

**CITY OF LANCASTER
COMMON COUNCIL AGENDA
OCTOBER 19, 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 9-21-2020
 - b. September Revenue Report
 - c. 2020 3rd Quarterly Budget Reports (**Separate Attachment**)
 - d. Treasurer's Report 9-30-2020
 - e. Resolution No. 2020-11 Combined Authoring Resolution for Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs
 - f. Mayor's Appointment to the Police and Fire Commission
6. Approval of Expenditures
7. Approval of Purchase Orders
8. Reports from Commissions and Committees
 - a. Finance Review Committee 10-13-20
 - b. Public Works Review Committee 10-14-20
9. Discuss Ordinance No. 2020-11 Prohibiting Hunting and Trapping on City Owned Land and Possible Action (Two Versions of Ordinance Provided for Consideration – One Version includes all City Land; One Version includes only City Land located in the Town of North Lancaster) and Possible Action
10. 2021 Budget Preview (**Forthcoming**)
11. Discuss approval to submit a simplified rate case application to the PSC for an increase of 3% in water rates for 2021 (included in proposed 2021 budget) as recommended by Finance Review and Possible Action
12. Discuss approval of a 1.5% sewer rate increase effective 1/1/2021 (included in proposed 2021 budget) as recommended by the Finance Review Committee and Possible Action
13. Discuss Implementation of a Municipal Wheel Tax and Possible Action
14. Discuss 2021 Medical Health Insurance Proposals and Possible Action
15. Discuss Reducing the Position of Administrative Assistant from Full-Time (40 hours/week) to Part-Time (28 hours/week) and Possible Action
16. Discuss Extension of City Employee Face Covering (Mask) Policy and Possible Action
17. Discuss Resolution 2020-12 Resolution Extending the Expiration Date of Resolution 2020-10 Requiring a Face Covering in City Facilities and Possible Action
18. Discuss Possible Garbage and Collection Service Ordinance as recommended by the Public Works Committee and Possible Action
19. Consider Annual Spring Clean-Up through Town and Country Sanitation at Estimated Cost of \$3,500 for 2021 budget as recommended by the Public Works Review Committee and Possible Action
20. COVID-19 Update
21. Reports from Department Heads
 - a. Fire Department
 - b. Library Report
 - c. Police
 - d. Public Works
 - i. CMAR DNR Response
22. Administrator's Report
23. Mayor Comments
24. Council Comments
25. Future Agenda Items
26. Convene to close session for the purpose of:
 - a. Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility regarding City non-represented employees' wages (Wisconsin Statutes 19.85, P1, c)
27. Adjourn

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

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86137435987?pwd=MDNab0FGT3BhdIE5YTJZVG5wUXJIZz09>

Meeting ID: 861 3743 5987

Password: 591540

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
October 19, 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 9-21-2020
- b. Revenue report for September (**Attached**)
- c. 2020 3rd Quarterly Budget Reports (**Separate Attachment**)
- d. Treasurer’s Report 9-30-2020 (**Attached**)
- e. Resolution No. 2020-11 Combined Authoring Resolution for Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs
- f. Mayor’s appointment of Megan Slane to fill the remaining term (expires 2023) of Ken Klaas

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SEPTEMBER 21, 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:

In-Person-Mayor Varnam, Ingebritsen, LaBudda, Oliveto, Pennekamp and Schmidt
Virtual-Harper, Reuter and Rollins

Members absent: None

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

4. Public Comments

None

5. Proclamation

Mayor Varnam introduced the following proclamations:

- a. Chamber of Commerce Proclamation for month of September-Presented to Daniel Glass, Former Chamber Board President
- b. Fire Prevention Proclamation for the week of October 4-10, 2020
- c. National Disability Employment Awareness Proclamation for month of October
- d. Eastman Cartwright Centennial Celebration Day Proclamation for September 18, 2019

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of 8-17-2020
- b. August Revenue Report
- c. Mayor's Appointment of Ashleigh Hampton to the Library Board to fill the remaining term (expires 2023) of Dan VonFeldt

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

7. Approval of Expenditures

Motion by LaBudda, seconded by Schmidt to approve expenditures=\$563,310.67. Motion carried unanimously by roll call vote.

8. Approval of Purchase Orders

N/A

9. Reports from Commissions and Committees

- a. Finance Review Committee 9-15-2020
- b. Parks & Recreation Committee 9-8-2020
- c. Public Works Review Committee 9-9-2020

10. Conditional Use Permit (Ashley Boge)

Motion by Reuter, seconded by Pennekamp to approve a Conditional Use Permit to operate an in-home dog grooming service in a R-1 Single-Family Residential District at 1100 W. Hickory Street petitioned by Ashley Boge. Motion carried unanimously by roll call vote.

11. Park & Recreation Committee Survey Update

Reuter provided an update on the citizen survey conducted by the Park and Recreation Committee.

12. 2020 Pool Update

An update on the 2020 operations for the swimming pool was reviewed.

13. Lancaster Youth Baseball/Softball Association Request

John Edge, President of LYBSA, addressed the Council concerning whether the City would like the youth baseball/softball program to remain privately organized along with certain program requests: written concession use agreement; concession stand improvements; field prepping; sign advertisement; temporary beer license; field reconfiguration and to be on City's insurance.

Motion by LaBudda, seconded by Pennekamp to approve allowing youth baseball/softball to continue to be operated under the Lancaster Youth Baseball/Softball Association and work with staff to address requests. Motion carried unanimously by roll call vote.

14. 2019 Audit Report

The Audit Presentation, Report and Required Audit Communication were provided as separate attachments, which had been reviewed at the Finance Review Committee meeting last Tuesday.

Motion by LaBudda, seconded by Schmidt to approve the 2019 Audit Report as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

15. Technology Report

A memo providing an overview of the City's technology fund and its associated major costs incurred by the City annually was reviewed.

16. Tri-State Roofing Bid

Motion by LaBudda, seconded by Pennekamp to approve bid from Tri-State Roofing, LLC of \$12,220 to replace WWTP Garage Roof. Motion carried unanimously by roll call vote.

17. City Hall Boiler Bid

Motion by Schmidt, seconded by Reuter to approve bid from Myers Mechanical Solutions, LLC of \$18,953 to replace one of the City Hall Boilers. Motion carried unanimously by roll call vote.

18. Well#3 Report

DPW Hauth explained Well#3 needs rehabilitation at an estimated cost of \$50,000-\$60,000 which had not been budgeted but funding would be available out of operating cash.

There was a consensus to budget for 2021 a water study along with the Well #3 maintenance cost and 2022 the Well#2 anticipated maintenance cost.

19. Street Construction and Repair Report

DPW Hauth presented a detailed street maintenance report for Council review.

Recessed at 7:50 P.M.

Reconvened at 8:00 P.M.

20. Amcor Storm Sewer Construction Agreement

Pennekamp recused himself from this item. He left the table.

Motion by LaBudda, seconded by Schmidt to approve Storm Sewer Construction Agreement with Amcor Flexibles LLC. Motion carried unanimously by roll call vote.

Pennekamp returned to the table.

21. City Business Assistance Grant Program

Lancaster Community Foundation funding of \$43,000 for business assistance grants has been fully expended and it was discussed whether to continue the program with City dollars.

Motion by Oliveto, seconded by Harper to approve up to \$18,500 for the Business Assistance Grant Program with the same Lancaster Community Foundation restrictions for Lancaster Community Foundation. Motion carried five (5) to three (3) by roll call vote with LaBudda, Pennekamp and Schmidt voting against.

22. Renovation of Administration Lobby Area

Administration presented a plan to proceed with renovating the lobby area for the administrative offices in address the COVID-19 pandemic which may or may not be funded with Cares Act dollars.

No action was taken due to a lack of a motion.

23. Hunting and Trapping Privileges on City Land

Currently hunting is allowed on city owned property (old landfill) but there is no policy/ordinance pertaining to regulation of this activity.

Motion by LaBudda, seconded by Schmidt to call the question to order. Motion carried seven (7) to one (1) by roll call vote with Reuter voting against.

Motion by LaBudda, seconded by Harper to have City Attorney draft an ordinance to ban hunting and trapping on city-owned property (old landfill) for consideration at the next meeting. Motion carried five (5) to three (3) by roll call vote with Oliveto, Pennekamp and Reuter voting against.

24. City Employee Face Covering (Mask) Policy

Motion by Reuter, second by Oliveto to approve a City Employee Face Covering (Mask) Policy. Reuter amended her motion but died due to a lack of second.

Motion by LaBudda, seconded by Oliveto to have City Employee Face Covering (Mask) Policy that follows the Governor's emergency order #1 with the amendment of being in effect from 12:01 A.M. on September 28 2020 until 11:59 P.M. on October 19, 2020. Motion carried seven (7) to one (1) by roll call vote with Pennekamp voting against.

25. Resolution 2020-10

Motion by LaBudda, seconded by Oliveto to approve Resolution 2020-10-Resolution Requiring Face Covering in City Facilities. Motion carried unanimously by roll call vote.

26. COVID-19 Update

Recently an increase in cases in Grant County.

27. Reports from Department Heads

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

28. Administrators Report

- a. DOT Project Update

29. Mayor Comments

None

30. Council Comment

None

31. Future Agenda Items

None

32. Adjourn

Motion by LaBudda, seconded by Schmidt to adjourn the meeting at 9:41 P.M. Motion carried.

Distribution Summary

Category	Distribution	Amount
CEMETERY	GRAVE OPENINGS	900.00
DONATIONS	K9 DONATIONS	1,611.88
GOLF COURSE	CART RENTAL	9,776.00
GOLF COURSE	CLUB HOUSE RENTAL/LEASE	125.00
GOLF COURSE	GIFT CERTIFICATES	450.00
GOLF COURSE	GOLF MERCHANDISE	9,059.82
GOLF COURSE	GREEN FEES	14,406.50
GOLF COURSE	HANDICAP FEE	150.00
GOLF COURSE	MISC	20,575.42-
GOLF COURSE	MISC	486.21
GOLF COURSE	MISC	382.96-
INSURANCE	INSURANCE PREMIUM REFUNDS	74.00
LICENSES AND PERMITS	BUILDING PERMITS	322.00
LICENSES AND PERMITS	OPERATORS LICENSES	120.00
MISCELLANEOUS REVENUES	HEALTH INSURANCE	482.84
MISCELLANEOUS REVENUES	MISC	166.68
MISCELLANEOUS REVENUES	MISC	212.67
MISCELLANEOUS REVENUES	RENT MUNICIPAL BUILDING	.00
MISCELLANEOUS REVENUES	RENT-AIRPORT	552.00
POLICE DEPARTMENT	COURT FINES	542.71
POLICE DEPARTMENT	PARKING TICKETS	319.50
POLICE DEPARTMENT	POLICE FEES	5.00
PUBLIC CHARGES	OTHER PUBLIC WORKS	401.80
PUBLIC CHARGES	PARK USE PERMIT	35.00
SUMMER REC & POOL	POOL DAILY ADMISSIONS	2,907.36
UTILITY BILLING RECEIPTS	UTILITY BILLING RECEIPTS	179,174.79
WASTEWATER UTILITY	DISCHARGE REVENUES	10,014.32
WATER UTILTIY	HYDRANT WATER	588.86
Grand Totals:		<u>211,926.56</u>

**City of Lancaster
Treasurer's Report
9/30/2020**

Book Balance 9-1-20	\$ 644,525	Bank Balance 9-1-20	\$ 243,327
Total Receipts	430,421	Deposits in Transit	1,088
Total Disbursements	<u>(849,679)</u>	Outstanding Checks	<u>(19,148)</u>
Cash Balance 9-30-20	<u>\$ 225,267</u>	Reconciled Balance 9-30-20	<u>\$ 225,267</u>

FUND

General	100	(65,184)
Cemetery	220	43,088
CDBG	230	44,795
Stormwater	240	22,233
Golf	250	(16,389)
Community Development	260	228
Library	280	(40,922)
Potosi Library	285	9,213
Veterans Memorial	292	24,114
Debt Service	300	(324,071)
Capital Projects	400	(1,792,251)
TID #3 Arrow Ridge Business Park	403	(1,132)
TID#5 Sunrise Valley Apartments	405	(150)
TID#6 Lancaster Hotel	406	(24,845)
TID #4 West Alone Lane Area	409	20,118
Water	610	643,822
Sewer	620	437,575
Computer Fund	710	40,882
Property Tax Fund	800	1,204,143
General Ledger Balance		<u>\$ 225,267</u>

Investment Balance 9-1-20	\$ 2,308,750
Interest Earned	1,293
Other Receipts	375,000
Total Disbursements	<u>(160,000)</u>
Investment Balance 9-30-20	<u>\$ 2,525,043</u>

FUND

General	100	1,162,890
Capital Projects	400	240,244
Water-Depreciation	610	25,183
Water-Debt Service	610	380,191
Sewer-Equipment Replacement	620	283,162
Sewer-Depreciation	620	75,550
Sewer-Debt Service	620	357,823
General Ledger Balance		<u>\$ 2,525,043</u>

**CITY OF LANCASTER
COMBINED AUTHORIZING RESOLUTION FOR
URBAN FORESTRY GRANT AND
URBAN FORESTRY CATASTROPHIC STORM GRANT PROGRAMS
No. 2020-11**

WHEREAS, the applicant, City of Lancaster, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Lancaster, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers John Hauth, Director of Public Works, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to the DNR
5. Sign and submit other required documentation

Adopted this 19th day of October 2020.

