

**CITY OF LANCASTER
COMMON COUNCIL AGENDA
JUNE 15, 2020**

Time: 6:30 PM

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

This meeting will be in-person but the public or anyone else may join the meeting online or by telephone. The information needed to join the meeting virtually is listed at the bottom of this agenda. If you have any questions, please contact David Kurihara (723-7445)

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Consent Agenda*
 - a. Approve minutes of regular Council Meeting of May 18, 2020 and special Council Meeting of May 27, 2020
 - b. May Revenue Report
 - c. Treasurer's Report 5-31-2020
 - d. Resolution No. 2020-09 - Compliance Maintenance Annual Report (CMAR)
 - e. Approve License Renewals for 7/1/2020-6/30/2021
 - f. Approve Operator Licenses
6. Approval of Expenditures
7. Approval of Purchase Orders
8. Reports from Commissions and Committees
 - a. Board of Review 6-9-20
 - b. Finance Review 6-9-20
 - c. Plan Commission 6-8-20
9. Discuss Swimming Pool Summer Operations and Fees and Possible Action
10. Discuss Lancaster Youth Baseball/Softball Association Request and Possible Action
11. Discuss Park Facilities Use and Possible Action
12. Introduction of Tim Davis- Golf Course Operations Manager
13. Discuss Golf Course Clubhouse Use for Rental and Catering and Possible Action
14. Update on City's Financial Records and Possible Action (**Budget Worksheet May 2020 to May 2019-
Separate Attachment and Memo Forthcoming**)
15. Discuss Possible Alcohol License Fee Changes and Possible Action
16. Discuss City Grant- Business Assistance and Possible Action
17. Discuss Possible Lancaster Community Fund Grant Application Regarding Speed Signs near the Pool and Possible Action
18. Consider Ordinance NO. 2020-09 An Ordinance of the City of Lancaster, Grant County, Wisconsin, To Amend Section 142-3 (J)(1) of the Municipal Code of the City of Lancaster relating to the Issuance of Operator's Licenses and Possible Action
19. Review Golf Course Residential Development Certified Survey Map and Possible Action
20. COVID-19 Update
21. Reports from Department Heads
 - a. Fire Department
 - b. Library Report
 - c. Police
 - d. Public Works
22. Administrator's Report
23. Mayor Comments
24. Council Comments
25. Future Agenda Items
26. Convene to close session for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or

exercises responsibility regarding the City Administrator's performance evaluation (Wisconsin Statutes 19.85(1)(C))

27. Resume to open session to take action on above if so advisable

28. 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/86283347662?pwd=dktiWtBnUHQ3cWVaT0pLOG1qclyQT09>

Meeting ID: 862 8334 7662

Password: 282439

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

**City of Lancaster
City Council
June 15, 2020**

To: David Varnam, Mayor and Council

Subject: Item 5 – 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 May 18, 2020 and Special Council Meeting of May 27, 2020
- b. Revenue report for May (**Attached**)
- c. Treasurer’s Report 5-31-2020 (**Attached**)
- d. Resolution No. 2020-09 (**Attached**) This is a recurring resolution done annually to approve the Compliance Maintenance Annual Report (CMAR) for the Wastewater Treatment Facility. A copy of the report is attached to the resolution
- e. Approve License Renewals for 7/1/2020-6/30/2021 (**Attached**) Annual renewals of alcohol, cigarette and coin operated licenses
- f. Approve Operator Licenses for 7/1/2020-6/30/2022 (**Attached**) All applicants have met licensing requirements

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MAY 18,2020 (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, Ingebritsen, LaBudda, Oliveto, Pennekamp, Reuter, Schmidt and Rollins

Members absent: None

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

4. Public Comments

None

5. Proclamations

Mayor Varnam presented the following proclamations:

- a. Emergency Medical Services Appreciation Proclamation for the week of May 17-23, 2020
- b. National Public Works Week Proclamation for the week of May 17-23, 2020

6. Recognition of Outgoing Council Member

Mayor Varnam recognized the following outgoing Committee Members: Mark Dieter-Parks & Recreation; Robert Hoffman-Golf Course; Mary Rasmussen-Housing Authority; Jim Reynolds-Housing Authority; Kate Reuter-Housing Authority; Rita Schmitz-Housing Authority and Judy Bembenek-Housing Authority

7. Public Hearing-Conditional Use (Kwik-Trip)

Mayor Varnam declared the public hearing open at 6:35 P.M. to 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.

Spoke in favor of the petition

None

Spoke against the petition

None

Mayor Varnam closed the public hearing at 6:36 P.M.

8. Consent Agenda

- a. Approve minutes of regular Council Meeting of April 20, 2020 and Organizational Meeting of April 21, 2020 (add Joel to Ingebritsen under Item 3-Oath of Office)
- 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

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

9. Approval of Expenditures

Motion by Schmidt, seconded by LaBudda to approve expenditures=\$559,350.60. Motion carried unanimously by roll call vote.

10. Approval of Purchase Orders

N/A

11. Reports from Commissions and Committees

- a. Parks and Recreation Committee 5-4-2020
- b. Plan Commission 5-11-2020

12. Resolution 2020-08

Motion by Reuter, seconded by Harper to approve Resolution 2020-08-Resolution Extending State of Emergency Declaration. Motion carried unanimously by roll call vote.

13. Conditional Use Permit (Kwik-Trip)

Item to be considered at the June meeting since site plan review is not complete.

14. Ordinance 2020-07 (Cap Services Rezone)

Motion by LaBudda, seconded by Schmidt to approve Ordinance No. 2020-07-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.

15. Ordinance 2020-08 (Lancaster Hotel Development)

Motion by LaBudda, seconded by Ingebritsen to approve Ordinance No. 2020-08-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.

16. CSM (CAP Services)

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

17. 2020 Sanitary Sewer Low Project Bid

18. 2020 Cherry Street Improvement Project Low Bid

A plan of finance was presented in which available funds designated for other capital projects could be reallocated to be used for the above bided projects.

Motion by Schmidt, seconded by Reuter to approve low bid of \$159,177.50 from Drew Cook & Sons Excavating, Inc. for the 2020 Sanitary Sewer Improvement Project (Valley View). Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Oliveto to approve low bid of \$52,961.80 from Gerke Excavating, Inc. for the 2020 Cherry Street Storm Sewer Project. Motion carried unanimously by roll call vote.

Note: A copy of the bid summary will be forwarded to members.

Recess at 7:47 P.M.

Reconvene at 7:55 P.M.

19. State Theatres LLC Request

Motion by LaBudda, seconded by Oliveto to approve waiving the 2nd quarter lease payment for State Theatres LLC. Motion carried seven (7) to one (1) by roll call vote with Schmidt voting against.

20. Job Descriptions-Police

Item is being presented again after Council had time to review these updated job descriptions. It should be noted the job descriptions are being updated to reflect job duties and not to incur additional compensation.

Motion by Reuter, seconded by Pennekamp to approve job descriptions for Chief of Police, Sergeant, Police Officer and Administrative Assistant/Parking Enforcement Officer. Motion carried unanimously by roll call vote.

21. Speed Limit near Pool

There was a consensus to first apply/install low cost measures as suggested by the DOT to determine if this helps reduce the speed in the area instead of lowering the speed limit to 15 M.P.H.

22. Pool Fence

Oliveto expressed concern if the new pool fence was high enough to keep people out during off hours. DPW Hauth stated the new fence is an eight (8) foot fence which is two (2) feet higher than the old one and should prevent people from improperly entering the pool.

23. Golf Course Residential Development

A copy of restrictive covenants for Kolar Estates was provided for review and later discussion if the Council wishes to have these types of covenants for this development.

In addition, a draft CSM has been prepared and will be presented at the June Council for discussion.

24. Site Access Agreement

Motion by LaBudda, seconded by Schmidt to approve Site Access Agreement with Lancaster Hotel Development, LLC for the purpose of site analysis, exaction and grading. Motion carried unanimously by roll call vote.

25. COVID-19 Update

City Staff has been active with related COVID-19 meetings. Administrator will be working with department heads on a "Project Re-Start", which is a guide to help implement necessary changes to operations and facilities in response to this pandemic.

26. Reports from Department Heads

- a. Fire Department-Oral
- b. Library- Minutes of 4-8-2020 enclosed
- c. Police-Report
- d. Public Works-Report

27. Administrators Report

- a. Report in packet

28. Mayor Comments

None

29. Council Comment

None

30. Future Agenda Items

Financial Update

31. 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
SPECIAL MEETING (VIRTUAL)
MAY 27, 2020**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Members absent: Schmidt

Others present: Attorney Helmke, Administrator Carlson, Clerk Kurihara, DPW Hauth, Administrative Assistant Sheckler and Pool Manager Pross

4. Public Comments

None

5. Summer Recreation Programs & Swimming Pool Summer Operations

Attorney Helmke, in response to the City's liability if someone would succumb to COVID-19, stated the chance for the City to be liable is minimal; however, any claim would likely not be covered by the City's insurance policy and the City has the most protection by following DHS guidelines.

Grant County Health Director Jeff Kindrai further stated the City should follow the Badger Bounce Back protocols created by DHS and at this time, phase 1 would not be allowed.

Motion by Ingebritsen, seconded by Pennekamp to approve opening the pool on June 15th with only lap swimming and advance swimming lessons as outlined by the Mayor. Motion failed three (3) to four (4) by roll call vote with LaBudda, Oliveto, Reuter and Rollins voting against.

Motion by Reuter seconded by Pennekamp to delay discussion of opening the pool until the next regular Council meeting on June 15th. Motion carried unanimously by roll call vote.

Motion by LaBudda seconded by Harper to cancel all Lancaster summer recreation programs. Motion carried six (6) to one (1) by roll call vote with Ingebritsen voting against.

6. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn the meeting at 7:29 P.M. Motion carried.

David A. Kurihara
City Clerk

Distribution Summary

Category	Distribution	Amount
CEMETERY	GRAVE OPENINGS	250.00
CEMETERY	LOT SALES	3,000.00
DONATIONS	GENERAL FUND-DONATIONS	534.58
DONATIONS	K9 DONATIONS	500.00
DONATIONS	MISC	1,000.00
GOLF COURSE	CART RENTAL	21,385.50
GOLF COURSE	GIFT CERTIFICATES	878.43
GOLF COURSE	GOLF MERCHANDISE	6,174.44
GOLF COURSE	GREEN FEES	10,194.00
GOLF COURSE	MEMBERSHIPS	41,156.00
GOLF COURSE	MISC	62,394.14-
GOLF COURSE	MISC	331.28
GOLF COURSE	MISC	77.89-
LICENSES AND PERMITS	BUILDING PERMITS	1,173.00
LICENSES AND PERMITS	OPERATORS LICENSES	30.00
MISCELLANEOUS REVENUES	HEALTH INSURANCE	482.84
MISCELLANEOUS REVENUES	MISC	18.16
MISCELLANEOUS REVENUES	MISC	18.16
MISCELLANEOUS REVENUES	MISC	18.16
MISCELLANEOUS REVENUES	MISC	18.19
MISCELLANEOUS REVENUES	RENT MUNICIPAL BUILDING	100.00
POLICE DEPARTMENT	COURT FINES	1,269.34
POLICE DEPARTMENT	PARKING TICKETS	131.00
PUBLIC CHARGES	CLERK FEES	10.00
PUBLIC CHARGES	OTHER PUBLIC WORKS	323.95
UTILITY BILLING RECEIPTS	UTILITY BILLING RECEIPTS	154,744.33
WASTEWATER UTILITY	DISCHARGE REVENUES	20,416.03
WATER UTILTIY	HYDRANT WATER	77.26
Grand Totals:		<u>201,762.62</u>

**City of Lancaster
Treasurer's Report
5/31/2020**

<table border="0" style="width: 100%;"> <tr> <td style="width: 35%;">Book Balance 5-1-20</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 15%; text-align: right;">607,525</td> <td style="width: 10%; border-left: 1px solid black;"></td> <td style="width: 30%;"></td> </tr> <tr> <td>Total Receipts</td> <td></td> <td style="text-align: right;">1,576,818</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td>Total Disbursements</td> <td></td> <td style="text-align: right;">(1,695,403)</td> <td style="border-left: 1px solid black;"></td> <td></td> </tr> <tr> <td>Cash Balance 5-31-20</td> <td></td> <td style="text-align: right;">488,940</td> <td style="border-left: 1px solid black; border-bottom: 3px double black;"></td> <td></td> </tr> </table>	Book Balance 5-1-20	\$	607,525			Total Receipts		1,576,818			Total Disbursements		(1,695,403)			Cash Balance 5-31-20		488,940			<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Bank Balance 5-1-20</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 45%; text-align: right;">837,349</td> </tr> <tr> <td>Deposits in Transit</td> <td></td> <td style="text-align: right;">1,863</td> </tr> <tr> <td>Outstanding Checks</td> <td></td> <td style="text-align: right;">(370,272)</td> </tr> <tr> <td>Reconciled Balance 5-31-20</td> <td></td> <td style="text-align: right;">468,940</td> </tr> </table>	Bank Balance 5-1-20	\$	837,349	Deposits in Transit		1,863	Outstanding Checks		(370,272)	Reconciled Balance 5-31-20		468,940
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FUND

General	100	219,875		
Cemetery	220	50,036		
CDBG	230	44,795		
Stormwater	240	18,707		
Golf	250	(25,996)		
Library	280	56,539		
Potosi Library	285	14,995		
Veterans Memorial	292	24,114		
Debt Service	300	119,907		
Capital Projects	400	(1,579,540)		
TID #3 Arrow Ridge Business Park	403	538		
TID#5 Sunrise Valley Apartments	405	(150)		
TID#6 Lancaster Hotel	406	(4,968)		
TID #4 West Alone Lane Area	409	20,345		
Water	610	531,401		
Sewer	620	267,474		
Computer Fund	710	60,089		
Property Tax Fund	800	670,779		
General Ledger Balance		\$ 488,940		

Investment Balance 5-1-20	\$	4,568,423		
Interest Earned		3,219		
Other Receipts		450,858		
Total Disbursements		(830,000)		
Investment Balance 5-31-20		4,192,500		

4

FUND

General	100	2,226,408		
Capital Projects	400	728,325		
Water-Depreciation	610	25,167		
Water-Debt Service	610	379,947		
Sewer-Construction	620	116,576		
Sewer-Equipment Replacement	620	282,981		
Sewer-Depreciation	620	75,502		
Sewer-Debt Service	620	357,594		
General Ledger Balance		\$ 4,192,500		

RESOLUTION NO. 2020-09

CMAR REPORT YEAR 2019

COMPLIANCE MAINTENANCE RESOLUTION

RESOLVED that the City of Lancaster informs the Wisconsin Department of Natural Resources that the following actions were taken by the Common Council.

1. Reviewed the Compliance Maintenance Annual Report, which is attached to this resolution.

Passed by unanimous vote of the Common Council on June 15, 2020.

David C. Varnam, Mayor

David Kurihara, City Clerk

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.6429	x	151	x	8.34	=	807
February	0.6975	x	243	x	8.34	=	1,415
March	0.9157	x	183	x	8.34	=	1,399
April	0.6421	x	223	x	8.34	=	1,196
May	0.7145	x	252	x	8.34	=	1,499
June	0.6608	x	261	x	8.34	=	1,439
July	0.6692	x	205	x	8.34	=	1,142
August	0.5711	x	267	x	8.34	=	1,272
September	0.8592	x	134	x	8.34	=	958
October	0.9767	x	170	x	8.34	=	1,388
November	0.9107	x	188	x	8.34	=	1,430
December	0.6681	x	204	x	8.34	=	1,138

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.74	x	90	=	0.666
		x	100	=	.74
Design BOD, lbs/day	3025	x	90	=	2722.5
		x	100	=	3025

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	1	0	0	0
March	1	1	1	0	0
April	1	0	0	0	0
May	1	1	0	0	0
June	1	0	0	0	0
July	1	1	0	0	0
August	1	0	0	0	0
September	1	1	1	0	0
October	1	1	1	0	0
November	1	1	1	0	0
December	1	1	0	0	0
Points per each		2	1	3	2
Exceedances		8	4	0	0
Points		16	4	0	0
Total Number of Points					20

20

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
● Yes Enter last calibration date (MM/DD/YYYY)

2019-05-28

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

● Yes

● Yes

○ Yes

○ No

○ No

● No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

● Yes

3100 gallons

○ No

Holding Tanks

● Yes

154,100 gallons

○ No

Grease Traps

○ Yes

gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance was not affected from receiving hauled waste.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

● No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	20
Score (100 - Total Points Generated)	80
Section Grade	C

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	15	13.5	2	1	0	0
February	15	13.5	3	1	0	0
March	15	13.5	4	1	0	0
April	15	13.5	5	1	0	0
May	15	13.5	5	1	0	0
June	15	13.5	5	1	0	0
July	15	13.5	6	1	0	0
August	15	13.5	3	1	0	0
September	15	13.5	2	1	0	0
October	15	13.5	2	1	0	0
November	15	13.5	4	1	0	0
December	15	13.5	4	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

Lancaster WWTP does not have effluent flow meter.

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

High flows from wet weather. (I&I)

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

No

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
6/9/2020 **2019**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	20	18	17	1	0	0
February	20	18	22	1	1	1
March	20	18	24	1	1	1
April	20	18	19	1	0	1
May	20	18	15	1	0	0
June	20	18	16	1	0	0
July	20	18	17	1	0	0
August	20	18	14	1	0	0
September	20	18	13	1	0	0
October	20	18	15	1	0	0
November	20	18	16	1	0	0
December	20	18	17	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	2	3	
Points	14	9	
Total Number of Points		23	

23

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

February 2019- Was maintaining one foot of sludge in final clarifiers. Started noticing light brown/tan floc in clarifiers not settling. Flow into was fluctuating and colder water temps. may have caused trickling filter and RBCs to slough. Adjusted wasting rates and monitored lab results.

March 2019- Trickling filter and RBCs sloughing may be due to low temperature. Monitored sludge blanket and adjusted wasting rates.

April 2019- 90% limit exceedance, pumped storm water bypass lagoon back for 17 days for four hours equaling 74.5 hours until empty. May have caused increased solids. Was monitoring sludge blanket depths and tried to adjust accordingly. Also received 2.35 inches of during the month.

Total Points Generated	23
Score (100 - Total Points Generated)	77
Section Grade	C

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Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
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Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	7.1		.22	0					
February	7.2		.08583333	0					
March	8.9		.12384615	0					
April	6.3		.2375	0					
May	2.2		.11266667	0					
June	2.2		.32083333	0					
July	2.2		.20153846	0					
August	2.2		.075	0					
September	2.2		.10583333	0					
October	5.1		.105	0					
November	8.5		.27461538	0					
December	7.5		.40307692	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.825	1	0
February	1	1.003	1	1
March	1	0.882	1	0
April	1	0.951	1	0
May	1	0.803	1	0
June	1	0.758	1	0
July	1	0.854	1	0
August	1	0.775	1	0
September	1	0.663	1	0
October	1	0.760	1	0
November	1	0.809	1	0
December	1	0.814	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				1
Total Number of Points				10

10

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

February 2019- Exceeded monthly limit. Had high solids also during the month. Increased chemical feed rate and monitored the sludge blanket in clarifiers and adjusted wasting rates. Had colder water temperatures may have caused trickling filter and RBCs sloughing.

