

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JANUARY 21, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Janssen, Ihm, Crubel, Schmidt and Phalen. Absent and excused were Morgan and Reuter. Others present were Clerk Kurihara, Attorney Infield, Administrator Crane, DPW Carroll, Police Chief Zabel, Fire Chief Braun, Library Director Tollefson, Barb Cook, Dave Haskins, D. Varnam, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Public Comments

Pastor Barb Cook handed out an invitation to the Council on a book study being sponsored by the United Methodist Church called "Healing the Heart of Democracy". It will be held on the Sundays in Lent from 6:30-8:00 p.m. at the church.

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of December 17, 2012.
- b. December Revenue Report
- c. Approve Sale of Excess City Equipment:

Unit	High Bid	High Bidder
1998 F-150 4x4	\$725	Dane Furuseth, Fennimore
1993 F-350 w/plow	\$2,477	Randy Wallin, Lancaster
1994 F-350	\$3,500	Norb Weiland, Lancaster
1992 F-700	\$2,478	Rod Meir, Potosi
Monroe Salter	\$210	Kyle Saunders, Platteville

- d. Approve Operator License-Jordan Recker

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

6. Purchase Orders and Expenditures

Motion by Ihm, second by LaBudda to approve expenditures totaling \$201,281.78. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Plan Commission-Minutes of 12/17/12 included. Mayor Wehrle stated that a conditional use permit was granted to Kathryn Pitzen to operate a home-based salon at 752 S. Adams Street.
- b. Park & Recreation Committee-Minutes of 1/7/13 included. LaBudda mentioned that the primary point of discussion was options for an ice skating rink.
- c. Airport Advisory Committee-Minutes of 1/15/13 included.

8. Lease with Lancaster Veterinary Clinic

Administrator Crane stated that the draft commercial rental agreement, which is for the vet clinic at 7708 Hwy 61 South, was prepared by the Bureau of Aeronautics. The property had been purchased by the City thru the State with airport entitlement funds and it is required that rent be charged while the occupants (previous owners) build their new clinic in the Arrow Ridge Business Park.

Attorney Infield acknowledged that he reviewed the lease with no concerns.

Motion by LaBudda, second by Schmidt to approve the lease with Lancaster Veterinary Clinic. Motion carried unanimously by roll call vote.

9. Golf Course Operations Manager Job Description

Administrator Crane presented a draft Golf Course Operations Manager job description, which blended manager and grounds superintendent duties together along with a salary range of \$35,000-\$42,000 plus benefits. He stated that the proposed job description was reviewed by Scott Kennedy, head of the golf program at SW Technical College, as well as the regional PGA association. Advertising will begin immediately with the goal of filling the position sometime in February.

Motion by Schmidt, second by Phalen to approve the Golf Course Operations Manager job description. Motion carried unanimously by roll call vote.

10. Purchase of Golf Course Equipment

Administrator Crane referred to the memo, which outlines the City's equipment needs and recommendations for the upcoming golf season. The total purchase cost is approximately \$125,000 in which the funds would come from unspent 2012 bond proceeds. He also pointed out that the memo stated that the City should continue to lease 24 golf carts from Harris Golf Carts of Peosta, IA.

Motion by Ihm, second by Crubel to approve recommended golf course equipment and leasing of golf carts for 2013. Motion carried unanimously by roll call vote.

11. Lead Maintenance Worker or Similar Position

Administrator Crane stated that he was looking for feedback on pursuing a lead maintenance worker or similar position, which would help alleviate some job responsibilities of the Director of Public Works especially in light of the City is taking over the operations of the Golf Course. The position would be filled internally in which a wage and job classification for lead maintenance worker already exist in the AFSCME union contract.

There was a consensus among the Council to have Administration proceed with filling a lead maintenance worker or similar position. Motion carried unanimously by roll call vote.

12. Reports from Department Heads

- a. Police Chief Zabel-Report in packet and he stated he met with school staff today to discuss the school's crisis plan.
- b. Library Director Tollefson-Handed out a folder on the financing campaign.
- c. Fire Chief Braun-Report in packet.
- d. DPW Carroll-None
- e. Clerk Kurihara-None

13. Administrator's Report

Report in packet and nothing further mentioned.

14. Mayor's Comments

- Had recently attended a couple of meetings: CESA #3 and League Advisory Meeting, which the main item of discussion was transportation issues.

15. Alderpersons' Comments-

LaBudda-

- Inquired about the balance of the past couple tree sales. Clerk Kurihara replied that he would report back the status of the balance.
- Thanked staff for the electronic copy (.pdf) of the agenda. Clerk Kurihara stated a copy, which had been created for the City website, had been forwarded. Both Crubel and Schmidt requested that a copy be sent to them also in the future.

16. Close Session

Motion by Ihm, second by Phalen to convene to close session at 7:22 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to AFSCME and WPPA employees (Wisconsin Statutes 19.85, Pl, c) and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the food and beverage operation at the Golf Course (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

17. Open Session

N/A

18. Adjourn

Motion by LaBudda, second by Schmidt to adjourn meeting at 8:26 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
FEBRUARY 18, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Crubel, Schmidt and Phalen. Absent and excused were Ihm and Janssen. Others present were Clerk Kurihara, Attorney Infield, Administrator Crane, DPW Carroll, Police Chief Zabel, Fire Chief Braun, Library Director Tollefson, Jennifer Bernetzke Paul Thuli, John Kruser, Justin McLimans, Adam Fecht, Tom Clauer, Luanne Alme, Darrin Miles, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Public Comments

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of January 21, 2013
- b. Approve Preliminary Resolution No. 2013-01–2013 Special Assessments for N. Adams St. Reconstruction Project
- d. January Revenue Report
- e. Approve Operator Licenses-Carrie Pundsack, Julie Rupp and Devin McCullick

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

5c. Consider low bid for Well #1 Improvements Project

Schmidt inquired about the scope of the project. DPW Carroll replied that the project includes well house rehabilitation and changing the pumping of water into the collection system from into the reservoir, which will be capped.

Motion by Schmidt, second by LaBudda to approve low bid of \$209,000 by Portzen Construction, Inc. of Dubuque, IA for Well #1 Improvements Project. Motion carried unanimously by roll call vote.

