion carried unanimously by roll call vote.

17. Job Descriptions-Police

Updated job descriptions for the police positions of Chief, Sergeant, Police Officer and Administrative Assistant/Parking Enforcement Officer were provided along with possible consideration of renaming the Sergeant position to Lieutenant or similar.

There was consensus to consider the updated job descriptions at later date.

18. Speed Limit near Pool

There was some discussion regarding the potential for reducing the speed limit near the swimming pool.

A consensus was reached to discuss at a later meeting after the DPW inquires with the Department of Transportation on the process of reducing speed limits within a municipality.

19. COVID-19

The Governor's Wisconsin's "Badger Bounce Back" plan was shown, and a couple members wondered "Why golf carts are not allowed for golfing per the Governor's Executive Order?"

20. Reports from Department Heads

- a. Fire Department-None
- b. Library-Oral Report and noted services to be provided in response to the Governor's order.
- c. Police-Report
- d. Public Works-Report

21. Administrators Report

- a. Report in packet

22. Mayor Comments

Thanked all those involved in the community especially the ones who have organized community events such as driveway chalking and drive-by birthday parties during this time of dealing with the COVID-19 pandemic.

23. Council Comment

LaBudda-Inquired about discussion pertaining to change in containers for garbage and recycling pickup
Ingebritsen-Inquired about piling of snow in the vision triangle

24. Future Agenda Items

Pool fence height
Golf Course residential development

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

N/A-No Formal Request

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

There was a consensus to proceed with Plan C purchase of tables and chairs as outlined in the Golf Course memo.

27. Close Session

Motion by Reuter, second by LaBudda to convene to close session at 9.07 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)).
Motion carried unanimously by roll call vote.

28. Open Session

Motion by Ingebritsen, second by Reuter to resume to open session at 9:24 P.M. to take action on above is so advisable. Motion carried unanimously by roll call vote.

Motion by Hoffman, second by Reuter to agree to early termination of lease as of April 30th with Stone Hearth Pub, LLC if all equipment and furniture is removed by April 30th. Motion carried unanimously by roll call vote.

29. Adjourn

Motion by LaBudda seconded by Reuter to adjourn the meeting at 9:26 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
STATUTORY ORGANIZATIONAL MEETING (VIRTUAL)
APRIL 21, 2020
6:30 P.M.**

1. Call Meeting to Order

Varnam called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Oath of Office

Clerk Kurihara administered the official Oath of Office to elected Mayor David Varnam and Alderpersons: Matt Pennekamp Ingebritsen, Brett Rollins and Rose Oliveto.

4. Roll Call

Members present: Mayor Varnam, Ingebritsen, LaBudda, Oliveto, Pennekamp, Reuter, Rollins and Schmidt.

Members absent: Harper

Others present: Administrator Carlson and Clerk Kurihara

5. Election by Council

A. Council President

Schmidt nominated LaBudda.

With no further nominations, Mayor Varnam declared the nominations closed.

LaBudda was elected President by a vote of seven (7).

B. Member to serve on Park and Recreation Committee

LaBudda nominated Reuter.

With no further nominations, Mayor Varnam declared the nominations closed.

Reuter was elected to the Park and Recreation Committee after a vote of seven (7).

C. Member to serve on Plan Commission

LaBudda nominated Schmidt.

With no further nominations, Mayor Varnam declared the nominations closed.

Schmidt was elected to the Plan Commission after a vote of seven (7).

D. Member to serve on Golf Course Committee

LaBudda nominated Schmidt.

Reuter nominated Ingebritsen.

With no further nominations, Mayor Varnam declared the nominations closed.

Schmidt-4 votes (Ingebritsen, LaBudda, Rollins and Schmidt) and Ingebritsen-3 votes (Oliveto, Pennekamp and Reuter)

Schmidt was elected to the Golf Course Committee after a vote of four (4).

6. Appointments by Mayor subject to Council Approval

Board of Review Alderpersons:	Rollins, Pennekamp and Schmidt
Golf Course Committee Member to Replace Dick Becker (4 Yr. Term):	Dick Becker
Library Board to Replace Jan Schmidt and Dan VonFeldt (3 Yr. Term):	Jan Schmidt and Dan VonFeldt
Park & Recreation Committee Member to Replace Mark Dieter (4 Yr. Term):	Missy Sperle
Plan Commission Member to Replace: Rick Benson (3 Yr. Term):	Rick Benson
Police & Fire Commission to Replace Tom Zenz (5 Yr. Term):	Tom Zenz
Zoning Board of Appeals to Replace: Tony Bausch (3 Yr. Term)	Tony Bausch
	Rick Schwantes (3 Yr. Term) Rick Schwantes
	Joel Ingebritsen (3 Yr. Term) Joel Ingebritsen
Historic Preservation Commission (2 Yr. Term) and Council Member (1 Yr.):	Mike Steffel, Tom Zenz, Jon Angeli and Schmidt (Council)

Special Committees:

Airport Committee (1 Yr. Term):
Terry Bailie, Bruce Fritz, LeRoy Ihm and Randy Peterson

Beautification Committee (1 Yr. Term):
Bryn Junk (Citizen), Sue Fritz (Citizen), Ingebritsen (Council), Harper (Council) and Heather Bontreger (Chamber Director)

Grant County Economic Development Corp. (1 Yr. Term):
Mayor Varnam, Bob Schmidt (Alternate 1) and Rose Oliveto (Alternate 2)

Housing Rehabilitation Loan Committee (1 Yr. Term):
Mike Berg, Rose Oliveto, Cody Marenas, Rod Slaght and Mayor

Pool Ad Hoc Committee (1 Yr. Term):
Mayor Varnam (Council), Shayne LaBudda (Council), Rose Oliveto (Council), Tiffany Kramer (Parks Committee), Rob Wagner (School), Jessica Hermsen (Citizen), Sue Fritz (Citizen), Josh Burr (Citizen), and Tabitha Jackering (Citizen)

Motion by LaBudda, second by Reuter to approve appointments by Mayor. Motion carried unanimously by roll call vote.

7. Council Appointments

Council Members to Serve on Joint Fire Committee:	Ingebritsen, Reuter and Schmidt
Council Members to Serve on Finance Review Committee:	Harper, Ingebritsen Oliveto and Schmidt
Council Members to Serve on Public Works Review Committee:	LaBudda, Pennekamp, Reuter and Rollins
Assessor:	Accurate Appraisal, LLC.
Building Inspector/Zoning Administrator:	Dennis Hampton
City Attorney:	David Helmke

Motion by LaBudda, second by Ingebritsen to approve Council appointments. Motion carried unanimously by roll call vote.

8. Resolution No. 2020-06

Motion by LaBudda, second by Reuter to adopt Resolution #2020-06-Designating Public Depositories. Motion carried unanimously by roll call vote.

Rollins left the meeting at 6:45 P.M.

9. Resolution No. 2020-07

No Action due to lack of a quorum (Rollins left and Ingebritsen abstaining).

10. Adjourn

Motion by LaBudda, second by Ingebritsen to adopt adjourn the meeting at 6:46 P.M. Motion carried.

Distribution Summary

Category	Distribution	Amount
CEMETERY	GRAVE OPENINGS	950.00
CEMETERY	MISC	22.50
FIRE DEPARTMENT CHARGES	FIRE INSPECTIONS	72.00
GOLF COURSE	CART RENTAL	10,849.50
GOLF COURSE	GIFT CERTIFICATES	175.00-
GOLF COURSE	GOLF MERCHANDISE	506.87
GOLF COURSE	GREEN FEES	2,025.00
GOLF COURSE	MEMBERSHIPS	24,872.00
GOLF COURSE	MISC	26,968.33-
GOLF COURSE	MISC	27.89
LICENSES AND PERMITS	BUILDING PERMITS	165.00
LICENSES AND PERMITS	CABLE TV FRANCHISE FEES	8,288.77
LICENSES AND PERMITS	CIGARETTE LICENSE	400.00
LICENSES AND PERMITS	LIQUOR LICENSES	3,000.00
LICENSES AND PERMITS	OPERATORS LICENSES	180.00
LICENSES AND PERMITS	OTHER LICENSES	90.00
MISCELLANEOUS REVENUES	HEALTH INSURANCE	482.84
MISCELLANEOUS REVENUES	MISC	851.20
MISCELLANEOUS REVENUES	MISC	177.00
MISCELLANEOUS REVENUES	MISC	18.08
MISCELLANEOUS REVENUES	MISC	164.56
MISCELLANEOUS REVENUES	MISC	1,500.00
MISCELLANEOUS REVENUES	MISC	923.00-
MISCELLANEOUS REVENUES	RENT MUNICIPAL BUILDING	35.00
MISCELLANEOUS REVENUES	RENT-AIRPORT	550.00
NSF CHECKS	NSF - UTILITIES	40.22
POLICE DEPARTMENT	COURT FINES	2,166.04
POLICE DEPARTMENT	PARKING TICKETS	570.00
POLICE DEPARTMENT	POLICE FEES	12.80
PUBLIC CHARGES	LICENSE PUBLICATION FEES	42.00
PUBLIC CHARGES	OTHER PUBLIC WORKS	1,202.00
PUBLIC CHARGES	ZONING	100.00
SUMMER REC & POOL	SUMMER REC PROGRAMS	120.00
TAXES	INTEREST ON TAXES	4.01
TAXES	MISC	200.31
TAXES	PUBLIC ACCOMODATION TAX	101.77
TAXES	TAXES RECEIVABLE	67,079.44
UTILITY BILLING RECEIPTS	UTILITY BILLING RECEIPTS	171,098.72
WASTEWATER UTILITY	DISCHARGE REVENUES	687.99
WATER UTILTIY	HYDRANT WATER	221.20
Grand Totals:		<u>270,808.38</u>

CITY ATTORNEY AGREEMENT

This agreement, made this 18th day of May 2020, between City of Lancaster, hereinafter referred to as Lancaster, and McNamara, Reinicke, Vogelsberg & Helmke, LLP and David M. Helmke, hereinafter collectively referred to as "Attorney."

WHEREAS, Lancaster has appointed David M. Helmke as City Attorney, and

WHEREAS, the Attorney has agreed to act as general counsel for Lancaster and accept such appointment,

IT IS HEREBY AGREED as follows:

1. That the services covered under the term "General Counsel" shall include the following:
 - a. Attendance at all regular City Council Meetings.
 - b. Prosecution of all ordinance offenses.
 - c. Assistance with annual updating of Municipal Code.
 - d. Attendance at meetings of the Plan Commission and Board of Zoning Appeals, when requested by the Mayor.
 - e. Attendance at any contested hearing of Board of Review.
 - f. Assistance with municipal financing not requiring bonding.
 - g. Attendance at special meetings when requested by the Mayor.
 - h. Other usual and necessary legal business of Lancaster, including assistance with the drafting of ordinances.
2. This Agreement shall not cover the following items:
 - a. Litigation other than ordinance prosecution cases.
 - b. Bond issues.
 - c. Applications for Federal and State Government Aids.
 - d. Assistance with labor negotiations and problems.
 - e. Matter where a conflict of interest requires the hiring of outside counsel.

3. Attorney shall at all times keep track of his time and the fee schedule set forth below shall be reviewed on at least an annual basis.
4. As compensation for the above legal services, Lancaster agrees to pay to Attorney the sum of \$36,000.00 per year, payable in monthly payments of \$3,000.00.
5. This Agreement shall be for a term from April 21, 2020 – April 19, 2021.

IN WITNESS WHEREOF, we have set our hands and seals this 18th day of May, 2020.

CITY OF LANCASTER

By:

Mayor

Clerk

McNAMARA, REINICKE, VOGELSBERG & HELMKE, LLP

By:



Attorney David M. Helmke

AIRPORT FARM LEASE

This agreement is entered into by and between the City of Lancaster, a Wisconsin Municipal Corporation (hereinafter "Landlord") and Terry and Sue Bailie, d/b/a Bailie Farms, located at 7805 Highway 61, Lancaster, WI 53813, (hereinafter "Tenant"); and

WHEREAS, Landlord is the owner of the property described below, (hereinafter "Premises"); and

WHEREAS, the Common Council of the City of Lancaster, Grant County, Wisconsin, has determined that it is in the City's best interest to lease the above-referenced premises to Tenant under the terms and conditions set forth below;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Leased Premises: Landlord hereby agrees to lease to Tenant that property described as 13.54 +/- acres in the Town of South Lancaster. The Premises is shown on the map attached as Exhibit A.

2. Term: This Lease shall commence on the date of execution and shall terminate on December 31, 2020. At the end of the original term, the Tenant may lease the premises for additional one year terms, provided the Tenant provides written notice to Landlord of its intent to renew for an additional one year term at least four months prior to the expiration of the initial term or any renewal thereof. The initial term and any renewals shall, however, be subject to the Landlord's right to terminate the Lease as set forth below in paragraphs 7 and 12 below. At the conclusion of the Lease and all renewals, the Tenant shall yield peaceable possession of the property.

3. Rent: As consideration for the use of the premises, Tenant shall pay rent to Landlord in the amount of \$400.00 per year with payment in full being due and owing at the time of execution of this Lease and by March 1st of any subsequent rental years. Interest shall accrue on any payments not received by the due date at a rate of 1.5% per month until paid in full.

4. Use of Premises: Tenant shall use the 3.65 +/- acres of tilled ground located within the Premises during the rental term solely for the planting and harvesting of crops. Tenant shall be responsible for all inputs and costs thereof and shall keep the property free and clear of any debris, waste or noxious weeds. Tenant further covenants that Tenant shall follow U.S. Soil Conservation farming practices when using the premises so as not to reduce the current or future value of the property.

Tenant is permitted to allow the 9.89 +/- acres of grassy area (A and B on Exhibit A) to grow to length suitable for use as animal feed. The Tenant shall also regularly mow the grass areas around the hangars on both the west and east sides of the runway, including areas between the west side hangars and Highway 61, any areas not used for crops, and along both sides of the runway to ensure the runway lights are widely visible. In no event shall the grass in the areas referenced above be allowed to grow more than

8 inches tall. All grassy areas must be cut to a length not exceeding 6 inches prior to the first snowfall.

5. Risk of Operation: Tenant takes possession of the premises subject to the hazards of operating a farm and assumes all risks of accidents to himself, his family, employees and agents in the pursuance of said farming operations. Further, Tenant agrees that Landlord shall in no way be liable for any damage to, reduction in, production of, or loss of crops due to any reason other than as set forth in paragraph 7 below or by virtue of a reckless or negligent act by Landlord.

6. Return of Possession: At the termination of this Lease, Tenant shall surrender possession of the property to Landlord in as good of condition as when Tenant entered upon the property.