CITY OF LANCASTER

David C. Varnam, Mayor

ATTEST:

David A. Kurihara, City Clerk

I hereby certify that the foregoing resolution was duly adopted by the Lancaster Common Council at a legal meeting on the 19th day of October 2020.

Authorized Signature	Title	Date Certified

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
ADVANCED TURF SOLUTIONS				
08/21/2020	REEL SHARP LAPPING COMPOUND	250-55430-363 CHEMICALS	177.28	GOLF COURSE
08/19/2020	TURF BLUE HGT, ADVANCED ATHLETIC BLUE RYE	250-55430-390 OPERATING EXPENSE	625.00	GOLF COURSE
09/11/2020	FORCEFLEX HAZARD YARDAGE MARKERS-YELLOW	250-55430-390 OPERATING EXPENSE	107.85	GOLF COURSE
Total ADVANCED TURF SOLUTIONS:			910.13	
ALLEGIANT OIL LLC				
08/31/2020	GAS	100-53212-356 MOTOR FUELS	101.25	GENERAL FUND
Total ALLEGIANT OIL LLC:			101.25	
ALLIANT ENERGY				
08/18/2020	ELECTRIC	100-51600-220 UTILITIES	1,418.50	GENERAL FUND
08/18/2020	ELECTRIC	100-52100-220 UTILITIES	328.76	GENERAL FUND
08/18/2020	ELECTRIC	100-52310-220 UTILITIES	491.45	GENERAL FUND
08/18/2020	ELECTRIC	100-52500-220 UTILITIES	20.12	GENERAL FUND
08/18/2020	ELECTRIC	100-53210-220 UTILITIES	213.50	GENERAL FUND
08/18/2020	ELECTRIC	100-53310-220 UTILITIES	12.22	GENERAL FUND
09/14/2020	ELECTRIC	100-53450-220 UTILITIES	3,537.78	GENERAL FUND
08/18/2020	ELECTRIC	100-53800-220 UTILITIES	122.51	GENERAL FUND
09/14/2020	ELECTRIC	100-53800-220 UTILITIES	37.78	GENERAL FUND
08/18/2020	ELECTRIC	100-55200-220 UTILITIES	762.28	GENERAL FUND
08/18/2020	ELECTRIC	100-55420-220 UTILITIES	18.43	GENERAL FUND
09/14/2020	ELECTRIC	100-55420-220 UTILITIES	2,338.13	GENERAL FUND
08/18/2020	ELECTRIC	100-56500-220 UTILITIES	39.15	GENERAL FUND
08/18/2020	ELECTRIC	220-54700-220 UTILITIES	18.54	CEMETERY FUND
08/18/2020	ELECTRIC	250-55430-220 UTILITIES	532.44	GOLF COURSE
08/18/2020	ELECTRIC	403-57201-220 UTILITIES	24.98	TID #3
08/18/2020	ELECTRIC	610-50620-220 UTILITIES	5,875.92	WATER FUND
08/18/2020	ELECTRIC	620-50821-220 UTILITIES	1,000.98	SEWER FUND
08/18/2020	ELECTRIC	620-50822-220 UTILITIES	5,793.13	SEWER FUND
Total ALLIANT ENERGY:			22,586.60	
ALLIED REDI-MIX LLC				
08/07/2020	400 PSI/YARD	400-57344-410 MATERIALS	2,349.00	CAPITAL PROJECT
Total ALLIED REDI-MIX LLC:			2,349.00	
APPLIED MICRO				
08/28/2020	SONICWALL TZ400 FIREWALL- 3 YR	710-51490-390 OPERATING EXPENSE	1,155.00	TECHNOLOGY FU
08/14/2020	AXCIENT CLOUD BACKUP: CLARITY, EXCHANGE, DC	710-51490-390 OPERATING EXPENSE	597.00	TECHNOLOGY FU
08/16/2020	17-MS OFFICE 365 BUSINESS U1	710-51490-390 OPERATING EXPENSE	140.25	TECHNOLOGY FU
08/19/2020	36- MAILPROTECTOR CLOUD FILTER, 33-SAFESEND,34-XTRAMAIL, 4- BRACKET	710-51490-390 OPERATING EXPENSE	181.65	TECHNOLOGY FU
08/01/2020	MONITORED SERVERS: EXCHANGE SERVER 2016/DC 2016 SERVER, CLARITY SERVER	710-51490-390 OPERATING EXPENSE	515.00	TECHNOLOGY FU
08/06/2020	DUAL MONITOR ISSUE- POLICE	710-51490-390 OPERATING EXPENSE	56.25	TECHNOLOGY FU
08/18/2020	EMAIL ISSUE- MAIER	710-51490-390 OPERATING EXPENSE	37.50	TECHNOLOGY FU
Total APPLIED MICRO:			2,682.65	
AQUAFIX INC				
09/04/2020	AQUABAC & BUG JUICE	620-50832-390 OPERATING EXPENSE	747.54	SEWER FUND
Total AQUAFIX INC:			747.54	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
ARCTIC GLACIER				
08/26/2020	ICE	250-55430-390 OPERATING EXPENSE	100.00	GOLF COURSE
Total ARCTIC GLACIER:			100.00	
ARTHUR CLESEN INC				
09/02/2020	LASCOPART	250-55430-350 REPAIRS & MAINTENANCE	75.33	GOLF COURSE
Total ARTHUR CLESEN INC:			75.33	
AUSTIN ENGINEERING LLC				
08/27/2020	CTY K PROPERTY- VERIFY EXISTING MARKERS	100-56300-390 OPERATING EXPENSE	101.25	GENERAL FUND
08/27/2020	GOLF COURSE PROPERTY- VERIFY EXISTING MARKERS	406-57201-390 OPERATING EXPENSES	50.62	TID #6
08/27/2020	GOLF COURSE PROPERTY- VERIFY EXISTING MARKERS	409-57201-390 OPERATING EXPENSES	50.63	TID #4
Total AUSTIN ENGINEERING LLC:			202.50	
AUTOWARES INC				
07/29/2020	SUPER DUTY 10W30, CLR MARKER LAMPS, OVAL RED LAMP, PWR STR FLUID, MARKER PIGTAIL, TRANS FILTER KITS, SPARK PLUGS, DEXRON	100-53212-390 OPERATING EXPENSE	438.12	GENERAL FUND
07/29/2020	POWERATED BELT	620-50834-390 OPERATING EXPENSE	41.67	SEWER FUND
Total AUTOWARES INC:			479.79	
BARD MATERIALS				
08/22/2020	BALL DIAMOND AND PIER CONCRETE	400-57620-801 PARK IMPROVEMENTS	2,759.63	CAPITAL PROJECT
Total BARD MATERIALS:			2,759.63	
BENNETT AUTO CLINIC LLC				
08/31/2020	'20 FORD- LUBRICATE AND CHECK CHASSIS, CHANGE OIL FILTER	100-52100-350 REPAIR & MAINTENANCE	46.74	GENERAL FUND
08/31/2020	GAS	100-53212-356 MOTOR FUELS	214.68	GENERAL FUND
Total BENNETT AUTO CLINIC LLC:			261.42	
BRAND L EMBROIDERY				
08/13/2020	60- MASKS	100-51600-390 OPERATING EXPENSE	353.40	GENERAL FUND
Total BRAND L EMBROIDERY:			353.40	
CHARTER COMMUNICATIONS				
09/01/2020	TV & INTERNET	100-52310-220 UTILITIES	195.18	GENERAL FUND
Total CHARTER COMMUNICATIONS:			195.18	
COPPER DOME SPORTS BAR				
08/27/2020	LCF- SMALL BUSINESS EMERGENCY SUPPORT GRANT	100-56500-720 EMERGECCNY SUPPORT GRA	1,500.00	GENERAL FUND
Total COPPER DOME SPORTS BAR:			1,500.00	
CORE & MAIN LP				
08/17/2020	6- 3/4" IPEARL METER JACKET	610-50653-390 OPERATING EXPENSE	108.52	WATER FUND
Total CORE & MAIN LP:			108.52	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
D&D TOTAL CONSTRUCTION LLC				
08/21/2020	POOL HOUSE LIGHTING	400-57630-802 BATHHOUSE IMPROVEMENTS	4,600.00	CAPITAL PROJECT
D&D TOTAL CONSTRUCTION LLC:			4,600.00	
DELTA 3 ENGINEERING INC				
08/31/2020	CITY HALL RENOVATION	400-57140-801 SIREN OUTLAY	2,340.00	CAPITAL PROJECT
09/01/2020	LANCASTER SANITARY SEWER REPLACEMENT NE DRAINAGE BASIN	620-10107 CONSTRUCTION IN PROGRESS	10,070.00	SEWER FUND
Total DELTA 3 ENGINEERING INC:			12,410.00	
DELUXE DISTRIBUTORS				
08/19/2020	55 GAL POLYMER	620-50826-363 CHEMICALS	1,153.15	SEWER FUND
Total DELUXE DISTRIBUTORS:			1,153.15	
DH MUNICIPAL SERVICES				
09/01/2020	Building Inspector	100-52400-117 SALARY - CONTRACT	1,276.30	GENERAL FUND
09/01/2020	Zoning Admin	100-56300-117 SALARY-CONTRACT	340.36	GENERAL FUND
Total DH MUNICIPAL SERVICES:			1,616.66	
DOOLITTLES				
09/03/2020	LCF- SMALL BUSINESS EMERGENCY SUPPORT GRANT	100-56500-720 EMERGECCNY SUPPORT GRA	728.00	GENERAL FUND
Total DOOLITTLES:			728.00	
DREW COOK & SONS EXCAVATING INC				
09/09/2020	#2 SANITARY SEWER CONSTRUCTION	620-10107 CONSTRUCTION IN PROGRESS	37,786.25	SEWER FUND
Total DREW COOK & SONS EXCAVATING INC:			37,786.25	
EASTMAN CARTWRIGHT LUMBER				
08/11/2020	CONSTRUCTION ADHESIVE	100-53210-390 OPERATING EXPENSE	3.49	GENERAL FUND
Total EASTMAN CARTWRIGHT LUMBER:			3.49	
EMPLOYEE BENEFITS CORP				
09/15/2020	SEP ADMIN FEE	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-52100-390 OPERATING EXPENSE	25.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-52300-110 FLEX BENEFITS	5.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-53100-390 OPERATING EXPENSE	10.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
09/15/2020	SEP ADMIN FEE	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
09/15/2020	SEP ADMIN FEE	610-50920-390 OPERATING EXPENSE	10.00	WATER FUND
09/15/2020	SEP ADMIN FEE	620-50851-390 OPERATING EXPENSE	10.00	SEWER FUND
Total EMPLOYEE BENEFITS CORP:			120.00	
EXXONMOBIL CARD PROC CTR				
09/05/2020	GAS	100-53212-356 MOTOR FUELS	1,029.99	GENERAL FUND
Total EXXONMOBIL CARD PROC CTR:			1,029.99	
FARRELL EQUIPMENT & SUPPLY CO				
08/25/2020	14" BAR & PREM CHAIN FOR SAWS	240-53441-390 CONTRACTED SERVICES	359.99	STORMWATER UTI