6. Purchase Orders and Expenditures

Motion by Morgan, second by Reuter to approve expenditures totaling \$1,338,965.20. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Police & Fire Commission-Minutes of 2/13/13 included. Chief Zabel stated the Commission had approved Police Officer Adam Fecht to permanent status.
- b. Golf Course Committee-Minutes of 2/9/13 included. Administrator Crane said that the Committee had assisted him in reviewing golf course manager applications in determining the top candidates for interview. He has interviewed two (2) since one (1) has dropped out and hopes to have a manager hired by the end of this week.

LaBudda and Schmidt expressed concern of having an out-going City Administrator select the new Golf Course Manager. Administrator Crane explained that even though he was leaving that he would still be serving the Council in the best interest of the City and he had interviewed the top choices of the Golf Course Committee.

8. Library Annual Report

Library Director Tollefson presented the 2012 Schreiner Memorial Library Annual Report (includes Potosi Library Branch) and noted the following:

- Circulation has increased for the twelve (12th) straight year
- Cost per circulation slightly decreased from \$3.97 in 2011 to \$3.72 in 2012
- 2012 & 2013 Goals.

9. Ordinance No. 2013-01

Administrator Crane presented an ordinance to establish the golf course fees for 2013.

Motion by Morgan, second by Crubel to approve Ordinance No. 2013-01 Amended Fee Schedule Ordinance for 2013. Motion carried unanimously by roll call vote.

10. Amended Employee Policy-Health Insurance

Administrator Crane referred to the memo, which outlines amending the City's Employee Policy Manual regarding health insurance that would require employees that do not pay the required employee contributions to the Wisconsin Retirement System (WRS) to pay the deductible for the Health Reimbursement Arrangement (HRA). There are currently five (5) employees that are not subject to an employee WRS contribution due to the passage of Act 10.

Motion by Morgan to approve the amended employee policy-health insurance.

Mayor Wehrle allowed public comment into the discussion at this time: Luann Alme, WPPA Business Agent, addressed the Council on behalf of the police officers (WPPA members) stating that the proposed amendment contradicts the current union and city proposals being negotiated. She asked the Council to consider the amendment after their discussion in closed session.

Morgan withdrew his motion and Council reached a consensus to address item 10 after meeting in close session.

11. Capital Improvement Plan 2013-2017

Schmidt wondered why the Administrator was presenting a new CIP when the new incoming Administrator would likely be presenting a different plan to the Council. Administrator Crane explained that a majority of the plan was an update of the existing plan and mostly prepared from input by the City Clerk/Treasurer and Director of Public Works.

Administrator Crane gave a PowerPoint presentation of the Administration's Capital Improvement Plan for 2013-2017:

- 2013-15 were years updated from previous CIP 2011-2015.
- 2016-no major projects and 2017-one major road reconstruction project:
 - N. Adams St.-\$1,180,000 (2013)
 - S. Adams St.-\$1,365,000 (2015)
 - RT 61N/Square-\$2,940,000 (2017-Majority funded with federal/state funds).

Motion by Morgan, second by Crubel to approve 2013-2017 Capital Improvement Plan. Motion carried four (4) to two (2) by roll call vote with Schmidt and LaBudda voting against.

12. Reports from Department Heads

- a. Fire Chief Braun-Report in packet.
- b. Library Director Tollefson-None.
- c. Police Chief Zabel-Report in packet.
- d. DPW Carroll-In relation to the CIP:
 - i. Two (2) project bids (WWTP and N. Adams St.) will likely be ready for Council approval at the April meeting.
 - ii. Working on Golf Course meter consolidation with Strand Associates.
 - iii. Currently in search of a used street sweeper.

- e. Clerk Kurihara-Spring Primary Election is tomorrow and is working on status of the tree sale proceeds as requested by Alderperson LaBudda.

13. Administrator's Report

Report in packet.

14. Mayor's Comments

- Had recently attended a meeting with Wisconsin Counties Association and League of Wisconsin Municipalities officials to discuss levy cap and budgeting issues.

15. Alderpersons' Comments-

Crubel-Mentioned that she had received an anonymous letter regarding no representation of a woman in the Veteran's War Memorial.

Reuter-Noticed that there were some fines issued regarding a property with two houses on it and wondering the process for resolution. Administrator Crane stated that administration has been trying to work with the property owner to resolve this issue.

16. Close Session

17. Open Session

Motion by Morgan, second by Schmidt to convene to close session at 7:42 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to AFSCME & WPPA employees and City Administrator Position (Wisconsin Statutes 19.85, Pl, c) and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the food and beverage operation at the Golf Course (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

Motion by Schmidt, second by LaBudda to resume to open session at 7:56 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by Morgan, second by LaBudda to approve amended Employee Policy-Health Insurance. Motion carried five (5) to one (1) by roll call vote with Reuter voting against.

Motion by Morgan, second by Reuter to reconvene to close session at 7:58 p.m. Motion carried unanimously by roll call.

Motion by Morgan, second by Reuter to resume to open session at 8:58 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by Phalen, second by Morgan to approve a lease with Miles' Fore 'N' More, LLC from March 1, 2013 to January 31, 2014 for food and beverage operations at \$1,700 per month subject to certain agreed conditions and authorize the City Administrator and City Attorney to execute any necessary documents. Motion carried unanimously by roll call vote.

18. Adjourn

Motion by Morgan, second by Reuter to adjourn meeting at 9:00 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MARCH 18, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Crubel, Schmidt, Ihm, Janssen and Phalen. Others present were Clerk Kurihara, Attorney Infield, Administrator Crane, DPW Carroll, Police Chief Zabel, Fire Chief Braun, Jennifer Bernetzke, John Hauth, John Blanke, Mark Fisher-Strand, Larry Wagner, David Varnam, Mark & Therese Klaas, Margery Tarnowski, Bob Paris, Bernie Dressler, Larry Brandemuehl, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Public Hearing-Special Assessments-N. Adams Project

Mayor Wehrle declared the public hearing open at 6:34 p.m.

Bernie Dressler-Expressed concern of having a street easement attached to his property in addition to already having an easement for his neighbor to use his driveway. He would prefer to sell that portion of land to the City. DPW Carroll thought having an easement was a more prudent way but he would not mind whatever way the property owner preferred.

Larry Brandemuehl-Wondered about his assessment, which he felt was high. DPW Carroll explained that a portion of the assessment was optional for redoing the driveway. Larry also felt sidewalk was not needed because there was sidewalk across the street.

Bob Paris-Inquired about the estimated cost for a carriage walk. DPW Carroll stated that a carriage walk is an optional assessment.