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

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Last Updated: Reporting For:
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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

406 acres

2.1.2 How many acres did you use?

22.2 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - SLUDGE

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75				20.3										0	0
Cadmium		39	85				<.26										0	0
Copper		1500	4300				368										0	0
Lead		300	840				19.3										0	0
Mercury		17	57				1.6										0	0
Molybdenum	60		75				3.8									0		0
Nickel	336		420				10									0		0
Selenium	80		100				<9.1									0		0
Zinc		2800	7500				486										0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

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<ul style="list-style-type: none"> ○ 1-2 (10 Points) ○ > 2 (15 Points) <p>3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)</p> <ul style="list-style-type: none"> ○ Yes ○ No (10 points) ● N/A - Did not exceed limits or no HQ limit applies (0 points) ○ N/A - Did not land apply biosolids until limit was met (0 points) <p>3.1.3 Number of times any of the metals exceeded the ceiling limits = 0</p> <p>Exceedence Points</p> <ul style="list-style-type: none"> ● 0 (0 Points) ○ 1 (10 Points) ○ > 1 (15 Points) <p>3.1.4 Were biosolids land applied which exceeded the ceiling limit?</p> <ul style="list-style-type: none"> ○ Yes (20 Points) ● No (0 Points) <p>3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	0
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<p>4. Pathogen Control (per outfall):</p> <p>4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 40%;">Outfall Number:</td> <td style="text-align: center;">002</td> </tr> <tr> <td>Biosolids Class:</td> <td style="text-align: center;">B</td> </tr> <tr> <td>Bacteria Type and Limit:</td> <td style="text-align: center;">Fecal Coliform</td> </tr> <tr> <td>Sample Dates:</td> <td>01/01/2019 - 12/31/2019</td> </tr> <tr> <td>Density:</td> <td>323,891</td> </tr> <tr> <td>Sample Concentration Amount:</td> <td>CFU/G TS</td> </tr> <tr> <td>Requirement Met:</td> <td>Yes</td> </tr> <tr> <td>Land Applied:</td> <td>Yes</td> </tr> <tr> <td>Process:</td> <td>Aerobic Digestion</td> </tr> <tr> <td>Process Description:</td> <td>Sludge is aerobically digested, then thickened on gravity belt and put into storage.</td> </tr> </table> <p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <ul style="list-style-type: none"> ○ Yes (40 Points) ● No <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	Outfall Number:	002	Biosolids Class:	B	Bacteria Type and Limit:	Fecal Coliform	Sample Dates:	01/01/2019 - 12/31/2019	Density:	323,891	Sample Concentration Amount:	CFU/G TS	Requirement Met:	Yes	Land Applied:	Yes	Process:	Aerobic Digestion	Process Description:	Sludge is aerobically digested, then thickened on gravity belt and put into storage.	0
Outfall Number:	002																				
Biosolids Class:	B																				
Bacteria Type and Limit:	Fecal Coliform																				
Sample Dates:	01/01/2019 - 12/31/2019																				
Density:	323,891																				
Sample Concentration Amount:	CFU/G TS																				
Requirement Met:	Yes																				
Land Applied:	Yes																				
Process:	Aerobic Digestion																				
Process Description:	Sludge is aerobically digested, then thickened on gravity belt and put into storage.																				

<p>5. Vector Attraction Reduction (per outfall):</p> <p>5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.</p>	
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Last Updated: Reporting For:
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Outfall Number:	002	0
Method Date:	12/31/2019	
Option Used To Satisfy Requirement:	Injection when land apply	
Requirement Met:	Yes	
Land Applied:	Yes	
Limit (if applicable):		
Results (if applicable):		
<p>5.2 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:
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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; padding: 5px;"><p>Collection system, WWTP maintenance, and water department. Position (Utility operator) could cross train in all departments. With the change of personnel in water department the regular waste water operator has been taking on more duties in that department leaving the waste water department short staffed at times. We struggled at times to get maintenance done on a scheduled basis, whether it was weekly or monthly.</p></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">● Paper file system○ Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent○ Very good● Good○ Fair	

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Poor

Describe your rating:

The maintenance program for the treatment plant is good due to the reliable and responsible staff. Although it is getting harder to achieve scheduled maintenance with waste water staff helping in other departments. At the time when problems or repairs are needed they are taken care of in a timely manor. The City is very supportive of repairs and equipment upgrades as needed.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

MARK W WOOD

Certification No:

32153

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Basic	OIT	Basic	Advanced
A1	Suspended Growth Processes				X
A2	Attached Growth Processes	X			X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural				
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection				
L	Laboratory				X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="David Kurihara"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(608) 723-7445"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="davidk@lancasterwisconsin.com"/></p>																
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0															
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2019"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: center;"><input style="width: 150px;" type="text" value="342,326.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="342,326.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: center;"><input style="width: 150px;" type="text" value="7,372.00"/></td> </tr> <tr> <td></td> <td style="text-align: right;">+</td> <td></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="342,326.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="342,326.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="7,372.00"/>		+		
3.2.1 Ending Balance Reported on Last Year's CMAR	\$	<input style="width: 150px;" type="text" value="342,326.00"/>														
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input style="width: 150px;" type="text" value="0.00"/>														
3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="342,326.00"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="7,372.00"/>														
	+															

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 67,823.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 281,875.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Transferred amount to operating account to adjust to required amount of \$281,000.

3.3 What amount should be in your Replacement Fund?

\$ 281,000.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Collection System Main Replacement Valley View	166500	2020
2	WWTP Driveway	15000	2021
3	Repave Lagoon	100000	2021
4	WWTP Generator Upgrade	45000	2021
5	Phosphorus Improvements	3225000	2022
6	Septic Dumping Station Improvement	35000	2022
7	RBC Roof Repair	10000	2021
8	Collection System Main Replacement Jackson Street	200000	2022
9	Grit Classifier For Head Works	50000	2023
10	WWTP Garage Improvement	10000	2023

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	9,488	599
February	9,876	854
March	8,482	876
April	10,088	319
May	8,274	139
June	8,855	27
July	8,722	0
August	7,248	1
September	9,270	0
October	17,629	1
November	10,044	159
December	9,549	489
Total	117,525	3,464
Average	9,794	346

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	69,900	19.93	3,507	25.02	2,794	
February	66,000	19.53	3,379	39.62	1,666	
March	60,900	28.39	2,145	43.37	1,404	
April	61,900	19.26	3,214	35.88	1,725	
May	64,800	22.15	2,926	46.47	1,394	
June	60,700	19.82	3,063	43.17	1,406	
July	62,700	20.75	3,022	35.40	1,771	
August	56,200	17.70	3,175	39.43	1,425	
September	59,900	25.78	2,324	28.74	2,084	
October	62,900	30.28	2,077	43.03	1,462	
November	62,700	27.32	2,295	42.90	1,462	
December	64,800	20.71	3,129	35.28	1,837	
Total	753,400	271.62		458.31		0
Average	62,783	22.64	2,855	38.19	1,703	0

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

none

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

We had a goal of cleaning 25% of collection system. Maintaining all problem areas, root control, and lift station maintenance.

Did you accomplish them?

- Yes
- No

If No, explain:

We cleaned approximately ten percent of collection system and did accomplish root control and lift station maintenance. The City had construction projects happening and staff was keeping up with locates and trying to keep maintenance in treatment plant and water department finished. We also had a personnel changes in water department.

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2019-10-01

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

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- Equipment and replacement part inventories
- Up-to-date sewer system map
- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 100px; text-align: center;" type="text" value="10"/>	% of system/year
Root removal	<input style="width: 100px; text-align: center;" type="text" value="2"/>	% of system/year
Flow monitoring	<input style="width: 100px; text-align: center;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 100px; text-align: center;" type="text" value="22"/>	% of system/year
Sewer line televising	<input style="width: 100px; text-align: center;" type="text" value="0"/>	% of system/year
Manhole inspections	<input style="width: 100px; text-align: center;" type="text" value="15"/>	% of system/year
Lift station O&M	<input style="width: 100px; text-align: center;" type="text" value="9"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 100px; text-align: center;" type="text" value="4"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 100px; text-align: center;" type="text" value="0.3"/>	% of sewer lines rehabbed

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Private sewer inspections % of system/year
 Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

-The City replaced approximately 740 feet of sewer main.
 -There was a new lift station with mechanical screen constructed that added about two miles of force main to City for the new Grant County jail and included Orchard Manor care facility.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

Total actual amount of precipitation last year in inches
 Annual average precipitation (for your location)
 Miles of sanitary sewer
 Number of lift stations
 Number of lift station failures
 Number of sewer pipe failures
 Number of basement backup occurrences
 Number of complaints
 Average daily flow in MGD (if available)
 Peak monthly flow in MGD (if available)
 Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

Lift station failures (failures/year)
 Sewer pipe failures (pipe failures/sewer mile/yr)
 Sanitary sewer overflows (number/sewer mile/yr)
 Basement backups (number/sewer mile)
 Complaints (number/sewer mile)
 Peaking factor ratio (Peak Monthly:Annual Daily Avg)
 Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	9/12/2019 8:30:00 PM - 9/25/2019 12:00:00 PM	1027 S. Madison St.	Rain, Flooding	6.1140 - 6.1140
1	9/19/2019 7:30:00 AM - 9/19/2019 11:30:00 AM	Grant Street (Lat: 42.843410, Long: 90.700578)	Rain, Flooding	0.0180 - 0.0180
2	9/19/2019 7:40:00 AM - 9/19/2019 9:30:00 AM	126 N. Harrison St.	Rain, Flooding	0.0090 - 0.0090
3	9/19/2019 7:40:00 AM - 9/19/2019 8:45:00 AM	549 W. Hickory (mid block)	Rain, Flooding	0.0045 - 0.0045

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4	9/19/2019 7:30:00 AM - 9/19/2019 1:30:00 PM	615 Memorial Park Rd (42.844249, 90.702375)	Rain, Flooding	0.1080 - 0.1080
5	9/19/2019 7:30:00 AM - 9/19/2019 12:30:00 PM	615 Memorial Park Rd (42.8438864, 90.701901)	Rain, Flooding	0.03 - 0.03
6	9/19/2019 7:30:00 AM - 9/19/2019 12:30:00 PM	615 Memorial Rd (42.843623, 90.701954)	Rain, Flooding	0.03 - 0.03
7	9/19/2019 8:00:00 AM - 9/19/2019 12:00:00 PM	W. Nathan St. (42.841030, 90.711056)	Rain, Flooding	0.0360 - 0.0360
8	9/19/2019 8:00:00 AM - 9/19/2019 12:00:00 PM	W. Nathan St. / North of Nathan St. in Easement (42.84659, 90.711156)	Rain, Flooding	0.0360 - 0.0360
9	9/19/2019 8:00:00 AM - 9/19/2019 9:30:00 AM	611 S. Washington (42.843240, 90.711908)	Rain, Flooding	0.0068 - 0.0068
10	10/1/2019 8:30:00 PM - 10/1/2019 9:30:00 PM	615 Memorial Park Road (42.844849, -90.702375)	Rain, Flooding	0.0060 - 0.0060
11	10/1/2019 8:30:00 PM - 10/1/2019 9:30:00 PM	615 Memorial Park Road (42.843623, -90.701954)	Rain, Flooding	0.0060 - 0.0060
12	10/1/2019 9:00:00 PM - 10/8/2019 7:00:00 AM	1027 S. Madison Street (42.839287, -90.708482)	Rain, Flooding	2.26 - 2.26

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

The City of Lancaster contracted Delta 3 engineering to smoke test approximately 27,500 feet of sewer collection system in the north east section of Memorial Park lift station. Repaired approximately 50 feet of 8 inch main close to lift station that was severely damaged (2020). After the smoke testing was finished the City reviewed recommendations from Delta 3 and decided to replace about 1500 feet of sewer main south of City Limits Rd. and behind Valley View subdivision. Along with the project, work on a retention pond north of project is planned to restrict flow in construction project and landscaping to divert storm water along sewer main. Hopefully this will decrease some I&I flow that the Memorial Park lift station receives.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

The City received 56.78 inches of precipitation in 2019. A lot of it was received at beginning of September an through the middle of October. The soil was saturated and was not dry until it started getting cold.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes
- No

If Yes, please describe:

The I&I that was received in September and October did affect the treatment plant somewhat. The large amount of rain received kept flows high into plant and then the air and ground temperature decreased earlier than normal causing biological treatment to slow down. Tried to keep flow around one million gallons per day along with pumping storm bypass lagoon out to lower spring 2020 snow melt and rain events. Memorial Park lift station has a low capacity wet well and was receiving large volume of water. The four pumps at lift station were operating at capacity. The Nathan St. manhole just north of plant is shallow and since flow was high could not handle the volume.

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5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

Increased precipitation not letting ground or residents basements dry out.

5.4 What is being done to address infiltration/inflow in your collection system?

The City has approved about 1500 feet of sewer main to be replaced in 2020. Scheduled Visu-Sewer to televise about 6200 feet of main that needs to be reviewed. Some of problems have been repaired.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0024503

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	C	2	3	6
BOD/CBOD	A	4	10	40
TSS	C	2	5	10
Ammonia	A	4	5	20
Phosphorus	B	3	3	9
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	129
GRADE POINT AVERAGE (GPA) = 3.49				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Lancaster

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = C

March-High flows were due to the brush on mechanical fine screen were worn down causing screen basket to not get cleaned off appropriately making influent stream back up. New brush installed 4/3/2019. Notes on DMR.

September- Received 17.09 inches of rain in the month. Tried to maintain 1 MGD through plant. Bypassing into storm water lagoon, that was also overflowing. Notes on DMR.

October- High flow due to pumping storm water lagoon back to primary> needed to get as much out before winter, colder temps. Because of pumping large volume back the brush on mechanical fine screen wore out due to the excess debris/flow. Notes on DMR.

November- High flow recorded was from mechanical fine screen being wore out due to excessive flow and debris(grit) from previous months. Replaced 11/12/2019. Also found screen basket damaged, did not replace needed to order new basket.. We received a new basket and brush set, will install in 2020 when existing brush wears out. Notes on DMR

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = C

February- Maintained one foot of sludge in final clarifiers. Noticed light brown/tan floc in clarifiers not settling. Trickling filter and RBCs may have been sloughing due to colder water temperatures. Adjusted wasting rates and monitored. Notes on DMR.

March- Trickling filter and RBCs may have been sloughing, and colder water temperatures. 3/26/19 ran GBT had high flow and exceeded daily limit on 3/27/19. Adjusted wasting rates and monitored. Notes on DMR.

Effluent Quality: Ammonia: Grade = A

Effluent Quality: Phosphorus: Grade = B

Biosolids Quality and Management: Grade = A

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Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

The City of Lancaster had twelve SSO events during 2019. The total precipitation for the year was 56.78 inches making for saturated soil conditions. Most of the overflows were at Memorial Park lift station. It received large volumes of water and incapacitated wet well. All pumps were operating at capacity, although we are still having problems with the storm pumps air locking at start up. On call operator called out for high level, then goes to lift station to purge air. Manholes north of plant on Nathan St. overflow due to volume from Memorial Park lift station and the WWTP restricting flow into plant and storm water bypass lagoon. The City has had 27,500 feet of sewer main smoke tested in north east area from Memorial Park lift station. All emergency protocol was followed by staff. There are comments in the Collection System part of report on plans the City has for some reduction of I&I.

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.49

**CITY OF LANCASTER
LICENSES FOR APPROVAL
JUNE 15, 2020 COUNCIL MEETING
LICENSE PERIOD 7/1/2020—6/30/2021**

LIQUOR LICENSES

COMBINATION "CLASS B" AND CLASS "B"--\$600.00

1. Molzhon Enterprises, Inc. - Mark A. Molzhon, Agent - Fireball Lanes
2. Fiesta Cancun of Lancaster, Inc.- Kari Lopez, Agent
3. Zippy's Brass Rail, LLC - Randall W. Koeller, Agent
4. Headly Cujo II LLC-Kevin G. Timmerman, Agent – Doolittle's Pub & Eatery
5. Copper Dome Sports Bar LLC, Todd Kane, Agent
6. Karla's Kitchen, LLC- Karla Fishnick, Agent

COMBINATION CLASS "A"--\$600.00

1. Schurman's Downtown Liquors- Brian Schurman, Agent – Schurman's Downtown Liquors
2. Piggly Wiggly Midwest, LLC –Thomas Stram, Agent-Piggly Wiggly Supermarket #406
3. Dolgencorp LLC – Rebecca Graves, Agent – Dollar General Store 6960
4. Kwik Trip Inc. - Edmund Junior Hill, Agent – Kwik Trip #645

CLASS "B" MALT BEVERAGE-\$100.00

1. Hanson Pizza & Ice Cream Parlors of Wisconsin Inc.-Roger R. Bussan, Agent-Happy Joe's Pizza & Ice Cream Parlor
2. Twin Dragon LLC-YeFei Glydwell, Agent

CLASS "A" MALT BEVERAGE-\$100.00

1. New Horizons Supply Cooperative- Melanie Hoffman, Agent-New Horizons
2. Glen Karpinski – Gina Langner, Agent –Glen Karpinski DBA Lancaster Mobil

CLASS "C" WINE-\$100.00

1. Twin Dragon LLC-YeFei Glydwell, Agent

COIN OPERATED MACHINES--\$15.00 EACH

1. Molzhon Enterprises, Inc., Mark Molzhon, d/b/a Fireball Lanes - 1-pool table, and 5-video games – Quarter Pocket Vending, LLC, Owner
2. Zippy's Brass Rail, LLC, Randall Koeller - 1-pool table, 1 dart game and 3-video games- Rich & Junnies Vending, Owner
3. Hanson Pizza & Ice Cream Parlors of Wisconsin, Inc.-Roger Bussan, d/b/a Happy Joe's Pizza & Ice Cream Parlor- 10-video games-Hanson's Pizza & Ice Cream Parlor of Wisconsin, Owner
4. Headly Cujo II LLC-Kevin G. Timmerman, d/b/a Doolittle's Pub & Eatery- 3-video games – Rich & Junnies Vending, Owner
5. Copper Dome Sports Bar, LLC-Todd Kane - 1 pool table, 1, dart game and 4 video games - Five Star Music & Games, Owner