7. Landlord's Right to Terminate: In addition to any right to terminate this Lease as a result of a default by Tenant as set forth below, Landlord specifically retains the right to terminate this Lease at any time by providing the Tenant with at least 30 days written notice of its intent to terminate the Lease under this paragraph. Tenant acknowledges that it is leasing the property subject to the Landlord's right to early termination and that the Tenant shall not be entitled to any relocation payment as may be allowed under Chapter 32 of the Wisconsin Statutes except that the Landlord shall reimburse the Tenant for damages suffered to any growing crops as a result of the termination or allow said crops to be harvested at an agreed upon time, if possible. Under no circumstances shall the Tenant plant crops after a Notice of Termination or a Notice of Default has been provided to the Tenant by the Landlord.

8. Access by Landlord: Tenant shall allow Landlord to enter upon the premises for the purpose of inspecting or showing the premises to third parties.

9. Liability Insurance: Tenant agrees to obtain and keep in force and effect during the term of this Lease a policy of public liability insurance in the amount of \$1,000,000.00 issued by a company licensed to do business in the State of Wisconsin. Said policies shall name the Landlord as an additional insured. A certificate of insurance evidencing said coverage shall be provided by the Tenant to the Landlord at the time of execution of this Lease and it shall be attached hereto as Exhibit B.

10. Indemnity Regarding Use of Property: Tenant agrees to indemnify, hold harmless and defend Landlord from and against any and all losses, claims, liabilities and expenses, including reasonable attorney fees, if any, except those caused by negligence of the Landlord, which Landlord may suffer or incur in connection with Tenant's use of the premises.

11. Compliance with the Wisconsin Workers Compensation Act: By signing this Lease, the Tenant certifies that the Tenant is compliant with all applicable sections of the Wisconsin Workers Compensation Act. This includes, but is not limited to, exemptions for farmers and the statutory test for independent contractors.

12. Defaults: Any default in any of the terms of this Lease shall be grounds

for termination of the Lease by the non-defaulting party. If Tenant shall default by failing to provide any of the insurance required by the terms of this Lease to be provided by Tenant, or shall fail to make any payment required of them by this Lease, Landlord may give notice of default. If Tenant does not cure such default within fifteen (15) days after the service of such notice, Landlord may terminate this Lease and remove Tenant. If Tenant defaults in any other condition of this Lease, Landlord shall give notice of such default and if such default is not cured by Tenant within thirty (30) days after the service of such notice, this Lease may, at the option of the Landlord, be terminated and possession of the premises recovered. In any litigation to enforce the terms of this Lease, Landlord may recover all costs, damages and expenses suffered by Landlord by reason of Tenant's default, including attorney fees to the extent permitted by law. As an alternative, Landlord may elect to cure any default and add the cost of such cure to Tenant's rent and recover the same at the next rent paying period, and in case of failure to so recover such amount, it shall be additional damages recoverable by the Landlord in any suit to enforce this Lease.

13. Cumulative Right: The rights of the parties under this Lease are cumulative and shall not be construed as exclusive unless otherwise required by law.

14. Assignability: Tenant may not assign this Lease or any interest in the premises without the written consent of Landlord.

15. No Agency or Partnership: Nothing in this Lease shall be construed to create any type of partnership, agency or any other type of relationship between the parties other than Landlord/Tenant.

16. Notices under this Lease shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed as follows:

Landlord: City of Lancaster
c/o City Administrator
206 S. Madison St
Lancaster, WI 53813

Tenant: Bailie Farms
c/o Terry and Sue Bailie
7805 Highway 61
Lancaster, WI 53813

Such address may be changed from time to time by either party by providing notice as set forth above.

17. Entire Agreement/Amendment: This Lease contains the entire agreement of the parties and there are not other promises or conditions in any other agreement whether oral or written. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the agreement.

18. Severability: If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provisions it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforceable as so limited.

Dated: _____

Dated: _____

City of Lancaster by:

Bailie Farms by:

David Varnam, Mayor

Terry Bailie

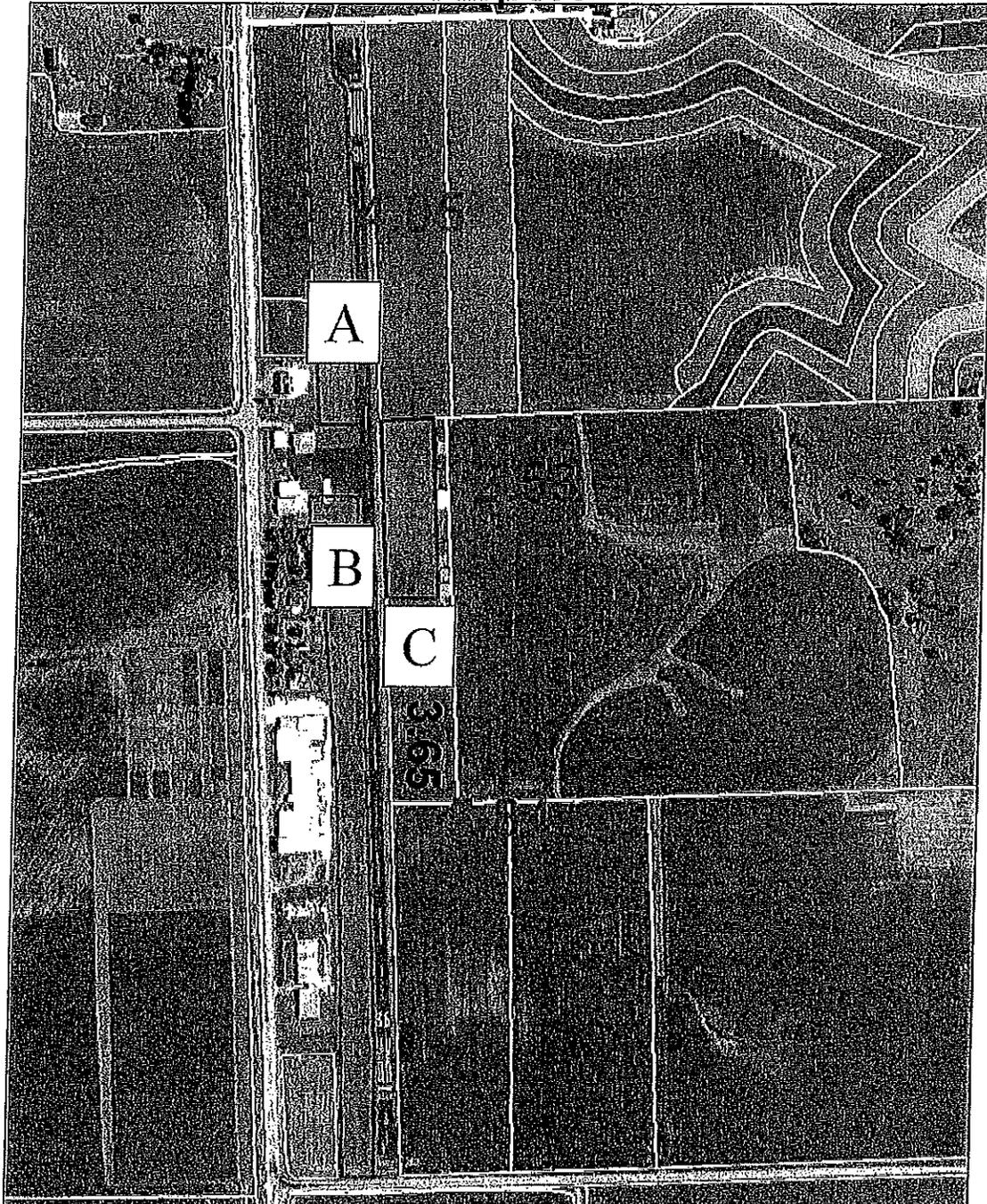
David. A. Kurihara, Clerk

Sue Bailie

Exhibit A: Map of Premises

City of Lancaster Airport

Exhibit A



Prepared by FSA

Date: May 09, 2011

Legend

- clu.SDE.clu_3_w043
- ortho_1-1_1n_s_w1043_2010_1.sid
- RGB
- Red: Band_1
- Green: Band_2
- Blue: Band_3

Disclaimer: Wetland identifiers do not represent the size, shape or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact wetland boundaries and determinations, or contact NRCS.

Exhibit B: Certificate of Insurance

ARROW RIDGE FARM LEASE

This agreement is entered into by and between the City of Lancaster, a Wisconsin Municipal Corporation (hereinafter "Landlord") and Terry and Sue Bailie, d/b/a Bailie Farms, located at 7805 Highway 61, Lancaster, WI 53813, (hereinafter "Tenant"); and

WHEREAS, Landlord is the owner of the property described below, (hereinafter "Premises"); and

WHEREAS, Landlord seeks to continue development of the business park on all or a portion of the Premises when economic conditions permit such development; and

WHEREAS, the Common Council of the City of Lancaster, Grant County, Wisconsin, has determined that it is in the City's best interest to lease the above-referenced premises to Tenant under the terms and conditions set forth below;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. Leased Premises: Landlord hereby agrees to lease to Tenant that property described as 15 +/- acres in the Arrow Ridge Business Park. The Premises is shown on the map attached as Exhibit A.

2. Term: This Lease shall commence on the date of execution and shall terminate on December 31, 2020. At the end of the original term, the Tenant may lease the premises for additional one year terms provided the Tenant provides written notice to Landlord of its intent to renew for an additional one year term at least four months prior to the expiration of the initial term or any renewal thereof. The initial term and any renewals shall, however, be subject to the Landlord's right to terminate the Lease as set forth below in paragraphs 7 and 12 below. At the conclusion of the Lease and all renewals, the Tenant shall yield peaceable possession of the property.

3. Rent: As consideration for the use of the premises, Tenant shall pay rent to Landlord in the amount of \$1,500.00 per year with payment in full being due and owing at the time of execution of this Lease and by March 1st of any subsequent rental years. Interest shall accrue on any payments not received by the due date at a rate of 1.5% per month until paid in full.

4. Use of Premises: Tenant shall use the property during the rental term solely for the planting and harvesting of crops. Tenant shall not plant any crops within 20 feet of any retention ponds located either upon the premises or adjacent thereto. Tenant shall be responsible for all inputs and costs thereof and shall keep the property free and clear of any debris, waste or noxious weeds. Tenant further covenants that Tenant shall follow U.S. Soil Conservation farming practices when using the premises so as not to reduce the current or future value of the property.

5. Risk of Operation: Tenant takes possession of the premises subject to the hazards of operating a farm and assumes all risks of accidents to himself, his family,

employees and agents in the pursuance of said farming operations. Further, Tenant agrees that Landlord shall in no way be liable for any damage to, reduction in, production of, or loss of crops due to any reason other than as set forth in paragraph 7 below or by virtue of a reckless or negligent act by owner.

6. Return of Possession: At the termination of this Lease, Tenant shall surrender possession of the property to Landlord in as good of condition as when Tenant entered upon the property.

7. Landlord's Right to Terminate: In addition to any right to terminate this Lease as a result of a default by Tenant as set forth below, Landlord specifically retains the right to terminate this Lease at any time by providing the Tenant with at least 30 days written notice of its intent to terminate the Lease under this paragraph. Tenant acknowledges that it is leasing the property subject to the Landlord's right to early termination and that the Tenant shall not be entitled to any relocation payment as may be allowed under Chapter 32 of the Wisconsin Statutes except that the Landlord shall reimburse the Tenant for damages suffered to any growing crops as a result of the termination or allow said crops to be harvested at an agreed upon time, if possible. Under no circumstances shall the Tenant plant crops after a Notice of Termination or a Notice of Default has been provided to the Tenant by the Landlord.

8. Access by Landlord: Tenant shall allow Landlord to enter upon the premises for the purpose of inspecting or showing the premises to third parties.

9. Liability Insurance: Tenant agrees to obtain and keep in force and effect during the term of this Lease a policy of public liability insurance in the amount of \$1,000,000.00 issued by a company licensed to do business in the State of Wisconsin. Said policies shall name the Landlord as an additional insured. A certificate of insurance evidencing said coverage shall be provided by the Tenant to the Landlord at the time of execution of this Lease and it shall be attached hereto as Exhibit B.

10. Indemnity Regarding Use of Property: Tenant agrees to indemnify, hold harmless and defend Landlord from and against any and all losses, claims, liabilities and expenses, including reasonable attorney fees, if any, except those caused by negligence of the Landlord, which Landlord may suffer or incur in connection with Tenant's use of the premises.

11. Compliance with the Wisconsin Workers Compensation Act: By signing this Lease, the Tenant certifies under the pains of perjury that the Tenant is compliant with all applicable sections of the Wisconsin Workers Compensation Act. This includes, but is not limited to, exemptions for farmers and the statutory test for independent contractors.

12. Defaults: Any default in any of the terms of this Lease shall be grounds for termination of the Lease by the non-defaulting party. If Tenant shall default by failing to provide any of the insurance required by the terms of this Lease to be provided by Tenant, or shall fail to make any payment required of them by this Lease, Landlord may give notice of default. If Tenant does not cure such default within fifteen (15) days after the receipt of such notice, Landlord may terminate this Lease and remove Tenant. If

Tenant defaults in any other condition of this Lease, Landlord shall give notice of such default and if such default is not cured by Tenant within thirty (30) days after the receipt of such notice, this Lease may, at the option of the Landlord, be terminated and possession of the premises recovered. In any litigation to enforce the terms of this Lease, Landlord may recover all costs, damages and expenses suffered by Landlord by reason of Tenant's default, including attorney fees to the extent permitted by law. As an alternative, Landlord may elect to cure any default and add the cost of such cure to Tenant's rent and recover the same at the next rent paying period, and in case of failure to so recover such amount, it shall be additional damages recoverable by the Landlord in any suit to enforce this Lease.

13. Cumulative Right: The rights of the parties under this Lease are cumulative and shall not be construed as exclusive unless otherwise required by law.

14. Assignability: Tenant may not assign this Lease or any interest in the premises without the written consent of Landlord.

15. No Agency or Partnership: Nothing in this Lease shall be construed to create any type of partnership, agency or any other type of relationship between the parties other than Landlord/Tenant.

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Lancaster, WI 53813

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c/o Terry and Sue Bailie
7805 Highway 61
Lancaster, WI 53813

Such address may be changed from time to time by either party by providing notice as set forth above.

17. Entire Agreement/Amendment: This Lease contains the entire agreement of the parties and there are not other promises or conditions in any other agreement whether oral or written. This Lease may be modified or amended in writing, if the writing is signed by the party obligated under the agreement.

18. Severability: If any portion of this Lease shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Lease is invalid or unenforceable, but that by limiting such provisions it would become valid and enforceable, then such provision shall be deemed to be written, construed and enforceable as so limited.