Mark Fisher, Strand Associates presented the preliminary drawing of the project which included the area of the property on the East and West sides of North Adams Street from Linden Street to City Limits Street and both sides of Birch Street from Monroe Street to Adams Street. He further stated that the project will involve installing new storm sewer, sewer and water lines, curb & gutter and sidewalk. Also planned is to resurface a part of Linden Street. The project is expected to be completed sometime in August.

He did note that this project will cause difficulty for owners to access their properties but the contractor will make a diligent effort to provide such access.

Mayor Wehrle closed public hearing at 6:59 p.m.

5. Public Comments

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of February 18, 2013
- b. Resolution 2013-02 Appointing Interim City Administrator
- c. Approve Original Tobacco License for Dolgencorp, LLC dba Dollar General Store #6960
- e. February Revenue Report
- f. Approve Operator Licenses-Ellen Winkler, Cassandra Watters, John Schmitt and Cheng Fu Weng

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

6d. Approve implementation of AFSCME contract for January 1, 2013-December 31, 2013

Schmidt stated that he would have liked to have seen a copy of the contract. Administrator Crane explained the contract was just one (1) page long since base wage was the only item subject to bargaining in which the AFSCME employees had recently ratified a one-year agreement for a 1% increase effective January 1, 2013.

Motion by Phalen, second by Morgan to approve implementation of AFSCME contract for January 1, 2013-December 31, 2013. Motion carried unanimously by roll call vote.

7. Purchase Orders and Expenditures

Motion by Ihm, second by Janssen to approve expenditures totaling \$1,505,947.45. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Joint Fire Committee-Minutes of 2/20/13 and 3/14/13 included.
- b. Plan Commission-Minutes of 2/18/13 included. Mayor Wehrle said that the Commission had granted a conditional use permit to operate a vet clinic in Arrow Ridge Business Park.

9. City Administrator Recruitment Proposals

Administrator Crane referred to his memo to explain the eight (8) proposals that were received for the recruitment services for a new City Administrator.

The Council primarily listed Southwest Wisconsin Development Board, MSA Professional Services and Public Administration Associates, LLC as the top three (3) which did involve some discussion of each.

Motion by Morgan, second by Reuter to approve executive recruitment services proposal from MSA Professional Services contingent upon adding a guarantee if no candidate is selected or if the new City Administrator leaves within 24-months. Motion carried seven (7) to zero (0) by roll call vote with Janssen abstaining.

10. Fire Truck Purchase

Fire Chief Braun explained the Fire Department's request for a new fire truck as outlined in his memo in the packet and recommended by the Joint Fire Committee. .

Motion by Schmidt second by LaBudda to approve purchase of 2103 Pierce Impel PUC Pumper and associated fire suppression equipment for \$610,463. Motion carried unanimously by roll call vote.

11. Reports from Department Heads

John Blanke (New Golf Course Manager) introduced himself to the Council.

- a. Library (Jennifer Bernetzke) -Moving forward with fund raising campaign.
- b. Police Chief Zabel-Report in packet and noted:
 - i. Another drug round-up will April 27.
 - ii. New course for Bunny Hop
- c. DPW Carroll-None other than Well #1 project is progressing and Golf Course equipment has been purchased
- d. Clerk Kurihara-None

12. Administrator's Report

Report in packet and further mentioned the following:

- 414 W. Walnut Property.
- Downtown Incentive Program in which he has been working with Todd Johnson and Amy Bell Kwallek.
- Personnel Manual-Update nearly complete.

In closing, he thanked the Council for the opportunity to serve as City Administrator.

13. Mayor's Comments

- Presented Administrator Crane with a gift of appreciation for his years of service.

14. Alderpersons' Comments-

Reuter-Had a couple of inquiries if there are any local ordinances related to where sex offenders can reside. It was stated that State law provides guidance and restrictions as to this subject.

LaBudda-In regard to the restriction of temporary parking structures, he wondered if the recent sale of a property with one would require removal of such a structure. He will inquire with Dennis Hampton on this issue. He also personally thanked Stephen for his service with the City.

Crubel-Contacted by someone who would like to see a sidewalk on North Washington Street.

Morgan-There was a symposium in Dubuque on blacktop vs. concrete. He would like to see someone from the City to attend such educational events.

15. Adjourn

Motion by Ihm, second by Janssen to adjourn meeting at 8:08 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
APRIL 4, 2013
5:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 5:41 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, Phalen, Reuter, Crubel and Morgan. Absent were Janssen and LaBudda. Also present were Interim Administrator/Clerk Kurihara, Attorney Jon Anderson-Godfrey & Kahn, Management Consultant Dave Berner-MSA, Luann Alme, John Kruser, John Murray, Justin McLimans and Tom Clauer.

4. Close Session

Motion by Morgan, second by Reuter to convene to close session at 5:45 p.m. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to Wisconsin Professional Police Association Agreement and Salary Range for City Administrator Position (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

5. Open Session

Motion by Schmidt, second by Ihm to resume to open session at 6:17 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by Morgan, second by Phalen to approve implementation of WPPA contract for January 1, 2013-December 31, 2015. Motion carried five (5) to one (1) by roll call vote with Schmidt voting against.

6. Discuss Position of City Administrator

Dave Berner, MSA briefly reviewed the handouts on the interview survey results with the Council and Department Heads, City Administrator position profile and the proposed job announcement with a salary range of \$70,000-\$80,000.

Motion by Schmidt, second by Reuter to approve proposed City Administrator job announcement. Motion carried unanimously by roll call vote.

7. Adjourn

Motion by Morgan, second by Ihm to adjourn meeting at 6:34 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, Interim Administrator/Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
APRIL 15, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Crubel, Schmidt and Ihm. Absent were Janssen and Phalen. Others present were Interim Administrator/Clerk Kurihara, Attorney Infield, DPW Carroll, Police Sgt. Reukauf, Fire Chief Braun, Library Director Tollefson, Tom Clauer, David Varnam, Pete Hoffman, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Public Comments

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of March 18, 2013 and special Council meeting of April 4, 2013.
- b. March Revenue Report
- c. Consider low bid of H. James and Sons, Fennimore of \$1,009,119 for North Adams Reconstruction Street Project.
- d. Approve Operator Licenses-Amy Gengler, Drew Richardson and Chrystal Harris.