CIGARETTE LICENSES--\$100.00

1. Bennett's Auto Clinic, LLC
2. Piggly Wiggly Midwest, LLC -Piggly Wiggly Supermarket #406
3. Molzhon Enterprises, Inc. -Fireball Lanes
4. Kwik Trip Inc. – Kwik Trip #645
5. New Horizons Supply Cooperative– New Horizons
6. Glen Karpinski DBA Lancaster Mobil – Lancaster Mobil
7. Dolgencorp LLC – Dollar General Store 6960

**CITY OF LANCASTER
 OPERATOR'S LICENSES FOR APPROVAL
 JUNE 15, 2020 COUNCIL MEETING
 LICENSE PERIOD FROM 7/1/2020—6/30/2022
 TWO YEAR PERIOD--\$30.00 EACH**

License #	Name	Applicant's City	Business
1	Brittany Wallace	Lancaster	Fireball Lanes
2	Karla Nickel	Lancaster	Fireball Lanes
3	Tracy Molzhon	LaCrosse	Fireball Lanes
4	Jorge Lopez	Cuba City	Fiesta
5	Tiffany Ehlen	Potosi	Dollar General
6	Regina Knapp-Malatji	Lancaster	Dollar General
7	Sarah Kane	Lancaster	Dollar General
8	Sebastian Clauer	Lancaster	Dollar General
9	Anna Buss	Lancaster	Kwik Trip
10	Debra Smith	Cassville	Kwik Trip
11	Amy Burkholder	Lancaster	New Horizons
12	Melanie Hoffman	Lancaster	New Horizons
13	Tracey Squires	Lancaster	New Horizons
14	Tina Knutson	Lancaster	New Horizons
15	Carol Stuckey	Lancaster	New Horizons
16	Lindsey Wolf	Lancaster	Golf Course
17	Amy Olson	Lancaster	Grant County Fair
18	Theresa Caley	Beetown	Newmans Mobil
19	Julie Bastian	Lancaster	Newmans Mobil
20	Ashley Hugill	Lancaster	Newmans Mobil
21	Nicole McLean	Lancaster	Doolittles
22	Nicole Polkinghorn	Lancaster	Doolittles
23	Siena Krachey	Fennimore	Doolittles
24	Michael Walter	Lancaster	Doolittles
25	Yvonne Bender	Lancaster	Piggly Wiggly
26	Chad Schaefer	Platteville	Piggly Wiggly
27	Debra Robinson	Lancaster	Piggly Wiggly
28	Dylan Kehoe	Fennimore	Piggly Wiggly
29	Thomas Stram	Prairie Du Chien	Piggly Wiggly
30	Rosemary Czyzewski	Beetown	Piggly Wiggly
31	Christina Hudnut	Lancaster	Piggly Wiggly
32	Matthew Tower	Lancaster	Piggly Wiggly
33	Tammy Beneke	Lancaster	Piggly Wiggly
34	Clarence Hampton Jr	Lancaster	Piggly Wiggly
35	Nathan Kirschbaum	Bloomington	Piggly Wiggly
36	Jayda Martin	Platteville	Schurmans Downtown Liquors
37	Jose Lopez	Lancaster	Fiesta
38	Domingo Vidal Ramirez Raymundo	Lancaster	Fiesta
39	Janell Reuter	Lancaster	Schurmans Downtown

			Liquors
40	Andrea Taylor	Lancaster	Schurmans Downtown Liquors
41	Elizabeth McGuire	Brodhead	Kwik Trip
42	Amanda Dengler	Lancaster	Kwik Trip
43	Michele Fishnick	Cassville	Kwik Trip
44	Brant Peterson	Cassville	Kwik Trip
45	Jeaneva Krier	Lancaster	Kwik Trip
46	Lori Scholl	Cassville	Kwik Trip
47	Debra Curtis	Lancaster	Kwik Trip
48	Mary Chapman	Lancaster	Kwik Trip
49	Anita Kohout	Montfort	Kwik Trip
50	Tammy Murphy	Lancaster	Kwik Trip
51	Ashley Pollock	Lancaster	Kwik Trip
52	Bridget Haas	Potosi	Kwik Trip
53	Judith Volkmann	Lancaster	Kwik Trip
54	Tammie Adams	Lancaster	Kwik Trip
55	Carrie Spoor	Lancaster	Kwik Trip
56	Judith Vesperman	Lancaster	Kwik Trip
57	Sandi Kelley	Cassville	Kwik Trip
58	Angel Ackerman	Lancaster	Kwik Trip
59	Melody Hampton	Cassville	Kwik Trip
60	Joseph Reuter	Lancaster	Doolittles
61	Quinten Kreul	Lancaster	Doolittles
62	Kylie Blessen	Lancaster	Zippys
63	Vicki Burggraf	Lancaster	Zippys
64	Julie Budworth	Lancaster	Zippys
65	Michael Abing	Lancaster	Zippys
66	Darrell Blessen	Lancaster	Zippys
67	Judy Ames	Lancaster	Zippys
68	Gale Gillilan	Lancaster	Zippys