Dated: _____

City of Lancaster by:

David Varnam, Mayor

David. A. Kurihara, Clerk

Dated: _____

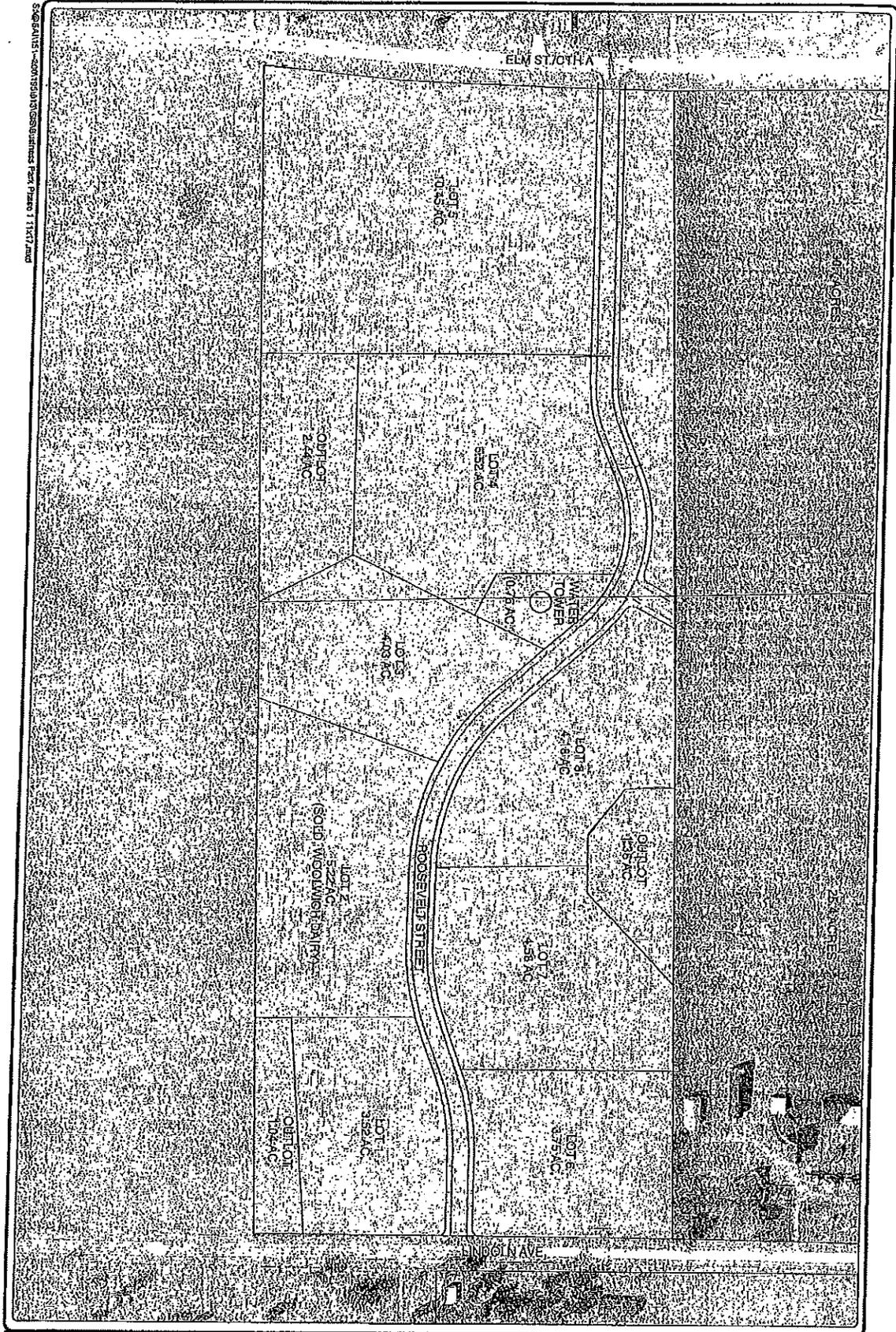
Bailie Farms by:

Terry Bailie

Sue Bailie

Exhibit A: Map of Premises

53094121-0001251010388Business Park Phase 1 11x17.dwg



**DEVELOPMENT PLAN
ARROW RIDGE BUSINESS PARK**

**CITY OF LANCASTER
GRANT COUNTY, WISCONSIN**

Legend

- Phase I
- Phase II
- Phase III
- Greenway/Drainage

STRAND
ENGINEERS
ARCHITECTS

FIGURE 1
11/19/2013

Exhibit B: Certificate of Insurance

CITY OF LANCASTER
COMMON COUNCIL RESOLUTION
No. 2020-07

BE IT RESOLVED, BY THE Common Council of the City of Lancaster, Grant County, Wisconsin that the Grant County Herald Independent be designated as the official newspaper for all publications of official business.

Dated this 18th day of May 2020

CITY OF LANCASTER

David C. Varnam, Mayor

ATTEST:

David A. Kurihara, City Clerk

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
ACUSHNET COMPANY				
03/24/2020	GOLF BALLS/ DISPLAYS	250-55430-399 PRO SHOP MERCHANDISE	3,838.77	GOLF COURSE
Total ACUSHNET COMPANY:			3,838.77	
ADVANCED TURF SOLUTIONS				
04/13/2020	BOULDER, SPREADER	250-55430-363 CHEMICALS	1,435.54	GOLF COURSE
Total ADVANCED TURF SOLUTIONS:			1,435.54	
ALLEGIANT OIL LLC				
03/31/2020	GAS	100-53212-356 MOTOR FUELS	539.80	GENERAL FUND
Total ALLEGIANT OIL LLC:			539.80	
ALLIANT ENERGY				
04/15/2020	ELECTRIC	100-51600-220 UTILITIES	898.72	GENERAL FUND
04/15/2020	ELECTRIC	100-52100-220 UTILITIES	219.84	GENERAL FUND
04/15/2020	ELECTRIC	100-52310-220 UTILITIES	519.04	GENERAL FUND
04/15/2020	ELECTRIC	100-52500-220 UTILITIES	22.12	GENERAL FUND
04/15/2020	ELECTRIC	100-53210-220 UTILITIES	248.56	GENERAL FUND
04/15/2020	ELECTRIC	100-53310-220 UTILITIES	13.12	GENERAL FUND
04/07/2020	ELECTRIC	100-53450-220 UTILITIES	3,887.71	GENERAL FUND
04/15/2020	ELECTRIC	100-53800-220 UTILITIES	202.22	GENERAL FUND
04/15/2020	ELECTRIC	100-55200-220 UTILITIES	573.12	GENERAL FUND
04/15/2020	ELECTRIC	100-55420-220 UTILITIES	20.62	GENERAL FUND
04/15/2020	ELECTRIC	100-56500-220 UTILITIES	44.88	GENERAL FUND
04/15/2020	ELECTRIC	220-54700-220 UTILITIES	20.84	CEMETERY FUND
04/15/2020	ELECTRIC	250-55430-220 UTILITIES	549.47	GOLF COURSE
04/15/2020	ELECTRIC	403-57201-220 UTILITIES	29.91	TID #3
04/15/2020	ELECTRIC	610-50620-220 UTILITIES	8,544.03	WATER FUND
04/15/2020	ELECTRIC	620-50821-220 UTILITIES	1,087.12	SEWER FUND
04/15/2020	ELECTRIC	620-50822-220 UTILITIES	5,247.89	SEWER FUND
Total ALLIANT ENERGY:			22,129.21	
APPLIED MICRO				
03/14/2020	AXCIENT CLOUD BACKUP: CLARITY, EXCHANGE, DC	710-51490-390 OPERATING EXPENSE	597.00	TECHNOLOGY FU
03/16/2020	17-MS OFFICE 365 BUSINESS U1	710-51490-390 OPERATING EXPENSE	140.25	TECHNOLOGY FU
03/19/2020	38- MAILPROTECTOR CLOUD FILTER, 34-SAFESEND,35-XTRAMAIL	710-51490-390 OPERATING EXPENSE	189.45	TECHNOLOGY FU
02/26/2020	SETUP NEW EMAIL- JOHNSON	710-51490-390 OPERATING EXPENSE	18.75	TECHNOLOGY FU
03/01/2020	MONITORED SERVERS: EXCHANGE SERVER 2016/DC 2016 SERVER, CLARITY SERVER	710-51490-390 OPERATING EXPENSE	515.00	TECHNOLOGY FU
02/28/2020	ASSIST WITH SOFTWARE ISSUES- WATER DEPT	710-51490-390 OPERATING EXPENSE	37.50	TECHNOLOGY FU
03/02/2020	CREATE NEW EMAIL- MECHANIC	710-51490-390 OPERATING EXPENSE	18.75	TECHNOLOGY FU
03/06/2020	GET FILES OFF OF VOICE RECORDERS	710-51490-390 OPERATING EXPENSE	75.00	TECHNOLOGY FU
03/17/2020	RENEW SSL CERTIFICATE MAIL@LANCASTERWISCONSIN.COM	710-51490-390 OPERATING EXPENSE	305.25	TECHNOLOGY FU
03/17/2020	GOLF EMAIL FORWARDING	710-51490-390 OPERATING EXPENSE	18.75	TECHNOLOGY FU
03/20/2020	SETUP VPN- TAYLOR	710-51490-390 OPERATING EXPENSE	56.25	TECHNOLOGY FU
03/18/2020	INCREASE MAILBOX STORAGE- KURIHARA	710-51490-390 OPERATING EXPENSE	75.00	TECHNOLOGY FU
03/25/2020	SCAN/CLEAN COMPUTER TO SETUP VPN-SHECKLER	710-51490-390 OPERATING EXPENSE	131.25	TECHNOLOGY FU
Total APPLIED MICRO:			2,178.20	
ASSOCIATED BANK				
03/25/2020	ANTICIPATION NOTES	300-58200-629 INTEREST	3,978.00	DEBT SERVICE