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
08/25/2020	14" BAR & PREM CHAIN FOR SAWS	610-50651-390 OPERATING EXPENSE	359.99	WATER FUND
Total FARRELL EQUIPMENT & SUPPLY CO:			719.98	
FIRST SUPPLY				
08/18/2020	BALL VLV, TUBE, TEE, CAP, ADPT	610-50652-390 OPERATING EXPENSE	211.16	WATER FUND
Total FIRST SUPPLY:			211.16	
FRANK BEER DISTRIBUTION				
08/27/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	330.40	GOLF COURSE
09/17/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	77.40	GOLF COURSE
Total FRANK BEER DISTRIBUTION:			407.80	
FREEDOM MAILING SERVICES INC				
08/28/2020	BILL PROCESSING & PERFED PAPER	610-50902-390 OPERATING EXPENSE	429.57	WATER FUND
08/28/2020	BILL PROCESSING & PERFED PAPER	620-50840-390 OPERATING EXPENSE	429.57	SEWER FUND
Total FREEDOM MAILING SERVICES INC:			859.14	
GASSER HARDWARE				
08/31/2020	SUPPLIES	100-51600-390 OPERATING EXPENSE	41.17	GENERAL FUND
08/31/2020	SUPPLIES	100-52310-350 REPAIR & MAINTENANCE	57.97	GENERAL FUND
08/31/2020	SUPPLIES	100-53210-390 OPERATING EXPENSE	46.47	GENERAL FUND
08/31/2020	SUPPLIES	100-53212-350 REPAIR & MAINTENANCE	.28	GENERAL FUND
08/31/2020	SUPPLIES	100-55200-390 OPERATING EXPENSE	381.38	GENERAL FUND
08/31/2020	SUPPLIES	100-55420-350 REPAIR & MAINTENANCE	47.32	GENERAL FUND
08/31/2020	SUPPLIES	100-55420-390 OPERATING EXPENSE	10.99	GENERAL FUND
08/31/2020	SUPPLIES	250-55430-350 REPAIRS & MAINTENANCE	91.10	GOLF COURSE
08/31/2020	SUPPLIES	250-55430-390 OPERATING EXPENSE	109.07	GOLF COURSE
08/31/2020	SUPPLIES	610-50651-390 OPERATING EXPENSE	85.97	WATER FUND
08/31/2020	SUPPLIES	610-50652-390 OPERATING EXPENSE	48.87	WATER FUND
08/31/2020	SUPPLIES	610-50654-390 OPERATING EXPENSE	19.56	WATER FUND
08/31/2020	SUPPLIES	610-50930-390 OPERATING EXPENSE	20.99	WATER FUND
08/31/2020	SUPPLIES	620-50832-390 OPERATING EXPENSE	15.98	SEWER FUND
08/31/2020	SUPPLIES	620-50834-390 OPERATING EXPENSE	56.98	SEWER FUND
Total GASSER HARDWARE:			1,034.10	
GRANT COUNTY HERALD INDEPENDENT				
08/31/2020	COUNCIL MINUTES, COND USE PUBLIC HEARING	100-51400-390 OPERATING EXPENSE	267.07	GENERAL FUND
08/31/2020	BIDS	400-57140-802 BOILER REPLACEMENT	17.75	CAPITAL PROJECT
08/31/2020	BIDS	620-30331 TREATMENT PLANT-STRUCTURES	17.75	SEWER FUND
Total GRANT COUNTY HERALD INDEPENDENT:			302.57	
GRANT COUNTY HIGHWAY COMM				
07/31/2020	CONCRETE REPAIR	620-50831-390 OPERATING EXPENSE	299.47	SEWER FUND
Total GRANT COUNTY HIGHWAY COMM:			299.47	
HARRIS GOLF CARS				
09/10/2020	INSTALLMENT OF SEASONAL LEASE- SEPT2020	250-55430-530 CART LEASE	660.00	GOLF COURSE
Total HARRIS GOLF CARS:			660.00	
HOLIDAY WHOLESALE INC				
09/02/2020	PRO SHOP CONCESSIONS	250-55430-399 PRO SHOP MERCHANDISE	27.69	GOLF COURSE

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
09/09/2020	PRO SHOP CONCESSIONS	250-55430-399 PRO SHOP MERCHANDISE	158.80	GOLF COURSE
Total HOLIDAY WHOLESALE INC:			186.49	
IVERSON CONSTRUCTION				
08/31/2020	COLD MIX	100-53310-390 OPERATING EXPENSE	2,593.28	GENERAL FUND
Total IVERSON CONSTRUCTION:			2,593.28	
J & R SUPPLY INC				
08/28/2020	WRAPAROUND	610-50651-390 OPERATING EXPENSE	469.00	WATER FUND
08/28/2020	GREEN MARKING PAINT	620-50831-390 OPERATING EXPENSE	39.00	SEWER FUND
Total J & R SUPPLY INC:			508.00	
JOHNSON BLOCK & CO INC				
09/04/2020	PROGRESS BILLING FOR 2019 AUDIT- CITY	100-51400-216 CONTRACTED SERVICES	2,125.00	GENERAL FUND
09/04/2020	PROGRESS BILLING FOR 2019 AUDIT- WATER	610-50920-216 CONTRACTED SERVICE	300.00	WATER FUND
09/04/2020	PROGRESS BILLING FOR 2019 AUDIT- SEWER	620-50852-216 CONTRACTED SERVICES	300.00	SEWER FUND
Total JOHNSON BLOCK & CO INC:			2,725.00	
JW TURF INC				
08/19/2020	WLDMT BASE	100-55200-350 REPAIR & MAINTENANCE	144.30	GENERAL FUND
09/04/2020	EXTENSION SPRING	100-55200-350 REPAIR & MAINTENANCE	42.78	GENERAL FUND
09/08/2020	SEAT KIT	100-55200-350 REPAIR & MAINTENANCE	123.72	GENERAL FUND
Total JW TURF INC:			310.80	
KIMBALL MIDWEST				
09/02/2020	CYL CUT TIALN, ALUMINUM ANTI-SEIZE, FLAT WASHER	100-53310-390 OPERATING EXPENSE	358.89	GENERAL FUND
Total KIMBALL MIDWEST:			358.89	
KLONDYKE WELDING LLC				
08/13/2020	CURB STOP 2-3/4" CR ROUND	610-50652-390 OPERATING EXPENSE	76.62	WATER FUND
Total KLONDYKE WELDING LLC:			76.62	
KNAPP, DEB				
09/01/2020	REIMB PUMPKINS	100-51600-390 OPERATING EXPENSE	24.00	GENERAL FUND
08/27/2020	REIMB MILEAGE	100-53210-390 OPERATING EXPENSE	37.72	GENERAL FUND
08/27/2020	REIMB MILEAGE	100-53800-390 OPERATING EXPENSE	37.72	GENERAL FUND
08/27/2020	REIMB MILEAGE	250-55430-390 OPERATING EXPENSE	37.72	GOLF COURSE
08/27/2020	REIMB MILEAGE	610-50652-390 OPERATING EXPENSE	37.72	WATER FUND
08/27/2020	REIMB MILEAGE	620-50834-390 OPERATING EXPENSE	37.72	SEWER FUND
Total KNAPP, DEB:			212.60	
KRAEMER'S WATER STORE INC				
09/01/2020	AUG WATER	100-51600-390 OPERATING EXPENSE	21.55	GENERAL FUND
09/01/2020	AUG WATER	100-52100-390 OPERATING EXPENSE	39.85	GENERAL FUND
09/01/2020	AUG WATER	100-55200-390 OPERATING EXPENSE	40.25	GENERAL FUND
09/01/2020	SOFTENER	250-55430-390 OPERATING EXPENSE	24.67	GOLF COURSE
Total KRAEMER'S WATER STORE INC:			126.32	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
KWIK TRIP				
08/31/2020	GAS	100-53212-356 MOTOR FUELS	279.24	GENERAL FUND
Total KWIK TRIP:			279.24	
L.W. ALLEN LLC				
09/16/2020	REPLACE THE VFD AT WELL 3	610-30325 ELECTRIC PUMP EQUIPMENT	20,571.87	WATER FUND
09/16/2020	INSTALLED FUSE AT WELL 3	610-50620-390 OPERATING EXPENSE	860.20	WATER FUND
Total L.W. ALLEN LLC:			21,432.07	
LANCASTER, CITY OF				
09/01/2020	WATER/SEWER	100-51600-220 UTILITIES	115.27	GENERAL FUND
09/01/2020	WATER/SEWER	100-52310-220 UTILITIES	119.67	GENERAL FUND
09/01/2020	WATER/SEWER	100-53210-220 UTILITIES	84.91	GENERAL FUND
09/01/2020	WATER/SEWER	100-53310-220 UTILITIES	35.04	GENERAL FUND
09/01/2020	WATER/SEWER	100-55200-220 UTILITIES	367.60	GENERAL FUND
09/01/2020	WATER/SEWER	100-55420-220 UTILITIES	690.89	GENERAL FUND
09/01/2020	WATER/SEWER	220-54700-220 UTILITIES	43.13	CEMETERY FUND
09/01/2020	WATER/SEWER	250-55430-220 UTILITIES	3,677.08	GOLF COURSE
09/01/2020	WATER/SEWER	610-50620-220 UTILITIES	470.48	WATER FUND
09/01/2020	WATER/SEWER	620-50827-220 UTILITIES	1,375.32	SEWER FUND
09/01/2020	WATER/SEWER	620-50832-220 UTILITIES	165.64	SEWER FUND
Total LANCASTER, CITY OF:			7,145.03	
LARRY'S WELDING				
08/31/2020	2-BEARINGS	100-55200-350 REPAIR & MAINTENANCE	340.00	GENERAL FUND
08/28/2020	1/4" THICK STEEL O	610-50652-390 OPERATING EXPENSE	133.80	WATER FUND
Total LARRY'S WELDING:			473.80	
LIBERTY AG & LAWN				
08/10/2020	3# .080 GREEN LINE	100-55200-390 OPERATING EXPENSE	39.95	GENERAL FUND
08/03/2020	FILTER BASE	620-50832-350 MINOR REPAIRS	27.50	SEWER FUND
08/24/2020	OIL SENSOR, WW 4" TRASH PUMP	620-50832-350 MINOR REPAIRS	38.00	SEWER FUND
Total LIBERTY AG & LAWN:			105.45	
LUBRICATION ENGINEERS INC				
09/02/2020	EQUIPOWER ULTRA HVI HYDRAULIC, DUOLEC INDUSTRIAL GEAR OIL	620-50833-390 OPERATING EXPENSE	736.96	SEWER FUND
Total LUBRICATION ENGINEERS INC:			736.96	
LV LABS LLC				
09/03/2020	CHEMICALS	620-50833-216 CONTRACTED SERVICES	1,577.00	SEWER FUND
Total LV LABS LLC:			1,577.00	
MARA, RONALD				
09/01/2020	CLOTHING ALLOWANCE 20	100-55200-390 OPERATING EXPENSE	100.00	GENERAL FUND
Total MARA, RONALD:			100.00	
MARK'S CHEMICALS				
08/26/2020	90- 3X30 GAL DRUMS HFS, 165- SODIUM HYPOCHLORITE	610-50630-363 CHEMICALS	818.25	WATER FUND
Total MARK'S CHEMICALS:			818.25	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
MARTELLE WATER TREATMENT				
09/03/2020	355- AQUA MAG BULK	610-50630-390 OPERATING EXPENSE	4,485.90	WATER FUND
Total MARTELLE WATER TREATMENT:			4,485.90	
MARTIN EQUIPMENT				
08/10/2020	RENTAL OF JOHN DEERE 50G & BUCKET	240-53100-390 OPERATING EXPENSE	1,200.00	STORMWATER UTI
08/10/2020	RENTAL OF JOHN DEERE 50G & BUCKET	610-50652-390 OPERATING EXPENSE	1,200.00	WATER FUND
08/10/2020	RENTAL OF JOHN DEERE 50G & BUCKET	620-50831-390 OPERATING EXPENSE	1,200.00	SEWER FUND
Total MARTIN EQUIPMENT:			3,600.00	
MAYNE, MARTY				
08/24/2020	REIMB CURB	240-53318-390 OPERATING EXPENSE	1,100.00	STORMWATER UTI
Total MAYNE, MARTY:			1,100.00	
MCNAMARA R V & H LLP				
09/01/2020	CONTRACT-MONTHLY PAYMENT	100-51300-117 CONTRACTED SER CITY ATTO	3,000.00	GENERAL FUND
Total MCNAMARA R V & H LLP:			3,000.00	
MUNICIPAL TREASURERS ASSOC				
08/27/2020	WI TREASURER DUES-AJA	100-51400-390 OPERATING EXPENSE	55.00	GENERAL FUND
Total MUNICIPAL TREASURERS ASSOC:			55.00	
MYERS COX CO				
07/08/2020	CONCESSIONS	250-55430-399 PRO SHOP MERCHANDISE	98.25	GOLF COURSE
Total MYERS COX CO:			98.25	
NEW HORIZONS SUPPLY COOPER				
08/31/2020	GAS	100-53212-356 MOTOR FUELS	5,017.52	GENERAL FUND
Total NEW HORIZONS SUPPLY COOPER:			5,017.52	
NORTHERN LAKE SERVICE INC				
08/27/2020	DRINKING WATER ANALYSIS- ASBESTOS, HALLOACETIC ACIDS, TRIHALOMETHANES	610-50640-390 OPERATING EXPENSE	335.00	WATER FUND
08/25/2020	DW LEAD & COPPER ANALYSIS	610-50652-390 OPERATING EXPENSE	440.00	WATER FUND
Total NORTHERN LAKE SERVICE INC:			775.00	
O'REILLY AUTOMOTIVE INC				
08/19/2020	GL-WIPER FLUID	100-52100-350 REPAIR & MAINTENANCE	18.66	GENERAL FUND
08/26/2020	HYDRO-BOOST	100-53212-350 REPAIR & MAINTENANCE	200.06	GENERAL FUND
08/28/2020	HYDRO-BOOST	100-53212-350 REPAIR & MAINTENANCE	28.52	GENERAL FUND
08/04/2020	LED LITE BAR	100-53212-390 OPERATING EXPENSE	94.99	GENERAL FUND
08/28/2020	MOTOROIL, OIL FILTER	250-55430-390 OPERATING EXPENSE	52.22	GOLF COURSE
08/28/2020	MOTOROIL	250-55430-390 OPERATING EXPENSE	10.98	GOLF COURSE
Total O'REILLY AUTOMOTIVE INC:			405.43	
PEPSI COLA OF DUBUQUE				
08/26/2020	PRO SHOP BEVERAGES	250-55430-399 PRO SHOP MERCHANDISE	141.75	GOLF COURSE
Total PEPSI COLA OF DUBUQUE:			141.75	
PINKS AUTOMOTIVE SERVICE INC.				
08/24/2020	'96 CHEV- DISMOUNT AND MOUNT TIRE	100-53212-350 REPAIR & MAINTENANCE	34.02	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
09/16/2020	'18 TIRES ST DEPT	100-53212-350 REPAIR & MAINTENANCE	19.98	GENERAL FUND
09/16/2020	'18 TIRES- SPORT TRAIL LLH	100-53212-350 REPAIR & MAINTENANCE	70.98	GENERAL FUND
09/01/2020	'13 SILVERADO- NEW TIRE PACKAGE	620-50828-350 REPAIRS & MTNCE	130.25	SEWER FUND
Total PINKS AUTOMOTIVE SERVICE INC.:			255.23	
PIONEER AG LLC				
08/21/2020	SOIL CONDITIONER RENTAL	240-53441-390 CONTRACTED SERVICES	125.00	STORMWATER UTI
08/21/2020	SOIL CONDITIONER RENTAL	610-50652-390 OPERATING EXPENSE	125.00	WATER FUND
Total PIONEER AG LLC:			250.00	
PREFERRED HEALTH CHOICES				
09/17/2020	SEP HRA ADMIN	100-51400-390 OPERATING EXPENSE	10.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-51410-390 OPERATING EXPENSE	10.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-52100-390 OPERATING EXPENSE	30.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-52300-390 OPERATING EXPENSE	5.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-53100-390 OPERATING EXPENSE	5.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-53210-390 OPERATING EXPENSE	25.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	100-55200-390 OPERATING EXPENSE	5.00	GENERAL FUND
09/17/2020	SEP HRA ADMIN	250-55430-390 OPERATING EXPENSE	5.00	GOLF COURSE
09/17/2020	SEP HRA ADMIN	610-50920-390 OPERATING EXPENSE	12.50	WATER FUND
09/17/2020	SEP HRA ADMIN	620-50851-390 OPERATING EXPENSE	12.50	SEWER FUND
Total PREFERRED HEALTH CHOICES:			120.00	
PREMIER COOPERATIVE				
09/04/2020	TORDON RTU 1 QT	100-53416-390 OPERATING EXPENSE	38.00	GENERAL FUND
09/04/2020	SODIUM BICARB	100-55420-363 CHEMICALS	28.34	GENERAL FUND
Total PREMIER COOPERATIVE:			66.34	
RAGATZ, TED				
06/22/2020	REIMB NEW CURB	240-53318-390 OPERATING EXPENSE	1,375.00	STORMWATER UTI
Total RAGATZ, TED:			1,375.00	
REGISTRATION FEE TRUST				
08/24/2020	'15 RICE TRAILER PURCHASED FROM PIONEER AG	100-53212-390 OPERATING EXPENSE	165.50	GENERAL FUND
Total REGISTRATION FEE TRUST:			165.50	
REUTER, KATHRYN				
09/08/2020	REFUND WATER UTILITY ON RENTAL	001-11105 UTILITY CASH CLEARING	174.44	CASH ALLOCATIO
Total REUTER, KATHRYN:			174.44	
REYNOLDS ELECTRIC				
08/26/2020	HIGHLAND ESTATES LIFT STATION- RELAY	620-50832-390 OPERATING EXPENSE	83.55	SEWER FUND
Total REYNOLDS ELECTRIC:			83.55	
RIDGE LAWNCARE				
09/09/2020	BRUSH HOG & TRACK LOADER RENTAL	100-53416-390 OPERATING EXPENSE	1,080.00	GENERAL FUND
Total RIDGE LAWNCARE:			1,080.00	
RITCHIE IMPLEMENT INC				
08/25/2020	AIR FILTERS & OIL FLUID	100-53212-390 OPERATING EXPENSE	295.47	GENERAL FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total RITCHIE IMPLEMENT INC:			295.47	
ROYAL BANK				
08/30/2020	LOAN PMT	610-23803 CURRENT PORTION-ROYAL BK LO	59,981.09	WATER FUND
08/30/2020	INTEREST	610-40427 INTEREST ON LONG TERM DEBT	3,586.66	WATER FUND
Total ROYAL BANK:			63,567.75	
SCHINDLER ELEVATOR CORP				
09/01/2020	QUARTERLY MAINTENANCE	100-51600-390 OPERATING EXPENSE	780.78	GENERAL FUND
Total SCHINDLER ELEVATOR CORP:			780.78	
SCHMITZ SANITARY SERVICE				
08/25/2020	PORTABLE RESTROOMS	100-55200-390 OPERATING EXPENSE	360.00	GENERAL FUND
08/25/2020	PORTABLE RESTROOMS	250-55430-390 OPERATING EXPENSE	360.00	GOLF COURSE
Total SCHMITZ SANITARY SERVICE:			720.00	
SHERWIN WILLIAMS CO.				
09/01/2020	PRO PARK WB YELLOW	100-53310-390 OPERATING EXPENSE	934.50	GENERAL FUND
08/24/2020	PRO PARK WB YELLOW	100-53310-390 OPERATING EXPENSE	934.50	GENERAL FUND
08/24/2020	PROPARK WB WHITE & GLASS BEADS 50#	100-53310-390 OPERATING EXPENSE	3,607.57	GENERAL FUND
08/24/2020	RAC 5 STRIPING	100-53310-390 OPERATING EXPENSE	87.98	GENERAL FUND
Total SHERWIN WILLIAMS CO.:			5,564.55	
SOUTHWEST OPPORTUNITIES CENTER				
08/31/2020	JANITORIAL SERVICES	100-52100-216 CONTRACTED SERVICES	185.00	GENERAL FUND
Total SOUTHWEST OPPORTUNITIES CENTER:			185.00	
STRAND ASSOCIATES INC				
09/14/2020	GIS WEB DEVELOPMENT	100-53100-218 ENGINEERING SERVICES	148.03	GENERAL FUND
09/09/2020	ANNEXATION MAPS	100-56300-218 ENGINEERING SERVICES	455.97	GENERAL FUND
09/09/2020	AMCOR STORM SEWER	240-53100-218 ENGINEERING SERVICES	118.25	STORMWATER UTI
09/09/2020	BROIHAHN SWU REVIEW	240-53100-218 ENGINEERING SERVICES	334.49	STORMWATER UTI
09/09/2020	IHM SWU REVIEW	240-53100-218 ENGINEERING SERVICES	450.71	STORMWATER UTI
09/14/2020	GIS WEB DEVELOPMENT	240-53100-218 ENGINEERING SERVICES	296.06	STORMWATER UTI
09/09/2020	CHERRY STREET STORM SEWER	400-57342-218 ENGINEERING SERVICES	3,621.12	CAPITAL PROJECT
09/04/2020	HOTEL SEWER EXTENSION	406-57201-218 ENGINEERING SERVICES	1,261.17	TID #6
09/09/2020	GOLF COURSE SUBDIVISION	406-57201-218 ENGINEERING SERVICES	177.39	TID #6
09/09/2020	GOLF COURSE SUBDIVISION	409-57201-218 ENGINEERING SERVICES	177.39	TID #4
09/14/2020	SCADA COMPUTER AND SOFTWARE UPGRADE	610-30397 COMMUNICATION EQUIPMENT	3,955.00	WATER FUND
09/14/2020	GIS WEB DEVELOPMENT	610-50920-390 OPERATING EXPENSE	444.09	WATER FUND
09/09/2020	ORCHARD MANOR FORCE MAIN FINAL PAY REQUEST	620-14310 DUE FROM GRANT COUNTY	336.52	SEWER FUND
09/09/2020	FORCE MAIN GPS	620-14310 DUE FROM GRANT COUNTY	683.30	SEWER FUND
09/14/2020	SCADA COMPUTER AND SOFTWARE UPGRADE	620-30397 COMMUNICATION EQUIPMENT	1,695.00	SEWER FUND
09/14/2020	SCADA ASSISTANCE- RPT CHANGES TO INCOPRPORATE ORCHARD MANOR LIFT STATION	620-50832-350 MINOR REPAIRS	673.53	SEWER FUND
09/14/2020	GIS WEB DEVELOPMENT	620-50852-218 ENGINEERING SERVICES	592.18	SEWER FUND
Total STRAND ASSOCIATES INC:			15,420.20	
T A S COMMUNICATIONS INC				
09/01/2020	SERVICE	610-50920-390 OPERATING EXPENSE	62.95	WATER FUND
09/01/2020	SERVICE	620-50833-216 CONTRACTED SERVICES	62.95	SEWER FUND