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
ACCURATE APPRAISAL LLC				
05/05/2020	FIELD WORK, DATA ENTRY, REVIEW	100-51520-216 CONTRACTED SERVICES	7,280.00	GENERAL FUND
Total ACCURATE APPRAISAL LLC:			7,280.00	
ADVANCED TURF SOLUTIONS				
05/05/2020	ADVANCED ATHLETIC BLUE RYE 50/50	100-55200-390 OPERATING EXPENSE	125.00	GENERAL FUND
05/06/2020	4-DROPSHIP CART ID FLAG HANDICAP	250-55430-390 OPERATING EXPENSE	162.00	GOLF COURSE
Total ADVANCED TURF SOLUTIONS:			287.00	
ALERE TOXICOLOGY SERVICES INC				
04/30/2020	DRUG SCREEN	100-53210-390 OPERATING EXPENSE	192.99	GENERAL FUND
Total ALERE TOXICOLOGY SERVICES INC:			192.99	
ALLEGIANT OIL LLC				
04/30/2020	GAS	100-53212-356 MOTOR FUELS	94.88	GENERAL FUND
Total ALLEGIANT OIL LLC:			94.88	
ALLIANT ENERGY				
05/14/2020	ELECTRIC	100-51600-220 UTILITIES	684.24	GENERAL FUND
05/14/2020	ELECTRIC	100-52100-220 UTILITIES	176.49	GENERAL FUND
05/14/2020	ELECTRIC	100-52310-220 UTILITIES	399.68	GENERAL FUND
05/14/2020	ELECTRIC	100-52500-220 UTILITIES	19.44	GENERAL FUND
05/14/2020	ELECTRIC	100-53210-220 UTILITIES	200.62	GENERAL FUND
05/14/2020	ELECTRIC	100-53310-220 UTILITIES	11.92	GENERAL FUND
05/07/2020	ELECTRIC	100-53450-220 UTILITIES	3,869.41	GENERAL FUND
05/14/2020	ELECTRIC	100-53800-220 UTILITIES	134.09	GENERAL FUND
05/14/2020	ELECTRIC	100-55200-220 UTILITIES	620.33	GENERAL FUND
05/14/2020	ELECTRIC	100-55420-220 UTILITIES	18.00	GENERAL FUND
05/14/2020	ELECTRIC	100-56500-220 UTILITIES	38.10	GENERAL FUND
05/14/2020	ELECTRIC	220-54700-220 UTILITIES	18.42	CEMETERY FUND
05/14/2020	ELECTRIC	250-55430-220 UTILITIES	384.64	GOLF COURSE
05/14/2020	ELECTRIC	403-57201-220 UTILITIES	24.86	TID #3
05/14/2020	ELECTRIC	610-50620-220 UTILITIES	7,965.55	WATER FUND
05/14/2020	ELECTRIC	620-50821-220 UTILITIES	788.73	SEWER FUND
05/14/2020	ELECTRIC	620-50822-220 UTILITIES	4,493.64	SEWER FUND
Total ALLIANT ENERGY:			19,848.16	
APPLIED MICRO				
03/30/2020	10 USB EXTENSION CABLE, 6 USB EXTENSION CABLE	710-51490-390 OPERATING EXPENSE	35.94	TECHNOLOGY FU
04/03/2020	DYMO PRINTER SERVER	710-51490-390 OPERATING EXPENSE	165.00	TECHNOLOGY FU
04/14/2020	AXCIENT CLOUD BACKUP: CLARITY, EXCHANGE, DC	710-51490-390 OPERATING EXPENSE	597.00	TECHNOLOGY FU
04/16/2020	17-MS OFFICE 365 BUSINESS U1	710-51490-390 OPERATING EXPENSE	140.25	TECHNOLOGY FU
04/19/2020	37- MAILPROTECTOR CLOUD FILTER, 34-SAFESEND,35-XTRAMAIL, 4- BRACKET	710-51490-390 OPERATING EXPENSE	186.50	TECHNOLOGY FU
04/23/2020	7 CAT6 BLACK PATCH CABLE	710-51490-390 OPERATING EXPENSE	8.99	TECHNOLOGY FU
04/01/2020	MONITORED SERVERS: EXCHANGE SERVER 2016/DC 2016 SERVER, CLARITY SERVER	710-51490-390 OPERATING EXPENSE	515.00	TECHNOLOGY FU
04/09/2020	SETUP VPN ACCESS FOR HVAC- HAUTH	710-51490-390 OPERATING EXPENSE	37.50	TECHNOLOGY FU
Total APPLIED MICRO:			1,686.18	
AQUAFIX INC				
04/28/2020	AQUABAC, BUG JUICE	620-50833-390 OPERATING EXPENSE	1,483.34	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total AQUAFIX INC:			1,483.34	
ASSOCIATED BANK				
04/20/2020	PRINCIPAL	300-58100-617 PRINC-6-20-19 G.O. BOND	70,000.00	DEBT SERVICE
04/20/2020	INTEREST	300-58200-627 INT-6-20-19 GO BONDS	103,015.15	DEBT SERVICE
Total ASSOCIATED BANK:			173,015.15	
ATLANTIC COCA-COLA				
04/28/2020	CoOLER BEVERAGES	250-55430-399 PRO SHOP MERCHANDISE	114.22	GOLF COURSE
04/29/2020	CoOLER BEVERAGES	250-55430-399 PRO SHOP MERCHANDISE	21.63	GOLF COURSE
Total ATLANTIC COCA-COLA:			135.85	
AUTOWARES INC				
04/08/2020	40QT BAG OIL DRI	100-53210-390 OPERATING EXPENSE	26.18	GENERAL FUND
04/08/2020	PISTOL GR. GUN, HYD. GR. COUPLER, DEX COOL, SUPER DUTY 10W30, PM EXT LIFE, OIL, AIR & FUEL FILTERS	100-53212-390 OPERATING EXPENSE	349.41	GENERAL FUND
04/08/2020	WHEEL NUTS	100-55200-350 REPAIR & MAINTENANCE	4.20	GENERAL FUND
04/08/2020	24- 15W40 QUARTS, OIL FILTERS	100-55200-390 OPERATING EXPENSE	109.26	GENERAL FUND
04/08/2020	CONV. SYNBL 5W30, OIL FILTERS	250-55430-390 OPERATING EXPENSE	129.04	GOLF COURSE
04/08/2020	DEX COOL GAL	620-50832-390 OPERATING EXPENSE	19.99	SEWER FUND
Total AUTOWARES INC:			638.08	
BARD MATERIALS				
04/25/2020	5" BREAKER RUN	250-55430-390 OPERATING EXPENSE	59.65	GOLF COURSE
Total BARD MATERIALS:			59.65	
BAUS ELECTRIC				
05/04/2020	INSTALL WIRING BETWEEN THEATER LIGHTS	400-57140-810 CAPITAL PROJ- GEN PUBLIC B	987.41	CAPITAL PROJECT
Total BAUS ELECTRIC:			987.41	
BRIDGESTONE GOLF INC				
04/28/2020	2020 TOUR B XS TW EDITION	250-55430-399 PRO SHOP MERCHANDISE	188.81	GOLF COURSE
04/29/2020	NCAA STAND BAG	250-55430-399 PRO SHOP MERCHANDISE	136.80	GOLF COURSE
05/01/2020	JAR BALL DISPLAY, E12 SOFT MATTE RED NCAA BULK	250-55430-399 PRO SHOP MERCHANDISE	343.20	GOLF COURSE
Total BRIDGESTONE GOLF INC:			668.81	
CALLAWAY GOLF				
05/06/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	3,402.46	GOLF COURSE
05/08/2020	PRO SHOP MERCH	250-55430-399 PRO SHOP MERCHANDISE	2,025.72	GOLF COURSE
Total CALLAWAY GOLF:			5,428.18	
CAREY'S SEAMLESS GUTTERS &				
04/22/2020	14' LM 1/2 HP T-501-L5-9 TROLLEY OPENER W/ PHOTO SAFETY EYES, OCS WALL STATION	100-52310-390 OPERATING EXPENSE	1,821.39	GENERAL FUND
05/14/2020	ADJUST VERTICAL DOOR TRACKS, REPLACE MILLER EDGE	100-53800-350 REPAIR & MAINTENANCE	178.10	GENERAL FUND
Total CAREY'S SEAMLESS GUTTERS &:			1,999.49	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
CHARTER COMMUNICATIONS				
05/01/2020	TV & INTERNET	100-52310-220 UTILITIES	202.52	GENERAL FUND
Total CHARTER COMMUNICATIONS:			202.52	
CORE & MAIN LP				
04/28/2020	SENSUS ANNUAL SAAS FEE- WATER YEAR 5	710-51490-390 OPERATING EXPENSE	9,262.47	TECHNOLOGY FU
Total CORE & MAIN LP:			9,262.47	
CUSHMAN'S GREENHOUSE INC				
05/20/2020	PLANTED BASKETS	100-53700-390 OPERATING EXPENSE	1,100.00	GENERAL FUND
Total CUSHMAN'S GREENHOUSE INC:			1,100.00	
DAVIS, TIM				
05/08/2020	OFFICE SUPPLIES	250-55430-390 OPERATING EXPENSE	62.08	GOLF COURSE
05/16/2020	REIMB ICE	250-55430-390 OPERATING EXPENSE	25.16	GOLF COURSE
Total DAVIS, TIM:			87.24	
DELTA 3 ENGINEERING INC				
04/30/2020	CONCEPTUAL DESIGN MEMORIAL PARK PAVILLION AND RESTROOM IMPROVEMENTS	400-57620-218 ENGINEERING SERVICES	2,705.00	CAPITAL PROJECT
05/08/2020	SANITARY SEWER DESIGN & BIDDING	620-10107 CONSTRUCTION IN PROGRESS	5,658.00	SEWER FUND
Total DELTA 3 ENGINEERING INC:			8,363.00	
DELTA FOREMOST CHEMICAL CORP				
04/24/2020	ALCOHOL HAND GEL, QUAD-DIS PLUS, SANI -WIPES	100-53100-390 OPERATING EXPENSE	336.81	GENERAL FUND
04/28/2020	ES QUAD-DIS PLUS, ES 62% ALCOHOL HAND GEL	100-55200-390 OPERATING EXPENSE	336.81	GENERAL FUND
04/28/2020	ES QUAD-DIS PLUS, ES 62% ALCOHOL HAND GEL	220-54700-390 OPERATING EXPENSE	336.81	CEMETERY FUND
04/28/2020	ES QUAD-DIS PLUS, ES 62% ALCOHOL HAND GEL	250-55430-390 OPERATING EXPENSE	336.81	GOLF COURSE
04/24/2020	ALCOHOL HAND GEL, QUAD-DIS PLUS, SANI -WIPES	610-50651-390 OPERATING EXPENSE	336.81	WATER FUND
04/24/2020	ALCOHOL HAND GEL, QUAD-DIS PLUS, SANI -WIPES	620-50831-390 OPERATING EXPENSE	336.81	SEWER FUND
Total DELTA FOREMOST CHEMICAL CORP:			2,020.86	
DH MUNICIPAL SERVICES				
05/01/2020	Building Inspector	100-52400-117 SALARY - CONTRACT	1,276.30	GENERAL FUND
05/01/2020	Zoning Admin	100-56300-117 SALARY-CONTRACT	340.36	GENERAL FUND
Total DH MUNICIPAL SERVICES:			1,616.66	
EASTMAN CARTWRIGHT LUMBER				
04/30/2020	POLY FILM	100-51600-390 OPERATING EXPENSE	40.97	GENERAL FUND
04/30/2020	GLASSBOARD TRIM	100-51600-390 OPERATING EXPENSE	9.98	GENERAL FUND
04/30/2020	PLEXI GLASS, 1X4 8' C, 1X6 8', 1X12 8'	100-51600-390 OPERATING EXPENSE	247.81	GENERAL FUND
04/30/2020	16-PINE CLOSET POLE 1 1/4"	100-52100-390 OPERATING EXPENSE	20.00	GENERAL FUND
04/30/2020	7/16 OSB	100-55200-350 REPAIR & MAINTENANCE	14.25	GENERAL FUND
04/30/2020	1X4 8' C	100-55200-350 REPAIR & MAINTENANCE	35.92	GENERAL FUND
04/30/2020	SILICA SAND	100-55420-390 OPERATING EXPENSE	161.70	GENERAL FUND
Total EASTMAN CARTWRIGHT LUMBER:			530.63	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
EMPLOYEE BENEFITS CORP				
05/15/2020	MAY ADMIN	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-52100-390 OPERATING EXPENSE	25.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-52300-110 FLEX BENEFITS	5.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-53100-390 OPERATING EXPENSE	10.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
05/15/2020	MAY ADMIN	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
05/15/2020	MAY ADMIN	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
05/15/2020	MAY ADMIN	610-50920-390 OPERATING EXPENSE	10.00	WATER FUND
05/15/2020	MAY ADMIN	620-50851-390 OPERATING EXPENSE	10.00	SEWER FUND
Total EMPLOYEE BENEFITS CORP:			120.00	
EXXONMOBIL CARD PROC CTR				
05/07/2020	GAS	100-53212-356 MOTOR FUELS	836.69	GENERAL FUND
Total EXXONMOBIL CARD PROC CTR:			836.69	
FARRELL EQUIPMENT & SUPPLY CO				
04/23/2020	SINGLE NET STRAW PLY GREEN NET	100-53310-390 OPERATING EXPENSE	279.92	GENERAL FUND
Total FARRELL EQUIPMENT & SUPPLY CO:			279.92	
FIRST SUPPLY				
05/14/2020	OASIS VALVE BODY	100-51600-390 OPERATING EXPENSE	266.64	GENERAL FUND
05/14/2020	SHALLOW FLG, 1/2 NOM X 3/8 OD COMP LF MT STOP, 1/2 CRIMP X 3/8 OD COMP STOP, 4 PVC CI FLG REPL OATEY, BALLCOCK CLOST CONN, FIPX 16 LAV CONN	100-55420-350 REPAIR & MAINTENANCE	535.40	GENERAL FUND
05/01/2020	AQPEX TUBE NATURAL BLACK PRINT, COP TEE, 1/2 PEX CU PROPEX ADPT, PROPEX RING W/ STOP, ANTI SIPHON WOODFORD, BALL VLV, HD CORED PLUG	250-55430-390 OPERATING EXPENSE	180.80	GOLF COURSE
05/06/2020	WALL FCT ANTI SIPHON WOODFORD	250-55430-390 OPERATING EXPENSE	43.81	GOLF COURSE
Total FIRST SUPPLY:			1,026.65	
FRANK BEER DISTRIBUTION				
05/07/2020	BEER	250-55430-390 OPERATING EXPENSE	308.95	GOLF COURSE
04/23/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	64.50	GOLF COURSE
05/21/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	38.70	GOLF COURSE
Total FRANK BEER DISTRIBUTION:			412.15	
FREEDOM MAILING SERVICES INC				
04/29/2020	BILL PROCESSING & PERFED PAPER	610-50902-390 OPERATING EXPENSE	431.73	WATER FUND
04/29/2020	BILL PROCESSING & PERFED PAPER	620-50840-390 OPERATING EXPENSE	431.73	SEWER FUND
Total FREEDOM MAILING SERVICES INC:			863.46	
GASSER HARDWARE				
04/30/2020	SUPPLIES	100-51600-390 OPERATING EXPENSE	263.13	GENERAL FUND
04/30/2020	SUPPLIES	100-52100-390 OPERATING EXPENSE	140.57	GENERAL FUND
04/30/2020	SUPPLIES	100-52310-390 OPERATING EXPENSE	18.97	GENERAL FUND
04/30/2020	SUPPLIES	100-53210-390 OPERATING EXPENSE	88.67	GENERAL FUND
04/30/2020	SUPPLIES	100-53310-390 OPERATING EXPENSE	75.98	GENERAL FUND
04/30/2020	SUPPLIES	100-53800-350 REPAIR & MAINTENANCE	13.57	GENERAL FUND
04/30/2020	SUPPLIES	100-55200-350 REPAIR & MAINTENANCE	17.99	GENERAL FUND
04/30/2020	SUPPLIES	100-55200-390 OPERATING EXPENSE	288.75	GENERAL FUND
04/30/2020	SUPPLIES	100-55420-350 REPAIR & MAINTENANCE	39.83	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
04/30/2020	SUPPLIES	240-53100-390 OPERATING EXPENSE	841.00	STORMWATER UTI
04/30/2020	SUPPLIES	250-55430-350 REPAIRS & MAINTENANCE	1,090.75	GOLF COURSE
04/30/2020	SUPPLIES	250-55430-390 OPERATING EXPENSE	75.96	GOLF COURSE
04/30/2020	SUPPLIES	610-50620-390 OPERATING EXPENSE	64.70	WATER FUND
04/30/2020	SUPPLIES	610-50652-390 OPERATING EXPENSE	323.58	WATER FUND
04/30/2020	SUPPLIES	620-50831-390 OPERATING EXPENSE	62.02	SEWER FUND
04/30/2020	SUPPLIES	620-50832-390 OPERATING EXPENSE	227.88	SEWER FUND
04/30/2020	SUPPLIES	620-50833-390 OPERATING EXPENSE	2.28	SEWER FUND
Total GASSER HARDWARE:			3,511.59	
GRANT COUNTY CLERK				
05/01/2020	PROGRAMMING & BALLOTS SPRING ELECTION	100-51400-390 OPERATING EXPENSE	561.50	GENERAL FUND
05/01/2020	ICE VOTING MACHINE	400-57190-801 GENERAL GOVERNMENT OUT	7,560.50	CAPITAL PROJECT
Total GRANT COUNTY CLERK:			8,122.00	
GRANT COUNTY HERALD INDEPENDENT				
04/30/2020	NOTICE SPRING ELECTION	100-51400-390 OPERATING EXPENSE	1,491.00	GENERAL FUND
04/30/2020	2 YR RENEWAL	100-51410-390 OPERATING EXPENSE	79.00	GENERAL FUND
04/30/2020	MINUTES, PUBLIC NOTICES, JOINT REVIEW BOARD, ORDINANCE	100-51600-390 OPERATING EXPENSE	1,666.30	GENERAL FUND
04/30/2020	SUMMER RECREATION AD	100-55300-390 OPERATING EXPENSE	188.00	GENERAL FUND
04/30/2020	PUBLIC HEARING- KWIK TRIP, CAP	100-56300-390 OPERATING EXPENSE	752.60	GENERAL FUND
04/30/2020	BID ADVERTISEMENT	400-57342-390 OPERATING EXPENSE	170.40	CAPITAL PROJECT
04/30/2020	ADV OF BIDS	620-10107 CONSTRUCTION IN PROGRESS	490.90	SEWER FUND
Total GRANT COUNTY HERALD INDEPENDENT:			4,838.20	
GRANT COUNTY HIGHWAY COMM				
03/31/2020	LANDFILL	100-53620-390 OPERATING EXPENSE	562.64	GENERAL FUND
Total GRANT COUNTY HIGHWAY COMM:			562.64	
GRANT REGIONAL HEALTH CENTER				
04/26/2020	3- DRUG SCREENS	100-53100-390 OPERATING EXPENSE	96.00	GENERAL FUND
Total GRANT REGIONAL HEALTH CENTER:			96.00	
H JAMES & SONS INC				
04/23/2020	BREAK CONCRETE- CHERRY & HARRISON STREETS	100-53310-390 OPERATING EXPENSE	1,118.39	GENERAL FUND
04/23/2020	SEWER PLANT DRAINAGE WORK	240-53100-390 OPERATING EXPENSE	8,431.06	STORMWATER UTI
Total H JAMES & SONS INC:			9,549.45	
HAWKINS INC				
04/22/2020	CHLORINE CYLINDERS & CHLORINE	610-50630-363 CHEMICALS	540.24	WATER FUND
Total HAWKINS INC:			540.24	
HERMSEN'S HARDWARE				
04/30/2020	4-MAXSTR SLR 24 OZ	250-55430-350 REPAIRS & MAINTENANCE	111.96	GOLF COURSE
Total HERMSEN'S HARDWARE:			111.96	
HUSCH BLACKWELL				
04/30/2020	2020 MISC LABOR ISSUES	100-51300-216 OUTSIDE LEGAL SERVICES	495.00	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total HUSCH BLACKWELL:			495.00	
J & M GOLF				
05/11/2020	CENTER CORE 2.0 BLU MID	250-55430-399 PRO SHOP MERCHANDISE	25.50	GOLF COURSE
05/18/2020	MID GRAY DRI TAC	250-55430-399 PRO SHOP MERCHANDISE	43.34	GOLF COURSE
Total J & M GOLF:			68.84	
J & R SUPPLY INC				
05/01/2020	4"X250' PERF W/SOCK TILE, 4"X100' PERF W/SOCK TILE, 4" ADS LONG INT COUPLING, 4" ADS TEE SW	250-55430-350 REPAIRS & MAINTENANCE	226.00	GOLF COURSE
05/14/2020	4" MJ PLUG USA, MJ GASKET, COR-BLU TBOLT & NUT	250-55430-350 REPAIRS & MAINTENANCE	58.50	GOLF COURSE
05/13/2020	6" MJ PLUG USA, 6" MJ CAP USA, MJ GASKET, COR-BLU TBOLT & NUT, 6" DI MEGA LUG	610-50651-390 OPERATING EXPENSE	305.30	WATER FUND
04/29/2020	1-1/4 REPAIR CURB STOP	610-50652-390 OPERATING EXPENSE	183.00	WATER FUND
05/01/2020	3/4" NL COMP FEM ADPT, 3/4" NL COMP MALE ADPT, 1" NL COMP FEM ADPT, 1" NL COMP MALE ADPT, 3- 6 CURB BOX, 6- 2" LIB W/PENT PLUG, POLY TAPE	610-50652-390 OPERATING EXPENSE	402.30	WATER FUND
05/01/2020	8 CLXCI FERNCO COUPLING	620-50831-390 OPERATING EXPENSE	36.50	SEWER FUND
Total J & R SUPPLY INC:			1,211.60	
JOHNSON, BRAD				
02/20/2020	REIMB WI DSPS CROSS CONNECTION LICENSE RENEWAL	610-50652-390 OPERATING EXPENSE	183.60	WATER FUND
Total JOHNSON, BRAD:			183.60	
JW TURF INC				
05/15/2020	SWITCH	250-55430-350 REPAIRS & MAINTENANCE	159.73	GOLF COURSE
04/30/2020	STIHL SR200-Z MISTBLOWER	250-55430-390 OPERATING EXPENSE	430.00	GOLF COURSE
Total JW TURF INC:			589.73	
KANSAS CITY LIFE INSURANCE CO				
05/01/2020	DISABILITY INS- JUN	100-21530 DISABILITY INSURANCE	508.59	GENERAL FUND
Total KANSAS CITY LIFE INSURANCE CO:			508.59	
KLONDYKE WELDING LLC				
04/24/2020	BALL DIAMOND, 1/8" X 1 1/2" FLAT X 13' 1 1/2", 1/4" PLATE	100-55200-350 REPAIR & MAINTENANCE	47.35	GENERAL FUND
Total KLONDYKE WELDING LLC:			47.35	
KNAPP, DEB				
04/30/2020	REIMB MILEAGE	100-53800-390 OPERATING EXPENSE	129.44	GENERAL FUND
05/12/2020	REIMB FLOWER @ CITY HALL, POLICE, SCHACHT SOCCER FIELD, FIRE DEPT, CITY SHOP	100-55200-390 OPERATING EXPENSE	28.50	GENERAL FUND
04/30/2020	REIMB MILEAGE	620-50834-390 OPERATING EXPENSE	63.76	SEWER FUND
Total KNAPP, DEB:			221.70	
KRAEMER'S WATER STORE INC				
05/01/2020	WATER	100-51600-390 OPERATING EXPENSE	71.25	GENERAL FUND
05/01/2020	WATER	100-55200-390 OPERATING EXPENSE	23.00	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total KRAEMER'S WATER STORE INC:			94.25	
KWIK TRIP				
04/30/2020	GAS	100-53212-356 MOTOR FUELS	188.66	GENERAL FUND
Total KWIK TRIP:			188.66	
L.W. ALLEN LLC				
05/20/2020	ADD RELAY & CT TO THE MIX PANEL AT TOWER 2 & ADD MIXER TO SCADA	610-50650-390 OPERATING EXPENSE	1,970.00	WATER FUND
Total L.W. ALLEN LLC:			1,970.00	
LANCASTER, CITY OF				
05/01/2020	WATER/SEWER	100-51600-220 UTILITIES	107.25	GENERAL FUND
05/01/2020	WATER/SEWER	100-52310-220 UTILITIES	115.79	GENERAL FUND
05/01/2020	WATER/SEWER	100-53210-220 UTILITIES	88.18	GENERAL FUND
05/01/2020	WATER/SEWER	100-53310-220 UTILITIES	35.04	GENERAL FUND
05/01/2020	WATER/SEWER	100-55200-220 UTILITIES	306.71	GENERAL FUND
05/01/2020	WATER/SEWER	100-55420-220 UTILITIES	270.62	GENERAL FUND
05/01/2020	WATER/SEWER	220-54700-220 UTILITIES	35.66	CEMETERY FUND
05/01/2020	WATER/SEWER	250-55430-220 UTILITIES	925.25	GOLF COURSE
05/01/2020	WATER/SEWER	610-50620-220 UTILITIES	648.98	WATER FUND
05/01/2020	WATER/SEWER	620-50827-220 UTILITIES	1,041.86	SEWER FUND
05/01/2020	WATER/SEWER	620-50832-220 UTILITIES	160.95	SEWER FUND
Total LANCASTER, CITY OF:			3,736.29	
LARRY'S WELDING				
04/23/2020	2 BEARINGS	100-53800-350 REPAIR & MAINTENANCE	16.00	GENERAL FUND
Total LARRY'S WELDING:			16.00	
LIBERTY AG & LAWN				
03/20/2020	2- SHARPEN CHAIN OFF OF SAW, GRIND RAKERS	100-53416-390 OPERATING EXPENSE	14.00	GENERAL FUND
04/21/2020	21" BLADE	100-55200-390 OPERATING EXPENSE	19.85	GENERAL FUND
03/31/2020	2- CHAMPION SPARK PLUGS	620-50834-390 OPERATING EXPENSE	9.90	SEWER FUND
Total LIBERTY AG & LAWN:			43.75	
LUBRICATION ENGINEERS INC				
05/07/2020	ALMAPLEX INDUSTRIAL LUBRICANT, MONOLEC R&O COMPRESSOR TURBINE	620-50833-390 OPERATING EXPENSE	542.61	SEWER FUND
Total LUBRICATION ENGINEERS INC:			542.61	
LV LABS LLC				
05/06/2020	CHEMICALS	620-50833-216 CONTRACTED SERVICES	1,406.75	SEWER FUND
Total LV LABS LLC:			1,406.75	
MARSHALL, DEANNA				
04/30/2020	REIMB 1/2 LANCASTER MOTORS- REMOVE & REPLACE DOOR MIRROR	100-53212-350 REPAIR & MAINTENANCE	79.09	GENERAL FUND
Total MARSHALL, DEANNA:			79.09	
MARTELLE WATER TREATMENT				
01/15/2020	AQUA MAG BULK	610-50630-390 OPERATING EXPENSE	4,863.30	WATER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total MARTELLE WATER TREATMENT:			4,863.30	
MCNAMARA R V & H LLP				
05/01/2020	MAY CONTRACT	100-51300-117 CONTRACTED SER CITY ATTO	3,000.00	GENERAL FUND
Total MCNAMARA R V & H LLP:			3,000.00	
MCPHAIL, DAN				
05/02/2020	REFUND SINGLE MEMBERSHIP	250-44620 GOLF MEMBERSHIPS	640.00	GOLF COURSE
05/02/2020	REFUND CART MEMBERSHIP	250-44622 GOLF CART RENTAL	382.50	GOLF COURSE
Total MCPHAIL, DAN:			1,022.50	
MEDICAL ASSOCIATES				
05/01/2020	MONTHLY PREMIUM	100-21525 HEALTH NON-FLEX	26,199.21	GENERAL FUND
Total MEDICAL ASSOCIATES:			26,199.21	
MONONA PLUMBING & FIRE				
05/11/2020	ANNUAL FIRE SPRINKLER INSPECTION	620-50834-390 OPERATING EXPENSE	250.00	SEWER FUND
Total MONONA PLUMBING & FIRE:			250.00	
MTI DISTRIBUTING				
05/11/2020	ALTERNATOR	250-55430-350 REPAIRS & MAINTENANCE	209.14	GOLF COURSE
Total MTI DISTRIBUTING:			209.14	
NEW HORIZONS SUPPLY COOPER				
04/29/2020	FUEL	100-53212-356 MOTOR FUELS	1,360.88	GENERAL FUND
04/30/2020	GAS	100-53212-356 MOTOR FUELS	1,429.33	GENERAL FUND
Total NEW HORIZONS SUPPLY COOPER:			2,790.21	
O'REILLY AUTOMOTIVE INC				
04/28/2020	ANTIFREZ, CAPSULE, WIPER FLD	100-52100-390 OPERATING EXPENSE	50.20	GENERAL FUND
04/28/2020	SUPPLIES	100-52310-390 OPERATING EXPENSE	70.63	GENERAL FUND
04/28/2020	RADIATOR, GASKET, BATTERY	100-53212-390 OPERATING EXPENSE	415.41	GENERAL FUND
04/28/2020	3.5 TON JACK	610-50653-390 OPERATING EXPENSE	239.99	WATER FUND
Total O'REILLY AUTOMOTIVE INC:			776.23	
OWEN'S EXCAVATION & TRENCH INC				
04/25/2020	MAPLE STREET SEWER LATERAL REPLACEMENT	620-30313 COLL. SYSTEM-COLLECTION SEW	3,335.00	SEWER FUND
Total OWEN'S EXCAVATION & TRENCH INC:			3,335.00	
OYEN, NANCY				
05/14/2020	REFUND PARK SHELTER RENTAL	100-44495 PARK USE PERMIT	35.00	GENERAL FUND
Total OYEN, NANCY:			35.00	
PETTY CASH				
05/29/2020	GOLF SHOP	250-55430-310 OFFICE SUPPLIES	650.00	GOLF COURSE
Total PETTY CASH:			650.00	
PIONEER AG LLC				
05/12/2020	SOIL CONDITIONER RENTAL	100-53310-390 OPERATING EXPENSE	150.00	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total PIONEER AG LLC:			150.00	
PORTZEN CONSTRUCTION INC.				
05/19/2020	POOL CONTRACT #8	400-57630-801 SWIMMING POOL IMPROVEM	228,522.50	CAPITAL PROJECT
Total PORTZEN CONSTRUCTION INC.:			228,522.50	
PREFERRED HEALTH CHOICES				
05/20/2020	MAY HRA ADMIN	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-52100-390 OPERATING EXPENSE	40.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-53100-390 OPERATING EXPENSE	5.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
05/20/2020	MAY HRA ADMIN	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
05/20/2020	MAY HRA ADMIN	610-50920-390 OPERATING EXPENSE	12.50	WATER FUND
05/20/2020	MAY HRA ADMIN	620-50851-390 OPERATING EXPENSE	12.50	SEWER FUND
Total PREFERRED HEALTH CHOICES:			130.00	
PREMIER COOPERATIVE				
05/04/2020	AV GAS BOL	100-53800-356 MOTOR FUELS	7,573.60	GENERAL FUND
05/08/2020	DTE FME 32 OIL	610-50620-390 OPERATING EXPENSE	186.02	WATER FUND
Total PREMIER COOPERATIVE:			7,759.62	
PROSS, SARAH				
05/01/2020	GOGGLES	100-55420-390 OPERATING EXPENSE	311.16	GENERAL FUND
Total PROSS, SARAH:			311.16	
REGISTRATION FEE TRUST				
05/07/2020	2021 TRUCK LICENSE PLATE	400-57324-801 EQUIPMENT/VEHICLE OUTLA	165.50	CAPITAL PROJECT
Total REGISTRATION FEE TRUST:			165.50	
REINDERS INC				
04/29/2020	MOTOR J HOOK RIGHT	250-55430-350 REPAIRS & MAINTENANCE	121.47	GOLF COURSE
Total REINDERS INC:			121.47	
RICHGELS SCHAEFER AGENCY INC				
05/18/2020	AUTO POLICY ADDITIONAL PREMIUM ADDING 2021 INTERNATIONAL CHASSIS	100-51430-510 PROPERTY & LIABILITY INSUR	494.00	GENERAL FUND
Total RICHGELS SCHAEFER AGENCY INC:			494.00	
RICOH USA INC				
05/01/2020	POLICE COPIES	710-51490-390 OPERATING EXPENSE	163.38	TECHNOLOGY FU
05/05/2020	CITY HALL COPIES	710-51490-390 OPERATING EXPENSE	474.51	TECHNOLOGY FU
Total RICOH USA INC:			637.89	
RITCHIE IMPLEMENT INC				
04/07/2020	HOUSING	250-55430-350 REPAIRS & MAINTENANCE	104.39	GOLF COURSE
Total RITCHIE IMPLEMENT INC:			104.39	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
SECURIAN FINANCIAL GROUP INC				
05/01/2020	JUNE PREMIUM	100-21532 LIFE INSURANCE PAYABLE	526.50	GENERAL FUND
Total SECURIAN FINANCIAL GROUP INC:			526.50	
SOUTHWEST OPPORTUNITIES CENTER				
04/30/2020	JANITORIAL SERVICES	100-52100-216 CONTRACTED SERVICES	148.00	GENERAL FUND
Total SOUTHWEST OPPORTUNITIES CENTER:			148.00	
STRAND ASSOCIATES INC				
05/11/2020	KWIK TRIP REVIEW	100-56300-218 ENGINEERING SERVICES	2,453.61	GENERAL FUND
05/11/2020	HOTEL REVIEW	100-56300-218 ENGINEERING SERVICES	1,461.44	GENERAL FUND
05/11/2020	CHERRY STREET	400-57342-218 ENGINEERING SERVICES	7,149.84	CAPITAL PROJECT
05/13/2020	GRANT COUNTY FARM DEVELOPMENT	620-14310 DUE FROM GRANT COUNTY	251.67	SEWER FUND
Total STRAND ASSOCIATES INC:			11,316.56	
SW ELECTRICAL SERVICES INC				
05/13/2020	HOOK UP SECOND FUEL PUMP IN CARD READER	100-53800-390 OPERATING EXPENSE	90.63	GENERAL FUND
Total SW ELECTRICAL SERVICES INC:			90.63	
SW SUMMER LEAGUE				
05/20/2020	SW COACHES LEAGUE: 3 SOFTBALL/5BASEBALL TEAMS	100-55300-390 OPERATING EXPENSE	560.00	GENERAL FUND
Total SW SUMMER LEAGUE:			560.00	
T A S COMMUNICATIONS INC				
05/12/2020	SERVICE	610-50920-390 OPERATING EXPENSE	54.97	WATER FUND
05/12/2020	SERVICE	620-50833-216 CONTRACTED SERVICES	54.97	SEWER FUND
Total T A S COMMUNICATIONS INC:			109.94	
TAYLOR MADE GOLF COMPANY				
05/13/2020	SIM MAXSTEEL#7	250-55430-399 PRO SHOP MERCHANDISE	197.03	GOLF COURSE
Total TAYLOR MADE GOLF COMPANY:			197.03	
TDS TELECOM				
05/01/2020	PHONE/INTERNET	100-51400-220 UTILITIES	454.10	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-51410-220 UTILITIES	85.98	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-51600-220 UTILITIES	61.53	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-52100-220 UTILITIES	331.55	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-52310-220 UTILITIES	186.26	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-52400-220 UTILITIES	15.27	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-53100-220 UTILITIES	35.49	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-53210-220 UTILITIES	103.07	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-53800-220 UTILITIES	78.24	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-55200-220 UTILITIES	98.67	GENERAL FUND
05/01/2020	PHONE/INTERNET	100-55420-220 UTILITIES	107.32	GENERAL FUND
05/01/2020	PHONE/INTERNET	250-55430-220 UTILITIES	214.10	GOLF COURSE
05/01/2020	PHONE/INTERNET	610-50620-220 UTILITIES	55.70	WATER FUND
05/01/2020	PHONE/INTERNET	610-50653-220 UTILITIES	100.35	WATER FUND
05/01/2020	PHONE/INTERNET	610-50920-220 TELEPHONE	89.10	WATER FUND
05/01/2020	PHONE/INTERNET	620-50827-220 UTILITIES	204.92	SEWER FUND
05/01/2020	PHONE/INTERNET	620-50851-220 TELEPHONE	57.26	SEWER FUND
05/01/2020	PHONE/INTERNET	710-51490-220 UTILITIES	167.75	TECHNOLOGY FU