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

6. Purchase Orders and Expenditures

Motion by Morgan, second by Ihm to approve expenditures totaling \$210,698.52. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Park & Recreation Committee-Minutes of 4/1/13 included. LaBudda noted that the Committee had discussed the school's tennis courts, next year's ice skating option of using the swimming pool and a historical review of the last timber sale.

8. Council Vacancies

Interim Administrator/Clerk Kurihara briefly summarized his memo on the procedures on filling the forthcoming Council vacancies for the seats held by Crubel, Janssen and Phalen along with the suggested appointment options of filling those vacancies.

Motion by Morgan, second by LaBudda to have the City Clerk prepare a public notice to accept letters of interests from applicants for the following offices of alderperson: At-Large, District One (1) and District Four (4).

Further, the Council may consider applicants at the next Council meeting, a special meeting or the June Council meeting.

9. 144 S. Madison Street Building (Former Lancaster Interiors)

Interim Administrator/Clerk Kurihara stated that he had listed this item on the agenda for Council direction. He has had a few informal inquiries on the Council's intent on the use or selling of the building located at 144 S. Madison Street.

After a brief discussion, most members felt that it be best to begin to process of selling the building.

Motion by Morgan, second by Reuter to recommend to the Plan Commission to begin the process of selling the property located at 144 S. Madison Street. Motion carried unanimously by roll call vote.

10. Reports from Department Heads

- a. Police Sgt. Reukauf-Report in packet and noted:
 - i. Hero lunch at Winskill in which she handed out Lancaster Police cards that the students had written small messages on the back of them.
 - ii. Another drug round-up is on April 27th.
- b. DPW Carroll-None since most of the project updates were in the Interim Administrator's notes.
- c. Library Director Tollefson-Just returned from hip replacement surgery and the fund raising campaign is going well.

11. Interim Administrator's Report

Report in packet and noted the following:

- Status of on-going City projects.

12. Mayor's Comments

- Regional League Dinner Meeting in Darlington on May 2, 2013.
- Handed out information on general economic and population trends from UW Extension office.

13. Alderpersons' Comments

Ihm-Inquired if the City would use a local realtor if selling the Interiors building. Mayor Wehrle assumed that a multi-listing be used which would include local realtors.

14. Close Session

Motion by Morgan, second by Ihm to convene to close session at 7:01 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to full time non-represented employees' salaries (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call.

15. Open Session

Motion by Ihm, second by Reuter to resume to open session at 7:09 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Ihm to approve a 1% salary increase effective 2013 for Director of Public Works, City Clerk/Treasurer, Police Sergeant and Executive Assistant. Motion carried unanimously by roll call vote.

16. Adjourn

Motion by Ihm, second by Reuter to adjourn meeting at 7:10 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
STATUTORY ORGANIZATIONAL MEETING
APRIL 16, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

Former Alderperson Phalen addressed the Council and expressed his gratitude to have worked on the Council with the other members.

3. Oath of Office

Clerk Kurihara administered the official Oath of Office to elected Alderpersons: Shayne LaBudda and Bob Schmidt.

4. Roll Call

Members present were Wehrle, Morgan, Reuter, Schmidt, Ihm, LaBudda and Crubel. Others present were Interim Administrator/Clerk Kurihara.

5. Election by Council

A. Council President

Motion by Ihm, second by LaBudda to nominate Bob Schmidt. Motion carried.
Motion by Morgan, second by LaBudda to cast a unanimous ballot for Bob Schmidt. Motion carried

B. Member to serve on Park and Recreation Committee

Motion by Schmidt, second by Reuter to nominate Shayne LaBudda. Motion carried.
Motion by Morgan, second by Crubel to cast a unanimous ballot for Shayne LaBudda. Motion carried.

C. Member to serve on Plan Commission

Motion by Ihm, second by Schmidt to nominate Shayne LaBudda. Motion carried.
Motion by Ihm, second by Crubel to cast a unanimous ballot for Shayne LaBudda. Motion carried.

D. Member to serve on Golf Course Committee

Motion by Reuter, second by Crubel to nominate Dennis Morgan. Motion carried.
Motion by LaBudda, second by Ihm to nominate Bob Schmidt. Motion carried.
Bob Schmidt was elected four (4) to two (2) by secret ballot.

6. Consider appointments by Mayor subject to Council Approval

Board of Review Alderpersons:	Ihm, Morgan and Vacant
Building Inspector/Zoning Administrator:	Dennis Hampton
City Attorney:	Todd Infield
Golf Course Committee Member to Replace Pat Schlesner (4 Yr. Term):	Pat Schlesner
Housing Auth. Bd. Member to Replace Rita Schmitz (5 Yr. Term):	Rita Schmitz
Park & Rec, Comm. Member to Replace Tiffany Kramer (4 Yr. Term):	Tiffany Kramer
Plan Commission Member to Replace:	
Dave Haskins (3 Yr. Term):	Dave Haskins
Dan Marcue (3 Yr. Term):	Dan Marcue
Paul Thuli (3 Yr. Term):	Paul Thuli
Police & Fire Comm. to Replace Tom Bublitz (5 Yr. Term):	Tom Bublitz
Zoning Board of Appeals to Replace:	
George Johansen (3 Yr. Term)	George Johansen
Ron Koenen (3 Yr. Term)	Ron Koenen
Historic Preservation Comm. (2 Yr. Term) and Council Member (1yr.):	Bruce Fritz, Brian Clauer, Kyle Vesperman and Dennis Morgan (Council)

Special Committees:

Airport Committee (1 Yr. Term):

LeRoy Ihm, Steve Allen, Darrell Haskins and Vacant

Grant County Economic Development Corp. (1 Yr. Term):

Dennis Morgan, LeRoy Ihm (Alternate 1) and Mayor Wehrle (Alternate 2)

Lancaster Plus Committee (1 Yr. Term):

Mayor Wehrle, Jean Hopkins, John Ingebristen, Pat Kwallek and Linda Lucke

Library Building Committee (1 Yr. Term):

Juanita Caley (Library Fd.), James Hibbard (Grant Co. Hist. Soc.), Melissa Janssen (City), Kim Martens (City), Laurie Walker (Library Bd.), Cari Schaffer (Library Bd.) and Kate Reuter (City)

Housing Rehabilitation Loan Committee (1 Yr. Term):

Mike Berg, Jeff Carroll, Delores Pace and Bill Wetter

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

7. Consider Council Appointments

Council Members to Serve on Fire/Rescue Building Committee:

LeRoy Ihm, Dennis Morgan and Vacant

Assessor: Accurate Appraisal, LLC.