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
Total T A S COMMUNICATIONS INC:			125.90	
TAPCO				
08/21/2020	STREET SIGNS	100-53310-390 OPERATING EXPENSE	779.36	GENERAL FUND
Total TAPCO:			779.36	
TDS TELECOM				
09/04/2020	PHONE/INTERNET	100-51400-220 UTILITIES	275.77	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-51410-220 UTILITIES	86.36	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-51600-220 UTILITIES	62.63	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-52100-220 UTILITIES	336.05	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-52310-220 UTILITIES	189.11	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-52400-220 UTILITIES	15.00	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-53100-220 UTILITIES	35.68	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-53210-220 UTILITIES	104.02	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-53800-220 UTILITIES	80.14	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-55200-220 UTILITIES	99.12	GENERAL FUND
09/04/2020	PHONE/INTERNET	100-55420-220 UTILITIES	107.67	GENERAL FUND
09/04/2020	PHONE/INTERNET	250-55430-220 UTILITIES	340.52	GOLF COURSE
09/04/2020	PHONE/INTERNET	610-50620-220 UTILITIES	56.43	WATER FUND
09/04/2020	PHONE/INTERNET	610-50653-220 UTILITIES	97.46	WATER FUND
09/04/2020	PHONE/INTERNET	610-50920-220 TELEPHONE	91.15	WATER FUND
09/04/2020	PHONE/INTERNET	620-50827-220 UTILITIES	207.09	SEWER FUND
09/04/2020	PHONE/INTERNET	620-50851-220 TELEPHONE	57.35	SEWER FUND
09/04/2020	PHONE/INTERNET	710-51490-220 UTILITIES	339.00	TECHNOLOGY FU
Total TDS TELECOM:			2,580.55	
TEST GAUGE & BACKFLOW SUP				
09/02/2020	COMPLETE REPAIR KIT	610-50651-390 OPERATING EXPENSE	344.00	WATER FUND
Total TEST GAUGE & BACKFLOW SUP:			344.00	
TOWN & COUNTRY SANITATION				
09/01/2020	GARBAGE SERVICES	100-53610-216 CONTRACTED SER./GARBAG	15,006.00	GENERAL FUND
Total TOWN & COUNTRY SANITATION:			15,006.00	
TRI STATE ROOFING				
08/22/2020	GOLF COURSE SOIL BOAT REPAIR	250-55430-350 REPAIRS & MAINTENANCE	175.00	GOLF COURSE
Total TRI STATE ROOFING:			175.00	
TRICOM INC.				
09/10/2020	SANDISK 32GB CRUZER BLADE	100-52100-390 OPERATING EXPENSE	33.98	GENERAL FUND
08/19/2020	LIGHT DC CHARGER	610-50653-390 OPERATING EXPENSE	19.99	WATER FUND
Total TRICOM INC.:			53.97	
UNIFIED COMMUNITY SERVICES				
09/03/2020	REIMBURSE POOL PASS- KIRSCHBAUM	100-44610 POOL MEMBERSHIPS	150.00	GENERAL FUND
Total UNIFIED COMMUNITY SERVICES:			150.00	
UPS				
08/29/2020	UPS SHIPPING	610-50930-390 OPERATING EXPENSE	16.50	WATER FUND
Total UPS:			16.50	

Invoice Date	Invoice Description	GL Account and Title	Invoice Amount	Fund
USA BLUEBOOK				
09/01/2020	FLAG 30' WIRE STAFF BLUE	610-50652-390 OPERATING EXPENSE	107.10	WATER FUND
09/01/2020	FLAG 30' WIRE STAFF GREEN	620-50831-390 OPERATING EXPENSE	107.10	SEWER FUND
08/24/2020	LONGOPAC CASSETTE BAG	620-50834-390 OPERATING EXPENSE	141.64	SEWER FUND
Total USA BLUEBOOK:			355.84	
WE ENERGIES				
09/01/2020	NATURAL GAS	100-51600-220 UTILITIES	150.08	GENERAL FUND
09/01/2020	NATURAL GAS	100-52100-220 UTILITIES	9.57	GENERAL FUND
09/01/2020	NATURAL GAS	100-52310-220 UTILITIES	27.80	GENERAL FUND
09/01/2020	NATURAL GAS	100-53210-220 UTILITIES	9.57	GENERAL FUND
09/01/2020	NATURAL GAS	100-53800-220 UTILITIES	10.51	GENERAL FUND
09/01/2020	NATURAL GAS	100-55200-220 UTILITIES	29.14	GENERAL FUND
09/01/2020	NATURAL GAS	100-55420-220 UTILITIES	1,115.68	GENERAL FUND
09/01/2020	NATURAL GAS	250-55430-220 UTILITIES	36.85	GOLF COURSE
09/01/2020	NATURAL GAS	610-50620-220 UTILITIES	86.84	WATER FUND
09/01/2020	NATURAL GAS	620-50827-220 UTILITIES	28.71	SEWER FUND
Total WE ENERGIES:			1,504.75	
WEPKING PUMP SERVICE INC				
09/11/2020	SEPTIC TRUCK, VACTOR HYDRO EXCAVATING	620-50833-390 OPERATING EXPENSE	6,047.50	SEWER FUND
Total WEPKING PUMP SERVICE INC:			6,047.50	
WI DEPT OF TRANSPORTATION				
09/02/2020	AIRPORT LAND	400-57351-390 AIRPORT RUNWAY - OP EXPE	1,484.61	CAPITAL PROJECT
Total WI DEPT OF TRANSPORTATION:			1,484.61	
WISCONSIN DISTRIBUTORS				
08/25/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	305.99	GOLF COURSE
09/01/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	122.08	GOLF COURSE
09/15/2020	BEER	250-55430-399 PRO SHOP MERCHANDISE	112.94	GOLF COURSE
Total WISCONSIN DISTRIBUTORS:			541.01	
WISCONSIN RURAL WATER ASSOC				
09/08/2020	WATER BASICS TRAINING- JOHNSON	610-50930-330 TRAVEL/EDUCATION EXPENS	400.00	WATER FUND
Total WISCONSIN RURAL WATER ASSOC:			400.00	
WISCONSIN STATE LAB OF HYGIENE				
08/31/2020	FLOURIDE	610-50620-390 OPERATING EXPENSE	26.00	WATER FUND
Total WISCONSIN STATE LAB OF HYGIENE:			26.00	
WOLFS GRANTLAND GRAPHICS				
08/26/2020	2X8" NAME PLATES	100-51100-390 OPERATING EXPENSE	28.31	GENERAL FUND
08/21/2020	2X16" LANCASTER SIGN MAX METAL	100-53310-390 OPERATING EXPENSE	450.00	GENERAL FUND
Total WOLFS GRANTLAND GRAPHICS:			478.31	
Grand Totals:			277,972.46	

MINUTES
FINANCE REVIEW COMMITTEE MEETING
OCTOBER 13,2020
12:00 PM (NOON)

1. Call Meeting to Order

Bob called the meeting to order at 12:05 P.M. (NOON)

2. Roll Call

Members present: Stuart Harper, Joel Ingebritsen and Rose Oliveto

Members absent: Bob Schmidt

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

3. Minutes

Motion by Joel, second by Stuart to approve Finance Review Committee Minutes of 09-15-20. Motion carried.