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total TDS TELECOM:			2,446.66	
THOMPSON TRUCK & TRAILER INC				
04/28/2020	2021 INTERNATIONAL HV607	400-57324-801 EQUIPMENT/VEHICLE OUTLA	82,450.00	CAPITAL PROJECT
Total THOMPSON TRUCK & TRAILER INC:			82,450.00	
TOWN & COUNTRY SANITATION				
05/01/2020	GARBAGE SERVICES	100-53610-216 CONTRACTED SER./GARBAG	15,006.00	GENERAL FUND
Total TOWN & COUNTRY SANITATION:			15,006.00	
TRICOM INC.				
04/03/2020	SUPPLIES	100-52100-390 OPERATING EXPENSE	6.99	GENERAL FUND
Total TRICOM INC.:			6.99	
UNITED LIQUID WASTE RECYCLING				
04/24/2020	316,000- SLUDGE TRUCKED & INJECTED	620-50830-216 SLUDGE HAULING-CONTRAC	18,960.00	SEWER FUND
Total UNITED LIQUID WASTE RECYCLING:			18,960.00	
UPS				
05/02/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	17.55	WATER FUND
Total UPS:			17.55	
USA BLUEBOOK				
05/06/2020	SLIDE HANDLE SERVICE BOX WRENCH W/PENTAGON END & CLEANER	610-50652-390 OPERATING EXPENSE	322.04	WATER FUND
Total USA BLUEBOOK:			322.04	
WDATCP				
05/21/2020	LODGING & RECREATIONAL FACILITY LICENSE APPLICATION	100-55420-390 OPERATING EXPENSE	500.00	GENERAL FUND
05/29/2020	LODGING & RECREATIONAL FACILITY LICENSE APPLICATION	100-55420-390 OPERATING EXPENSE	950.00	GENERAL FUND
Total WDATCP:			1,450.00	
WE ENERGIES				
05/01/2020	NATURAL GAS	100-51600-220 UTILITIES	466.19	GENERAL FUND
05/01/2020	NATURAL GAS	100-52100-220 UTILITIES	40.08	GENERAL FUND
05/01/2020	NATURAL GAS	100-52310-220 UTILITIES	138.82	GENERAL FUND
05/01/2020	NATURAL GAS	100-53210-220 UTILITIES	79.78	GENERAL FUND
05/01/2020	NATURAL GAS	100-53800-220 UTILITIES	11.60	GENERAL FUND
05/01/2020	NATURAL GAS	100-55200-220 UTILITIES	102.85	GENERAL FUND
05/01/2020	NATURAL GAS	100-55420-220 UTILITIES	38.25	GENERAL FUND
05/20/2020	NATURAL GAS	250-55430-220 UTILITIES	81.00	GOLF COURSE
05/01/2020	NATURAL GAS	610-50620-220 UTILITIES	142.65	WATER FUND
05/01/2020	NATURAL GAS	620-50827-220 UTILITIES	117.23	SEWER FUND
Total WE ENERGIES:			1,218.45	
WEBER PAPER COMPANY				
05/08/2020	DISINFECTANT	100-51600-390 OPERATING EXPENSE	18.94	GENERAL FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	100-51600-390 OPERATING EXPENSE	23.89	GENERAL FUND
04/24/2020	CLEAN BY PEROXY, HYGOMAT URINAL CHARCOAL	100-51600-390 OPERATING EXPENSE	53.33	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
05/08/2020	DISINFECTANT, BRUSH GROUDELINE, MAID CADDY	100-51600-390 OPERATING EXPENSE	77.94	GENERAL FUND
05/08/2020	CLEAR & MILD FOAM, ADVC MATIC WHT 1 PLY, GLOVES, GLASS CLEANER	100-51600-390 OPERATING EXPENSE	26.10	GENERAL FUND
05/08/2020	HYGOMAT URINAL, GLOVES	100-51600-390 OPERATING EXPENSE	42.50	GENERAL FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	100-52310-390 OPERATING EXPENSE	23.90	GENERAL FUND
05/08/2020	DISINFECTANT, BRUSH GROUDELINE, MAID CADDY	100-52310-390 OPERATING EXPENSE	77.93	GENERAL FUND
05/08/2020	HYGOMAT URINAL, GLOVES	100-52310-390 OPERATING EXPENSE	42.50	GENERAL FUND
05/08/2020	DISINFECTANT	100-53210-390 OPERATING EXPENSE	18.93	GENERAL FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	100-53210-390 OPERATING EXPENSE	23.89	GENERAL FUND
05/08/2020	CLEAR & MILD FOAM, ADVC MATIC WHT 1 PLY, GLOVES, GLASS CLEANER	100-53210-390 OPERATING EXPENSE	26.08	GENERAL FUND
05/08/2020	HYGOMAT URINAL, GLOVES	100-53210-390 OPERATING EXPENSE	42.50	GENERAL FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	100-53800-390 OPERATING EXPENSE	23.89	GENERAL FUND
04/24/2020	CLEAN BY PEROXY, HYGOMAT URINAL CHARCOAL	100-55420-390 OPERATING EXPENSE	53.34	GENERAL FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	250-55430-390 OPERATING EXPENSE	23.89	GOLF COURSE
04/24/2020	CLEAN BY PEROXY, HYGOMAT URINAL CHARCOAL	250-55430-390 OPERATING EXPENSE	53.33	GOLF COURSE
04/24/2020	SANITARY NAP RECEPIABLE WASTE, SANI-SAC KRAFT WAXED 500CS	250-55430-390 OPERATING EXPENSE	93.05	GOLF COURSE
05/08/2020	CLEAR & MILD FOAM, ADVC MATIC WHT 1 PLY, GLOVES, GLASS CLEANER	250-55430-390 OPERATING EXPENSE	26.08	GOLF COURSE
05/08/2020	HYGOMAT URINAL, GLOVES	250-55430-390 OPERATING EXPENSE	42.50	GOLF COURSE
05/08/2020	DISINFECTANT	620-50834-390 OPERATING EXPENSE	18.93	SEWER FUND
04/24/2020	54" WOOD HANDLE, FOAMY, BOWL CLEANER, FLOOR SQUEEGE	620-50834-390 OPERATING EXPENSE	23.89	SEWER FUND
05/08/2020	DISINFECTANT, BRUSH GROUDELINE, MAID CADDY	620-50834-390 OPERATING EXPENSE	77.93	SEWER FUND
05/08/2020	CLEAR & MILD FOAM, ADVC MATIC WHT 1 PLY, GLOVES, GLASS CLEANER	620-50834-390 OPERATING EXPENSE	26.08	SEWER FUND
Total WEBER PAPER COMPANY:			961.34	
WELLS FARGO FINANCIAL LEASING				
05/07/2020	YAMAHA GAS GOLF CARTS	250-55430-530 CART LEASE	4,329.38	GOLF COURSE
Total WELLS FARGO FINANCIAL LEASING:			4,329.38	
WEPKING PUMP SERVICE INC				
05/15/2020	HRS SEPTIC TRUCK SERVICE, HOT WATER JETTER	620-50833-216 CONTRACTED SERVICES	7,305.00	SEWER FUND
Total WEPKING PUMP SERVICE INC:			7,305.00	
WI DEPT OF TRANSPORTATION				
05/01/2020	ADJ CORRECT PS PROJECT 39507226205	400-57351-390 AIRPORT RUNWAY - OP EXPE	39,878.95	CAPITAL PROJECT
Total WI DEPT OF TRANSPORTATION:			39,878.95	
WI DEPT OF WORKFORCE DEV				
04/30/2020	UNEMPLOYMENT	250-55430-120 UNEMPLOYMENT	415.41	GOLF COURSE
Total WI DEPT OF WORKFORCE DEV:			415.41	
WI DNR-ENVIRONMENTAL FEES				
05/19/2020	2020 ENVIRONMENTAL FEES	620-50854-390 OTHER MISC. EXPENSE	6,557.67	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total WI DNR-ENVIRONMENTAL FEES:			6,557.67	
WINONA MECHANICAL INC				
04/28/2020	ORCHARD MANOR PUMPING STATION	620-14310 DUE FROM GRANT COUNTY	13,200.86	SEWER FUND
Total WINONA MECHANICAL INC:			13,200.86	
WISCONSIN DISTRIBUTORS				
04/28/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	17.10	GOLF COURSE
05/05/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	256.55	GOLF COURSE
04/28/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	127.05	GOLF COURSE
05/19/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	135.00	GOLF COURSE
Total WISCONSIN DISTRIBUTORS:			535.70	
WISCONSIN STATE LAB OF HYGIENE				
04/30/2020	FLOURIDE	610-50630-390 OPERATING EXPENSE	26.00	WATER FUND
Total WISCONSIN STATE LAB OF HYGIENE:			26.00	
WOLF, LINDSEY				
05/01/2020	REIMB ALCOHOL SELLER SERVER COURSE	250-55430-390 OPERATING EXPENSE	12.50	GOLF COURSE
Total WOLF, LINDSEY:			12.50	
WOLFS GRANTLAND GRAPHICS				
05/14/2020	VINYL DECALS PUMP COVER	100-53800-390 OPERATING EXPENSE	330.00	GENERAL FUND
04/06/2020	CORP GUEST PASS CARDS, MEMBERSHIP CARDS, PUNCH CARDS, GIFT CERTIFICATES, GOLF CARRY 2020 VINYL DECALS	250-55430-390 OPERATING EXPENSE	91.25	GOLF COURSE
Total WOLFS GRANTLAND GRAPHICS:			421.25	
Grand Totals:			769,260.84	

**MINUTES
CITY OF LANCASTER
BOARD OF REVIEW MEETING
JUNE 09, 2020
11:55 A.M.**

1. Call Meeting to Order

Clerk Kurihara called meeting to order at 11:55 A.M.

2. Roll Call

Members present: Kurihara, Schmidt and Varnam

Members absent: Pennekamp and Rollins

3. Adjourn

Motion by Varnam, second by Schmidt to adjourn to a later date of July 7, 2020 at 10:00 A.M. Motion carried.

David A. Kurihara, City Clerk

MINUTES
FINANCE REVIEW COMMITTEE MEETING
JUNE 9,2020
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:02 P.M. (NOON)

2. Roll Call

Members present: Stuart Harper, Joel Ingebritsen, Rose Oliveto and Bob Schmidt

Members absent: None

Also, present: City Administrator David Carlson, City Clerk Dave Kurihara and Mayor David Varnam

3. Minutes

Motion by Joel, second by Rose to approve Finance Review Committee Minutes of 03-25-20. Motion carried.

4. Proposed Valley View and Cherry Street Project Financing

A memo providing an update on the current and future status of the City's financial records was discussed.

5. Adjourn

Motion by Stuart, second by Rose to adjourn the meeting at 12:56 P.M.

David Kurihara, City Clerk

**MINUTES
CITY OF LANCASTER
PLAN COMMISSION MEETING
JUNE 8, 2020
6:30 PM**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Absent: Benson and Thiede

Also Present: Administrator Carlson and Clerk Kurihara

4. Public Comments from Citizens

None

5. Minutes

Motion by Schmidt, seconded by Angeli to approve the minutes of 05-11-2020 with the amendment item 5. Minutes by changing seconded by Thuli to Benson. Motion carried.

6. Review Final Site Plan (Kwik-Trip)

Item to be considered at the July meeting.

7. Review Final Site Plan (Lancaster Hotel Development, LLC)

An updated site plan, which had a few changes (in red) as agreed upon by staff and the developers, was presented. It was noted a stormwater plan has been approved but an amended stormwater plan is pending final approval.

Motion by Thuli, seconded by Schmidt to approve Final Site Plan for Lancaster Hotel Development, LLC contingent upon final approval of amended stormwater plan. Motion carried unanimously by roll call vote.

8. Adjourn

Motion by Angeli, second by Vesperman to adjourn meeting at 6:43 P.M. Motion carried.

David A. Kurihara, City Clerk



Tentative guidelines if the Lancaster City Council determines that the pool will be open.

1. Pool Usage

- a. Patrons will register online to use the facility.
 - i. Lap swimmers and Water Walkers will have a forty-five minute session.
 1. One patron per lane is allowed. Patrons are expected to swim in the middle of the lane to allow for maximum social distancing.
 - ii. Water Aerobics will have a forty-five minute session.
 1. Limited to 8 persons.
 - iii. Open swim beginning Week 2 will be limited to 30 patrons for seventy-five minute sessions
 - iv. Fifteen minutes at the end of each session will be designated for sanitizing high touch point surface areas.
- b. The gate facing southeast on either side of the bathhouse will be used for entry and exit (emergency exit). Signs will be posted.
- c. Guards will be under the overhang at the entrance with two parallel tables set up to provide the necessary space for social distancing.
 - i. We ask that only one family member checks in at the side entrance.
 - ii. Cash-free methods online will be encouraged.
 - iii. Money will be exchanged by placing it on the counter, not handed person to person.
- d. Bathroom/Showers will not be available inside the bathhouse.
 - i. Patrons should be clean and ready to swim upon arrival.
 - ii. There are two bathrooms located outside the front entrance of the bathhouse.

2. Wellness Guidelines

- a. We ask that all guests respect a proper physical distance staying 6-feet from anyone not in your group.
- b. We will be using disinfectant provided through the City when sanitizing.
- c. We will have attendants communicate safety initiatives and monitor our new health standards.
- d. Signage will be hung, reinforcing proper hygiene and social distancing.
- e. Common area cleaners will wear gloves while cleaning the high touch point areas, and document the areas cleaned.

3. Patron Service Wellness Initiatives

- a. We will encourage patrons, and swimmers to wash their hands often and cover their coughs and sneezes.
- b. We will have hand sanitizer for staff and equipment. Patrons will be asked to bring their own or wash their hands with soap and water in the restrooms.

- c. At this time concessions will not be available and patrons are encouraged to bring water bottles. The pool does have a water fountain.

4. Water Park Amenities

- a. Diving Boards will not be available. (Touch Points)
- b. Water Slide
 - i. The slide will be open; however, if additional staff members are needed to enforce social distancing the slide will be closed, and those staff members will help with social distancing.
 - ii. Physical distancing initiatives will be implemented for safe queuing of the slide. Only one person will be in the plunge pool at a time.
 - iii. Patrons will occupy the top, middle, and base landings.
 - iv. If we have 8 patrons or less, the slide will be closed.
 - v. The slide upper entry area will be sanitized, and the slide rails will be disinfected at the end of each session.
- c. Fish Slide
 - i. The Fish slide will be sanitized at the end of each session.
- d. Chaise lounge chairs
 - i. These will not be on the deck. Individuals are welcome to bring their own, but overall, we want to encourage those attending to be actively swimming.