Motion by Morgan, second by Ihm to approve Council appointments. Motion carried unanimously by roll call vote.

8. Resolution No. 2013-03

Motion by Morgan, second by Reuter to adopt Resolution #2013-03-Designating Public Depositories.

Motion carried.

9. Resolution No. 2013-04

Motion by Schmidt, second by Morgan to adopt Resolution #2013-04-Designating the Grant County Herald Independent as the Official Newspaper. Motion carried unanimously by roll call vote.

10. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 6:45 p.m. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in regards to a Notice of Claim (Wisconsin Statutes 19.85, Pl, g). Motion carried unanimously by roll call vote.

11. Open Session

Motion by LaBudda, second by Ihm to resume to open session at 7:07 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by Ihm, second by Morgan that the City of Lancaster City Council disallow the "Itemization of Claim for Damages" that is dated February 1, 2013, that Kendra Pagel, as the claimant and widow of the deceased John H. Pagel, has presented to the City of Lancaster through Attorney Thomas Strakeljahn. Motion carried five (5) to zero (0) by roll call vote with Reuter abstaining.

12. Adjourn

Motion by LaBudda, second by Schmidt to adjourn at 7:11 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MAY 20, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Crubel, Schmidt and Ihm. Others present were Interim Administrator/Clerk Kurihara, Attorney Infield, DPW Carroll, Police Chief Zabel, Library Director Tollefson, Golf Course Manager Blanke, Chad Olmstead, David Varnam, Pete Hoffman, David Janney, Bruce Fritz, Eric Fritz, Angel Henry, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Poppy Day Proclamation

Mayor Wehrle read a proclamation declaring the 24th day of May, 2013 as "Poppy Day".

5. Public Comments

Eric Fritz, who had earned his Eagle Scout award by constructing the City's recreational trail, invited the Council to his Eagle Scout ceremony on Saturday, May 25th at the trail area.

Angel Henry expressed her concern of the ordinance that does not allow her husband to park his semi-tractor in a residential area. She stated that he would like to have the tractor close to home to keep a watch on it and be able to plug it in the winter. He would also try to be respectful to his neighbors by parking it up on the driveway and driving away quietly as possible. She suggested maybe a special permit. Chief Zabel said he would also like to see some modifications to existing ordinance. It was noted that this issue could be an item for review as part of the ordinance recodification. Morgan requested that this item be put on the next month's agenda for further Council discussion.

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of April 15, 2013 and organizational Council meeting of April 16, 2013.
- c. Approve Library Board Appointees
- e. Golf Course Lease Amendment
- f. Approve Operator Licenses-Arthur (AJ) Day and Nicloe Frei.

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

6b. and 6d. April Revenue Report and Resolution No. 2013-05-Compliance Maintenance Annual Report

Schmidt wondered why there was no golf course lease rent on the revenue report. Interim Administrator/Clerk Kurihara replied that the lessee had not paid the May rent to date and the previous month's rent was applied against the City purchase of the lessee's equipment. Schmidt requested an update on the rent for the next meeting.

Schmidt stated that the CMAR was a wonderful report with the exception for the Grade C on the effluent quality section. DPW Carroll stated that there were just two (2) months in which the phosphorous limit had been exceeded.

Motion by Morgan, second by Ihm to approve item 6b. and 6d. Motion carried unanimously by roll call vote.

7. Purchase Orders and Expenditures

Motion by Ihm, second by Reuter to approve expenditures totaling \$241,269.13. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Plan Commission-Minutes of 5/13/13 included. Mayor Wehrle noted that the Committee had approved the initiation of a Planned Unit Development by Robert Stader. Reuter had inquired “What is a PUD?” It was explained as a unique situation that does not meet any of the existing categories so certain restrictions are created to meet the needs of the situation. Schmidt cautioned about “starting down the path” of allowing PUDs in which there are several other situations in the City that fit into this type of zoning.

9. Golf Course Report

Golf Course Manager Blanke briefly reported on the following:

- Course Maintenance-Fairways and greens have been fertilized which are coming along well.
- Clubhouse Remodeling-Remodeling nearly complete with the flooring yet to be finished. It has turned out well and has a good feel.
- Memberships-Approximately 126 sold (29 family and about 70 single which should be double)

He further praised DPW Carroll and his crew for all their effort in the clubhouse renovation and course preparation.

Ihm and Crubel both complimented the noticed course and clubhouse improvements.

10. Proposed Business Incentive Plan

Bruce Fritz presented a draft of a business incentive plan for new and expanding businesses for Council consideration. He stated that he hopes that the plan would help fill empty storefronts and expand existing businesses. The funding would come from the City from additional taxes generated from the Wright Block building rehabilitation and the program would be administered in cooperation with the Chamber of Commerce.

LaBudda thought that this item should be discussed further on next month’s agenda.

11. Council Vacancies

Interim Administrator/Clerk Kurihara briefly reviewed his memo on the ten (10) interested candidates and options on filling the vacated Council seats such as holding a special meeting to conduct interviews. He also reviewed the sequence of appointment events that must occur for the Council to maintain a quorum.

Without any further delay, Motion by Morgan, second by Ihm to appoint David Varnam to the seat of Aldermanic District 4 vacated by Jay Janssen. Motion carried four (4) to two (2) by roll call vote with Crubel and LaBudda voting no.

Varnam was sworn into office by Interim Administrator/Clerk Kurihara.

Following the sequence of events, Reuter submitted a letter of resignation from District One (1).

Motion by Morgan, second by Ihm to appoint Kate Reuter to the seat of At-Large Alderperson vacated by Jack Phalen. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Schmidt to appoint Kevin Koester to the seat of Aldermanic District One (1) vacated by Kate Reuter. Motion failed three (3) to four (4) by roll call vote with Ihm, Crubel, Reuter and Varnam voting no.

Motion by Ihm, second by Reuter to appoint Chad Olmstead to the seat of Aldermanic District One (1) vacated by Kate Reuter. Motion approved four (4) to three (3) by roll call vote with Morgan, LaBudda and Schmidt voting no.

Olmstead was sworn into office by Interim Administrator/Clerk Kurihara.

The Council must wait to fill the forthcoming At-Large vacancy by Crubel, who indicated that she does not intend to resign until after the interviews for the new City Administrator.