4. 2021 Insurance Proposal

Item deferred to Council since Joel was going to recused himself from discussion which would then create a lack of quorum.

5. Proposed 2021 Utility Rate Review

Memo outlining utility budgets and projected revenues was reviewed.

Motion by Joel, second by Stuart to recommend to Council to submit a Simplified Rate Case application to the PSC for an increase in water rates for 2021. Motion carried.

Motion by Stuart, second by Joel to recommend to Council to approve a 1.5% sewer rate increase effective 1/1/2021. Motion carried.

There was consensus not to increase the Stormwater Utility ERU rate for 2021.

6. 2021 Municipal Wheel Tax

Briefly reviewed memo on a municipal wheel tax but due to the limitation of time, discussion was deferred to the entire Council for consideration.

7. Proposed 2021 Budget Preview

N./A

8. Schedule Next Meeting

N/A

9. Adjourn

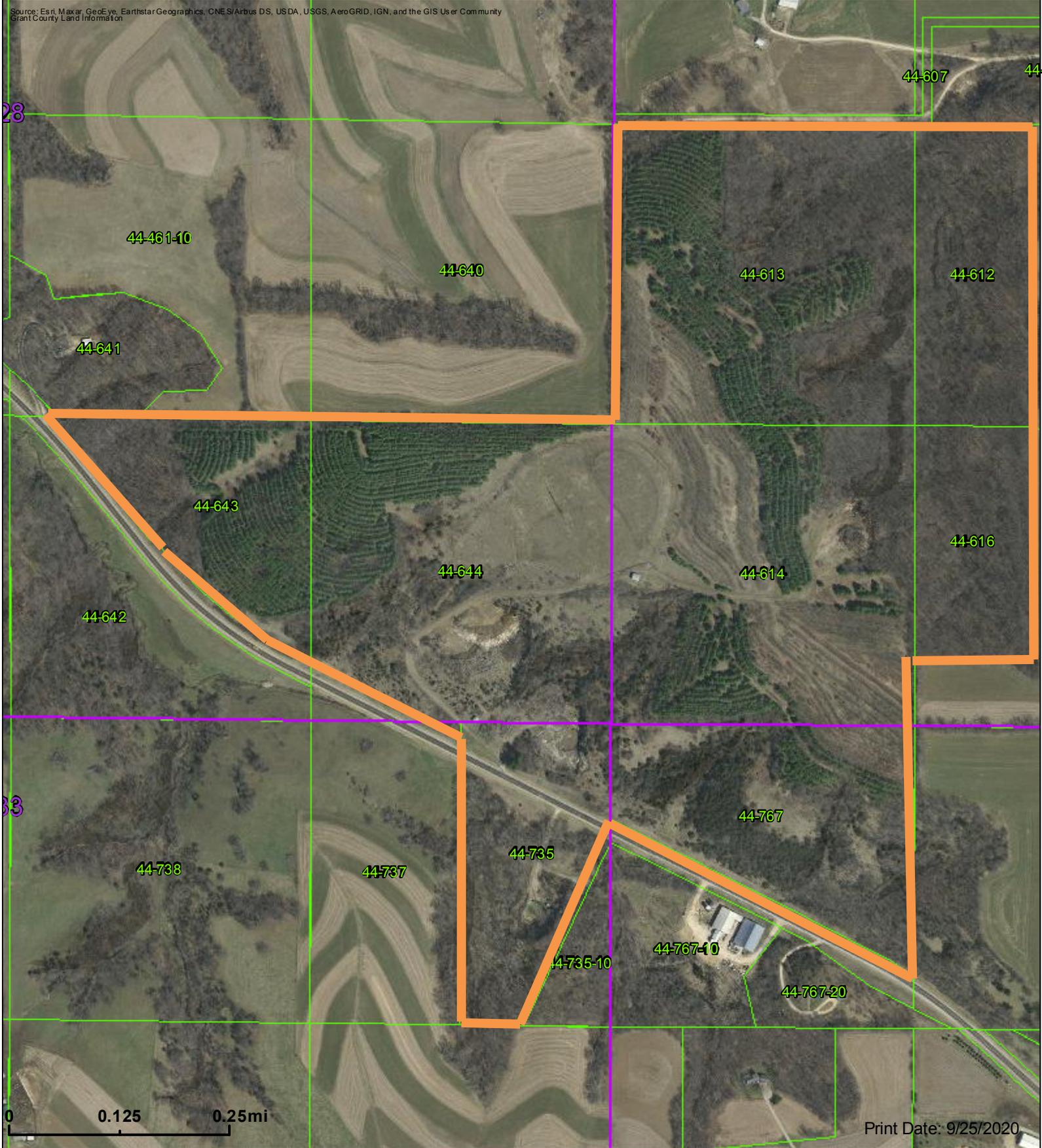
Meeting was adjourned at 12:58 P.M.

David Kurihara, City Clerk

**Notice of
City of Lancaster
Public Works Review Committee
Date: Wednesday, October 14th, 2020
Time: 5:00 PM
Place: Council Chambers 206 S Madison St.**

Minutes:

1. Call Meeting to Order at 5:00 pm
2. Roll Call – Reuter, Pennekamp, LaBudda, Rollins, Hauth DPW. All present.
3. Approval of Public Works Review Committee Minutes of 9-9-2020 – Pennekamp motion to approve, Reuter seconds. All in favor. Motion Passes.
4. Discuss Garbage and Recycling Ordinance – Labudda moves to forward to council for consideration, Reuter seconds, all in favor. Motion passes.
5. Discuss Cemetery mowing operations
 - Travis Whitish completed the mowing as a trial to see what each mowing would take.
 - He would not be interested in contracting the service on an as needed basis.
 - Proposal was for mowing weekly and trim biweekly.
 - In house – hours were approx. 1700 hours, approx. \$18,000 - Mar-Sept.
 - 2 Mowers are dedicated to the cemetery – Eliminate one mower if contracted out.
 - Mowers are replaced every 5 years - approximately \$13,000
6. Discuss street maintenance and construction
 - There are over \$1 M of street maintenance projects that are needed that are not included in the streets that need reconstruction.
7. Discuss Annual Spring cleanup through Town and Country Sanitation and possible recommendation to Finance
 - Town & Country has an option to do an annual clean-up. Approximate cost \$3500. Motion to recommend to council for consideration in budget by Labudda, Second by Pennekamp. All in favor, motion passes.
8. Update on Parks, Golf, and Cemetery position
 - DPW continues to work on proposal.
9. Council/DPW Comments
 - Jenny Oyen is now helping John with some administrative tasks as needed.
 - John provided the Compliance Maintenance Annual Report DNR response for wastewater treatment plant
 - No information has been seen online regarding residents being able to obtain additional garbage totes if needed.
10. Adjourn – Reuter moves to adjourn, Pennekamp seconds, all in favor. Meeting is adjourned at 5:56pm.



General Reference Map Grant County, WI



1 : 9,028



Tax Parcel Boundaries

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

ORDINANCE NO. 2020-11

AN ORDINANCE OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, TO CREATE SECTION 327-19 OF THE MUNICIPAL CODE OF THE CITY OF LANCASTER RELATING TO THE PROHIBITION OF HUNTING AND TRAPPING ON CITY OWNED LAND.

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

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

Section I:

§ 327-19 is hereby created to read as follows:

§ 327-19. Prohibition of hunting and trapping on City owned land.

A. In this section:

- (1) "Hunting" means shooting, shooting at; pursuing, taking, capturing or killing or attempting to capture or kill any wild animal.
- (2) "Trapping" means the taking, or the attempting to take, of any wild animal by means of setting or operating any device that is designed or made to close upon, hold fast, or otherwise capture a wild animal.
- (3) "Wild animal" means any mammal, bird, fish, or other creature of a wild nature endowed with sensation and the power of voluntary motion.

B. No person may engage in the hunting or trapping of wild animals on any land owned by the City of Lancaster. However, this section does not prohibit the act of fishing on City of Lancaster land, which may be done in accordance with all other State Statutes and Lancaster Ordinances governing the same.

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

Dated this 19th day of October, 2020.

David C. Varnam, Mayor

Attest:

David A. Kurihara, City Clerk/Treasurer

Date Published: 10/22/2020

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AN ORDINANCE OF THE CITY OF LANCASTER, GRANT COUNTY, WISCONSIN, TO CREATE SECTION 327-19 OF THE MUNICIPAL CODE OF THE CITY OF LANCASTER RELATING TO THE PROHIBITION OF HUNTING AND TRAPPING ON CITY OWNED LAND.

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- (3) "Wild animal" means any mammal, bird, fish, or other creature of a wild nature endowed with sensation and the power of voluntary motion.

B. No person may engage in the hunting or trapping of wild animals on that certain land owned by the City of Lancaster located in the Town of North Lancaster and more particularly shown on the attached General Reference Map. However, this section does not prohibit the act of fishing on this land, which may be done in accordance with all other State Statutes and Lancaster Ordinances governing the same.

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

Dated this 19th day of October, 2020.

David C. Varnam, Mayor

Attest:

David A. Kurihara, City Clerk/Treasurer
Date Published: 10/22/2020

**City of Lancaster
Finance Review Committee
October 13, 2020
Agenda Report**

To: Finance Review Committee Members

Subject: Municipal Wheel Tax

Prepared: David Kurihara, City Clerk/Treasurer

CC: David Carlson, City Administrator and David Varnam, Mayor

Introduction

This memorandum provides a review of a possible implementation of a municipal wheel tax.

Background

Wisconsin law allows a town, village, city or county to collect an annual municipal or county vehicle registration fee (wheel tax) in addition to the regular annual registration fee paid for a vehicle. The fee applies to vehicles kept in the municipality or county with:

- Autocycle registration
- Automobile registration
- Truck registration at 8,000 lbs. or less (except dual purpose farm)

In 2019, there were 3,712 vehicles in the City of Lancaster eligible to be assessed a wheel tax.

WisDOT currently collects a wheel tax for the following municipalities and counties:

- Municipalities-Appleton (city; \$20); Arena (township; \$20); Baraboo (city; \$20 beginning for May 2020 registrations); Beloit (city; \$20); Bellevue (village; \$20); Eden (village; \$20); Evansville (city; \$20); Fort Atkinson (city; \$20); Gillett (city; \$20); Green Bay (city; \$20); Iron Ridge (village; \$10); Janesville (city; \$20); Kaukauna (city; \$10); Lodi (city; \$20); Madison (city; \$40 beginning for February 2020 registrations); Manitowoc (city; \$20); Milton (city; \$30); Milwaukee (city; \$20); Montello (city; \$20); New London (city; \$20); Platteville (city; \$20); Portage (city; \$20); Prairie du Sac (village; \$20); Rice Lake (city; \$20); Sauk City (village; \$20 beginning for May 2020 registrations); Sheboygan (city; \$20); Tigerton (village; \$10) and Waterloo (city; \$15)
- Counties-Dane County (\$28); Dunn County (\$20 beginning for April 2020 registrations); Eau Claire (\$30); Green County (\$20); Iowa County (\$20); Langlade County (\$15); Lincoln County (\$20); Marathon County (\$25); Milwaukee County (\$30); Portage County (\$25); Richland County (\$20) and St. Croix County (\$10)

Source: <https://wisconsindot.gov/Pages/dmv/vehicles/title-plates/wheeltax.aspx>

Discussion

The money from wheel tax payments must be used for transportation related purposes only (s.341.35(6r), Wis.Stats.). "Highway" is defined by state law to mean "all public ways and thoroughfares and bridges on the same." Courts have interpreted "highways" to include trails because they are "public ways and thoroughfares and bridges on the same." "Sidewalk" means that "portion of a highway between the curb lines, or the lateral lines of a roadway, and the adjacent property lines, constructed for use of pedestrians."