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
03/25/2020	ANTICIPATION NOTES	620-40427 INT. ON DEBT TO MUNICIPALITY	30,923.11	SEWER FUND
Total ASSOCIATED BANK:			34,901.11	
AUTOWARES INC				
03/25/2020	12V 1000 CCA	100-53212-350 REPAIR & MAINTENANCE	230.00	GENERAL FUND
03/25/2020	CABIN AIR FILTER, 1/4 GRIP CHUCK, WASHER SOLVENT, FUEL, AIR, & OIL FILTERS	100-53212-390 OPERATING EXPENSE	255.52	GENERAL FUND
03/25/2020	HEX KET SET, BLK LIGHTING LRG & XL	620-50833-390 OPERATING EXPENSE	44.66	SEWER FUND
Total AUTOWARES INC:			530.18	
BAUS ELECTRIC				
03/31/2020	INSTALL NEW EXIT LIGHTS IN FIRE & AMBULANCE STATION	100-52310-350 REPAIR & MAINTENANCE	1,548.46	GENERAL FUND
Total BAUS ELECTRIC:			1,548.46	
BRAD'S BULLDOZING LLC				
02/19/2020	HAULING SNOW	100-53322-390 OPERATING EXPENSE	297.50	GENERAL FUND
Total BRAD'S BULLDOZING LLC:			297.50	
BRAND L EMBROIDERY				
01/21/2020	2- POLOS & LADIES FULL-ZIP JACKET	100-51600-390 OPERATING EXPENSE	95.00	GENERAL FUND
03/26/2020	5-GILDAN SHIRTS	610-50651-390 OPERATING EXPENSE	71.50	WATER FUND
Total BRAND L EMBROIDERY:			166.50	
CALLAWAY GOLF				
03/27/2020	10- BL CG CHRM SFT 20 TRPL TRK 12B PK	250-55430-399 PRO SHOP MERCHANDISE	676.44	GOLF COURSE
Total CALLAWAY GOLF:			676.44	
CARROT TOP INDUSTRIES INC				
04/21/2020	2- 5X8' US FLAGS	100-52310-390 OPERATING EXPENSE	130.62	GENERAL FUND
Total CARROT TOP INDUSTRIES INC:			130.62	
CASON & ASSOCIATES LLC				
04/13/2020	INTGRATED POND MANAGEMENT, DIFFUSER CLEANING, AQUASHADE, WATER QUALITY ENZYMES	100-55200-390 OPERATING EXPENSE	1,234.00	GENERAL FUND
Total CASON & ASSOCIATES LLC:			1,234.00	
CORE & MAIN LP				
03/18/2020	DUAL BATTERY PACK	610-50653-390 OPERATING EXPENSE	260.00	WATER FUND
Total CORE & MAIN LP:			260.00	
CORE TECHNOLOGY CORPORATION				
04/25/2020	TALON INCIDENT MANAGEMENT SYSTEM WITH EVIDENCE JUNE 2020 TO MAY 2021	710-51490-390 OPERATING EXPENSE	2,284.00	TECHNOLOGY FU
Total CORE TECHNOLOGY CORPORATION:			2,284.00	
CT LABORATORIES				
03/23/2020	TESTS	620-50830-216 SLUDGE HAULING-CONTRAC	328.00	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total CT LABORATORIES:			328.00	
DELTA 3 ENGINEERING INC				
04/01/2020	SANITARY SEWER FIELDWORK, DESIGN & EASEMENTS	620-10107 CONSTRUCTION IN PROGRESS	752.50	SEWER FUND
Total DELTA 3 ENGINEERING INC:			752.50	
DELUXE DISTRIBUTORS				
04/14/2020	55 GAL POLYMER	620-50826-363 CHEMICALS	1,152.81	SEWER FUND
Total DELUXE DISTRIBUTORS:			1,152.81	
DH MUNICIPAL SERVICES				
04/01/2020	Building Inspector	100-52400-117 SALARY - CONTRACT	1,276.30	GENERAL FUND
04/01/2020	Zoning Admin	100-56300-117 SALARY-CONTRACT	340.36	GENERAL FUND
Total DH MUNICIPAL SERVICES:			1,616.66	
DIGGERS HOTLINE INC				
04/15/2020	LANCASTER 2020 SAFETY MEETING PARTIAL SPONSORSHIP	610-50651-390 OPERATING EXPENSE	75.00	WATER FUND
04/15/2020	LANCASTER 2020 SAFETY MEETING PARTIAL SPONSORSHIP	620-50831-390 OPERATING EXPENSE	75.00	SEWER FUND
Total DIGGERS HOTLINE INC:			150.00	
EASTMAN CARTWRIGHT LUMBER				
04/06/2020	ELECTION COUNTER PLEXI GLASS, 1X4 8'	100-51400-390 OPERATING EXPENSE	168.67	GENERAL FUND
04/06/2020	3/4" CDX	100-55200-390 OPERATING EXPENSE	56.00	GENERAL FUND
04/06/2020	2" STYROFOAM	620-50832-350 MINOR REPAIRS	114.00	SEWER FUND
Total EASTMAN CARTWRIGHT LUMBER:			338.67	
EMPLOYEE BENEFITS CORP				
04/15/2020	APR ADMIN FEE	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
04/20/2020	EBC EMPLOYER CONTRIBUTION	100-52100-390 OPERATING EXPENSE	300.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-52100-390 OPERATING EXPENSE	30.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-53100-390 OPERATING EXPENSE	15.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-53210-390 OPERATING EXPENSE	30.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
04/15/2020	APR ADMIN FEE	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
04/15/2020	APR ADMIN FEE	610-50920-390 OPERATING EXPENSE	10.00	WATER FUND
04/15/2020	APR ADMIN FEE	620-50851-390 OPERATING EXPENSE	10.00	SEWER FUND
Total EMPLOYEE BENEFITS CORP:			430.00	
EXXONMOBIL CARD PROC CTR				
04/06/2020	GAS	100-53212-356 MOTOR FUELS	1,236.51	GENERAL FUND
Total EXXONMOBIL CARD PROC CTR:			1,236.51	
FARRELL EQUIPMENT & SUPPLY CO				
03/16/2020	NEMESIS SAFETY GLASSES, HEADBAND HEARING PROTECTORS	100-53210-390 OPERATING EXPENSE	281.30	GENERAL FUND
Total FARRELL EQUIPMENT & SUPPLY CO:			281.30	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
FIRST SUPPLY				
04/07/2020	GLV 90 DEG ELBOW, GLV PIPE	100-53210-390 OPERATING EXPENSE	26.23	GENERAL FUND
04/07/2020	BALL VLV BPS, MAG HAND DRIVER, REVRSBLE HEX DRVR, TORPEDO LEVEL, SOLDER BRIDGIT, POLY HGR STRAP	610-50652-390 OPERATING EXPENSE	245.86	WATER FUND
04/08/2020	DBURPS POCKET SIZE DEBURRING TOOL & TORCH KIT COMPLETE TURBO TORCH	610-50652-390 OPERATING EXPENSE	106.64	WATER FUND
04/09/2020	DBURPS POCKET SIZE DEBURRING TOOL	610-50652-390 OPERATING EXPENSE	16.40	WATER FUND
Total FIRST SUPPLY:			395.13	
FREEDOM MAILING SERVICES INC				
03/30/2020	BILL PROCESSING & PERFED PAPER- COVID NOTICE	610-50902-390 OPERATING EXPENSE	457.60	WATER FUND
03/30/2020	BILL PROCESSING & PERFED PAPER- COVID NOTICE	620-50840-390 OPERATING EXPENSE	457.60	SEWER FUND
Total FREEDOM MAILING SERVICES INC:			915.20	
FULLERS MILKER CENTER				
04/02/2020	2- 4" 2 HOLE STEEL STRAP, 2- 4" METAL STRAPS	100-53210-390 OPERATING EXPENSE	40.04	GENERAL FUND
Total FULLERS MILKER CENTER:			40.04	
GASSER HARDWARE				
03/31/2020	SUPPLIES	100-52100-390 OPERATING EXPENSE	32.10	GENERAL FUND
03/31/2020	SUPPLIES	100-52310-390 OPERATING EXPENSE	29.56	GENERAL FUND
03/31/2020	SUPPLIES	100-53210-390 OPERATING EXPENSE	94.67	GENERAL FUND
03/31/2020	SUPPLIES	100-55200-350 REPAIR & MAINTENANCE	266.11	GENERAL FUND
03/31/2020	SUPPLIES	100-55200-390 OPERATING EXPENSE	41.27	GENERAL FUND
03/31/2020	SUPPLIES	250-55430-390 OPERATING EXPENSE	40.34	GOLF COURSE
03/31/2020	SUPPLIES	610-50651-390 OPERATING EXPENSE	38.47	WATER FUND
03/31/2020	SUPPLIES	610-50653-390 OPERATING EXPENSE	55.55	WATER FUND
03/31/2020	SUPPLIES	620-50831-390 OPERATING EXPENSE	14.34	SEWER FUND
03/24/2020	MINI EXCAVATOR	620-50831-390 OPERATING EXPENSE	921.00	SEWER FUND
03/31/2020	SUPPLIES	620-50833-390 OPERATING EXPENSE	44.94	SEWER FUND
03/31/2020	SUPPLIES	620-50834-390 OPERATING EXPENSE	43.23	SEWER FUND
Total GASSER HARDWARE:			1,621.58	
GENERAL CODE				
03/23/2020	CODE ANALYSIS, COMPOSITION, DUPLICATION	100-51400-390 OPERATING EXPENSE	532.36	GENERAL FUND
Total GENERAL CODE:			532.36	
GFL ENVIRONMENTAL SERVICES USA INC				
03/31/2020	USED OIL, TRUCK CHARGE	100-53610-216 CONTRACTED SER./GARBAG	65.00	GENERAL FUND
Total GFL ENVIRONMENTAL SERVICES USA INC:			65.00	
GRANT COUNTY HERALD INDEPENDENT				
03/31/2020	MINUTES, ELECTION PUBLIC TEST	100-51400-390 OPERATING EXPENSE	212.70	GENERAL FUND
03/31/2020	SUMMER RECREATION AD	100-55300-390 OPERATING EXPENSE	516.00	GENERAL FUND
03/31/2020	PUBLIC HEARING- KWIK TRIP	100-56300-390 OPERATING EXPENSE	56.80	GENERAL FUND
Total GRANT COUNTY HERALD INDEPENDENT:			785.50	
GRANT COUNTY LAW ENFORCEMENT				
02/11/2020	GRANT COUNTY LAW ENFORCEMENT ADMINISTRATORS ASSOC 2020 DUES	100-52100-216 CONTRACTED SERVICES	35.00	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total GRANT COUNTY LAW ENFORCEMENT:			35.00	
GRAY'S INC				
03/17/2020	8- 3/4"X6"X35.44" SCHMIDT CS HOLES	100-53212-350 REPAIR & MAINTENANCE	652.00	GENERAL FUND
Total GRAY'S INC:			652.00	
HUSCH BLACKWELL				
03/17/2020	RESIDENCY REQUIREMENT MODIFICATION	100-51300-216 OUTSIDE LEGAL SERVICES	420.00	GENERAL FUND
Total HUSCH BLACKWELL:			420.00	
J & N STONE LLC				
03/31/2020	20- SAND	620-50831-390 OPERATING EXPENSE	224.60	SEWER FUND
Total J & N STONE LLC:			224.60	
J & R SUPPLY INC				
04/09/2020	250- 4"X250' PERF W/SOCK TILE, 2- 4" T SADDLE	250-55430-350 REPAIRS & MAINTENANCE	240.00	GOLF COURSE
03/30/2020	8"X24 DI WRAPAROUND	610-50651-390 OPERATING EXPENSE	321.00	WATER FUND
03/30/2020	4- 1 1/4" NL COMP COUPLING, 1.25" CURB STOP NO-LEAD	610-50652-390 OPERATING EXPENSE	336.40	WATER FUND
04/15/2020	3- .75" REP CURB STOP COMP, 2- 3/4" NL COMP CURB STOP	610-50652-390 OPERATING EXPENSE	478.00	WATER FUND
03/30/2020	56- 8"X14' PIPE, 8- 8" PXP COUPLING STRONGBACK	620-50831-390 OPERATING EXPENSE	488.80	SEWER FUND
Total J & R SUPPLY INC:			1,864.20	
JEFFERSON FIRE & SAFETY INC				
01/01/2020	20-MULTI PURPOSE PLUS CARTRIDGES	100-52310-390 OPERATING EXPENSE	422.60	GENERAL FUND
01/01/2020	SCBA HANDWHEEL	100-52310-390 OPERATING EXPENSE	13.85	GENERAL FUND
01/10/2020	STEEL/ALUMINUM AIR CYLINDER HYDRO TEST	100-52310-390 OPERATING EXPENSE	199.74	GENERAL FUND
03/02/2020	MASKS, KEVLAR LOWER & TEMPLE STRAP	100-52310-390 OPERATING EXPENSE	81.80	GENERAL FUND
01/17/2020	FIRE SOAPS LIQUID FIRE WASH	100-52310-390 OPERATING EXPENSE	357.00	GENERAL FUND
02/21/2020	HOLMATRO HYDRAULIC MINERAL OIL	100-52310-390 OPERATING EXPENSE	36.90	GENERAL FUND
02/07/2020	GLOVES	100-52310-390 OPERATING EXPENSE	292.04	GENERAL FUND
Total JEFFERSON FIRE & SAFETY INC:			1,403.93	
JOHN DEERE FINANCIAL				
04/01/2020	2- HY-GARD	100-55200-390 OPERATING EXPENSE	129.98	GENERAL FUND
Total JOHN DEERE FINANCIAL:			129.98	
KANSAS CITY LIFE INSURANCE CO				
04/20/2020	DISABILITY INS- MAY	100-21530 DISABILITY INSURANCE	327.47	GENERAL FUND
Total KANSAS CITY LIFE INSURANCE CO:			327.47	
KIMBALL MIDWEST				
03/18/2020	METAL PEGBOARD, WIRE MARKER RED	100-53210-390 OPERATING EXPENSE	373.76	GENERAL FUND
03/30/2020	12- ULTRA PROMAX SEMI-GL	100-53212-390 OPERATING EXPENSE	113.16	GENERAL FUND
04/15/2020	FLAT WASHER, HEX NUT, LAG SCREW, GREASE COUPLER, ULTRA PROMAX LT GRAY, SMS	100-53212-390 OPERATING EXPENSE	263.76	GENERAL FUND
Total KIMBALL MIDWEST:			750.68	

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KLONDYKE WELDING LLC				
03/17/2020	PARK SHOP 1/8"X2" ANGLE X40'	100-53210-390 OPERATING EXPENSE	50.60	GENERAL FUND
Total KLONDYKE WELDING LLC:			50.60	
KNAPP, DEB				
03/31/2020	REIMB MILEAGE	100-53210-390 OPERATING EXPENSE	10.92	GENERAL FUND
03/31/2020	REIMB MILEAGE	100-53800-390 OPERATING EXPENSE	10.92	GENERAL FUND
03/31/2020	REIMB MILEAGE	250-55430-390 OPERATING EXPENSE	10.94	GOLF COURSE
03/31/2020	REIMB MILEAGE	620-50834-390 OPERATING EXPENSE	10.92	SEWER FUND
Total KNAPP, DEB:			43.70	
KRUSER SEPTIC SERVICE INC				
03/25/2020	VACUUMED MANHOLE	620-50831-390 OPERATING EXPENSE	450.00	SEWER FUND
Total KRUSER SEPTIC SERVICE INC:			450.00	
KURIHARA, PAMELA				
04/07/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	243.00	GENERAL FUND
Total KURIHARA, PAMELA:			243.00	
KWIK TRIP				
03/31/2020	GAS	100-53212-356 MOTOR FUELS	417.24	GENERAL FUND
Total KWIK TRIP:			417.24	
L.W. ALLEN LLC				
03/26/2020	S4N500 PUMP REPAIR INCLUDING NEW CAPACITORS AND START RELAY	620-50832-350 MINOR REPAIRS	3,101.27	SEWER FUND
Total L.W. ALLEN LLC:			3,101.27	
LANCASTER, CITY OF				
04/01/2020	WATER/SEWER	100-51600-220 UTILITIES	157.26	GENERAL FUND
04/01/2020	WATER/SEWER	100-52310-220 UTILITIES	123.66	GENERAL FUND
04/01/2020	WATER/SEWER	100-53210-220 UTILITIES	87.55	GENERAL FUND
04/01/2020	WATER/SEWER	100-53310-220 UTILITIES	35.04	GENERAL FUND
04/01/2020	WATER/SEWER	100-55200-220 UTILITIES	274.19	GENERAL FUND
04/01/2020	WATER/SEWER	100-55420-220 UTILITIES	290.65	GENERAL FUND
04/01/2020	WATER/SEWER	220-54700-220 UTILITIES	35.66	CEMETERY FUND
04/01/2020	WATER/SEWER	250-55430-220 UTILITIES	1,018.12	GOLF COURSE
04/01/2020	WATER/SEWER	610-50620-220 UTILITIES	548.82	WATER FUND
04/01/2020	WATER/SEWER	620-50827-220 UTILITIES	1,069.83	SEWER FUND
04/01/2020	WATER/SEWER	620-50832-220 UTILITIES	159.49	SEWER FUND
Total LANCASTER, CITY OF:			3,800.27	
LIQUI-SYSTEMS INC				
04/20/2020	REPAIR KITS	620-50833-390 OPERATING EXPENSE	163.27	SEWER FUND
Total LIQUI-SYSTEMS INC:			163.27	
LUBRICATION ENGINEERS INC				
03/16/2020	EQUIPOWER ULTRA HVI HYDRAULIC, DUOLEC INDUSTRIAL GEAR OIL	620-50833-390 OPERATING EXPENSE	405.12	SEWER FUND
Total LUBRICATION ENGINEERS INC:			405.12	

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LV LABS LLC				
04/02/2020	CHEMICALS	620-50833-216 CONTRACTED SERVICES	1,281.00	SEWER FUND
Total LV LABS LLC:			1,281.00	
MARK'S CHEMICALS				
03/26/2020	60- 2X30 GAL DRUM HFS, 110- 2X55 GAL SODIUM HYPOCHLORITE SOLUTION	610-50630-363 CHEMICALS	545.50	WATER FUND
Total MARK'S CHEMICALS:			545.50	
MASTERS BUILDING SOLUTIONS INC				
03/18/2020	DAILY MONITORING OF SYSTEM	100-51600-390 OPERATING EXPENSE	165.00	GENERAL FUND
Total MASTERS BUILDING SOLUTIONS INC:			165.00	
MCNAMARA R V & H LLP				
04/01/2020	APR CONTRACT	100-51300-117 CONTRACTED SER CITY ATTO	3,000.00	GENERAL FUND
Total MCNAMARA R V & H LLP:			3,000.00	
MTI DISTRIBUTING				
03/25/2020	2- JOINT BALL	250-55430-350 REPAIRS & MAINTENANCE	117.14	GOLF COURSE
Total MTI DISTRIBUTING:			117.14	
MUTUAL WHEEL CO.				
03/25/2020	2- DV2 VALVE	100-53212-350 REPAIR & MAINTENANCE	167.66	GENERAL FUND
Total MUTUAL WHEEL CO.:			167.66	
NIKE USA INC				
02/19/2020	12- M NK DRY VCTRY SOLID POLO	250-55430-399 PRO SHOP MERCHANDISE	357.24	GOLF COURSE
02/19/2020	18- M NK FLX SHORT HYBRID	250-55430-399 PRO SHOP MERCHANDISE	556.86	GOLF COURSE
02/19/2020	10- W NK DRY VCTRY SKIRT	250-55430-399 PRO SHOP MERCHANDISE	339.31	GOLF COURSE
02/19/2020	NK APPAREL	250-55430-399 PRO SHOP MERCHANDISE	2,666.83	GOLF COURSE
02/19/2020	M NK DRY VAPOR POLO STRIP	250-55430-399 PRO SHOP MERCHANDISE	50.21	GOLF COURSE
02/19/2020	10- M NK DRY VAPOR POLO SOLID	250-55430-399 PRO SHOP MERCHANDISE	346.31	GOLF COURSE
02/19/2020	4- TW M NK DRY POLO	250-55430-399 PRO SHOP MERCHANDISE	185.71	GOLF COURSE
02/19/2020	M NK DRY VAPOR CTRL POLO	250-55430-399 PRO SHOP MERCHANDISE	54.81	GOLF COURSE
02/19/2020	2- TW M NK DRY POLO	250-55430-399 PRO SHOP MERCHANDISE	101.51	GOLF COURSE
02/19/2020	AIR MAX	250-55430-399 PRO SHOP MERCHANDISE	90.27	GOLF COURSE
02/20/2020	19- W NK DRY UV VCTRY	250-55430-399 PRO SHOP MERCHANDISE	659.01	GOLF COURSE
02/19/2020	5- AIR MAX, 8- WMNS ROSHE	250-55430-399 PRO SHOP MERCHANDISE	762.95	GOLF COURSE
02/21/2020	3- W NK DRY UV VCTRY JKT	250-55430-399 PRO SHOP MERCHANDISE	150.51	GOLF COURSE
03/17/2020	24- NK DRY VPR POLO MCR PRT	250-55430-399 PRO SHOP MERCHANDISE	919.58	GOLF COURSE
03/24/2020	7- NK DRY VAPOR TOP, 12- NK DRY PLAYER POLO	250-55430-399 PRO SHOP MERCHANDISE	834.76	GOLF COURSE
03/26/2020	18- NK FLX SHORT	250-55430-399 PRO SHOP MERCHANDISE	639.03	GOLF COURSE
03/26/2020	5- NK DRY SKRT	250-55430-399 PRO SHOP MERCHANDISE	178.40	GOLF COURSE
03/26/2020	6- JORDAN ADG	250-55430-399 PRO SHOP MERCHANDISE	524.19	GOLF COURSE
03/26/2020	15- W NK DRY UV VCTY SKT	250-55430-399 PRO SHOP MERCHANDISE	535.40	GOLF COURSE
Total NIKE USA INC:			9,952.89	
NORTHERN LAKE SERVICE INC				
04/15/2020	TESTING	610-50630-390 OPERATING EXPENSE	1,485.00	WATER FUND
Total NORTHERN LAKE SERVICE INC:			1,485.00	