12. Reports from Department Heads

- a. Police Chief Zabel-Report in packet.
- b. DPW Carroll-Noted that the department is behind on street sweeping due to the wet weather and been busy with work on the Golf Course.
- c. Clerk Kurihara-None
- d. Library Director Tollefson-Getting ready for summer reading program, Potosi's summer movie night will start June 14th and still working hard on campaign financing.

13. Interim Administrator's Report

Report in packet and noted only the following:

- Status of on-going City projects.

14. Mayor's Comments

- Best Conference in Fennimore tomorrow.
- League of Municipality legislative meeting on May 22nd.

15. Alderpersons' Comments

LaBudda:

- Asked the City Attorney and DPW about any type of prohibition of semis traveling on City streets. It is permissible unless posted as a prohibition.
- Commented there was an article in last month's Municipality regarding how community appeal establishes a strong identity such as Bruce's (Fritz) idea of a new business incentive plan and wondered if any progress has been made between any meetings with the Historic Preservation Commission and downtown businesses. Morgan replied that the group (HP) has become dormant and no progress has been made but would call a meeting if deemed necessary to gauge any possible new interest.

16. Close Session

Motion by Morgan, second by Ihm to convene to close session at 8:03 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to City Administrator position (Wisconsin Statutes 19.85, P1, c) and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the selling of the property located at 144 S. Madison Street and selling of a lot in the Arrow Ridge Business Park (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

17. Open Session

N/A

18. Adjourn

Motion by Ihm, second by Reuter to adjourn meeting at 9:17 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JUNE 1, 2013
7:45 A.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 7:45 a.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Reuter, Crubel, Olmstead, Varnam, Morgan. Also present were Interim Administrator/Clerk Kurihara, DPW Carroll, Police Chief Zabel, Management Consultant Dave Berner-MSA, Darrel Carlyle, John Dougherty, Chelsea Huisman and Steven Winger.

3. Close Session

Motion by LaBudda, second by Ihm to convene to close session at 7:46 a.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to interviews for the City Administrator position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by LaBudda, second by Schmidt to adjourn meeting at 2:15 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, Interim Administrator/Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JUNE 6, 2013
5:00 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 5:00 p.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Reuter, Crubel, Olmstead, Varnam, Morgan. Also present were Interim Administrator/Clerk Kurihara and Management Consultant Dave Berner-MSA.

3. Close Session

Motion by LaBudda, second by Ihm to convene to close session at 5:01 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the City Administrator position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by LaBudda, second by Schmidt to adjourn meeting at 5:30 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, Interim Administrator/Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JUNE 13, 2013
5:00 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 5:00 p.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Reuter, Crubel, Olmstead, Morgan. Absent was Varnam. Also present were Interim Administrator/Clerk Kurihara and Management Consultant Dave Berner-MSA (via telephone).

3. Close Session

Motion by Reuter, second by LaBudda to convene to close session at 5:01 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the City Administrator position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by Schmidt, second by LaBudda to adjourn meeting at 5:34 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, Interim Administrator/Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JUNE 17, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Varnam, Olmstead, Schmidt and Ihm. Others present were Interim Administrator/Clerk Kurihara, Attorney Infield, Police Sergeant Reukauf, Fire Chief Braun, Library Director Tollefson, Kevin Koester, Bruce Fritz, Pete Hoffman, David Janney, Amy Knox, Randy Oyen, Kris Wolf, Adam Arians. Angel Henry, Ron Brisbois, Other Public Member, David Timmerman-Herald Independent and Mark Evanstad-WGLR

4. Public Comments

Randy Oyen asked the Council to consider reviewing the City's existing sign ordinance.

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of May 20, 2013 and Special Council meetings of June 1, 2013, June 6, 2013 and June 13, 2013 (A few typo corrections were noted before approval)
- b. May Revenue Report
- d. Approve License Renewals for 7/1/2013-6/30/2014
- e. Approve Operator Licenses-Haley Hentrich, Danielle Hentrich, Katrina Polkinghorn and Lisa Lawrenz

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

5c. Consider Low Bid for Wastewater Treatment Plant Improvements

Schmidt expressed concern of awarding a ¾ million dollar contract to a contractor in which Strand stated in their enclosed correspondence that they had not had any experience with and therefore was unable to comment on their performance with other projects.

Motion by Schmidt, second by Ihm to approve the low bid of Midwest General & Mechanical Contractors, Inc., Highland, WI of \$723,572 for Wastewater Treatment Plant Improvements contingent upon approval of financial status and performance respectively by the Interim City Administrator and City Engineer. Motion carried unanimously by roll call vote.

6. Purchase Orders and Expenditures

Motion by Ihm, second by Schmidt to approve expenditures totaling \$339,750.07. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Golf Course-Minutes of 6/13/13 included. Schmidt stated that the Committee had a good meeting and is in need of a replacement for Steve Sisley, who wants to resign. Also noted that there was a lot of discussion about resurfacing the parking lot. He would like the City to look into the cost of replacing the lot this year with funds possibly coming from the paving budget and have further discussion of this item next month.

8. Request to Waive Building Permit fees

Interim Administrator/Clerk Kurihara explained that he had received a letter from the School requesting the City to waive the project permit fees related to the heating project at the elementary school, however; the City ordinances currently don't allow the waiving of building permit fees and if the Council wishes to grant the School's request then an ordinance amendment would be required.

There was no action or discussion to amend the City ordinances.

9. Encroachment Easement

Request has been withdrawn.

10. Ordinance 7.05 Parking Limitations

Interim Administrator/Clerk Kurihara briefly reviewed the enclosed memo that included the existing ordinance that does not allow the parking of commercial vehicles in residential areas and the background on how it was created.

This item is being brought forth for further discussion in response to Angel Henry's request to review this ordinance at last month's meeting.

Mayor Wehrle allowed the following summarized public comments into the Council discussion:

- Amy Knox-Resides on Weber Parkway, along with the Henrys, is concerned along with other neighbors about any changes to the existing ordinance without any further clarification. Stated she has a petition with 14 signatures opposing semi-tractor parking in the area with the concerns of public safety and property value decline.
- Angel Henry-
 - Has one of the longest driveways in the subdivision and the tractor would only be parked there on the weekends. Don't see it as an eyesore or as a detriment to property values. It is an inconvenience to park it elsewhere.
 - In response to an incident where a truck rolled into a tree, she stated that it was a pickup truck that her son forgot to put into park.
 - Also they do not let their semi-tractor idle.
- Amy Knox-Also felt the ordinance was vague especially the commercial trailer provision.