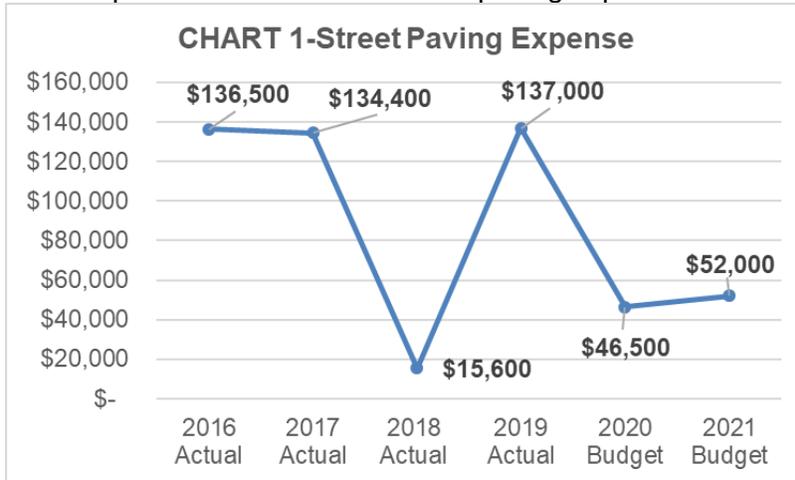
To implement a wheel tax, the City would adopt an ordinance and then notify the Wisconsin Department of Transportation. The notification must be sent at least 90 days prior to the first day of the month in which the ordinance is effective.

The amount of revenue generated depends on the amount of assessment less a state administrative fee of 17 cents per vehicle (\$631) as follows:

- \$10 fee - \$36,489
- \$20 fee - \$73,609
- \$30 fee - \$110,729

The funding of the wheel tax if implemented would be used toward the City's street paving program, which historically has been funded with general obligation debt proceeds.

Provided below in CHART 1 is a comparison of 2016-2019 street paving expense and 2020-2021 budget.



As show above, the expense is about \$135,000 a year except for 2018, 2020 and 2021 since the amount borrowed in those years was reallocated to another capital project e.g. In 2019, \$300,000 was borrowed for paving in 2019 and 2020 but only \$183,500 is for those two (2) years available since \$116,500 was used to cover the additional cost of the 2019 WisDOT Hwy 61 project. Note: The budget amount for each of the years shown was \$150,000 but as mentioned, not all funding is available at the time of need.

Further, \$52,000 is budgeted in 2021 with tax levy and not debt with the uncertainty of not borrowing next year.

It appears that relying on borrowing for paving is not always reliable and levying will not produce an adequate amount of funding for an annual needed paving expense. Therefore, one main advantage of a municipal wheel tax would be to lessen whether fully or partially the burden of funding the City's paving expense. Another advantage of this tax is that administration of this fee is mainly done by the State.

Summary

This memo was to provide some background on the City's annual paving expense and a municipal wheel tax.



October 13, 2020

TO: Finance Committee
 FROM: David Carlson, David Kurihara, Courtney Sheckler
 RE: 2021 Health Insurance Options

Working with Tricor, our Health Insurance Advisor, we have worked to develop the following options for 2021.

Medical Associates (Current provider) and Dean both provided competitive proposals. Anthem, Quartz, WPA and WEA were non-competitive. For example, Anthem’s increase over current rates would have been three times Medical Associates initial proposal.

Medical Associates original proposal was a 9.2% increase from our current costs, or an 18.4% increase if we added the option of using the specialists at Grant Regional (Family practice, emergency, etc. is included in the base proposal).

We then received Dean’s proposal, which included all specialists at Grant Regional, which was slightly less than we currently pay (a 1.5% decrease).

We then went back to Medical Associates asking them to sharpen their pencils, if they wished to be competitive. They responded by adjusting their proposal to a 3.5% base increase, with a 12.3% increase if we wished to add the specialists.

Current Cost	\$323,314			
	Base 2021 Cost	% Increase from 2020	Cost with Grant Regional Specialists	% Increase over 2020
Dean	\$318,533	-1.48%	\$318,533	-1.48%
Medical Associates	\$334,667	3.51%	\$363,032	12.28%

With Dean, City employees would have access to specialists at Grant Regional. In 2018 the City’s health insurance included specialists at Grant Regional, in that year only one employee went one time to a specialist at Grant Regional. Staff will gain access to Southwest Health being in network which includes the eye clinic by Radio Shack. The main Madison Hospital is St. Mary, in contrast to UW Hospital. We will no longer have Mercy Hospital being in-network, but Finley Hospital instead. If staff use specialists in the MA network, they will need to switch to specialists in the Dean network (in order to be covered).

Further, here are some examples of some coverage differences that could influence employees' costs:

- Vision/Eyewear

Dean:

Vision exam: 1 vision exam covered per year for all ages.

Eyewear: No eyewear coverage.

MA:

Vision exam: Coverage for Members 18 years of age and over is limited to once every two calendar years. Coverage for Members 17 years of age or under is limited to once per calendar year. Medical vision exam: when medically necessary.

Eyewear: One pair of glasses or contacts per calendar year if you are 17 and under. One pair of glasses or contacts every two calendar years if you are 18 and over. (May not receive contacts and glasses during the same benefit period) Plan pays: \$15 each single vision lens. \$30 each bifocal & trifocal lens. \$30 each contact lens. \$60 each cataract lens. \$30 frames.

- Allergy

Dean:

Testing: Generally excluded - Cytotoxic testing and sublingual antigens associated to allergy testing.

Injections: Covered – subject to deductible.

MA:

Testing: Covered if medically necessary.

Injections: Covered if medically necessary.

- Infertility

Dean: Infertility Services Benefit maximum may apply.

Covered Expenses:

- Services provided for the diagnosis and treatment of infertility.
- Infertility Drugs, if administered in a Health Care Provider office.

Non-Covered Infertility Expenses:

- Consultation for, or procedures connected to:
 - o In vitro fertilization;
 - o Embryo transplantation; and/or
 - o Any other assistive reproductive technique (e.g., GIFT, ZIFT).
- All charges or costs relating to donor sperm.
- Services related to surrogacy, for a non-member

MA: Infertility services are covered if there is documentation in the Member's medical record that there is an inability to conceive through vaginal intercourse for a trial period established by an In-Network OB/GYN Physician. These diagnostic services relating to infertility are covered:

- History and physical examination
- Education about infertility
- Instruction on basal body temperature monitoring and discussion of optimal coital practice
- Semen analysis and other preliminary studies
- Endometrial biopsy
- Hysterosalpingogram
- Diagnostic laparoscopy

- Podiatry

Dean: Podiatry services or routine foot care provided when there is no localized illness, injury, or symptoms are generally excluded. These include, but are not limited to: 1) the examination, treatment, or removal of all or part of corns, calluses, hypertrophy or hyperplasia of the skin or subcutaneous tissues of the feet; 2) the cutting, trimming, or other non-operative partial removal of toenails; or 3) any treatment or services in connection with any of these.

MA: We do not cover routine foot care, treatment of weak, strained, flat, unstable or unbalanced feet, and treatment of corns, calluses or toenails (unless needed in treatment of a metabolic or peripheral vascular disease).

Staff Recommendation

Dean provides an opportunity to maintain cost effective rates for health insurance. Our recommendation is to select Dean with an increase to employee's flex accounts to subsidize the eyewear benefit not included with Dean's vision plan. An increase of \$180 to each employee's plan would bring the city's costs to the same as last year.

Dean Health Plan

City of Lancaster
Effective Date: 01/01/2021

Plan 1 - 1
Product Type: HMO
Plan Code: 61225/

Plan Overview	Plan Providers - You Pay	Non-Plan Providers - You Pay
Deductible	\$2000 single / \$4000 family	N/A
Coinsurance	0% coinsurance after deductible	N/A
Office Visit Charge (Primary/Specialist)	0% coinsurance after deductible / 0% coinsurance after deductible	Not Covered / Not Covered
Office Visit and Related Services	0% coinsurance after deductible	Not Covered
Preventive Services	\$0 copay	Not Covered
Deductible and coinsurance Limit	N/A	N/A
Maximum Out-of-Pocket (Deductible and Coinsurance Limit plus Medical and Prescription Copays unless otherwise noted)	\$2000 single / \$4000 family	N/A
Prescription Drugs, Insulin & Disposable Diabetic Supplies	Unless otherwise indicated, generic or brand name drugs can be found in any formulary tier.	
Tier 1	\$15 copay	Not Covered
Tier 2	\$35 copay	Not Covered
Tier 3	\$60 copay	Not Covered
Tier 4	\$100 copay	Not Covered
Diagnostic Services		
Diagnostic Services	0% coinsurance after deductible	Not Covered
CAT Scans/MRI/MRA	0% coinsurance after deductible	Not Covered
Hospital & Surgical Center		
Inpatient Hospital	0% coinsurance after deductible	Not Covered
Outpatient Hospital	0% coinsurance after deductible	Not Covered
Emergency Services		
Urgent Care	0% coinsurance after deductible	0% coinsurance after deductible
Emergency Room Services (Copay is waived if admitted)	0% coinsurance after deductible	0% coinsurance after deductible
Ambulance	0% coinsurance after deductible	0% coinsurance after deductible
Other Services		
Mental Health Inpatient	0% coinsurance after deductible	Not Covered
Mental Health Day Treatment Programs	0% coinsurance after deductible	Not Covered
Mental Health Outpatient	0% coinsurance after deductible	Not Covered
Durable Medical Equipment	0% coinsurance after deductible	Not Covered
Physical, Speech & Occupational Therapy	0% coinsurance after deductible	Not Covered
Plan Special Features		

Unless otherwise noted, all benefits are based on a Contract Year
This benefit summary is a highlight of your benefits and should not be relied upon to fully disclose your coverage.
Please review your Member Certificate of Coverage for an exact description of the services and supplies that are covered, excluded, or limited and other terms and conditions of coverage. Your Member Certificate is available at www.deancare.com.



**City of Lancaster
2021 Renewal Rates
Effective January 1, 2021 - December 31, 2021**

Medical Benefits		Current		
		HMO HDHP		
Annual Deductible (Single/Family)		\$2000/4000		
Coinsurance		100%		
Out of Pocket Maximum (Single/Family)		\$2000/4000		
Employer Funding (Single/Family)		\$2000/4000		
Physician Services				
Primary Care Office Visit		100% after deductible		
Specialist Office Visit		100% after deductible		
Preventive Care		Paid in Full		
Diagnostic Test (x-ray, blood work - office setting)		100% after deductible		
Imaging (CT/PET scans, MRIs - office setting)		100% after deductible		
Hospital Services				
Inpatient		100% after deductible		
Outpatient		100% after deductible		
Emergency Services				
Urgent Care		100% after deductible		
Emergency Room (waived if admitted)		100% after deductible		
Medical Transport		100% after deductible		
Diagnostic Services (Outpatient)				
Diagnostic Test (x-ray, blood work)		100% after deductible		
Imaging (CT/PET scans, MRIs)		100% after deductible		
Prescription Drugs				
Tier 1 (per 30-day supply)		\$15 copay		
Tier 2 (per 30-day supply)		\$30 copay		
Tier 3 (per 30-day supply)		Closed Formulary		
Specialty (per 30-day supply)		\$60 copay		
Out of Pocket Maximum (Single/Family)		Applies to Medical		
Premium Information		Employees	Current	Renewal
Enrolled Single Contracts		5	482.84	499.80
Enrolled Family Contracts		20	1,226.43	1,269.50
Monthly Premium			26,943	27,889
Annual Premium			323,314	334,667
<i>Change from Current</i>				3.5%

Authorized Signature _____ Date _____

* Premium rates include \$31 per employee per month commission.

City of Lancaster Council Report

SUBJECT: Administrative Assistant Position

INTRODUCTION

Courtney Sheckler, who is the Administrative Assistant for the City is requesting a reduction in work hours related to her position

DISCUSSION

This full-time (40 hours/week) position acts as an assistant to City Administration and coordinator for the City's recreation program.

Courtney wishes to continue in this position but at a reduced (28 hours/week) role in order to be able to properly focus on her increased role in taking over the franchise for the Subway business in Lancaster.

She feels the level of service currently being provided will be met especially with the reduced involvement with summer recreation due to the private running of summer baseball/softball and the County's role in taking over tax collection.

What is the fiscal impact?

- The cost savings of reducing this position:
 - **\$16,100 (\$10,800-wages and \$5,300-benefits)**
- The savings for the City funds affected would be **\$5,500, \$5,300 and \$5,300** respectively for the General Fund, Water Utility Fund and Sewer Utility Fund.

What is the benefit?

- Retain a quality employee while maintaining an adequate level of service to both citizens and Administration along with a cost savings

RECOMMENDATION

Administration is in favor to this reduction in hours for this position if the level of service currently being provided is maintained.

A suggestion would to allow this reduction on a temporary (e.g. one-year) basis to determine if the change is justified.