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OPENING SPECIALISTS INC.				
03/26/2020	THEATRE INSTALLATION	100-51600-390 OPERATING EXPENSE	689.20	GENERAL FUND
Total OPENING SPECIALISTS INC.:			689.20	
O'REILLY AUTOMOTIVE INC				
03/28/2020	10ML THREADLOCK, BATTERY	100-53212-350 REPAIR & MAINTENANCE	112.47	GENERAL FUND
03/28/2020	CABIN FILTER, WIPER BLADE	100-53212-350 REPAIR & MAINTENANCE	37.49	GENERAL FUND
03/28/2020	6ML THREADLCK	250-55430-350 REPAIRS & MAINTENANCE	6.99	GOLF COURSE
Total O'REILLY AUTOMOTIVE INC:			156.95	
ORTH, JULIE				
04/07/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	144.00	GENERAL FUND
Total ORTH, JULIE:			144.00	
PEDLEY FECHT, EMILY				
04/07/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	243.00	GENERAL FUND
Total PEDLEY FECHT, EMILY:			243.00	
PETERSON, DAVID				
04/02/2020	REIMB SOLUTION TO CLEAN MONUMENTS	220-54700-390 OPERATING EXPENSE	210.95	CEMETERY FUND
Total PETERSON, DAVID:			210.95	
PINKS AUTOMOTIVE SERVICE INC.				
04/03/2020	FLAT REPAIR- SKIDSTEER	100-53212-350 REPAIR & MAINTENANCE	46.73	GENERAL FUND
Total PINKS AUTOMOTIVE SERVICE INC.:			46.73	
PIONEER AG LLC				
04/21/2020	SOIL CONDITIONER RENTAL	100-53310-390 OPERATING EXPENSE	150.00	GENERAL FUND
04/16/2020	AUGER DRIVE UNIT 15C RENTAL, 15 IN AUGER BIT RENTAL	100-55200-350 REPAIR & MAINTENANCE	105.00	GENERAL FUND
04/06/2020	T190 BOBCAT RENTAL & DIESEL FUEL	620-50831-390 OPERATING EXPENSE	418.01	SEWER FUND
Total PIONEER AG LLC:			673.01	
PITNEY BOWES				
04/07/2020	EZSEAL	100-51400-390 OPERATING EXPENSE	18.16	GENERAL FUND
04/07/2020	EZSEAL	100-52100-390 OPERATING EXPENSE	18.16	GENERAL FUND
04/07/2020	EZSEAL	610-50902-390 OPERATING EXPENSE	18.16	WATER FUND
04/07/2020	EZSEAL	620-50851-390 OPERATING EXPENSE	18.19	SEWER FUND
Total PITNEY BOWES:			72.67	
PORTZEN CONSTRUCTION INC.				
03/30/2020	POOL CONTRACT #7	400-57630-801 SWIMMING POOL IMPROVEM	349,796.65	CAPITAL PROJECT
Total PORTZEN CONSTRUCTION INC.:			349,796.65	
PREFERRED HEALTH CHOICES				
04/20/2020	APR HRA ADMIN	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	100-52100-390 OPERATING EXPENSE	40.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	100-53100-390 OPERATING EXPENSE	5.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
04/20/2020	APR HRA ADMIN	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE

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04/20/2020	APR HRA ADMIN	610-50920-390 OPERATING EXPENSE	12.50	WATER FUND
04/20/2020	APR HRA ADMIN	620-50851-390 OPERATING EXPENSE	12.50	SEWER FUND
Total PREFERRED HEALTH CHOICES:			125.00	
PREMIER COOPERATIVE				
04/20/2020	RYE WINTER/FALL 56LB, EC SURVIVOR 50LB	100-53310-390 OPERATING EXPENSE	155.00	GENERAL FUND
04/15/2020	BARB WIRE, STAPLES, BRACE WIRE, BRACE SPIKE, WOOD POSTS 8X8, 6X8	100-55200-350 REPAIR & MAINTENANCE	447.21	GENERAL FUND
04/01/2020	DIRECT SHIP OIL	610-50620-390 OPERATING EXPENSE	152.50	WATER FUND
Total PREMIER COOPERATIVE:			754.71	
QTPOD				
03/17/2020	M4000 DPI RELAY MODULE KIT	100-53800-390 OPERATING EXPENSE	471.42	GENERAL FUND
Total QTPOD:			471.42	
QUILL CORPORATION				
04/16/2020	10X13 ENVELOPES, FACIAL TISSUE, COLORED COPY PAPER, COFFEE	100-51400-390 OPERATING EXPENSE	162.42	GENERAL FUND
Total QUILL CORPORATION:			162.42	
REUTER, KATHRYN				
04/07/2020	ELECTION INSPECTOR	100-51400-117 ELECTION INSPECTORS	243.00	GENERAL FUND
Total REUTER, KATHRYN:			243.00	
REYNOLDS ELECTRIC				
04/08/2020	HIGHLAND ESTATES LIFT STATION SERVICE CALL	620-50832-350 MINOR REPAIRS	63.00	SEWER FUND
Total REYNOLDS ELECTRIC:			63.00	
RICHGELS SCHAEFER AGENCY INC				
03/24/2020	GENERAL LIABILITY POLICY CHANGE: 4 ADDITIONAL HOUSES ADJACENT TO AIRPORT	100-51430-510 PROPERTY & LIABILITY INSUR	162.00	GENERAL FUND
03/24/2020	ADDITIONAL PREMIUM ADDING 14 ITEMS TO THE INLAND MARINE SCHEDULE	100-51430-510 PROPERTY & LIABILITY INSUR	260.00	GENERAL FUND
03/02/2020	POLICY CHANGE TO INLAND MARINE FOR 40- 2020 YAMAHA GOLF CARS EFFECTIVE 3/2/2020	100-51430-510 PROPERTY & LIABILITY INSUR	57.00	GENERAL FUND
Total RICHGELS SCHAEFER AGENCY INC:			479.00	
RITCHIE IMPLEMENT INC				
03/04/2020	6- NUT WHEEL, 6- BOLT WHEEL	100-55200-350 REPAIR & MAINTENANCE	36.36	GENERAL FUND
Total RITCHIE IMPLEMENT INC:			36.36	
SOUTHWEST OPPORTUNITIES CENTER				
03/31/2020	JANITORIAL SERVICES	100-52100-216 CONTRACTED SERVICES	185.00	GENERAL FUND
Total SOUTHWEST OPPORTUNITIES CENTER:			185.00	
STRAND ASSOCIATES INC				
04/08/2020	BIRCH STREET	100-56300-218 ENGINEERING SERVICES	113.72	GENERAL FUND
04/08/2020	CHERRY STREET	240-53100-218 ENGINEERING SERVICES	3,141.96	STORMWATER UTI
04/08/2020	HOTEL CSM REVIEW	406-57201-218 ENGINEERING SERVICES	113.72	COMPUTER UPGR

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Total STRAND ASSOCIATES INC:			3,369.40	
SW ELECTRICAL SERVICES INC				
03/17/2020	INSTALL NEW ABOVE GROUND CONDUIT FROM FUEL DISPENSER TO AUTO CASHIER	100-53800-390 OPERATING EXPENSE	879.76	GENERAL FUND
04/18/2020	REPAIR HIGHLAND ESTATES LIFT STATION PUMP	620-50832-350 MINOR REPAIRS	72.50	SEWER FUND
04/18/2020	ELM ST LIFT STATION PUMP REPAIR	620-50832-350 MINOR REPAIRS	240.25	SEWER FUND
Total SW ELECTRICAL SERVICES INC:			1,192.51	
T A S COMMUNICATIONS INC				
04/14/2020	SERVICE	610-50920-390 OPERATING EXPENSE	58.31	WATER FUND
04/14/2020	SERVICE	620-50833-216 CONTRACTED SERVICES	58.31	SEWER FUND
Total T A S COMMUNICATIONS INC:			116.62	
TANKNOLOGY INC				
03/24/2020	DE-WATERING & DEBRIS REMOVAL, PRESSURE WASH TANK	100-53800-350 REPAIR & MAINTENANCE	3,609.50	GENERAL FUND
Total TANKNOLOGY INC:			3,609.50	
TAYLOR MADE GOLF COMPANY				
03/07/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	1,114.87	GOLF COURSE
03/17/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	538.86	GOLF COURSE
03/17/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	85.00	GOLF COURSE
03/17/2020	GOLF PRO SHOP GLOVES	250-55430-399 PRO SHOP MERCHANDISE	1,117.64	GOLF COURSE
03/17/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	485.69	GOLF COURSE
03/17/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	1,554.74	GOLF COURSE
03/18/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	7,722.10	GOLF COURSE
03/20/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	878.16	GOLF COURSE
03/23/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	232.61	GOLF COURSE
03/25/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	111.48	GOLF COURSE
03/26/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	326.40	GOLF COURSE
03/30/2020	GOLF PRO SHOP MERCHANDISE	250-55430-399 PRO SHOP MERCHANDISE	189.93	GOLF COURSE
Total TAYLOR MADE GOLF COMPANY:			14,357.48	
TDS TELECOM				
04/01/2020	PHONE/INTERNET	100-51400-220 UTILITIES	454.35	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-51410-220 UTILITIES	85.98	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-51600-220 UTILITIES	61.53	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-52100-220 UTILITIES	334.09	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-52310-220 UTILITIES	186.51	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-52400-220 UTILITIES	15.00	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-53100-220 UTILITIES	35.49	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-53210-220 UTILITIES	103.07	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-53800-220 UTILITIES	78.24	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-55200-220 UTILITIES	98.62	GENERAL FUND
04/01/2020	PHONE/INTERNET	100-55420-220 UTILITIES	107.32	GENERAL FUND
04/01/2020	PHONE/INTERNET	250-55430-220 UTILITIES	213.85	GOLF COURSE
04/01/2020	PHONE/INTERNET	610-50620-220 UTILITIES	55.01	WATER FUND
04/01/2020	PHONE/INTERNET	610-50653-220 UTILITIES	100.35	WATER FUND
04/01/2020	PHONE/INTERNET	610-50920-220 TELEPHONE	89.10	WATER FUND
04/01/2020	PHONE/INTERNET	620-50827-220 UTILITIES	204.79	SEWER FUND
04/01/2020	PHONE/INTERNET	620-50851-220 TELEPHONE	57.26	SEWER FUND
04/01/2020	PHONE/INTERNET	710-51490-220 UTILITIES	167.75	TECHNOLOGY FU