Attorney Infield stated that he felt the ordinance is precise to the type of commercial trailers prohibited which had been written by the previous City Attorney John McNamara.

Schmidt commented that this ordinance does not need changing since it is for the whole city and not one specific situation.

There was no action to make a change.

11. Business Incentive Plan

Interim Administrator/Clerk Kurihara stated that he had put this item on the agenda for further discussion and direction on whether the Council wants to proceed with the concept on business incentives that Bruce Fritz had presented last month.

Bruce Fritz commented that his idea is to create a way to attract more new businesses. He further mentioned that his plan is based on a formula that would consider businesses with at least three (3) full-time employees and have funds available only after a business was in the city for at least a year.

Olmstead wondered if a new business handling similar items to an existing business would have an advantage.

Varnam had thought it is a good concept but expressed concern over the Chamber of Commerce solely overseeing the program while the City pays for it.

LaBudda said that he liked the idea structurally but had a problem with it politically with the common drumbeat that government needs to stay out of the way of business.

Schmidt favored the idea since the City will bend over backwards to help a business locate in the business park but does nothing to assist retail.

Morgan wanted to limit the amount of available funds for the first year to \$10,000.

Motion by Morgan, second by LaBudda to approve directing the Administrator and Attorney to draft a City prepared version of the plan for further Council review. Motion carried six (6) to one (1) by roll call vote with Morgan voting against.

12. Reinstatement of a Personnel Committee

Mayor Wehrle indicated that he had brought this item for consideration as requested by Alderperson Morgan.

Morgan stated that he had a concern of having just the City Administrator handling most all of the personnel issues.

Interim Administrator/Clerk Kurihara mentioned that a new ordinance would need to be passed to create a Committee along with an amendment to the City Administrator ordinance.

Some members felt that discussion of this item was not necessary at this time; however, this item could be reviewed after the new Administrator has been here for a while.

No action was taken.

13. Reports from Department Heads

- a. Police Sergeant Reukauf-Report in packet and mentioned that the department is applying for a grant to help with collecting medications.
- b. Library Director Tollefson-Summer reading program and campaign financing are going well.
- c. Fire Chief Braun-Report in packet.
- d. PW Carroll-None
- e. Clerk Kurihara-None

14. Interim Administrator's Report

Report in packet and noted the following:

- Update on the recodification of the ordinances
- Next month's agenda will include a couple of resolutions to borrow for the 2013 capital projects and a couple of recurring 2014 capital projects.

15. Mayor's Comments

- Has been approached by some area business people to work on marketing.
- Has been discussing new signage around the community

16. Alderpersons' Comments

Varnam:

- Had the honor of attending the Eagle Scout ceremony for Eric Fritz along with Alderperson Schmidt. Wondered why the City does not do honorary certificates for Eagle Scout and Girl Scout gold award recipients. He would like to look into doing something for those types of honorees.

17. Director of Public Works Vacancy

Interim Administrator/Clerk Kurihara stated that the Public Works Director position will become vacant due to Jerry Carroll submitting a letter of resignation effective June 28. This position is appointed by the Mayor and confirmed by the Council.

He asked if the Council wanted to fill the position and how to proceed.

A couple of alderpersons assumed that the position would be filled and that it would make sense to start the process as soon as possible.

A consensus was reached to have the Interim Administrator prepare a sample job announcement with a salary range for Council review and approval.

18. At-Large Member Vacancy

Interim Administrator/Clerk Kurihara referred to his memo that listed the remaining interested candidates to fill the last vacated seat by Jennifer Crubel, who had resigned from her position last Friday.

Kevin Koester, who was nominated last month to fill one of the vacant seats but was not approved, thanked the members who had supported him and presented Varnam with his resume so that he knew who he was.

LaBudda noted the method of appointment to fill the vacancies was not satisfactory to some members of the public.

Motion by Reuter, second Ihm to appoint Pete Hoffman to the seat of At-Large Alderperson vacated by Jennifer Crubel. Motion carried unanimously by roll call vote.

19. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 7:55 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to employment agreement for City Administrator and Director of Public Works position (Wisconsin Statutes 19.85, P1, c) and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the selling of Lot 5 in the Arrow Ridge Business Park (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

Hoffman was allowed to attend and will be sworn in after the meeting.

Reuter left at 8:04 p.m.

20. Open Session

Motion by LaBudda, second by Varnam to resume to open session at 8:18 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Reuter returned at 8:19 p.m.

Motion by LaBudda, second by Morgan to approve employment agreement between the City of Lancaster and Steven A. Winger for City Administrator. Motion carried unanimously by roll call vote.

Motion by Schmidt, second by Ihm to accept offer to purchase from Wisconsin Gas, LLC d/b/a WE Energies for Lot 5 in the Arrow Ridge Business Park. Motion carried unanimously by roll call vote.

Motion by Morgan, second by Schmidt to have all lead positions report to the Interim Administrator in lieu of an interim Public Works Director. Motion carried unanimously by roll call vote.

21. Adjourn

Motion by Ihm, second by Reuter to adjourn meeting at 8:21 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, Interim Administrator/City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JULY 15, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Varnam, Olmstead, Hoffman, Schmidt and Ihm. Others present were Administrator Winger, Clerk Kurihara, Attorney Infield, Police Chief Zabel, Library Director Tollefson, Gary Reuter, Brian Della-Public Finance Management, Dave Haskins, Brian Kirsch and David Timmerman-Herald Independent.

4. Public Comments

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of June 17, 2013 (Correction-Removed DPW Carroll as attended since he was not present)
- b. June Revenue Report
- c. Approve Original Liquor License for Copper Dome Sports Bar, LLC (Former Russ' Building)
- d. Approve Operator Licenses-Sonya Kirsch, Brian Kirsch, Brandi Kluesner, Lindsey DeWitte, Christine Corell, Jessica Davies, Jennie Armstrong, Emily Judy, Amy Burkholder, Emily Martin, and Bryan Haberkorn

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

Mayor Wehrle introduced newly hired City Administrator Steve Winger, who began his first day today. Administrator Winger stated that his day had involved a nice discussion with the Mayor about city activities and a City tour.