5. Additional Waterpark Protocols

- a. Lifeguard Chairs will be sanitized at the end of each session.
- b. Lifeguards will not be assigned additional duties while on deck to guard. However, they will rotate in their duties.
- c. Each Lifeguard needs to keep track of their rescue tube, masks, and First Aid pouch for each session. They will need to disinfect the equipment at the end of their shift.
- d. All Lifeguard stations will maintain a 6-foot designated radius. (sign at entrance)

6. Staff Responsibility Wellness Initiatives

- a. Staff will be required to complete wellness and safety training prior to working as a guard.
 - i. **Note:** Practice rescues will require less than six foot distancing.
 - ii. During a save we will follow our current **EAP**.
- b. All shared equipment, including radios, phones, computers, payment area will be sanitized after every use.
- c. Staff will only be allowed into Lifeguard room two at a time when necessary and adhere to social distancing guidelines at all times. Others will use the sheltered overhang for break.
- d. All state and federal guidelines regarding gloves will be followed.
- e. Staff will be required to stay home if they are feeling ill. If we are unable to find a substitute this may limit the use of pool amenities.
- f. Staff with exposure or symptoms of COVID-19 will be required to stay home and follow isolation protocol for 14 days.

7. Additional Information

- a. The CDC states, "There is no evidence that COVID-19 can be spread to humans through the use of pools and hot tubs. Proper operation, maintenance, and disinfection (e.g., with chlorine and bromine) of pools and hot tubs should remove or inactivate the virus that causes COVID-19."
- b. In order to incorporate social distancing only Intermediate, Swimmer, Advanced Swimmer, and Parent Tot swim lessons will be offered after week one. Other swim lesson levels need to have a guard assist in the water, so those classes will not be available.
- c. As more information becomes available, we will continue to make adjustments to support the safety and well-being of patrons and staff.

	Day	Time	Activity	Usage	Patrons	Total Patrons	Session time
Week 1	Saturday	1:00 PM to 4:00 PM	Lap Swim	1 per lane	7	28	Swim 45 mins 15 mins. clean
	Sunday	1:00 PM to 8:00 PM	Lap Swim	1 per lane	7	49	Swim 45 mins 15 mins. clean
	Monday -Friday	6:00 AM to 8:00 PM	Lap Swim	1 per lane	7	98	Swim 45 mins 15 mins. clean

Week 2 Plan A	Saturday	1:00 PM to 4:00 PM	Open Swim	30 patrons	60		Swim 1 hour 15 mins 15 mins. clean	
	Sunday	1:00 PM to 7:00 PM	Open Swim	30 patrons	120		Swim 1 hour 15 mins 15 mins. clean	
	Monday through Friday	6:00 AM to 8:00 AM	Lap Swim	1 per lane	14	70		Swim 45 mins 15 mins. clean
		8:00 AM to 8:45 AM	Swim Lessons	Intermediate	5/day M-R	20		Swim 45 mins 15 mins. clean
		8:45 AM to 9:30 AM	Swim Lessons	Intermediate	5	20		Swim 45 mins 15 mins. clean
		9:30 AM to 10:15 AM	Swim Lessons	Swimmer	5	20		Swim 45 mins 15 mins. clean
		10:15 AM to 11:00 AM	Swim Lessons	Swimmer	5	20		Swim 45 mins 15 mins. clean
		1:00 PM to 4:00 PM	Open Swim		30 patrons	60	300	Swim 1 hour 15 mins 15 mins. clean
		4:00 PM to 6:00 PM	Lap Swim T-R	1 per lane Lanes 5-7	3	6		Swim 45 mins 15 mins. clean
		4:00 PM to 6:00 PM	Lap Swim M-W-F	1 per lane Lanes 1-7	14	42		Swim 45 mins 15 mins. clean
		5:00 PM to 6:00 PM	Water Aerobics T-R	2 per lane 1 front 1 back Lanes 1-4	8	16		Swim 45 mins 15 mins. clean
		6:00 PM to 6:30 PM	Parent and Tot	10 Set	20	80		Swim 1 hour 15 mins 15 mins. clean
	6:30 PM to 8:15 PM	Open Swim	30 patrons	30	150		Swim 1 hour 15 mins 15 mins. clean	
Total Patrons Monday-Friday						744		

Week 2 Plan B	Saturday	1:00 PM to 4:00 PM	Open Swim	30 patrons	60		Swim 1 hour 15 mins 15 mins. clean	
	Sunday	1:00 PM to 7:00 PM	Open Swim	30 patrons	120		Swim 1 hour 15 mins 15 mins. clean	
	Monday through Friday	6:00 AM to 8:00 AM	Lap Swim	1 per lane	14	70		Swim 45 mins 15 mins. clean
		1:00 PM to 4:00 PM	Open Swim	30 patrons	60	300		Swim 1 hour 15 mins 15 mins. clean
		4:00 PM to 6:00 PM	Lap Swim T-R	1 per lane Lanes 5-7	3	6		Swim 45 mins 15 mins. clean
		4:00 PM to 6:00 PM	Lap Swim M-W-F	1 per lane Lanes 1-7	14	42		Swim 45 mins 15 mins. clean
		5:00 PM to 6:00 PM	Water Aerobics T-R	2 per lane 1 front 1 back Lanes 1-4	8	16		Swim 45 mins 15 mins. clean
		6:00 PM to 6:30 PM	Parent and Tot	10 Set	20	80		Swim 30 15 mins. clean
		6:45 PM to 8:00 PM	Open Swim	30 patrons	30	150		Swim 1 hour 15 mins 15 mins. clean
Total Patrons Monday-Friday					664			

Week 2 Plan C	Saturday	1:00 PM to 4:00 PM	Open Swim	30 patrons	60		Swim 1 hour 15 mins 15 min clean	
	Sunday	1:00 PM to 7:00 PM	Open Swim	30 patrons	120		Swim 1 hour 15 mins 15 min clean	
	Monday through Friday	6:00 AM to 8:00 AM	Lap Swim	1 per lane	14	70		Swim 45 mins 15 mins. clean
		8:00 AM to 5:00 PM	Open Swim	30 patrons	180	900		Swim 1 hour 15 mins 15 min clean
		5:00 PM to 7:00 PM	Lap Swim T-R	1 per lane Lanes 5-7	3	6		Swim 45 mins 15 mins. clean
		5:00 PM to 7:00 PM	Lap Swim M-W-F	1 per lane Lanes 1-7	14	42		Swim 45 mins 15 mins. clean
		5:00 PM to 6:00 PM	Water Aerobics T-R	2 per lane 1 front 1 back Lanes 1-4	8	16		Swim 45 mins 15 mins. clean
		6:00 PM to 6:30 PM	Parent and Tot	10 Set	20	80		Swim 1 hour 15 mins 15 mins. clean
		Total Patrons Monday-Friday					1114	

Lancaster Youth Baseball / Softball Association
John Edge President
1550 Industrial Park Rd
Lancaster, WI 53813

Lancaster City Council

Mayor Varnam

I am writing you this letter in the interest of our children. Since the city council decided to cancel summer rec for the summer of 2020 due to the Covid-19 virus, the parents would still like for our children to play softball / baseball. I am not arguing the fact of the city shutting down sports for the year as I believe it truly is in the best interest of the city to not have any organized city functions. However, myself and on behalf of other parents in the city, I do not believe it is in my kids' best interest. What I mean by that is my kids are "dying" to get outside and have organized activities with their friends. I do not feel that it is healthy either physically, but more important mentally, to have my kids separated from their friends spending their days alone at home doing whatever, mostly playing video games.

I, and other parents in the city have decided to start the "Lancaster Youth Baseball / Softball Association". With this organization we would like to operate just as the city's summer rec program operated. We plan to continue this organization in the future so the city will not have to organize summer rec baseball or softball in the years to come unless they would choose to do so. We intend to join back into the SWCL. We will not fund any "travel / weekend tournament teams" and will not pick unfair teams. There will be no kid left behind, if they want to play, they will play. We will be completely parent and sponsor funded and do not ask for any major ties to the city of Lancaster. However, we do have a few items we would like to ask for from the city.

Because this organization is newly started, and we have little time to organize and do not have enough equipment to safely participate. We would request that the city donate the baseball and softball equipment to our organization. If the city plans to continue summer rec baseball / softball in the future, we will request to "borrow / rent the equipment for the year. We also would like the use of the city baseball fields, concession stand, and hopefully the use of some field prep equipment. It would even be nice if the city could prep the fields for us but not entirely necessary as we could hire someone to prep the fields for us, assuming the grass will be cut by the city. We will consider any usage fees the city may ask for, but like I said we are new and do not have the funds at this time.

I also should mention that we have the option to hold our games in Stitzer on the Liberty Township field and we do have full support of the township in doing so. I don't feel this is the best option for us as some kids ride their bikes to practice and I feel some parents won't make the trip. I also do not believe it is in the city's best interest for us to do that as while other teams travel to play us, they would hopefully do business in Lancaster while they are here, such as having dinner in a downtown restaurant.

Thank you for taking the time to read this letter and I hope you give it sincere attention. We look forward to playing ball this summer one way or another. Please see the attached safety guidelines we have in place as well as parent / player disclosure.

Lancaster Youth Baseball / Softball Association
John Edge President
1550 Industrial Park Rd
Lancaster, WI 53813

John Edge President

(608)732-3377

Lancaster Youth Baseball / Softball Association
John Edge President
1550 Industrial Park Rd
Lancaster, WI 53813

RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

In consideration of participating in _____ [activity], and for other good and valuable consideration, I hereby agree to release and discharge from liability arising from negligence _____ [name of insured business] and its owners, directors, officers employees, agents, volunteers, participants, and all other persons or entities acting for them (hereinafter collectively referred to as "Releasees"), on behalf of myself and my children, parents, heirs, assigns, personal representative and estate, and also agree as follows:

1. I acknowledge that _____ [activity] involves known and unanticipated risks which could result in physical or emotional injury, paralysis or permanent disability, death, and property damage. Risks include, but are not limited to, _____ [actions that might result in injury]; medical conditions resulting from physical activity; and damaged clothing or other property. I understand such risks simply cannot be eliminated, despite the use of safety equipment, without jeopardizing the essential qualities of the activity.
2. I expressly accept and assume all of the risks inherent in this activity or that might have been caused by the negligence of the Releasees. My participation in this activity is purely voluntary and I elect to participate despite the risks. In addition, if at any time I believe that event conditions are unsafe or that I am unable to participate due to physical or medical conditions, then I will immediately discontinue participation.
3. I hereby voluntarily release, forever discharge, and agree to indemnify and hold harmless Releasees from any and all claims, demands, or causes of action which are in any way connected with my participation in this activity, or my use of their equipment or facilities, arising from negligence. This release does not apply to claims arising from intentional conduct. Should Releasees or anyone acting on their behalf be required to incur attorney's fees and costs to enforce this agreement, I agree to indemnify and hold them harmless for all such fees and costs.
4. I represent that I have adequate insurance to cover any injury or damage I may suffer or cause while participating in this activity, or else I agree to bear the costs of such injury or damage myself. I further represent that I have no medical or physical condition which could interfere with my safety in this activity, or else I am willing to assume – and bear the costs of – all risks that may be created, directly or indirectly, by any such condition.
5. In the event that I file a lawsuit, I agree to do so solely in the state where Releasees' facility is located, and I further agree that the substantive law of that state shall apply.
6. I agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

By signing this document, I agree that if I am hurt or my property is damaged during my participation in this activity, then I may be found by a court of law to have waived my right to maintain a lawsuit against the parties being released on the basis of any claim for negligence.

I have had sufficient time to read this entire document and, should I choose to do so, consult with legal counsel prior to signing. Also, I understand that this activity might not be made available to me or that the cost to engage in this activity would be significantly greater if I were to choose not to sign this release, and agree that the opportunity to participate at the stated cost in return for the execution of this release is a reasonable bargain. **I have read and understood this document and I agree to be bound by its terms.**

Signature _____ Print Name _____
Address _____ City _____ State _____ Zip _____
Telephone (____) _____ Date _____

**PARENT OR GUARDIAN ADDITIONAL AGREEMENT
(Must be completed for participants under the age of 18)**

In consideration of _____ (PRINT minor's names) being permitted to participate in this activity, I further agree to indemnify and hold harmless Releasees from any claims alleging negligence which are brought by or on behalf of minor or are in any way connected with such participation by minor.

Parent or Guardian _____ Print Name _____ Date _____
(If notarization is necessary, please sign & stamp this side of form.)

Lancaster Youth Baseball / Softball Association
John Edge President
1550 Industrial Park Rd
Lancaster, WI 53813

-Players, Fans, Coaches should check temperature before any practice or games. DO NOT attend if you have a fever or any other possible symptoms of illness.

-Players and Fans are encouraged to bring their own face cover and wear as much as possible.

-Coaches MUST have face covering on at all times while in playing area and/or dugout area.

-Bleachers may be used if communities are able to designate safe seating areas that provide social distancing between different household units. This must also accommodate for the following rule.

-There must be designated areas between the dugouts and home plate for teams/players to be able to place their personal items. Coaches will have a bookkeeper to ensure players are social distancing when not actively participating in the game.

-Limited Concession stands are only permitted if social distancing guidelines are met. All concession stand workers must wear face-coverings at all times. No spit-able foods, i.e. sunflower seeds or shell peanuts. No customer dispensable foods/condiments.

-All drinks must be single person usage. No sharing of water-jugs or coolers.

-Must still have 2 umpires, home plate umpire will station behind pitcher and calls balls and strikes and is responsible for calls at third base and home. Second umpire is responsible for first and second base and watching for lead-off infractions. Umpires must have face coverings.

-Players must use their own glove and helmet. If sharing a bat, players wear batting gloves.

-Softball infielders must have their own infielders mask.

-No spit-able food, i.e. Peanuts in the shell or sunflower seeds.

-Coaches must sanitize shared catchers gear before/after each catcher change. Coaches should have 2 catchers helmets/masks to reduce sharing and allow for time to sanitize.

-Each team should have their own set of balls. One new and 1-2 in good condition. Must meet league requirements.

- Defensive team is responsible for retrieval of foul balls. No offensive player or coach should touch a defensive baseball/softball. Limit spectator and umpire touching of baseballs/softballs.

-Post game handshakes are prohibited. Teams should line up on their baseline and acknowledge their opponent respectfully i.e.tip of the cap or similar action or verbal "good game".

-At the completion of game, the leaving teams must sanitize any player seating area. Limit postgame talks at the field.

-The teams to play next must remain in their designated warm-up area until the prior team has finished sanitizing and is completely out of the playing area.



June 11, 2020

Park Shelter Rental and Set Up

Staff proposes to allow park shelter rentals. In order to address COVID-19 concerns, we will:

Space picnic tables six feet apart. This will comply with guidelines issued by WEDC, and increase social distancing. In some shelters this will mean removing every other table.

The City will charge an extra \$25 disinfection fee. After the event staff will clean and then fog the pavilion with disinfectant.

If requested, park staff will provide additional tables outside of the pavilion, spaced six feet apart. Renters will be informed relocation of tables to inside the pavilion or to be closer is not allowed.

We will post guidance on proper handwashing/disinfection. Provision of materials other than in City restrooms will be the responsibility of the renter.

g:\city council\council packets\2020 packets\6-15-20\park shelter rental guidelines.docx



June 11, 2020

To: City Council

From: Tim Davis

Re: Operational Plan for serving guests (tournaments, outings & private parties) in the bar and pavilion area.

We are planning for Golf outings, tournaments and private parties to begin soon.

Working with the guidelines established by the Wisconsin Economic Development Corporation (WEDC), attached, and being used by many of the restaurants and bars in Lancaster, we intend to begin providing operate as a facility to safely serve food and beverages to our guests.

Employee health and hygiene

- Employees who have a fever or other symptoms will not be allowed to work.
- We will have appropriate levels of soap, hand sanitizer and tissues for employees to use.
- Emphasize hand washing with soap and water for at least 20 seconds regularly.

Face Masks/Cloth Coverings

- Employees will be required to wear a face mask while serving food or in other situations where they cannot maintain social distancing.
- Employees will be provided material from CDC instructing employees how to properly put on a face mask or covering.

Clean and Disinfect

- Follow requirements from local health department regarding sanitation.
- Use only appropriate food service chemicals while cleaning.
- Sanitize high contact areas; doors, knobs, bathrooms, counters every two hours or after each use.
- Restrooms will continue to be sanitized every hour or after each use. Guests will be reminded to obey social distancing while using restrooms.

Preparing/Serving/Handling of food and beverage

- We will follow the current guidelines set by the WEDC for serving food and alcohol at the time of the event.
- Event coordinators will select their own vendor for food. At this time we will not be preparing food, although we may be contracted to serve food.
- Customers will not refill their own drinks; a member of our staff will refill or serve guests product we sell on property. For any private parties that have a liquor table, we ask that

guests do not make their own drinks. A member of the party or volunteer must serve any drinks that contain liquor. Lancaster CC staff cannot sell nor serve hard liquor.

- Prepackaged disposable utensils and supplies will be provided to guests.
- Guests will not be allowed to self-serve food. (no buffet lines) A member of our staff, a volunteer from the party or a staff member from catering company will serve guests.

Table & Chair set-up

- Tables must be spaced 6 feet from each other. Any extra tables will be removed.
- No more than 6 guests at each table. Any extra chairs will be removed.
- All picnic tables under the pavilion will be spaced 6 feet apart with no more than 6 guests per table.
- While allowed, we will not be putting any bar stools at the bar area to help maintain distance between staff and customers. I don't believe 6 feet of distancing can be established with bar stools at the bar. I recommend having bar stools at the island area in the dining room, where they will be spaced appropriately.

Social Distancing

- Eliminate any unnecessary physical contact between staff and customers to ensure proper distancing of 6 feet.
- If needed, install barriers at the bar where maintaining physical distance of 6 feet is difficult.
- We will offer cashless and contactless transactions whenever possible.
- Clean counter space after every customer interaction.

Additional Customer Protections

- Signage will be placed throughout the facility letting customers know about changes to policies.
- Sanitizing stations will be available and customers will be encouraged to use them.
- All shared condiments will be removed and replaced with single-use packets.
- All self-service food and drink stations will not be available.

As we get closer to the events scheduled, I will check with WEDC and follow guidelines set for amount of people in group gatherings. I believe we could accommodate roughly 30 guests in the pavilion area with another 30-40 guest in the dining room area while complying with current guidelines. This allows us to run events with approximately 60-80 guests. As the recommendations of the state and CDC change, we may change our operations, as appropriate for our facility.

WISCONSIN

GUIDANCE ON PREPARING WORKPLACES FOR COVID-19



RESTAURANTS AND FOOD SERVICE



From supper clubs to corner pubs, food and drink are a cornerstone of Wisconsin life. The more than 15,000 restaurants, food trucks and other eateries in the state employ more than 275,000 workers. These businesses are an essential component of the quality of life that attracts visitors and new residents to the state. While some restaurants have been able to shift operations to accommodate curbside and delivery options, these strategies are not viable for all businesses and often only provide enough revenue to cover basic costs. Expanding offerings to incorporate on-site dining will help bring more employees back to work and accommodate demand beyond curbside options.