PREPARED BY: David Kurihara, City Clerk/Treasurer
DATE: 10-19-2020
ATTACHMENT: None

City of Lancaster Staff Report

SUBJECT: Mask Usage by Employees and the Public in City facilities

1. INTRODUCTION

Governor Evers Emergency Order #1 expires on September 28th, unless extended. The City is currently requiring staff to wear a mask in compliance with this order when in municipal facilities or vehicles, and they are in close quarters (see attached policy).

Should the order expire, the City has no formal policy to request or require mask usage by staff or the public in City facilities or vehicles.

2. DISCUSSION

COVID infections have increased significantly in the past month (mostly in college communities), and the Grant County Public Health Department, Wisconsin Health Department and the Centers for Disease Control continue to recommend face mask wearing, social distancing, limiting interactions, and good handwashing.

Should the Governor extend the order, my expectations are that we would continue to implement such order.

If the order is not extended, or is overturned by a Court, the question is should the City extend the mask wearing requirements whenever there is more than one individual in a room or work area in City Facilities and vehicles until such time that the pandemic has passed, so as to protect staff and the public?

Atty Helmke has reviewed this memo and can answer questions at the Council Meeting.

Staff will prepare both resolution and a policy for consideration and possible action on Monday.

3. RECOMMENDATION

The City Administrator recommends requiring wearing of masks by city staff and the public in City indoor facilities or vehicles, when there is more than one person in close proximity, unless precluded by other

law or regulation. This continuation of this requirement would be evaluated on a monthly basis at the regular or special council meeting.

Exceptions to the face mask wearing requirement would include:

- Individuals who are otherwise required to wear a face covering may remove the face covering in the following situations:
 - a. While eating or drinking.
 - b. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
 - c. While swimming or on duty as a lifeguard.
 - d. While a single individual is presentation at a committee or City council meeting, the single speaker may remove the face covering when actively speaking. While the face covering is removed, the speaker must remain at least 6 feet away from all other individuals at all times.
 - e. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
 - f. When necessary to confirm the individual's identity, including for voting or voting registration purposes.
 - g. When federal or state law or regulations prohibit wearing a face covering.

- In accordance with CDC guidance, the following individuals are exempt from the face covering requirement in Section 2:
 - a. Children between the ages of 2 and 5 are encouraged to wear a mask when physical distancing is not possible. The CDC does not recommend masks for children under the age of 2.
 - b. Individuals who have trouble breathing.
 - c. Individuals who are unconscious, incapacitated, or otherwise unable to remove the face covering without assistance.
 - d. Individuals with medical conditions, intellectual or developmental disabilities, mental health conditions, or other sensory sensitivities that prevent the individual from wearing a face covering.

PREPARED BY: David Carlson

DATE: September 17, 2020

ATTACHMENTS:

g:\administration\city administrator\administrator reports\staff report mask usage.docx

**CITY OF LANCASTER
GRANT COUNTY, WISCONSIN
RESOLUTION 2020-12**

**RESOLUTION EXTENDING THE EXPIRATION DATE OF RESOLUTION 2020-10
REQUIRING FACE COVERING IN CITY FACILITIES**

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

WHEREAS, the federal and state governments have previously declared a state of emergency due to the COVID-19 pandemic; and

WHEREAS, the City of Lancaster and its leadership is working to protect the public health, safety, and welfare of its citizens and employees; and

WHEREAS, the Common Council for the City of Lancaster passed Resolution 2020-10 on September 21, 2020 requiring face coverings in City Facilities; and

WHEREAS, Resolution 2020-10 is set to expire on October 19, 2020 at 11:59 p.m.; and

WHEREAS, the Common Council for the City of Lancaster has determined that it is necessary to extend the expiration date of Resolution 2020-10.

NOW, THEREFORE, the Common Council of the City of Lancaster, Grant County, Wisconsin does hereby resolve as follows:

1. Resolution 2020-10 requiring face coverings in City Facilities shall not expire at 11:59 p.m. on October 19, 2020, and instead shall remain in effect until November 16, 2020 at 11:59 p.m., subject to future change by the Common Council.

Dated this 19th day of October, 2020

CITY OF LANCASTER BY:

David C. Varnam, Mayor

ATTESTED:

David A. Kurihara, City Clerk

Garbage Service and Collection Ordinance Memo

The purpose of this ordinance is to provide information to city residents for the proper placement of garbage and recycling containers, what will and will not be accepted, when containers can be placed out for collection and when they need to be removed after collection.

The city does not have an ordinance that specifically addresses where containers can be placed and the amount of time they can be left out. If a resident chooses to leave their containers sit in the street or street right of way the city has no enforcement power to have them removed.

The public works committee has reviewed ordinances from other communities as well as information provided by the city's current waste hauler to form a proposed ordinance for the city council to review and discuss.

The proposed ordinance does not pertain to location of containers on private property.

After council discussion a final version would be sent to the city attorney for review and final adoption at the next council meeting.

Garbage Service and Collection Ordinance Items – updated 10/14/20.

1. General Guidelines
 - a. Pick up schedules, container placement and instructions for garbage and recycling pick up for the city of Lancaster shall be determined by the contracted agent of the city to perform such pickup.
 - b. Each residence is provided with one tote for garbage and one for recycling. Additional totes may be purchased at the expense of the resident.
 - c. Households with large amounts of waste, such as move outs, which exceed the tote limit, must rent a dumpster or dispose of in another legal means. Construction debris is not considered household waste and must be placed in a dumpster at the occupant/homeowner's expense. Failure to do so may result in fines to the homeowner.
2. Unacceptable Contents
 - a. Garbage: yard waste, large furniture items that do not fit into the provided container, construction material, electronics, and appliances.
 - b. Recyclables: Food waste, paper plates, ceramics and dishware, broken glass, windows and mirrors, Styrofoam, packing peanuts, or bubble wrap, and medical waste.
3. Placement – any deviation from placement guidelines may result in a missed collection.
 - a. Totes shall be placed at the end of a driveway or on the right of way. Totes placed in the street that become damaged will be replaced at the cost of the resident.
 - b. Totes should be 3 feet from any fixed objects such as mailboxes, trees, streetlights, buildings or parked cars, and with a 2-3 ft gap between totes.
 - c. Totes are to be positioned on as level of a surface as possible.
 - d. Lids need to be closed to a substantial degree
 - e. Totes may not be placed on top of a snowbank.
4. Time at the curb
 - a. All containers for recycling and refuse shall be at the curb or near the street edge for collection by 6:00 a.m. on the day designated for collection. Such containers shall not be put out for collection earlier than the day preceding the scheduled collection day. No pickups shall be made at residences at any other times except by prior arrangement between the contractor and the resident(s) involved. All containers for recycling and refuse shall be removed from the pickup location within 24 hours of collection.
5. Damage
 - a. Normal wear and tear to collection totes is expected and damaged containers may be replaced by contacting city hall.
 - b. Damage to totes as a result of improper placement must be replaced at the homeowner's expense.

Residential Spring Clean-Up

Several area communities hold an annual or bi-annual residential clean-up. Residents can dispose of items that are not accepted in the weekly collection or will not fit in to the provided containers.

I contacted Town and Country Sanitation for cost estimate and list of items that are accepted.

Cost:

\$85.00/truck hour including manpower, and \$55.00/ton. There are at least two people per truck.

Fennimore spring clean up was 18 truck hours and 17 tons collected for a total of \$2,465.00. The communities that held clean ups this year collected a lot of material because people were at home and cleaning house.

I would estimate our cost to be about 1/3 more than Fennimore, approximately \$3,500.00

Items not accepted:

Appliances/white goods, electronics, televisions, computers, hazardous materials, liquids, chemicals, construction or remodeling debris, yard waste, ashes, tires, batteries.

The limit is approximately two cubic yards

Funding: No funds are dedicated at this time.

Schreiner Memorial Library
Board of Trustees
Wednesday, September 9, 2020; 5:00 p.m.
Community Room 1, Schreiner Memorial Library
113 West Elm Street, Lancaster, WI

MINUTES

- I. Call to Order Dan G. calls meeting to order at 5:00 Jan, Dan G., Cindy, Carrie, Josh, and Tara
- II. Secretary's Report - Minutes of August 12 meeting and August 26 special meeting- action Cindy makes a motion to approve Carrie 2nd the motion carries
- III. Treasurer's Report -Last month's list of bills - action John from J & D cleaning will adjust his bill down \$225 through the end of the year. Carrie makes a motion to approve the treasurer report, Jan 2nd motion carries
- IV. Library Director's Report - Approval of fine fund expenditures - action We started our dial a story. Virtual programs had much interest. Jan makes a motion to approve the expense on the fine fund. Josh 2nd the motion. Motion carries.
- V. Public Presentation and Communications
- VI. Old Business
 - A. Hiring committee update- information Position was offered to Danelle Orange. She didn't respond to multiple emails, calls, and outreach. She FINALLY responded with that she needed to take the weekend to think about it. She responded in writing that she didn't think the position was a good fit. We would like to reinterview the candidate from our 1st round of interviews. We would like to repost the job on Indeed and the University system jobs board and the other outlets we did previously for the job.
 - B. Reopening - discussion and possible action Tara and staff have a schedule in place for upcoming weeks regardless of if we open doors or not. We would like to discourage students after school from "hanging out". We'd like to open 9-noon Mon. Wed. Friday, 3-6 Tues. and Thurs. - We will post the soft start opening on September 16th, and 15 minutes max expectations on Facebook. Staff will tell the curbside pickup people about the soft start opening. Youth 12 and under need to be accompanied by an adult. Josh makes a motion for a soft reopening of the Schreiner Memorial Public Library and the Potosi branch on Wednesday, September 16th with the soft reopening plan presented with a change that youth 12 and under must be accompanied by an adult. Granting the library staff the right to make adjustments to the soft start opening as necessary. Jan 2nd motion passes
 - C. Appointment of Committees (appointed by new president)
 - i. Three board (one year) Cindy Busch, Dan G., new member and four public members Lisa Swanson, Kathy Nelson, Marty, Busch, and Peg Jonas(three years) for the Performance Plaza Committee Josh

makes a motion to approve these members for the performance plaza and board, Carrie 2nd, motion carries

VII. New Business

A. Reposting of job ad – discussion and possible action- Job description will be posted with the same job description

VIII. Trustee Comments- Reynolds Electric is working on the light poles, Kathy Friedrich moved away and Jen Bernetske is now the treasurer for the Foundation

IX. Adjourn Josh makes a motion at 5:49 to adjourn the meeting, Cindy seconded motion carries

Next meeting: October 14, 2020 at 5:00 PM

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

Schreiner Memorial Library
113 West Elm Street, Lancaster, WI
Board of Trustees
Special Meeting, Wednesday, September 30, 2020, 5:00 pm
Via Zoom

SPECIAL MEETING MINUTES

The meeting was called to order at 5:03 p.m. with the following members present: Josh McLimans, Cindy Busch, LuAnn Droessler and Ashleigh Hampton. Also present was Tara Fortney, Interim Director.

Discussion was held on how the library reopening was going. Tara said that it was going well but was a bit slow, with one to two daily curbside deliveries and about 15 patrons browsing each day.

LuAnn made the motion to go into closed session pursuant to WI state Statute 19.85(1)© for the purpose of considering employment, promotion, compensation, or performance data of a public employee over which the governmental body has jurisdiction or exercises responsibility in regards to library employees. Cindy seconded the motion. A unanimous roll call vote in favor was taken.

The board reconvened to open session at 5:23 pm.

Cindy made the motion to hire Christinna Swearingen as the new Lancaster Public Library Director to begin on or before October 22, 2020 at the salary of \$54,000. LuAnn seconded the motion. On roll call vote, the motion carried unanimously.

Josh will contact Christinna with the board results.

Josh made the motion to adjourn with LuAnn's second. The motion carried. The meeting was adjourned at 5:26 pm.