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Total TDS TELECOM:			2,448.31	
TOWN & COUNTRY SANITATION				
04/01/2020	GARBAGE SERVICES	100-53610-216 CONTRACTED SER./GARBAG	15,006.00	GENERAL FUND
Total TOWN & COUNTRY SANITATION:			15,006.00	
TRICOM INC.				
04/01/2020	32GB ULTRA SANDISK	100-52100-390 OPERATING EXPENSE	22.99	GENERAL FUND
04/01/2020	GRN/BLK WRLS OPTICAL	100-53100-380 TECHNOLOGY	14.99	GENERAL FUND
04/01/2020	INK	100-55200-390 OPERATING EXPENSE	19.99	GENERAL FUND
04/01/2020	INK	250-55430-390 OPERATING EXPENSE	20.00	GOLF COURSE
04/01/2020	S10 PHONE	610-50620-220 UTILITIES	528.97	WATER FUND
04/01/2020	INK & BATTERIES	620-50852-218 ENGINEERING SERVICES	32.99	SEWER FUND
Total TRICOM INC.:			639.93	
ULINE				
03/27/2020	BLK NITRILE GLOVES	610-50651-390 OPERATING EXPENSE	74.85	WATER FUND
03/27/2020	BLK NITRILE GLOVES	620-50831-390 OPERATING EXPENSE	74.85	SEWER FUND
Total ULINE:			149.70	
UPPER CASE PRINTING				
04/01/2020	COVID FLYER & AUTO PAY FORM	610-50902-390 OPERATING EXPENSE	60.73	WATER FUND
04/01/2020	COVID FLYER & AUTO PAY FORM	620-50840-390 OPERATING EXPENSE	60.72	SEWER FUND
Total UPPER CASE PRINTING :			121.45	
UPS				
03/28/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	18.36	WATER FUND
04/18/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	80.25	WATER FUND
Total UPS:			98.61	
USA BLUEBOOK				
03/10/2020	ROYTRONIC 4-FUNCTION VALVE	610-50630-390 OPERATING EXPENSE	123.26	WATER FUND
03/10/2020	10- FLAG 21' WIRE STAFF	610-50651-390 OPERATING EXPENSE	79.20	WATER FUND
03/10/2020	10- FLAG 21' WIRE STAFF GREEN	620-50831-390 OPERATING EXPENSE	79.20	SEWER FUND
Total USA BLUEBOOK:			281.66	
VISU-SEWER INC				
03/11/2020	JET TRUCK	620-50831-216 CONTRACTED SERVICES	29,007.50	SEWER FUND
Total VISU-SEWER INC:			29,007.50	
WE ENERGIES				
04/01/2020	NATURAL GAS	100-51600-220 UTILITIES	954.01	GENERAL FUND
04/01/2020	NATURAL GAS	100-52100-220 UTILITIES	97.04	GENERAL FUND
04/01/2020	NATURAL GAS	100-52310-220 UTILITIES	269.14	GENERAL FUND
04/01/2020	NATURAL GAS	100-53210-220 UTILITIES	167.95	GENERAL FUND
04/01/2020	NATURAL GAS	100-53800-220 UTILITIES	10.50	GENERAL FUND
04/01/2020	NATURAL GAS	100-55200-220 UTILITIES	182.07	GENERAL FUND
04/01/2020	NATURAL GAS	100-55420-220 UTILITIES	66.50	GENERAL FUND
04/01/2020	NATURAL GAS	250-55430-220 UTILITIES	141.62	GOLF COURSE
04/01/2020	NATURAL GAS	610-50620-220 UTILITIES	142.96	WATER FUND
04/01/2020	NATURAL GAS	620-50827-220 UTILITIES	219.59	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total WE ENERGIES:			2,251.38	
WEBER PAPER COMPANY				
03/27/2020	HAND SANITIZER, GLOVES, WIPE	100-51600-390 OPERATING EXPENSE	110.50	GENERAL FUND
04/10/2020	CLEANING SUPPLIES	100-51600-390 OPERATING EXPENSE	50.53	GENERAL FUND
04/20/2020	FOAMY Q&A	100-51600-390 OPERATING EXPENSE	11.26	GENERAL FUND
04/10/2020	CLEANING SUPPLIES	100-52100-390 OPERATING EXPENSE	50.59	GENERAL FUND
04/10/2020	CLEANING SUPPLIES	100-52310-390 OPERATING EXPENSE	50.53	GENERAL FUND
03/27/2020	HAND SANITIZER, GLOVES, WIPE	100-53100-390 OPERATING EXPENSE	110.50	GENERAL FUND
04/10/2020	CLEANING SUPPLIES	100-53210-390 OPERATING EXPENSE	50.53	GENERAL FUND
04/20/2020	FOAMY Q&A	100-53210-390 OPERATING EXPENSE	11.26	GENERAL FUND
04/10/2020	CLEANING SUPPLIES	100-53800-390 OPERATING EXPENSE	50.53	GENERAL FUND
03/27/2020	HAND SANITIZER, GLOVES, WIPE	250-55430-390 OPERATING EXPENSE	110.50	GOLF COURSE
04/10/2020	CLEANING SUPPLIES	250-55430-390 OPERATING EXPENSE	50.53	GOLF COURSE
03/27/2020	HAND SANITIZER, GLOVES, WIPE	620-50834-390 OPERATING EXPENSE	110.50	SEWER FUND
04/10/2020	CLEANING SUPPLIES	620-50834-390 OPERATING EXPENSE	50.53	SEWER FUND
04/20/2020	FOAMY Q&A	620-50834-390 OPERATING EXPENSE	11.26	SEWER FUND
Total WEBER PAPER COMPANY:			829.55	
WELLS FARGO FINANCIAL LEASING				
04/07/2020	YAMAHA GAS GOLF CARTS	250-55430-530 CART LEASE	4,529.38	GOLF COURSE
Total WELLS FARGO FINANCIAL LEASING:			4,529.38	
WEYGANTS APPLIANCE & MATTRESS				
03/21/2020	VACUUM, BAG DOCK, BAGS	250-55430-390 OPERATING EXPENSE	307.89	GOLF COURSE
Total WEYGANTS APPLIANCE & MATTRESS:			307.89	
WGLR-FM				
04/03/2020	GREETING	100-51100-390 OPERATING EXPENSE	151.50	GENERAL FUND
Total WGLR-FM:			151.50	
WI DEPT OF JUSTICE				
04/10/2020	TIME SYSTEM ACCESS/SUPPORT	710-51490-390 OPERATING EXPENSE	246.00	TECHNOLOGY FU
Total WI DEPT OF JUSTICE:			246.00	
WI DEPT OF NATURAL RESOURCES				
04/14/2020	OPERATOR CERTIFICATION- KLEIN LICENSE #37118	610-50920-330 TRAVEL/EDUCATION EXPENS	45.00	WATER FUND
Total WI DEPT OF NATURAL RESOURCES:			45.00	
WI DEPT OF TRANSPORTATION				
04/01/2020	MADISON ST PARKING, REPLACEMENT & NEWSTANDARD 1-31-20 TO 3-31-20	400-57331-216 HWY 61 N CONTRACTED SER	1,720.39	CAPITAL PROJECT
04/01/2020	MADISON ST SEWER 2-21-2020	400-57331-216 HWY 61 N CONTRACTED SER	2,601.44	CAPITAL PROJECT
Total WI DEPT OF TRANSPORTATION:			4,321.83	
WI DEPT OF WORKFORCE DEV				
04/01/2020	UNEMPLOYMENT	250-55430-120 UNEMPLOYMENT	530.00	GOLF COURSE
Total WI DEPT OF WORKFORCE DEV:			530.00	
WISCONSIN STATE LAB OF HYGIENE				
03/31/2020	FLUORIDE	610-50630-390 OPERATING EXPENSE	26.00	WATER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total WISCONSIN STATE LAB OF HYGIENE:			26.00	
WOLFS GRANTLAND GRAPHICS				
04/13/2020	11- CORRUGATED ROAD CONSTRUCTION SIGNS	100-56500-390 OPERATING EXPENSE	238.00	GENERAL FUND
04/21/2020	CROSS CONNECTION POSTCARDS	610-50652-390 OPERATING EXPENSE	40.00	WATER FUND
Total WOLFS GRANTLAND GRAPHICS:			278.00	
WSI WATER				
04/09/2020	46,704- POLYCLEAR	620-50826-363 CHEMICALS	6,071.52	SEWER FUND
Total WSI WATER:			6,071.52	
ZARNOTH BRUSH WORKS INC				
03/18/2020	ELGIN POLY CABLEWRAP BROOM REFILL, DISPOSABLE GUTTER BROOM, SCRAPER, DIRT SHOE	240-53100-390 OPERATING EXPENSE	822.70	STORMWATER UTI
Total ZARNOTH BRUSH WORKS INC:			822.70	
Grand Totals:			559,350.60	

**City of Lancaster
Parks and Recreation Committee Minutes
May 4, 2020**

1. Call meeting to order - 545
2. Roll call – All present
3. New Member Introduction – Missy Sperle is welcomed to the committee tonight.
4. Approve Meeting Minutes of 3-2-2020 – Nate moves to approve, Reuter 2nds. – Motion carries, all for.
5. Discussion of Summer Park and Rec Activities - Varnam
6. Mayor Varnam is the designated official to decide if summer rec will proceed for the summer or not. He is waiting as long as possible to decide if we will proceed or not. He wants to wait for the supreme court decision that will come this week. The mayor would like to wait 1-2 more weeks.
 1. Block inquires as to which other cities have cancelled their programs, etc.
 1. Some other cities have cancelled summer rec; LaCrosse has closed the pool. There will likely be guidelines coming out with
 2. Reuter questions if there is a number guideline of so many people or less, would we still open the pool. The Mayor states that will depend on the number and we want to open if at all possible.
7. CIP Discussion –
 1. Courtney prepared and presented 4 grant applications to the community fund which relate to Parks and Rec activities. Matching funds all are previously approved from the city council.
 1. Memorial Park Warming House updates & ADA compliant bathrooms.
 2. Pool Bathhouse – updated amenities, toilets, old bathhouse, etc.
 3. Fishing Pier – Repairs & Sidewalk from fishing pier to connect to the trail.
 4. Extending the Trail between the 2 ball diamonds for ADA compliance.
 2. Block questions Rock Spring Bathrooms, slated for 2021, Mr. Carlson states due to the pandemic and budgetary changes related to it, there will likely be a need to change plans for 2021 expenditures.
 3. Klondike Park is in need of some pretty extensive repairs. Likely needs to be added to the CIP.
8. Process for updating Five Year Outdoor Park and Rec Plan
 1. Completing makes us eligible for DNR grant funding.
 2. Gives a good mechanism for improvements to present to council.
 3. Mr. Carlson recommends each one of the members of the committee tour each of the facilities to have an idea of what is going on in each place.
 4. Updating Process includes
 1. WHERE HAVE WE BEEN
 2. WHERE ARE WE GOING
 3. WHAT DOES THAT TAKE
 5. Consensus is Mr. Carlson and Courtney will start by gathering some information through Facebook posts and then create a survey about the future projects and plans. Idea being the results would be out to committee 1 week prior to next meeting.
9. Gun Range Usage – Tiffany needs more information regarding the size of the parcel, zone, requirements et. Mr. Carlson believe the biggest concerns are related to the management of the range. Will need to determine what the city's liability insurance would require before putting a lot more time into the project at this point.

1. Next Step: Mr. Carlson to look into insurance requirements and bring back to committee.
10. Baus Park Lighting Update - Reuter – application did not go in, city had other projects that were of higher priority. Will plan to submit to November deadline.
11. Committee Comments – none
12. Future agenda items –
 1. Pickleball courts – school owns the court, city participates in the maintenance – Mr. Carlson to follow up with Rob Wagner on the school’s interest in painting one court for pickleball.
13. Adjourn – 0626 – Karmar – motions, Block second- all in favor.

Next meeting July 6, 2020 5:45

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING (VIRTUAL)
MAY 18, 2020
6:30 PM**

1. Call Meeting to Order

Mayor Varnam called the meeting to order at 6:31 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 Thuli to approve the minutes of 04-13-2020. Motion carried unanimously by roll call vote.

6. Public Hearing (CAP CSM)

Varnam declared the public hearing open at 6:34 P.M. to consider the petition of CAP Services, Inc. to approve the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin

Purpose: To create a new Lot 1 for Residential Development

Spoke in favor of the petition

None

Spoke against the petition

None

Mary Patoka, President & CEO of Cap Services stated she was present to address any questions regarding this and the rezone request.

7. Close public hearing

Varnam closed the public hearing at 6:34 P.M.

8. Consider CSM (CAP Services)

Motion by Vesperman, second by Benson to recommend to Council approval of the the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin. Motion carried six (6) to one (1) by roll call vote with Angeli voting against.

9. Public Hearing (CAP Rezone)

Varnam declared the public hearing open at 6:44 P.M. to consider the petition of CAP Services, Inc. to rezone LOT 1 of the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin (Near Pigeon Creek Lane) from PUD (Planned Unit Development) to R-1 (Single Family Residential)

Proposed use: Lot for Residential Development

Spoke in favor of the petition

None

Spoke against the petition

None

10. Close public hearing

Varnam closed the public hearing at 6:45 P.M.

11. Consider Rezone (CAP Services)

Motion by Benson, second by Thiede to recommend to Council approval to rezone LOT 1 of the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin (Near Pigeon Creek Lane) from PUD (Planned Unit Development) to R-1 (Single Family Residential). Motion carried six (6) to one (1) by roll call vote with Angeli voting against.

12. Public Hearing (City of Lancaster Rezone)

Varnam declared the public hearing open at 6:50 P.M. to consider petition of City of Lancaster to rezone Parcel 246-1576-20 and Tract 1 & Tract 2 of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin (Area off of Hwy 61S adjacent to Golf Course) from CON (Conservancy) and R-2 (One and Two Family Residential) to C-1 (General Business).

Proposed use: Lot for Hotel Development and Future Commercial Development

Spoke in favor of the petition

None

Spoke against the petition

None

The following public comments were related to the development of the property:

1. Bob Smith: Location of sidewalk extension
2. Roger and Margaret Bussan-Location of sidewalk extension
3. Bruce Fritz-Future sidewalk will most likely be on the west side of Hwy 61 due to safety concerns of crossing the highway and the location will be determine at the appropriate time in the future.

13. Close public hearing

Varnam closed the public hearing at 6:56 P.M.

14. Consider Rezone (City of Lancaster)

Motion by Schmidt, second by Thuli to recommend to Council approval of the rezone Parcel 246-1576-20 and Tract 1 & Tract 2 of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin (Area off of Hwy 61S adjacent to Golf Course) from CON (Conservancy) and R-2 (One and Two Family Residential) to C-1 (General Business). Motion carried six (6) to zero (0) by roll call vote with Benson abstaining.

15. Review Site Plan (Kwik-Trip)

Administrator Carlson and Dax Connely, Kwik Trip gave brief presentations regarding the Kwik-Trip site plan.

Concerns regarding signage and stormwater were address along with the public comment from Rita Whitish pertaining to a sound and lighting barrier between her property and this development.

An update plan will be provided at the next meeting for final review.

16. Review Site Plan (Lancaster Hotel Development, LLC)

Administrator Carlson provided a brief review of the site plan for the new hotel and Brad Bierman, Epic Construction answered questions regarding this development.

A few public comments were made:

1. Robert Smith-Will a turn lane be constructed (DOT determines)
2. Jeff and Kris Reuter-Concern with drainage and back patio sound & lighting (Both should not be an issue)

A special meeting will be planned for final approval of this site plan.

17. Zoning Ordinance Amendment (455-20(D)(4))

The maximum building height in a C-1 (General Business) zone is 35 feet and the new hotel will have a height of approximately 50 feet, so an amendment is needed to allow them to construct the hotel. Note: It would be allowable in a C-2 (Central Business) zone which a maximum building height of 50 feet.

Motion by Angeli, second by Thiede to set a public hearing at the June 8th Plan Commission meeting to consider a zoning ordinance amendment to change the allowable maximum height in a C-1 zone to 50 feet. Motion carried six (6) to zero (0) by roll call vote with Benson abstaining.

18. Adjourn

Motion by Thiede, seconded by Angeli to adjourn meeting at 8:29 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
GRANT COUNTY, WISCONSIN
RESOLUTION 2020-08**

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 extended the State of Emergency declaration on April 20, 2020; and

WHEREAS, the Common Council's declaration of a State of Emergency is set to expire on May 18, 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 June 15, 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, the Council's extension of the declaration of state of emergency dated April 20, 2020 and all provisions set forth in this declaration shall remain in effect until June 15, 2020, unless a superseding declaration is issued or this declaration is modified or terminated as set forth below.

BE IT FURTHER RESOLVED, the Common Council deems it appropriate to authorize the Mayor, by issuance of a proclamation, to: (1) modify the Common Council's declarations by removing any of the provisions set forth therein; and/or (2) terminate the declarations in their entirety. The Mayor may issue any such proclamation at any time prior to June 15, 2020 if the removal of a provision or termination is deemed by the Mayor to be in the best interests of the citizens and employees of the City of Lancaster.