This document includes guidance for any establishment that provides meals or retail food sales within the state of Wisconsin. This includes full-service restaurants, fast-food establishments, grocery stores, schools, senior meal sites, cafes, delis and coffee stands, as well as food trucks, caterers and mobile food vendors. Keeping employees and customers safe is the number-one priority for all businesses. This document provides guidelines for protecting both. Please see the "**General Guidance for All Businesses**" document for guidance that applies to all industries, and please consult the other available industry guides as relevant for your specific business type.

Recommendations for Restaurant and Food Service Businesses

Employee health and hygiene

- ▶ Employees who have a fever or other symptoms of COVID-19 will not be allowed to work.
- ▶ Maintain an adequate supply of paper goods, soap and hand sanitizer to allow proper hand hygiene among employees and customers.
- ▶ Provide tissues for proper cough/sneeze etiquette and no-touch disposal receptacles.
- ▶ Emphasize effective hand hygiene, including washing hands with soap and water for at least 20 seconds, especially before preparing or eating food; after using the bathroom; and after blowing your nose, coughing or sneezing.



PROTECT



WASH OFTEN



DISINFECT



CAUTION

Face masks and cloth face coverings

- ▶ Employees should wear a face mask or cloth face covering when near other employees and customers.
- ▶ Instruct your employees how to properly put on and remove a face mask or cloth face covering. The [CDC](#) illustrates how to properly wear a face covering and have several tutorials for how to make one.

Clean and disinfect

- ▶ Familiarize yourself with requirements from your [local health department](#) and make sure you are adhering to them.
- ▶ In food preparation areas, utilize only appropriate food service chemicals.
- ▶ Sanitize high-contact areas in the front and back of the house (for example, doorknobs, buttons, cooler doors, shopping carts/baskets and check-out counters) every two hours, or after each user if feasible. Sanitize tables and seating after each guest.

- ▶ Sanitize food contact surfaces after each use.
- ▶ Restrooms should be sanitized frequently, and the establishment shall monitor that patrons and staff adhere to social distancing guidelines regarding restroom use.
- ▶ Use disposable menus or sanitize menus after each use.
- ▶ Do not use disinfecting wipes to wipe more than one surface; use one wipe per item or area and discard after each use or when visibly soiled.

Food and beverage handling and preparation

- ▶ Ensure you are adhering to the requirements in the Wisconsin Food Code. [Wisconsin Food Code](#).
- ▶ Use gloves to avoid direct bare hand contact with ready-to-eat foods or unwrapped single-use items such as straws, stir sticks or toothpicks.
- ▶ Wrap food containers to prevent cross-contamination.
- ▶ Follow four steps to food safety: Clean, Separate, Cook and Chill.
- ▶ Encourage staff to become Certified Food Protection Managers.
- ▶ Do not allow customers to refill their own drinks; only allow staff to refill drinks, and use a new cup or mug for the refill.
- ▶ Use rolled silverware/napkins stored in sealed bags. Staff will roll silverware in designated sanitary areas. Do not preset silverware. Once removed from the sealed bags, utensils may not be reused, even if they have not been unwrapped.
- ▶ Grocery stores are permitted to keep open areas where customers self-dispense unpackaged foods, such as fresh produce. Self-dispensing that requires the use of tongs or scoops, like bulk bins and bakery displays, are *encouraged to close* but not required to do so. Grocery stores are required to sanitize the tongs and scoops frequently and close the self-dispensing area if they are not able to accomplish this sanitizing.
- ▶ Grocery store produce areas may remain accessible for customer self-service.

Social distancing

- ▶ The capacity of customer-facing businesses should be reduced as much as possible to ensure adequate social distancing.
- ▶ Eliminate any unnecessary physical contact between staff and customers, and maintain social distancing with a six-foot distance between individuals whenever possible.
- ▶ Install physical barriers such as sneeze guards and partitions at cash registers, bars, host stands and other areas where maintaining physical distance of six feet is difficult.



- ▶ Offer cashless and contactless transactions whenever possible.
- ▶ When exchanging paper and coin money, do not touch your face afterward. Ask customers to place cash on the counter rather than directly into your hand. Place money on the counter, not in hand, when providing change back to customers. Clean counter after each customer at checkout.
- ▶ Any indoor or outdoor waiting area must be marked to enforce social distancing standards. One member of a party should be allowed in the waiting area, while other members of the party wait in their vehicle. Advance reservations are preferred to walk-in dining.
- ▶ Dining rooms should maintain six feet between tables. When possible, physical barriers made of plastic or similar solid material should separate tables/booths. Tables and booths that are not compliant should be clearly signed and blocked off (i.e., with visible tape) across seats and tables.
- ▶ Limit each tables to six guests. Extra chairs should be removed and tables may not be combined.
- ▶ For bar areas, two bar stools should be left empty between customers not in the same party. The same rules apply to outdoor patio areas.

- ▶ Adjust menu offerings and kitchen workflows to allow employees to maintain six feet of distance.
- ▶ Use floor markings in entry and cash wrap areas to encourage social distancing.
- ▶ Smoking patios should be closed or limited to one person at a time.
- ▶ Common-use areas (such as lounge areas and child play areas) should be closed if social distancing and sanitizing between users cannot be maintained.

Additional customer protections

- ▶ Post signage on the front door letting customers know about changes to your policies and instructing them to stay away if they are experiencing COVID-like symptoms.
- ▶ Install sanitizing stations (with hand sanitizer that is at least 60% alcohol) at the entrance to your business and encourage customers to use them.
- ▶ Remove all unnecessary touchpoints, especially those that cannot be sanitized. Examples include the use of pens to sign receipts (cashless and contactless transactions are recommended), paper ordering slips, and order/table buzzers.
- ▶ Utilize disposable items instead of reusable whenever possible, and provide adequate trash receptacles to accommodate waste.
- ▶ Remove shared condiments from tables. Provide them by request and sanitize after usage, or provide single-use containers or disposable packets.
- ▶ Close all self-service food and drink stations (for example, salad bars and buffets).

Food pickup and delivery

- ▶ Continue offering online sales, delivery and curbside pickup, and consider pre-ordering of dine-in meals to reduce dine-in customers' time on site and reduce the number of customers dining at once.
- ▶ If offering take-out/carry-out options, conduct an evaluation of your facility to identify and apply operational changes in order to maintain a six-foot

distance from others when possible.

- ▶ Avoid direct hand-off if possible.
- ▶ Post signs to inform customers of food pickup protocols.
- ▶ Provide physical guides, such as tape on floors or sidewalks, to ensure that customers remain at least six feet apart in line, or ask customers to stay in their cars or away from the establishment while waiting to pick up food.
- ▶ Establish designated pickup zones for customers to help maintain social distancing.
- ▶ Practice social distancing when delivering food. An example of this could be offering no-touch deliveries and sending text alerts or calling when deliveries have arrived.
- ▶ Ensure that coolers and transport containers are cleaned and sanitized.
- ▶ Maintain time and temperature controls.
- ▶ ServSafe is offering [free takeout and delivery training videos](#) for curbside and delivery operations with COVID-19 precautions.

Offsite/catering

- ▶ Food trucks and caterers should adhere to similar guidelines to restaurants regarding social distancing. This may require food trucks to operate with only one employee. Food trucks should locate at least 30 feet apart to provide adequate room for queuing with social distancing.
- ▶ Catering staff are not responsible for setup of venue; the host entity is responsible for table distancing and event logistics.
- ▶ Prepackaged disposable utensils and supplies or pre-wrapped utensils (as discussed in the "Food and beverage handling and preparation" section) should be provided for guests. Serving dishes and utensils should be sanitized between uses.
- ▶ Customers should not be allowed to self-serve (i.e., no buffet service). Single-serving condiments should be used.



IN PARTNERSHIP WITH WISCONSIN'S REGIONAL ECONOMIC DEVELOPMENT ORGANIZATIONS:

7 Rivers Alliance
 Centergy
 Madison Region
 Economic Partnership
 Milwaukee 7

Momentum West
 Prosperity Southwest
 Grow North
 The New North
 Visions Northwest

Council,

At Monday's Council we will discuss lowering the Liquor License fees due to COVID-19 and the impact it has had on our local restaurants and bars. I wanted to provide some information ahead of that discussion.

During a recent Zoom meeting with local officials from Grant County I asked if communities had reduced their liquor license fees. Here is a list of what some local communities said they had done:

Boscobel: Reduced their Class B by \$100

Bloomington: Reduced by \$25 per month closed

Muscoda: Reduced Class B from \$500 to \$250

Not every community was part of this meeting.

Thank you,

David Varnam

From: kevin timmerman <cujotimmerman@gmail.com>

Sent: Monday, May 18, 2020 12:47 PM

To: David Carlson <davidc@lancasterwisconsin.com>

Subject:

Hello David, I was wondering if the city has given any thoughts in helping the business with a lower Licenses Fees< I know a few in the area went to a \$50 liquor license this year. Any help is welcome.

Thanks,

Cujo

City of Platteville Announces Small Business Emergency Support Program

PROGRAM DESCRIPTION

The COVID-19 pandemic has affected nearly all businesses in the City of Platteville. The ordered closure of non-essential businesses and temporary closure of all dine-in/sit down bar/restaurants has severely affected our City's small business community. In response to this unprecedented situation, the City of Platteville is diverting funds to this newly created Small Business Emergency Support Program.

PURPOSE

This program is designed to help the businesses that need it most during this trying time, and we ask that you consider whether your business truly needs this assistance prior to applying. This program is available until December 31, 2020 or until the funding source is depleted, whichever comes first.

PROGRAM CRITERIA

1. The maximum grant amount is up to \$1,500 for each qualifying business.
 - a. Qualifying businesses are defined as:
 - Must have a commercial storefront or "brick & mortar" location.
 - Must be located within the City limits.
 - Must have been open to the public as of March 17, 2020.
 - Must be presently in a state of total closure or be unable to operate one or more of the main facets of its business.
 - Must have 10 employees or less.
 - b. Excluded businesses are defined as:
 - Businesses that have received other forms of city, state, or federal financial assistance in the 2020 calendar year.
 - Businesses able to continue operations remotely or while in compliance with social distancing guidelines.
2. All grant proceeds must be used for the following documented business expenses:
 - a. Monthly building loan mortgage or rent payment.
 - b. Monthly gas, electric and water utility bills.
 - c. Cost to purchase business enhancement software (software to move sales to online platform)
3. Payroll expenses and annual liquor license fees will not be eligible for grant funds.

PROGRAM PROCESS

1. Submit application to the Community Development Department for internal staff review and approval. Send completed applications via email to carrollj@platteville.org or by mail to:
City of Platteville
Attn: Community Development Director
75 N. Bonson Street
Platteville, WI 53818
2. Grant awards will be processed weekly until the funding source is depleted.
3. A report summarizing grant awards will be sent to the Common Council at their bi-monthly meetings.

***** Disclaimer: This support program is contingent upon the availability of funds. If at any time this funding source is depleted, the program will terminate until further action is considered by the City of Platteville Common Council. City of Platteville staff will review each application base on qualification of need. A business's eligibility for other state or federal assistance will be taken into consideration when distributing the funds. *****



City of Platteville-Small Business Emergency Support Program Application

Date: _____

Grant Number (office use only): _____

Business Information

Business Name: _____

Type of business (bar/restaurant, retail, services, etc.): _____

Business Address: _____

Phone: _____

Email: _____

Year established: _____

Website: _____

Current Average Monthly Payroll: _____

Business Description _____

Applicant/Owner Information

Name(s): _____

Applicant Mailing Address: _____

Phone: _____

Email: _____

Other owners (if any): _____



City of Platteville-Small Business Emergency Support Program Questionnaire

1. Is your business considered essential or nonessential by the State of Wisconsin?

2. As a business owner, do you also work in the business? _____
3. Is this your only source of income? _____
4. Please provide a brief explanation of what adverse economic impact COVID-19 has had on your business since March 17, 2020:

5. Prior to the COVID-19 restrictions, how many people did your business employ?

6. Have you received relief funding related to COVID-19 from any other sources?

7. Amount requested from Small Business Relief Program (Maximum grant \$1,500)



Attach to Application:

- 1) Provide your business revenues for the previous three months of sales in 2020 from the date of your application. Revenues for each month need to be shown individually.
- 2) Provide your business revenues for January, February, and March 2019 (if your business existed at the time.) Revenues for each month need to be shown individually.
- 3) W-9 for your business. This needs to accompany your application at the time of submission. The application will not be considered until we receive your W-9.

I hereby certify the above information is true and correct to the best of my knowledge.

Date _____

Applicant Name/Title (printed) _____

Signature _____

Applicant Name/Title (printed) _____

Signature _____

GRANT APPLICATION SUMMARY & APPROVAL FORM

Department: City of Lancaster
Name of Grant: City of Lancaster Pool Speed Signs
Purpose: Apply for 1 or 2 speed signs for the Pool area
Source of Grant: Lancaster Community Fund
CFDA/State ID (if known):
Funding Period: __05__/_01__/_20__ to __11__/_1__/_20__
Amount of Grant Requested: 1 Sign \$3179 or 2 Signs \$5819
Amount of City Match Required: 0 Cash 0 In – kind
Source of City Match: No Match, unless we as City decide to do a Match

Does the grant obligate the city to any other financial or legal liability (e.g.: additional staffing, continuation of program beyond grant funding period, etc.)?

Submit grant application summary to City Administrator for approval.

To be completed by the Administrator:

Date Received: _____
City Administrator Approval Signature: _____ Date : ____/____/____
Date approved by City Council Members: ____/____/____ Not Required
Date Award Letter Received: _____ Amount of Award: _____
Copy to Treasurer: _____ Not Awarded

ELAN CITY
 10-34 44th Drive
 Long Island City, NY 11101
 United States

Phone. : (646) 878-6259
 Fax. : (646) 770-3906
 Email: sales@elancity.net

Shipping address:
 Lancaster Police Department
 PO Box 404
 222 S Madison St
 LANCASTER, WI 53813
 United States

Invoice address:
 Lancaster Police Department
 PO Box 404
 222 S Madison St
 LANCASTER, WI 53813
 United States

Lancaster Police Department
PO Box 404
222 S Madison St
LANCASTER, WI 53813
United States

Tel: +16087234188
 Fax: +16087236639

Quote N° S04225

Customer Reference	Quote Date	Contact	Terms of payment
	05/28/2020	Hugo BARR	

Description	QTY	Each	Disc.(%)	Ext. price
[01112] 14" Solar Evolis Radar Speed Sign EVOLIS Radar Speed Sign with Programmable Message Display; Internal Solar Power Regulator; Traffic Data Collection + Analysis Software with NO Subscription Fee; Bluetooth & Smartphone App; Mounting Kit (Mounting bar)	1.00 Unit(s)	3,250.00	0.00	\$ 3,250.00
[028] 12V 22Ah Battery 12V 22Ah Battery	2.00 Unit(s)	100.00	100.00	\$ 0.00
[0223] 80W solar panel with mounting kit and connection cables	1.00 Unit(s)	500.00	100.00	\$ 0.00
[99900] Discount TPS	1.00 Unit(s)	-251.00	0.00	\$ -251.00
Delivery Charge	1.00 Unit(s)	180.00	0.00	\$ 180.00
Total:				\$ 3,179.00
Taxes:				\$ 0.00
Total:				\$ 3,179.00

.....TO PLACE AN ORDER, PLEASE COMPLETE THE FOLLOWING:

.....

Title: _____ Name (First, Last): _____

Check this box:

I have read, understood and agree to the terms of the Elan City Inc. :
 "General Terms of Sales and Delivery - WARRANTY."

Signature: _____

Date: (m/ d/ y): __ / __ / __

and email it back to us along with your tax exempt form

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 United States
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 Fax. : (646) 770-3906
 Email: sales@elancity.net

Description	Tax	Quantity	Unit Price	Disc.(%)	Price
-------------	-----	----------	------------	----------	-------

CUSTOMER CONTACT INFO:

- Name: Debra Reukauf
- Phone:
- Email: DebR@lancasterwisconsin.com

IN CASE DELIVERY ADDRESS IS DIFFERENT:

- Delivery address:
- Contact :
- Phone/ Email:

.....

QUOTE PRICING AND EXPIRATION

- Quote valid until : N/A
- PROMO CODE / OFFER: TPS -\$251

.....

2-year warranty included.

Taxes not included.