Monthly Report September 17 – October 17, 2020

Project Status Updates

Hiring Process: Opened the process again. So far 2 applications have been turned in

Update of Last Month's Activities

October 1	K9 Arrow – 3 Year Anniversary with LPD
October 3	Harvest Festival Parade
October 6	Chief Reukauf – Monthly CJCC Meeting
October 6	Lancaster Department Head Meeting
October 6-7	Officer Farrey – Operation Rush
October 7	Officer Nate Farrey – 1 Year Anniversary with LPD
October 9	EVOC Training: Maier
October 12	EVOC Training: McLimans

Case Reports

09/17/20	Vehicle Unlock
09/17/20	Found Property
09/17/20	911 Disconnect: Warned
09/18/20	Animal Bite
09/18/20	Disorderly Conduct: Warned
09/21/20	Harassment: Reporting possible contact
09/21/20	911 Disconnect: Warned
09/21/20	Vehicle Unlock
09/23/20	Municipal Ordinance: Tires/Chair
09/23/20	Municipal Ordinance: Couch
09/24/20	Harassment: Warned
09/25/20	Vehicle Unlock
09/26/20	Assist GCSO: With OWI
09/26/20	OWI Arrest
09/27/20	Missing Juvenile: Returned
09/29/20	Truancy: LMS Student Warned
09/29/20	Assist GCSO: OWI Arrest
09/30/20	Runaway: Found



Lancaster

POLICE DEPARTMENT

09/30/30	Child Abuse: Still investigating
10/01/20	Truancy: LHS Student Warned
10/01/20	Theft: Political Sign, no suspect at this time
10/01/20	Harassment: Warned
10/02/20	Truancy: Warning
10/03/20	Disorderly Conduct: Warning
10/04/20	Animal Abuse: Warned
10/04/20	Child Pornography: Still investigating
10/05/20	Truancy: LHS Student Warned
10/05/20	Disorderly Conduct: Arrested
10/06/20	Emergency Detention: Transported to Meriter Hospital
10/07/20	Runaway: Returned home
10/07/20	Animal Bite: Warned
10/07/20	Keep the Peace
10/07/20	Welfare Check: All Ok
10/08/20	Welfare Check: Gave a ride home
10/08/20	Emergency Detention: Winnebago
10/08/20	Animal at Large: Warning
10/09/20	Child Abuse: Referral to Social Worker
10/09/20	Worthless Check
10/09/20	Noise Complaint: Warned
10/10/20	OWI Arrest
10/10/20	Salvation Army: Hotel
10/11/20	Theft: Political Signs
10/12/20	Truancy: LHS Student Warned
10/12/20	Home Death
10/13/20	Emergency Detention: UW Madison
10/14/20	Vehicle Lock Out
10/14/20	Vehicle Lock Out
10/14/20	Domestic Disorderly Conduct: Arrested

Lancaster Police Department Monthly Log

Name:

September 01-30, 2020

Month/Shift Working

Traffic	Verbal	Written	Citation	Assist Calls	# of times	Calls of Service	V Warn	Cited	Arrest	Other
Equipment Violation	17	8		Assist LPD Officer	24	Abuse: Child/Eldery	2			1
Eluding				Assist GCSD	12	Alarm Calls				2
FYR/Stop Sign		5		Assist Other Agency	33	Animal Calls	3			5
Inattentive	2	1		Assist Citizen	24	Burglary				
Non Registration	2	3	2	Curfew Checks		CDTP	1			3
OAS/OAR/No DL	2		6	EMS Calls	12	DC	2			1
OWI			1	Fire Calls	2	Domestic Calls	1			
OWI - List offense	3rd			Salvation Army	3	Drug Offenses	1			
Seatbelt			11	Paper Service		Harassment	2			1
Speeding	8	11	3	Security Checks	517	Keep the Peace	1			3
Traffic Complaint	2	1		Other Assists	2	Noise Complaint				
ATV Offense				Other Duties	# of times	Fraud/Scams				3
Other	5	1	1	Business Contacts	68	Sexual Assault				
Totals	38	30	24	Consent Search		Suspicious Person				6
Total Number of Traffic Stops	79			Personal Contacts	110	Theft				
				Public Talks		Truancy				
Accidents	No Cite	Citation	If Injuries/#	Meetings	12	Warrant/P&P			1	
Car vs. Animal				Drug Court/UA's		Welfare Check				1
Hit & Run						Worthless Checks				
Personal Injury		1		School Walk Through	# of visits	Other	20	2		22
Property Damage	2			Winskill		Total	33	2	1	48
Totals	2	1		St. Clement			# Calls	# Transported		
Did 10-50 involve?	#			Middle School	1	Detox				
Motorcyle				High School	3	Emergency Detention				
Pedestrian				Library		Civil Disputes				
Bicycle				Grant Regional	7					
Parking Ticket #	7			Total	12	K-9 Activation				

Parking Summary by Ordinance

From

9/1/2020 to

9/30/2020

Ordinance Description	Current Month	Year to Date	Same Month Prior Year	Last Year (2019)
2 HOUR PARKING VIOLATION	35	238	37	337
24 HOUR	8	65	5	111
48 HOUR PARKING	0	13	0	5
ALTERNATIVE SIDE PARKING VIOLATION	0	363	0	513
HANDICAP PARKING	0	0	0	0
NO PARKING 2AM TO 6AM	2	30	2	18
OTHER PARKING VIOLATION	1	3	0	20
PARKING IN NO PARKING ZONE	1	2	1	3
PARKING WITHIN 15 FEET OF FIRE HYDRANT	0	0	0	0
Parking Ticket Fines Deposited in September (Cash or Check)	\$	319.50		
Parking Ticket Fines Deposited in September (Credit/Debit)	\$	60.00		



Lancaster Police Department

Summary of K-9 Deployment Reports

September 2020

(2) Total Deployment Records for September 2020

Matthew Haverland		(2) Deployment Records for September 2020	
Narcotics Sniff-Vehicle		(2) records	
N/A	9/3/2020 5:36 PM	Fennimore	Matthew Haverland & Arrow
U-MA209317360	Req. Agency- Fennimore Police Department		No Arrests
N/A			
N/A	9/17/2020 1:23 AM	Lancaster	Matthew Haverland & Arrow
U-MA209171230	Req. Agency- Grant County Sheriffs Office		No Arrests
N/A			

Totals for the reported period for each handler shown

Handler Name	# of Deployments	# of Arrests
Matthew Haverland	2	
Totals for this report-	2	

Public Works Report October 2020

Public Works

Asphalt patching completed

H. James Construction installed new storm sewer main along Skylane Dr. for AMCOR

Leaf collection has started

Street sweeping is taking place

Water and Wastewater

Winterized swimming pool with Portzen Construction

Virtual water system maintenance continuing education training through Wisconsin Rural Water Assoc.

Replaced leaking water service on S. Harrison street at Walnut. Service was leaking under street, hired an underground directional drilling contractor to bore a new line under the street so highway would not have to be excavated and traffic detoured. An 8" water main valve broke while shutting down the water main which also had to be repaired at the same time. Crews were assisted CC's Underground, Wepking Pump Service and Grant County Highway Dept.

Working with customer on a dead-end water main that is experiencing water quality issues

Assisted Wiederholt Enterprises with water main connection at hotel

Valley View sewer main project contractor asked for two-week extension, completion date was Oct. 9th. Extension was granted with contractor paying additional costs for construction observation from Delta 3

DPW

Reviewed Madison street project with TEAM Engineering to put together final punch list from spring work

Pre-construction meeting for hotel sewer main with Strand, EPIC and Wiederholt Enterprises

DNR Urban Forestry start-up grant submitted

Submitted annual street mileage certification to DOT, we have 27.2 miles of streets

Collecting information for LCF grants

Attended virtual training for Americas Water Infrastructure Act, (AWIA). This is a risk and resilience assessment and emergency response plan that all water utilities must complete by a certain date depending on the size of the utility. Lancaster will need to submit a plan by June 30, 2021.

Parks/Golf/Cemetery

Greens have been aerated and top dressed

Mowing continues and leaf pick has started

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:

6/17/2020

2019

DNR Response to Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Lancaster

Date of Resolution or
Action Taken:

2020-06-15

Resolution Number:

2020-09

Date of Submittal:

6/17/2020

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

Permittee Response:

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

DNR Response:

The influent hydraulic loading for 2019 was poor, averaging 0.744 MGD (100.5% design capacity), with an over capacity maximum of 0.9767 MGD (132% design capacity). Steps must be taken to reduce and eliminate inflow and infiltration. The influent organic loading for 2019 was good, averaging 1,256.9 lbs./day (41.6% design capacity), with a maximum of 1,499 lbs./day (49.6% design capacity).

Effluent Quality: BOD: Grade = A

Permittee Response:

DNR Response:

The effluent BOD quality for 2019 was good, averaging 3.8 mg/L (25% of the limit), with a maximum of 6 mg/L (40% of the limit) for the month of July.

Effluent Quality: TSS: Grade = C

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:

6/17/2020

2019

Permittee Response:

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.

DNR Response:

The effluent TSS quality for 2019 was poor, averaging 17.1 mg/L (79.5% of the limit), with a maximum of 24 mg/L (20% over the limit) for the month of March. The TSS limit was exceeded 3 times. Lancaster regularly experiences problems in winter/spring and must look into rectifying the problem.

Effluent Quality: Ammonia: Grade = A

Permittee Response:

DNR Response:

The annual effluent ammonia quality for 2019 was excellent, averaging 0.189 mg/L (4.77% of the limit), with a maximum of 0.4030 mg/L (5.37% of the limit) for the month of December.

Effluent Quality: Phosphorus: Grade = B

Permittee Response:

DNR Response:

The annual effluent phosphorus quality for 2019 was poor, averaging 0.825 mg/L (82.48% of the limit), with a maximum of 1.003 mg/L (0.3% over the limit) for the month of February. The phosphorus limit was exceeded 1 time.

Biosolids Quality and Management: Grade = A

Permittee Response:

DNR Response:

The number of acres reported on the 2019 CMAR does not match the number of acres reported on the Annual Land Application Report, documentation must be reviewed.

Staffing: Grade = A

Permittee Response:

DNR Response:

Operator Certification: Grade = A

Permittee Response:

DNR Response:

POTWs shall have at least one operator certified in the new sanitary sewer (SS) collection subclass.

Financial Management: Grade = A

Compliance Maintenance Annual Report

Lancaster Wastewater Treatment Facility

Last Updated: Reporting For:

6/17/2020

2019

Permittee Response:

DNR Response:

Thank you for reviewing the User Charge System and Replacement Fund regularly. Thank you for contributing to the Replacement Fund. Consider reaching out to Focus on Energy (www.focusonenergy.com or 1-800-762-7077) to perform an energy audit to see if any simple cost saving energy measures can be implemented.

Collection Systems: Grade = A

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

Permittee Response:

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.

DNR Response:

Cleaning & televising should occur so that the entire system is cleaned and assessed within 10 years or less. Sewer pipe televising and rehab should be done as a regular part of a good CMOM program. If any water crossings exist, ensure measures are taken to identify the condition of the pipes and determine if exfiltration is occurring; a mitigation plan needs to be prepared and put into action should exfiltration be suspected or identified. In light of the recent SSOs, it is recommended that you increase your collection system surveillance efforts and incorporate this into your CMOM. Steps to reduce and eliminate infiltration and inflow should be increased. Addressing I/I must be a high priority for the City.

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

Permittee Response:

DNR G.P.A. Response:

The Department does not require any additional action be taken this year in response to the CMAR. However, progress must be made to address infiltration and inflow through the CMOM program. Addressing the seasonal RBC/trickling filter problems must also occur.

DNR CMAR Overall Response:

Thank you for completing and submitting the 2019 CMAR. The CMAR is an annual self-evaluation of your wastewater treatment plant, collection system, and associated wastewater management activities. The department appreciates your effort to protect human health and the environment by assuring that your systems are properly operated and maintained. Everything looks to be in order. There are no other requirements at this time. Thank you again.

DNR Reviewer: Oconnell, Caitlin

Phone: (608) 935-1918

Address: 1500 N Johns Street, Dodgeville, WI 53533

Date: 9/8/2020

Administrator's Report

October 19, 2020



Key Dates to Remember

- November 2 – Park and Rec Committee
- November 3 - Department Head Meeting
- November 9 – Plan Commission
- November 10 – Finance Committee
- November 11 – Veterans Day (City Offices Closed)
- November 16 – City Council
- November 26 – Thanksgiving (City Offices Closed)

Project Status Update

Hotel. Construction continues. Opening date target is April. Wisconsin Economic Development Corporation (WEDC) grant funding awarded. This is a pass-through grant from WEDC to the City to the Hotel. We continue to assist with getting DOT approval for the south driveway.

State Highway Work. No changes from last month.

- 129 Intersection with 61 has been awarded to H. James. Construction is planned for June of 2021
- 81 from Lancaster (STH 61) to Platteville is being bid, with award date scheduled for November. 2021 construction
- 61 from Lancaster to Dickyville. Currently in planning/environmental document stage, with a virtual public participation process through September. Most of the work is adding passing lanes. Only major change is a roundabout for the 61 and 81 intersection

Pool. Contractor has finished the warranty work on the sand filter.

Kwik Trip. Construction postponed until 2022. Demolition of existing buildings underway. They will need to apply for a new CUP as construction has been postponed.

Housing. No offers on Golf Course property.

Airport. Still waiting for final FAA approval to add new hangers.

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

Five Year Update to Outdoor Park and Recreation Plan. Park and Rec Committee will review final draft at their November meeting.

Golf Course. Tim is working on recommendations to raise rates over a three-year period to bring our rates up to the average for area courses, rather than near the lowest for area courses. While this will not eliminate the annual deficit, it will bring us closer to break even. The Golf Committee will review this month and make recommendations for the Council to consider when they consider fees in November.

City of Lancaster Business Emergency Grant. Limited interest in the additional City funding (One funded application).

Focus on Energy – we are evaluating a potential grant that would provide rebates for increasing the efficiency of our lighting systems, which would also decrease our costs. Not sure it makes sense at this point but we are evaluating it as to what the ROI period is.

Grant Applications – Courtney is preparing multiple Lancaster Community Fund Applications, including the Warming Shelter, other Memorial Park bathrooms, basketball court resurfacing, and radar speed signs. The Wisconsin Department of Administration has released their CDBG – CV program, which is a 100% grant program for projects that address pandemic issues in some way. I have met with Department Heads and am having other discussions about potential projects. Dave K is working to draw down COVID funding that we have been awarded (Cares Act, Airport Funding, and at least one more...)

Health Insurance – On the October Council agenda, we have been able to develop an option that holds costs at a 0% increase.