Dated this 18th day of May, 2020.

CITY OF LANCASTER BY:

David C. Varnam, Mayor

ATTESTED:

David A. Kurihara, City Clerk

ORDINANCE NO. 2020-07

**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 PUD (Planned Unit Development) to a classification of R1 (Single Family Residential), to-wit:

LOT 1 of the Certified Survey Map being a replat of Part of LOT 1 of CSM No. 1273 which is located in the SE ¼ of the NE ¼ of Section 3, T4N R3W, City of Lancaster, Grant County, Wisconsin

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: May 18, 2020

David C. Varnam, Mayor

ATTEST:

David A. Kurihara, City Clerk

Date Approved: May 18, 2020

Date Published: May 21, 2020

ORDINANCE NO. 2020-08

**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 CON (Conservancy) and R-2 (One and Two Family Residential) to a classification of C1 (General Business, to-wit:

Parcel 246-1576-20 and Tract 1 & Tract 2 of the Certified Survey Map located in the NE ¼ of the SE ¼ of Section 10, T4N, R3W, City of Lancaster, Grant County, Wisconsin

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: May 18, 2020

David C. Varnam, Mayor

ATTEST:

David A. Kurihara, City Clerk

Date Approved: May 18, 2020

Date Published: May 21, 2020

PRELIMINARY PLANS

ALL DIMENSIONS AND AREAS SHOWN ARE APPROXIMATE PENDING FINAL SURVEY

CERTIFIED SURVEY MAP

C.S.M. NO. _____ VOLUME _____ PAGE _____ DOCUMENT NO. _____

BEING A REPLAT OF PART OF LOT 1 OF C.S.M. NO. 1273 WHICH IS LOCATED IN THE SE 1/4 OF THE NE 1/4 OF SECTION 3, T4N R3W, 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 being a Replat of part of Lot 1 of Certified Survey Map Number 1273 recorded in Document Number 692019, Grant County Registry which is located in the Southeast Quarter (SE 1/4) of the Northeast Quarter (NE 1/4) of Section Three (3), Township Four (4) North, Range Three (3) West of the 4th P.M., City of Lancaster, Grant County, Wisconsin, containing 0.58 acre, more or less, and being described as follows:

Commencing at the East Quarter (E 1/4) corner of said Section 3;
thence North 00° 58' 09" West 890.25 feet along the East line of said Section;
thence South 89° 15' 17" West 473.33 feet to a 1" iron pipe marking the point of beginning;
thence South 89° 15' 17" West 168.00 feet along a line of Lot 1 of said Certified Survey Map Number 1273 to a 3/4" rebar;
thence North 00° 41' 02" West 80.00 feet along a line of said Lot 1 to a 3/4" rebar;
thence North 89° 15' 17" East 70.00 feet along a line of said Lot 1 to a 3/4" rebar;
thence North 00° 41' 02" West 120.00 feet along a line of said Lot 1 to a 3/4" rebar;
thence North 89° 15' 17" East 98.00 feet along a line of said Lot 1 to a 3/4" rebar;
thence South 00° 41' 02" East 200.00 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 Mary Patoka of Cap Services Inc.

That such map is a correct representation of all the exterior boundaries of the land surveyed and the division made thereof and field work was completed on _____.

That I have fully complied with Chapter A-E 7 of the Wisconsin Administrative Code and the provisions of Section 236.34 of the Wisconsin Statutes, in surveying, dividing and mapping the same.

Dated this _____ day of _____, 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.

Agent for Cap Services Inc.: _____

PLAN COMMISSION APPROVAL CERTIFICATE:

Resolved, that this Certified Survey Map located in the City of Lancaster, the owner(s) listed hereon, is hereby approved by the City of Lancaster Plan Commission this _____ day of _____, 2020.

Chair, Lancaster Plan Commission

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" rebar found
- △ 1" diameter iron pipe found
- 3/4" x 18" rebar set wt=1.50 #/l.f.
- ⓪ Existing Telephone pedestal
- ⊠ Existing underground utility vault
- () Recorded as
- [] Property described in Document Number, Grant County Registry
- Boundary of Survey
- Section line
- Centerline
- — — Right of Way
- — — Platted lot line
- Previously surveyed line
- Deed line
- Existing easement line
- x-x-x-x Existing fence
- Existing Improvement—as labeled
- //////// Existing structure



Austin

Engineering LLC

austinengineeringllc.com

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

Prepared for: CAP SERVICES, INC

JOB NO: 20S024

H:\CRD\20S024

H:\PLAT\LANCASTER\BURTS\20S024-CAP SERVICES

FIELDBOOK: TDSR

DRAWN BY: AJ AUSTIN

CREW: S. AUSTIN, O. AUSTIN

SHEET 2 OF 2



▶ Platteville, Wisconsin
▶ Dubuque, Iowa

P 608.348.5355
P 563.542.9005

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

May 18, 2020

Council Members
City of Lancaster
206 S. Madison Street
Lancaster, WI 53813

RE: Proposed 2020 Sanitary Sewer Improvements' Project
Construction Bids

Dear Council Members:

Construction bids were received and opened on Thursday, April 23, 2020 at 3:00 p.m. at the Lancaster City Hall located at 206 S. Madison Street, Lancaster, WI for the Proposed 2020 Sanitary Sewer Improvements' Project. Four (4) bids were received for Contract #1 – Sanitary Sewer Construction. All bids received were competitive. The bid tabulation and itemized bid summary are enclosed for your review.

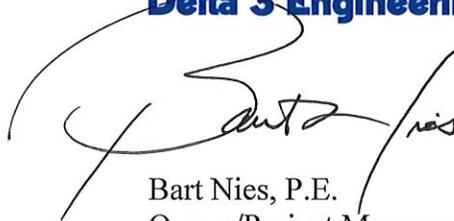
Contract #1 – Sanitary Sewer Construction

Drew Cook & Sons Excavating, Inc. from Dubuque, Iowa submitted the lowest bid for Contract #1 – Sanitary Sewer Construction = **\$159,177.50**. Owen's Excavating & Trenching, Inc. from Hazel Green, Wisconsin submitted the second lowest bid for Contract #1 = \$202,529.00.

The resultant bid from Drew Cook & Sons Excavating, Inc. for Contract #1 – Sanitary Sewer Construction = \$159,177.50 is approximately 45% below the estimated construction budget amount = \$280,000. Therefore, it is recommended to award Contract #1 – Sanitary Sewer Construction for the Proposed 2020 Sanitary Sewer Improvements' Project to Drew Cook & Sons Excavating, Inc. in the amount of **\$159,177.50**.

If you have any questions, please feel free to contact me at (608) 348-5355. Thank you.

Sincerely,
Delta 3 Engineering, Inc.



Bart Nies, P.E.
Owner/Project Manager

Enclosures
BPN/jf

EVERY ANGLE COVERED



Proposed 2020 Sanitary Sewer Improvements
City of Lancaster

Contract #1 – Sanitary Sewer Construction

Item No.	Item Description	Estimated Quantity	Unit	Drew Cook & Sons Excavating, Inc.		Owen's Excavating & Trenching, Inc.		Rule Construction, Ltd.		G-Pro Excavating, LLC	
				Unit Price	Subtotal Price	Unit Price	Subtotal Price	Unit Price	Subtotal Price	Unit Price	Subtotal Price
1-1	Mobilization, Bonds, and Insurance as specified and indicated.	1	L.S.	LUMP SUM	= \$ 8,000.00	LUMP SUM	= \$ 17,000.00	LUMP SUM	= \$ 6,500.00	LUMP SUM	= \$ 17,200.00
1-2	Implementation of Erosion Control as specified and indicated.	1	L.S.	LUMP SUM	= \$ 800.00	LUMP SUM	= \$ 7,000.00	LUMP SUM	= \$ 2,500.00	LUMP SUM	= \$ 10,000.00
1-3	Implementation of Traffic Control as specified and indicated.	1	L.S.	LUMP SUM	= \$ 500.00	LUMP SUM	= \$ 500.00	LUMP SUM	= \$ 500.00	LUMP SUM	= \$ 1,500.00
1-4	Tree Removal (greater than 12" Diameter) as specified and indicated.	2	Each	\$ 500.00 / Each	= \$ 1,000.00	\$ 800.00 / Each	= \$ 1,600.00	\$ 1,200.00 / Each	= \$ 2,400.00	\$ 2,000.00 / Each	= \$ 4,000.00
1-5	8" SDR 35 PVC Sanitary Sewer installed as specified and indicated.	28	L.F.	\$ 40.00 / L.F.	= \$ 1,120.00	\$ 45.00 / L.F.	= \$ 1,260.00	\$ 65.00 / L.F.	= \$ 1,820.00	\$ 80.00 / L.F.	= \$ 2,240.00
1-6	10" SDR 35 PVC Sanitary Sewer installed as specified and indicated.	1,749	L.F.	\$ 35.00 / L.F.	= \$ 61,215.00	\$ 45.00 / L.F.	= \$ 78,705.00	\$ 58.00 / L.F.	= \$ 101,442.00	\$ 40.00 / L.F.	= \$ 69,960.00
1-7	4' Diameter Precast Concrete Sanitary Sewer Manhole installed as specified and indicated.	7	Each	\$ 4,320.00 / Each	= \$ 30,240.00	\$ 3,100.00 / Each	= \$ 21,700.00	\$ 3,000.00 / Each	= \$ 21,000.00	\$ 3,790.00 / Each	= \$ 26,530.00
1-8	Connection to Existing Sanitary Sewer as specified and indicated.	6	Each	\$ 250.00 / Each	= \$ 1,500.00	\$ 800.00 / Each	= \$ 4,800.00	\$ 250.00 / Each	= \$ 1,500.00	\$ 300.00 / Each	= \$ 1,800.00
1-9	Abandon Existing Sanitary Sewer with Concrete Slurry Mix and Cap as specified and indicated.	1	L.S.	LUMP SUM	= \$ 6,200.00	LUMP SUM	= \$ 7,000.00	LUMP SUM	= \$ 3,200.00	LUMP SUM	= \$ 7,500.00
1-10	Replace Existing Sanitary Sewer Lateral as specified and indicated.	11	Each	\$ 650.00 / Each	= \$ 7,150.00	\$ 800.00 / Each	= \$ 8,800.00	\$ 800.00 / Each	= \$ 8,800.00	\$ 680.00 / Each	= \$ 7,480.00
1-11	Post-Construction Televising of Sanitary Sewer as specified and indicated.	1,777	L.F.	\$ 2.50 / L.F.	= \$ 4,442.50	\$ 2.00 / L.F.	= \$ 3,554.00	\$ 2.50 / L.F.	= \$ 4,442.50	\$ 2.25 / L.F.	= \$ 3,998.25
1-12	2' x 3' Precast Concrete Storm Basin ST #1 installed as specified and indicated.	1	Each	\$ 4,500.00 / Each	= \$ 4,500.00	\$ 1,500.00 / Each	= \$ 1,500.00	\$ 2,500.00 / Each	= \$ 2,500.00	\$ 1,800.00 / Each	= \$ 1,800.00
1-13	Drainage Swale constructed as specified and indicated.	1,615	L.F.	\$ 3.00 / L.F.	= \$ 4,845.00	\$ 2.00 / L.F.	= \$ 3,230.00	\$ 22.00 / L.F.	= \$ 35,530.00	\$ 5.50 / L.F.	= \$ 8,882.50
1-14	Heavy Rip-Rap over Geotextile Fabric installed as specified and indicated.	125	C.Y.	\$ 40.00 / C.Y.	= \$ 5,000.00	\$ 33.00 / C.Y.	= \$ 4,125.00	\$ 35.00 / C.Y.	= \$ 4,375.00	\$ 65.00 / C.Y.	= \$ 8,125.00
1-15	Rock Excavation as specified and indicated.	50	C.Y.	\$ 50.00 / C.Y.	= \$ 2,500.00	\$ 45.00 / C.Y.	= \$ 2,250.00	\$ 40.00 / C.Y.	= \$ 2,000.00	\$ 80.00 / C.Y.	= \$ 4,000.00
1-16	Concrete Curb and Gutter (30") installed as specified and indicated.	30	L.F.	\$ 50.00 / L.F.	= \$ 1,500.00	\$ 40.00 / L.F.	= \$ 1,200.00	\$ 45.00 / L.F.	= \$ 1,350.00	\$ 45.00 / L.F.	= \$ 1,350.00
1-17	Concrete Driveway (6") replaced as specified and indicated.	360	S.F.	\$ 9.00 / S.F.	= \$ 3,240.00	\$ 8.00 / S.F.	= \$ 2,880.00	\$ 9.00 / S.F.	= \$ 3,240.00	\$ 8.00 / S.F.	= \$ 2,880.00
1-18	Hot Mix Asphalt Pavement installed as specified and indicated.	35	TON	\$ 155.00 / TON	= \$ 5,425.00	\$ 155.00 / TON	= \$ 5,425.00	\$ 160.00 / TON	= \$ 5,600.00	\$ 153.00 / TON	= \$ 5,355.00
1-19	Landscaping installed as specified and indicated.	10,000	S.Y.	\$ 1.00 / S.Y.	= \$ 10,000.00	\$ 3.00 / S.Y.	= \$ 30,000.00	\$ 2.00 / S.Y.	= \$ 20,000.00	\$ 8.00 / S.Y.	= \$ 80,000.00
				CONTRACT #1 – TOTAL	= \$ 159,177.50	CONTRACT #1 – TOTAL	= \$ 202,529.00	CONTRACT #1 – TOTAL	= \$ 228,699.50	CONTRACT #1 – TOTAL	= \$ 264,600.75

Proposed 2020 Sanitary Sewer Improvements

Owner: City of Lancaster, WI

Grant County, Wisconsin

Bid Opening: Thursday, April 23, 2020 @ 3:00 p.m. CST

Lancaster City Hall, 206 South Madison Street, Lancaster, WI 53813

BIDDER	CONTRACT # 1 – SANITARY SEWER CONSTRUCTION
1. Rule Construction, Ltd Dodgeville, WI (Bid Bond) (Cert. Check)	\$228,699.50
2. Drew Cook & Sons Excavating, Inc. Dubuque, IA (Bid Bond) (Cert. Check)	\$159,177.50
3. G-Pro Excavating, LLC Montfort, WI (Bid Bond) (Cert. Check)	\$264,600.75
4. Owen’s Excavating & Trenching, Inc. Hazel Green, WI (Bid Bond) (Cert. Check)	\$202,529.00
5. (Bid Bond) (Cert. Check)	
6. (Bid Bond) (Cert. Check)	
7. (Bid Bond) (Cert. Check)	
8. (Bid Bond) (Cert. Check)	
9. (Bid Bond) (Cert. Check)	
10. (Bid Bond) (Cert. Check)	
11. (Bid Bond) (Cert. Check)	
12. Bid Bond) (Cert. Check)	
13. (Bid Bond) (Cert. Check)	
14. (Bid Bond) (Cert. Check)	

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, 2nd in Command Job Description, Police Officer Job Description, Administrative Assistant/Parking Enforcement Officer, Police Chaplain and Chart breaking down Grant County Agencies Titles

g:\g-drive\administration\city administrator\admin process\staff report - grant applications for memorial park improvements.docx

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	



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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

East Lincoln Avenue Speed Limit Report

I spoke with Brad Byom at DOT regional office in LaCrosse regarding speed limit reductions on E. Lincoln Ave. near the swimming pool.