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GENERAL TERMS AND CONDITIONS OF SALES AND DELIVERY - WARRANTY

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RETENTION OF TITLE

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 Fax. : (646) 770-3906
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Description	Tax	Quantity	Unit Price	Disc.(%)	Price
<p>Delivered goods shall fully remain the property of Elan City Inc. until all goods received have been fully paid for by the buyer. Payment must be made within 30 days of receiving the invoice as indicated on the signed contract (quote). In the event of late payment, a certified notice for account delinquency will be sent to the buyer, which will then allow the buyer 8 days to make full payment. Beyond this time frame, Elan City Inc. retains the right to remove the materiel from the buyer.</p> <p>..... </p>					
<p>WARRANTY</p> <p>.....</p>					
<p>Delivered goods are fully covered by the warranty, including the device and its components as well as the labor and delivery fees associated with its repairs and / or replacement suite to defects approved by Elan City Inc. for a full 24 months from the date of delivery arrival, with the exception of batteries which are not covered by this warranty. (see "Battery Warranty")</p> <p>.....</p>					
<p>In the case of device malfunction, Elan City Inc. will carry out remote diagnostic checks with the client and with their approval, in order to identify any defective components (power supply, software, etc.) prior to proceeding with in-shop repairs, if needed.</p> <p>..... </p>					
<p>WARRANTY DISCLAIMER: The Warranty does not apply to any damage caused by but not exclusive to:</p> <p>.....</p>					
<ul style="list-style-type: none"> • Vandalism, fire, falls or impact • Abuse or mishandling • Unauthorized modifications and / or unauthorized additional / replacement accessories or products • Damage caused during transportation (see clause "Delivery of Goods") • Malfunctions due to improper connection or battery cable polarity inversion • Problems suite to improper installation non-compliant to our recommendations • Problems suite to wearing parts and / or accessories including the following but not exclusive to: batteries over 6 months old, broken / worn pole straps, broken / worn pole, etc. <p>.....</p>					
<p>Any repairable device, not or no longer covered by the warranty, which is returned to our after-sales service, will automatically undergo a refurbishment / repair quote, which will be submitted to the customer for acceptance or rejection. In case of rejection, the client will be liable for delivery costs and diagnostic testing costs incurred by Elan City Inc.</p> <p>..... </p>					
<p>RETURNS PROCEDURE: The client must inform the Customer Service department and describe the problem encountered in detail. The Elan City technicians will assist the client and attempt to identify the problem by performing remote diagnostic tests. If remote testing concludes defective device and / or components, the technician will attribute an RMA (Return Merchandise Authorization) or Claim Number to the customer, authorizing product return to the After Sales Service Department. This RMA / Claim number will be confirmed by email, along with a form outlining the After Sales Service Return Policy. The form must be completed, signed and dated by the client, and returned to the Elan City logistics department who will then process the request. A transportation request will then be sent by email to the customer and the removal of the package will be organized through an Elan City Inc. authorized carrier.</p> <p>.....</p>					
<p>In the case of customer refusal of the initial remote diagnostic testing, resulting in the independent and unauthorized sending of device / product(s), the devices / product(s) found non-defective, will not be covered by the warranty. The customer will then receive a quote from the After Sales Service Department for the in-shop diagnostic tests and the delivery costs for device / product(s) retrieval, the payment of which will need to be agreed</p>					

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Description	Tax	Quantity	Unit Price	Disc.(%)	Price
upon before releasing the device / product(s).					
.....					
.....					
.....					
TERMS OF TRANSPORT : Failure to comply with the terms of transportation below, will cancel the RMA and the package will be returned to sender.					
.....					
<ul style="list-style-type: none"> • Batteries must not be present in the device or the device’s packaging during the transportation • The device must be sent back in its original packaging. This includes properly packaging the device in the original foam and the original box. • Protective foam must protect all four corners of the device, in accordance to its original packaging when initially received. • The package must be sealed with security tape at both ends. • If the original packaging was not kept or was lost, a quote for replacement packaging will be sent to the client. • If the package is being shipped by pallet, the package must be put upright and film-wrapped before shipment. 					
.....					
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BATTERY WARRANTY					
.....					
Batteries are under warranty by Elan City Inc. for 6 months. The same conditions of “delivery of goods” and “retention of title” are true for the batteries as for the device. Replacement batteries must be purchased from Elan City Inc. Use of non Elan City Inc. batteries and / or accessories, can annul the warranty(s), including the device’s warranty. (See clause “warranty disclaimer”). Battery wires cannot be sold separately and must be purchased as a battery pack.					
.....					
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TERMS & CONDITIONS AND REIMBURSEMENT					
.....					
All sales are final: no returns , exchanges and / or reimbursements. Elan City Inc. is not liable and will not reimburse or exchange goods for the following reasons but not exclusive to these reasons:					
.....					
<ul style="list-style-type: none"> • Product’s non-accordance with current and / or future local laws and / or regulations regarding the following but not exclusive to: radar speed sign specifications, road / zone placement, installation / mounting • Product’s non-accordance with Department of Transportation’s regulation or choice of approval / authorization. • Customer’s dissatisfaction with product and / or customer service, company policies, etc. • Change of personnel (original buyer change of post or title). • Purchase made by unauthorized personnel. 					
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Warranty active upon delivery of goods.					
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LANCASTER, WI 53813
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Tel: +16087234188
 Fax: +16087236639

Quote N° S04226

Customer Reference	Quote Date	Contact	Terms of payment
	05/28/2020	Hugo BARR	

Description	QTY	Each	Disc.(%)	Ext. price
[01112] 14" Solar Evolis Radar Speed Sign EVOLIS Radar Speed Sign with Programmable Message Display; Internal Solar Power Regulator; Traffic Data Collection + Analysis Software with NO Subscription Fee; Bluetooth & Smartphone App; Mounting Kit (Mounting bar)	2.00 Unit(s)	3,250.00	0.00	\$ 6,500.00
[028] 12V 22Ah Battery 12V 22Ah Battery	4.00 Unit(s)	100.00	100.00	\$ 0.00
[0223] 80W solar panel with mounting kit and connection cables	2.00 Unit(s)	500.00	100.00	\$ 0.00
[99900] Discount TPS	1.00 Unit(s)	-1,001.00	0.00	\$ -1,001.00
Delivery Charge	1.00 Unit(s)	320.00	0.00	\$ 320.00
Total:				\$ 5,819.00
Taxes:				\$ 0.00
Total:				\$ 5,819.00

.....TO PLACE AN ORDER, PLEASE COMPLETE THE FOLLOWING:

.....

Title: _____ Name (First, Last): _____

Check this box:

I have read, understood and agree to the terms of the Elan City Inc. :
 "General Terms of Sales and Delivery - WARRANTY."

Signature: _____

Date: (m/ d/ y): __ / __ / __

and email it back to us along with your tax exempt form

ORDINANCE NO. 2020-09

AN ORDINANCE OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, TO AMEND SECTION 142-3(J)(1) OF THE MUNICIPAL CODE OF THE CITY OF LANCASTER RELATING TO THE ISSUANCE OF OPERATOR'S LICENSES.

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

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

Section I:

§ 142-3(J)(1) is hereby amended to read as follows:

- (1) Operator's licenses may be granted to individuals by the **Council City Clerk/Treasurer** for the purposes of complying with §§ 125.32(2) and 125.68(2), Wis. Stats.

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

Dated this 15th day of June, 2020.

David C. Varnam, Mayor

Attest:

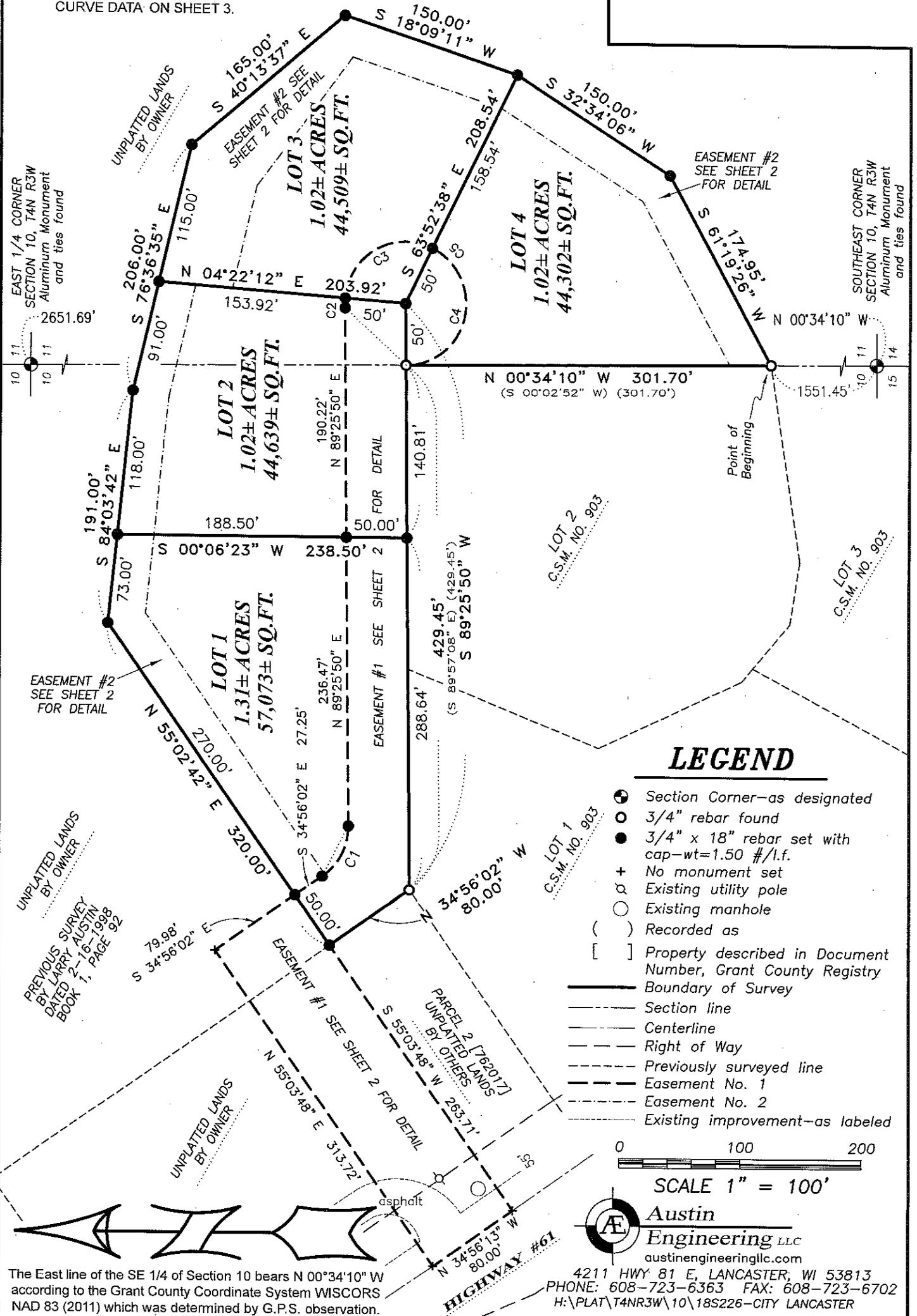
David A. Kurihara, City Clerk/Treasurer

Date Published: _____

CERTIFIED SURVEY MAP NO. _____

LOCATED IN THE NE 1/4 OF THE SE 1/4 OF SECTION 10
AND IN THE NW 1/4 OF THE SW 1/4 OF SECTION 11, T4N
R3W, CITY OF LANCASTER, GRANT COUNTY, WISCONSIN

EASEMENT DETAIL ON SHEET 2.
CURVE DATA ON SHEET 3.



The East line of the SE 1/4 of Section 10 bears N 00°34'10" W according to the Grant County Coordinate System WISCORS NAD 83 (2011) which was determined by G.P.S. observation.

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 May 18 – June 10

Key Dates to Remember

July 1, 2020 Stuff the Cruiser at Piggly Wiggly from 3-7pm
July 18, 2020 LPD Golf Outing

Project Status Updates

Hiring Process: 3 Applications, Deadline: July 10, 2020

Abandoned Vehicles: Found 68, still working on getting 16 removed or registered

Campers: Found 59, Talked to 19 owners, Still working with 6 owners to get registered

Update of Last Month's Activities

May 19 LPD Department Meeting/Firearms Training
May 22 LPD Fitness Test
May 27 Officer Kruser - Negotiations Training
May 29 Officer Ryan – 1 Year Anniversary with LPD
June 2 Chief Reukauf – Monthly CJCC Meeting
June 3 Officer Haverland & Arrow - K9 Training
June 11 Officer John Kruser – 13 Year Anniversary with LPD
June 15 Chief Reukauf – Monthly P&P Meeting

Case Reports

05/18/20 Harassment: Warned
05/19/20 Barking Dog: Warned
05/20/20 Possible Theft: Waiting for party to call back
05/20/20 CDTP: Male Arrested & Criminal Charges
05/21/20 Violation of Sex Offender Registration: Referred to US Marshalls
05/21/20 Drug Possession: Citation
05/22/20 OWI: Arrested
05/23/20 Sexting: Still investigating
05/24/20 Welfare Check: All ok



Lancaster

POLICE DEPARTMENT

05/25/20	Domestic Abuse: Arrest & Criminal Charges
05/25/20	Animal at Large: Warned
05/25/20	4 th Degree sexual Assault: Referred to Social Services
05/26/20	Home Alarm: Warned
05/26/20	Assisted Citizen
05/27/20	Mistreat Animal: Warned
05/27/20	Non-Registered Vehicle: Still working on
05/27/20	Harassment: Warned
05/27/20	Domestic: Arrested & Criminal Charges
05/27/20	Violation of Court order/Bail Jumping: Arrested & Criminal Charges
05/28/20	Fraud: Noticed before crime occurred
05/28/20	Non-registered Vehicle: Still working on
05/28/20	Theft of Motor Vehicle: Unfounded, found in front of the bar
05/29/20	Probation Violation: Arrested
05/29/20	Fraud: Still investigating
05/29/20	Suspicious Person: Going through a vehicle, nothing taken
06/01/20	Found Wallet: Returned
06/02/20	Disorderly conduct: Warned
06/02/20	Check Residence: Nursing Home
06/02/20	Animal Complaint: Lack of Shade
06/02/20	Landlord/Tenant Dispute
06/03/20	Assist Grant County: OWI
06/03/20	Missing Property
06/03/20	Suspicious Activity
06/03/20	Vehicle Lock Out
06/03/20	Trespassing: House in Foreclosure, owner came to house
06/04/20	Check Residence: House in Foreclosure
06/05/20	Threats made: Unfounded
06/05/20	Keep the Peace: Pick up property
06/05/20	Assist Grant County: OWI
06/06/20	Unwanted Person
06/10/20	Background Check: Dane County SO
06/10/20	CDTP Complaint: Unfounded
06/10/20	Drug Possession: Still Investigating

Parking Summary by Ordinance

From

5/1/2020 to

5/31/2020

Ordinance Description	Current Month	Year to Date	Same Month Prior Year	Last Year (2019)
2 HOUR PARKING VIOLATION	16	135	40	337
24 HOUR	1	21	10	111
48 HOUR PARKING	2	4	0	5
ALTERNATIVE SIDE PARKING VIOLATION	0	363	0	513
HANDICAP PARKING	0	0	0	0
NO PARKING 2AM TO 6AM	3	6	0	18
OTHER PARKING VIOLATION	0	1	1	20
PARKING IN NO PARKING ZONE	0	1	1	3
PARKING WITHIN 15 FEET OF FIRE HYDRANT	0	0	0	0
Parking Ticket Fines Deposited in May (Cash or Check)	\$	180.00		
Parking Ticket Fines Deposited in May (Credit/Debit)	\$	420.00		

Lancaster Police Department Monthly Log

Name:

May 1 - May 31, 2020

Month/Shift Working

Traffic	Verbal	Written	Citation	Assist Calls	# of times	Calls of Service	V Warn	Cited	Arrest	Other
Equipment Violation	2		2	Assist LPD Officer	44	Abuse: Child/Eldery				
Eluding				Assist GCSD	15	Alarm Calls	1			3
FYR/Stop Sign		1	1	Assist Other Agency	27	Animal Calls	4	1	1	3
Inattentive				Assist Citizen	30	Burglary				
Non Registration		1		Curfew Checks		CDTP				2
OAS/OAR/No DL			1	EMS Calls	3	DC				
OWI			1	Fire Calls	1	Domestic Calls	1		5	1
OWI - List offense	2nd			Salvation Army		Drug Offenses			1	3
Seatbelt				Paper Service	1	Harassment	1			3
Speeding				Security Checks	655	Keep the Peace	3			1
Traffic Complaint	1			Other Assists	10	Noise Complaint	2			
ATV Offense	2			Other Duties	# of times	Fraud/Scams				2
Other	2	2	4	Business Contacts	93	Sexual Assault				1
Totals	7	4	9	Consent Search		Suspicious Person	1			3
Total Number of Traffic Stops	15			Personal Contacts	117	Theft				2
				Public Talks		Truancy				
Accidents	No Cite	Citation	If Injuries/#	Meetings	13	Warrant/P&P			1	
Car vs. Animal				Drug Court/UA's		Welfare Check				4
Hit & Run						Worthless Checks				
Personal Injury				School Walk Through	# of visits	Other	72			16
Property Damage	1			Winskill		Total	85	1	8	44
Totals	1			St. Clement			# Calls	# Transported		
Did 10-50 involve?	#			Middle School		Detox				
Motorcyle				High School		Emergency Detention	1			
Pedestrian				Library		Civil Disputes	4			
Bicycle				Grant Regional						
Parking Ticket #	8			Total		K-9 Activation				

Public Works Report June 2020

Received final report and design from UW Platteville senior design team for north side drainage

Public works and parks staff repaired leak on 4" irrigation line at golf course

Water dept. and public works staff abandoned 3" pool service on Eaton street

Easements for Valley View sewer work prepared and mailed to residents

Hanging baskets delivered and placed

Excess equipment was listed and sold on Wisconsin Surplus Auction

Public works and water staff installed new towel and soap dispensers and new toilets and repaired showers in 1994 bath house. Inside of bath house and some of exterior was pressure washed by contractor

Swimming pool filled and start up training for city staff was completed

Worked with police dept. to notify residents and businesses of tall grass violations and missing or obscured addresses on homes and businesses

City staff replaced air conditioning unit at wastewater treatment plant office, unit was original to the building

Plans developed for opening park facilities to the public

New benches have been placed around the downtown

38 trees were planted around the city by public works staff

A semi pulling a large rock crusher knocked down a 24' decorative light pole at Elm and Madison, police dept. collected drivers information and new pole and fixture will be ordered

Burbach's and Portzen developed punch list for swimming pool project

Public works, water and wastewater staff identified and repaired a tree root intrusion problem on sewer main located in easement area on W. Maple

Several of the projects that have been completed in this month's report were done by city staff rather than hiring contractors saving the city money and time.

Administrator's Report

June 15, 2020



Key Dates to Remember

- July 4 – Independence Day
- July 6 – Park and Rec
- July 13 – Plan Commission
- July 20 – City Council

Project Status Update

Saputo. No update.

Hotel. Groundbreaking/Footings going in. Construction start shortly

Pool. Pool certification occurs this week. Pool should be ready for operation, should the Council choose, by June 15th.

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 July Plan Commission meeting. Construction is 2021.

Housing. Golf Course residential discussion on June Agenda. Attached is a draft CSM for development. The soil has been “perc” tested and is appropriate for on site septic. Water is available at the end of the Hotel development (street). The street being bu

Improvements to the Administrative Area. We (all Admin staff) met with an architect from Delta 3 to review and discuss improvements. We will get a proposal, etc. If the cost is low enough, I will just approve it. If not, it will be part of this years Capital budgeting process.

Airport. Waiting on information of the \$20,000 grant related to COVID 19. No further information on approval by FAA for hanger construction.

Local Government Aid Grant to Lancaster. The State has allocated (from Federal Funding) \$61,275 to the City. These funds may be used for:

- Emergency operation activities, including those related to public health, emergency services, and public safety response
- Purchases of personal protective equipment
- Cleaning/sanitizing supplies and services, including those related to elections administration
- Temporary isolation housing for infected or at-risk individuals
- Testing and contact tracing costs above those covered by existing State programs
- FMLA and sick leave for public health and safety employees to take COVID-19 precautions
- Meeting local match requirements for expenses submitted for reimbursement by FEMA, to the full extent permitted by federal law

Applications are not available yet, as the state agencies have not established procedures.

Golf Course. Course is open and operating. We have acquired used tables for banquets and Tim is ordering linens and chairs. All leagues are operating. Tim is implementing the WEDC guidelines.

Five Year Update to Park and Rec Plan – Courtney is drafting the update. We are working with Park and Rec Committee to complete. Courtney has also taken a number of current pictures of the parks that she is using on Facebook and will be part of the plan.

Corona Virus. I continue to coordinate with Department heads. I also participate in County and Wisconsin League of Municipalities update meetings.