Brad was able to get a feel for the area from our discussion and viewing Google Earth, he offered the following suggestions instead of lowering speed limit to 15 MPH.

Install a 25 MPH sign between Jackson and Van Buren streets for east bound traffic

Install a 25 MPH sign near Golf Rd for West bound traffic

Install digital speed signs at these locations instead of standard signs (possibly seek a grant for signs)

Paint cross walks on E. Lincoln Ave and Eaton streets. Install pedestrian crossing signs near cross walk on E. Lincoln Ave (cross walks will be painted this summer)

Consider no parking close to intersection of E. Lincoln Ave and Eaton to allow better visibility. Use signs that say No Parking Corner to Here (these signs could be removed when season is over)

Consider rapid flashing beacons for crosswalk on E. Lincoln Ave. like those on Elm and Madison (very costly for this low traffic area)

John Hauth
DPW

Schreiner Memorial Library
Board of Trustees
Wednesday, April 8, 2020; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

NOTICE AND AGENDA

- I. Call to Order @ 5:05 Present via Zoom were Jen Bernetzke, Josh McLimans, Dan Glass, Cindy Busch, Dan VonFeldt, LuAnn Droessler, Jan Schmidt, and Carrie Post
- II. Secretary's Report – Minutes of 3 March meetings- action We all looked over the past 3 sets of minutes. Josh makes a motion to approve minutes, Luann 2nd motion carries
- III. Treasurer's Report –Last month's list of bills – action Jan makes a motion to approve, Dan Vonfeldt 2nd motion. Motion carries
- IV. Library Director's Report – Approval of fine fund expenditures – action Staff members are still working, some from home and some at library. Library is cleaned. Floors got waxed at the end of March. Community room is in great shape. April- who knows what is happening? Online resources still need to be done are being done from home. Restaining the chess set is happening. Mayor is extending the mandatory closure until May 18th. Fine receipts are not available. Cindy made a motion to approve the report, Josh 2nd motion
- V. Public Presentation and Communications
 - A. WLA Statement- 2 thank you cards Jen got a letter from WLA about continuing to pay the staff until this Covid Crisis is happening. Jan received a letter from Gerri Reuter to thank the library and board members.
- VI. Old Business
 - A. Closure Updates- information Mayor updated closure until May 18th. Newest update from state- took curbside delivery idea off the table for the time being.
 - B. Fine Fund Audit- action Josh turned in the audited fine fund to Jen and it looked good. Dan Glass makes a motion to approve 2nd by Jan motion carries
 - C. Hiring Committee- action possible- We would like to add Cindy to the committee. LuAnn would step down as a committee member and allow Cindy or Dan V. Dan G appoints Cindy to the committee.
- VII. New Business

- A. Hiring Update- information Jen got the job post out to many possible places. We are waiting to get it into the paper. Jen will get her resignation letter May 10th is her last day. July 10th is when she gets paid out to because of vacation, etc. We said preference of applications until April 15th.
- B. Paying Staff- information and action possible - Jen discovered in our personnel policy that says that if the library were to have an emergency closure the staff will be compensated as they were scheduled to be paid. The library has offered the city library workers if needed. County funding will suffer if we do not spend the amount that has been allocated to your group. Keep expenditures low for 21-22. Cindy said it's good to support our staff. Dan VonFeldt said that it will go a long ways to save \$. Dan said maybe put a pause on purchasing books possibly for 30 days in the future. LuAnn asked about acquiring the best sellers that we'd miss out on purchasing. Some money from book budget was reallocated to digital collection.

VIII. Trustee Comments- Discuss book budget and what we should do with it. Cindy had a comment promotes 2020.org survey that asks people what they are interested in giving their money toward. TAKE THIS SURVEY please. Chamber events and some summer events may be canceled. Possibly cancel Blues and Brews...

IX. Adjourn LuAnn makes a motion to adj. Josh 2nd the motion

Next meeting: April 8, 2020 at 5:00 PM

Notice to Library Board members; Grant County Herald Independent; WGLR; City Clerk



Monthly Report April 15 - May 14

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

April 21	LPD Department Meeting
May 18	Chief Reukauf – Monthly P&P Meeting via email

Case Reports

04/16/20	Check Residence: Parties in Nursing Home
04/17/20	Mattress on Porch: Gone
04/17/20	Mattress/Tires/Couch in Yard: Gone
04/17/20	Couch in Yard: Gone
04/17/20	Tires in Yard: Gone
04/17/20	Dishwasher in Yard: Gone
04/17/20	Chair in Driveway: Gone
04/17/20	Couch on Porch: Gone
04/17/20	Criminal Damage to Property – no suspects at this time
04/19/20	Animal Barking: Warned
04/19/20	Unwanted Person: Warned
04/20/20	Gas Drive off: Appears they tried to pay, no license plate for us to follow up with
04/21/20	Child Abuse: Unfounded, was a Tik Tok Video that appeared to be something different than what it was
04/22/20	Animal at Large: Warned letter sent, will cite. Ongoing matter
04/22/20	Business Alarm: Warned
04/24/20	Dishwasher on Porch: Gone
04/24/20	Chair on Porch: Gone
04/24/20	Refrigerator in Yard: Gone
04/24/20	Chair on Porch: Gone, Mattress and Tire showed up: Has till 5/13/20
04/24/20	Tires in Yard: Gone



Lancaster

POLICE DEPARTMENT

04/24/20 Microwave in Yard: Gone
04/25/20 Keep the Peace: Stand by so there were no issues
04/25/20 Traffic Complaint: Party was doing burnouts and doughnuts, Warned
04/26/20 Welfare check: All ok
04/26/20 Gas Drive off: Attempted to use card but did not work
04/26/20 Welfare Check: Assist Party who fell
04/27/20 Business Alarm: Warned
04/28/20 Theft: No suspect at this time
04/28/20 TV/Vacuum behind Business/Apartment: Has till 5/15/20
04/28/20 Tire/Unregistered Camper: Gone/Has till 5/15/20
04/28/20 Unregistered Camper: Valid
04/28/20 Unregistered Camper: Working with family member
04/28/20 Washer/Dryer/Carpet: Gone
04/28/20 Unregistered Camper: Valid
04/29/20 Unregistered Camper: Has till 5/15/20
04/29/20 Tire: Gone
04/29/20 Unregistered Camper: One Camper Gone/Has till 5/29/20
04/29/20 Unregistered Camper: Has till 5/29/20
04/29/20 Unregistered Camper: Valid
04/30/20 Unregistered Camper: Has till 5/30/20
04/30/20 Unregistered Camper: Has till 5/30/20
04/30/20 Possible Drug Use: Unfounded
05/01/20 Disorderly Conduct: Unfounded
05/01/20 Unregistered Camper: Has till 5/15/02
05/01/20 Unregistered Camper: Has till 5/15/20
05/04/20 Assist Grant County Sheriff's Office with a theft case
05/04/20 Unregistered vehicle/tire/chair: has till 5/11/20
05/04/20 Unregistered vehicle: Has till 6/4/20
05/05/20 Unregistered vehicle: Has till 6/4/20
05/05/20 Unregistered vehicle: Gone
05/05/20 Unregistered vehicle: Has till 5/15/20
05/05/20 Washer in yard: Has till 5/14/20
05/05/20 Couch in Yard: Has till 5/17/20
05/05/20 Mattress: Has till 5/18/20

Parking Summary by Ordinance

From

4/1/2020 to

4/30/2020

Ordinance Description	Current Month	Year to Date	Same Month Prior Year	Last Year (2019)
2 HOUR PARKING VIOLATION	0	119	22	337
24 HOUR	2	20	14	111
48 HOUR PARKING	0	2	0	5
ALTERNATIVE SIDE PARKING VIOLATION	0	363	0	513
HANDICAP PARKING	0	0	0	0
NO PARKING 2AM TO 6AM	0	3	0	18
OTHER PARKING VIOLATION	1	1	0	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 April (Cash or Check)	\$	570.00		
Parking Ticket Fines Deposited in April (Credit/Debit)	\$	250.00		



Lancaster Police Department

Summary of K-9 Deployment Reports

April 2020

(2) Total Deployment Records for April 2020

Matthew Haverland		(2) Deployment Records for April 2020	
Narcotics Sniff-Vehicle		(2) records	
N/A	4/21/2020 1:39 AM	Fennimore	Matthew Haverland & Arrow
U-MA204211390	Req. Agency- Fennimore Police Department		No Arrests
N/A			
N/A	4/24/2020 4:06 PM	Lancaster	Matthew Haverland & Arrow
U-MA204241660	Req. Agency- Lancaster Police Department		No Arrests
N/A			

Totals for the reported period for each handler shown		
Handler Name	# of Deployments	# of Arrests
Matthew Haverland	2	
Totals for this report-	2	

Lancaster Police Department Monthly Log

Name:

April 1 -30, 2020

Month/Shift Working

Traffic	Verbal	Written	Citation	Assist Calls	# of times	Calls of Service	V Warn	Cited	Arrest	Other
Equipment Violation	1	1		Assist LPD Officer	40	Abuse: Child/Eldery				1
Eluding				Assist GCSD	12	Alarm Calls				4
FYR/Stop Sign				Assist Other Agency	26	Animal Calls	2	1		4
Inattentive				Assist Citizen	42	Burglary				
Non Registration				Curfew Checks		CDTP				1
OAS/OAR/No DL			1	EMS Calls	8	DC				1
OWI				Fire Calls	1	Domestic Calls			1	
OWI - List offense				Salvation Army		Drug Offenses				1
Seatbelt				Paper Service		Harassment				2
Speeding				Security Checks	591	Keep the Peace	4			7
Traffic Complaint	6			Other Assists		Noise Complaint				
ATV Offense				Other Duties	# of times	Fraud/Scams				
Other	2			Business Contacts	85	Sexual Assault				
Totals	9	1	1	Consent Search		Suspicious Person	1			4
Total Number of Traffic Stops	9			Personal Contacts	70	Theft				5
				Public Talks		Truancy				
Accidents	No Cite	Citation	If Injuries/#	Meetings	9	Warrant/P&P				
Car vs. Animal			1	Drug Court/UA's		Welfare Check				5
Hit & Run						Worthless Checks				
Personal Injury				School Walk Through	# of visits	Other	21			17
Property Damage	2	1		Winskill	1	Total	28	1	1	52
Totals	2	1	1	St. Clement			# Calls	# Transported		
Did 10-50 involve?	#			Middle School		Detox				
Motorcyle				High School		Emergency Detention				
Pedestrian				Library		Civil Disputes	4			
Bicycle				Grant Regional	1					
Parking Ticket #	3			Total	2	K-9 Activation	3			

Public Works Report May 2020

Continue working with Kwik Trip and Hotel developers

Contractors returned on April 13th to finish N. Madison street landscaping, sidewalk, punch list items and painting

Bid openings for Valley View sewer main and Cherry street storm sewer

Public works crew sand blasted shade structures for swimming pool and took to body shop for painting

Deb Knapp and Tim Davis cleaned, repaired and sealed tile floors in country club restrooms, they look amazing

Swimming pool work is going very well. Chemicals have been delivered and start up and staff training is scheduled for June 2nd

Sewer and storm sewer restoration between Hickory and Maple was completed. A source of clear water entering sewer system in this area through an old sewer lateral was found and eliminated as well.

E. Hickory street extension final paving and restoration completed

Public works has been working on storm sewer system and retention pond repairs, drain tile work at golf course, sweeping streets, flood damage repairs at Klondike Park

American flags installed on street light poles downtown

Strand completed survey work for hotel gravity sewer main route

Submitted grant applications to Community Fund

Worked with police department to identify properties that need clean up

Received several calls regarding new trash collection, rode along in garbage truck to see how it operates and looked at possible alley pick up where cars parked on street will make collection difficult

Contacted by person interested in residential development, very early stages

New dump truck chassis picked up in Dubuque and brought to public works garage, body builder will not be ready until late summer

Airport improvement plans update with DOT and MSA

RBC'S at wastewater plant were cleaned by a contractor, this work has been delayed because of wet weather the last couple of years and needed to get completed

Golf course staff have done an excellent job preparing the facilities so that course could get up and running and meet safety guidelines

Special shout out to Bruce and Sue Fritz for the work they along with other volunteers do at the Lancaster Trail. If it was not for these folks we wouldn't have such a nice recreational opportunity in Lancaster

Administrator's Report May 18, 2020

Key Dates to Remember

- June 2 – Department Head Meeting
- June 8 – Plan Commission
- June 15 – City Council
- June 20 – Summer Begins



Project Status Update

Saputo. No update.

Hotel. Intent is to start ground work in May, construction in June

HWY 61. Work will be complete by the Friday before Memorial Day.

Sewer extension to County Farm. This project is complete. There may be some limited yard restoration/touch up to complete, but the County is taking care of that.

Pool. Pool filling will start at the end of next week (May 21 or 22). Training is now scheduled to take place on June 2nd with the startup of the pool. There may be an opening the week of May 25th – 29th to do the training with staff by the vendors and construction team. John H. is satisfied with this timing as it reduces our chemical usage and limits the time between the pool is filled and usage actually starts.

Mayor and staff are discussing different options for opening the pool, much of which is dependent upon Governor Evers orders, as well as DHS.

HWY 81 reconstruction from Lancaster to Platteville. 2021 project.

129/61 Interchange improvements. 2021 project.

Kwik Trip (at County Property at corner of Madison and City Limits Road). Final site plan approval is set for June Plan Commission meeting. Construction is 2021.

Housing. No new action.

Airport. We have received a \$20,000 grant for FAA related to Covid-19 funding. We have submitted our application for funding, at least what we have been told is the application. Funding can be used (we have been told) for reimbursement of operating expenses since January 20th of this year, including fuel purchases. Still waiting for final FAA approval to add new hangers, although John H. and I held a video conference with BOA and MSA regarding starting the project.

Golf Course. Course is open and operating under Gov. Evers guidelines. We have significant revenue deficits comparing March/April of 2019 to 2020, however with the course open May projects to be net revenue positive in 2020 compared to 2019.

Corona Virus. I continue to coordinate with Department heads. I also participate in County and Wisconsin League of Municipalities update meetings. Staff is evaluating improvements to the main admin area to improve safety for staff and customers. John H. is sitting down with Eastman Cartwright staff to develop plans.