6. Purchase Orders and Expenditures

Morgan commented that he would like to see better descriptions for some of the expenditures.

Motion by Ihm, second by Schmidt to approve expenditures totaling \$243,933.92. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Board of Review-Minutes of 6/20/13 included. Clerk Kurihara stated that the purpose of the meeting was to adjourn to a later date of August 8 at 10:00 a.m.
- b. Golf Course Committee- Minutes of 7/9/13 included. It was noted that Strand is in the process of preparing estimates for resurfacing the course's parking lot in which the Council will discuss for consideration after the Strand report has been received.

8. Approve Resolution 2013-06-Resolution Providing for the Sale of Approximately \$2,485,000 General Obligation Promissory Notes, Series 2013A

9. Approve Resolution 2013-07-Resolution Providing for the Sale of Approximately \$515,000 General Obligation Promissory Notes, Series 2013B

10. Approve Resolution 2013-08-Resolution Providing for the Sale of Approximately \$2,885,000 Sewer System Revenue Bonds, Series 2013C

Brian Della, Public Finance Management reviewed the handout outlining the pre-sale of the three (3) proposed borrowings:

- \$2,485,000 G.O. Notes, Series 2013A
 - Finance 2013 general capital projects
 - Refinance a portion of 2005 G. O. Notes
- \$515,000 G.O. Notes, Series 2013B
 - Interim financing for 2013 Water System related projects.
- \$2,885,000 Notes, Series 2013C
 - Finance 2013 and a portion of 2014 Sewer System projects
 - Refinance 2001 Sewer Revenue Bonds
 - Refinance a portion of 2005 and portion of 2012 G.O. Notes.

Varnam had expressed concern about the City's debt load and wondered if other cities the size of Lancaster had similar debt loads. Brian along with Administrator Winger and Clerk Kurihara noted that the City's debt load was comparable to other cities such as Prairie du Chien and Center Point, Iowa.

Brian also proposed to the Council as to whether they wish to increase the Sewer Revenue Bonds to cover a project cost planned for 2015. He had stated the City likely would not take revenue bonds for this cost and by adding the amount to the bonds now, the City would not have to place the cost on a general obligation debt.

Next month, the Council will approve these bond sales with the proceeds being wired to the City around the 10th of September.

Motion by LaBudda, second by Schmidt to approve Resolution 2013-06-Resolution providing for the Sale of Approximately \$2,485,000 General Obligation Refunding Notes, Series 2013A. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

Motion by Schmidt, second by LaBudda to approve Resolution 2013-07-Resolution providing for the Sale of Approximately \$515,000 General Obligation Refunding Notes, Series 2013B. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

Motion by Reuter, second by Ihm to approve Resolution 2013-08-Resolution providing for the Sale of Approximately \$3,070,000 Sewer Revenue Bonds, Series 2013C. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

11. Job Description and Advertisement for DPW

Clerk Kurihara reviewed the enclosed memo which summarized the revisions for the proposed job description and advertisement for the Director of Public Works.

The Council requested that the job description also include the language that possession of or ability to attain the proper water and wastewater licenses for the City of Lancaster is desirable.

Motion by Morgan, second by Ihm to approve the proposed job description and the advertisement as amended to include additional qualification that "possession of or ability to attain the proper water and wastewater licenses is desirable". Motion carried seven (7) to zero (0) by roll call vote with Reuter abstaining.

12. Reports from Department Heads

- a. Police-Report in packet and mentioned that the drug drop off in the lobby is working out well and the department has been receiving good feedback for having it available.
- b. Fire Chief Braun-None
- c. Clerk Kurihara-None

13. Interim Administrator's Report

Interim Administrator's Report in packet.

Administrator Winger again stated that he had a nice tour of the City today and will be planning a goal setting session with a facilitator for the Council sometime in the next couple of months.

14. Mayor's Comments

- The sign issue that was brought up last month has been resolved.

15. Alderpersons' Comments

Schmidt:

- Would like next month's agenda to include a discussion about the traffic flow pattern around the square.

LaBudda:

- Asked about any progress on vandalism done on the Blue Boy Statue. Chief Zabel replied some progress has been made.

16. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 7:52 p.m. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the selling of property at 144 S. Madison St. (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

17. Adjourn

Motion by Morgan, second by Ihm to adjourn meeting at 8:12 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
AUGUST 19, 2013
6:00 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:00 p.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Reuter, Olmstead, Morgan, Varnam and Hoffman. Also present were Administrator Winger and Clerk Kurihara.

3. Close Session

Motion by Morgan, second by Hoffman to convene to close session at 6:01 p.m. for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved in regards to a Notice of Claim (Wisconsin Statutes 19.85, Pl, g). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by LaBudda, second by Reuter to adjourn meeting at 6:23 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
AUGUST 19, 2013
6:30 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Members present were Mayor Wehrle, LaBudda, Morgan, Reuter, Varnam, Olmstead, Hoffman, Schmidt and Ihm. Others present were Administrator Winger, Clerk Kurihara, Attorney Infield, Police Chief Zabel, Assistant Library Director Bernetzke, Fire Chief Braun, Brian Della-Public Finance Management and David Timmerman-Herald Independent.

4. Public Comments

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of July 17, 2013
- b. July Revenue Report
- c. Approve Airport Advisory Appointments
- d. Approve Joint Fire Committee Appointment
- e. Approval of Grant Regional Health Center Sublease
- g. Approve Operator Licenses-Todd Kane, Traci Luckey, Tyler Strief, Lindsey Abing and Jeffrey Blackburn.

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

5f. Approve Resolution 2013-09-Resolution Adopting All Hazards Mitigation Plan

Schmidt requested further explanation on this resolution. Fire Chief Braun explained that the resolution is for the City to adopt Grant County's all-hazards mitigation plan. The plan is basically an advisory guide for Grant County as a whole in preparation of a disaster.

Motion by Schmidt, second by LaBudda to approve Resolution 2013-09-Resolution adopting All Hazards Mitigation Plan. Motion carried unanimously by roll call vote.

6. Purchase Orders and Expenditures

Motion by Ihm, second by Schmidt to approve expenditures totaling \$921,578.54. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Airport Committee-Minutes of 7/30/13 included.
- b. Board of Review-Minutes of 8/8/13 included. Clerk Kurihara noted that the Board met on August 8th in which there had been no property assessment objections to consider.
- c. Plan Commission-Minutes of 7/15/13 and 8/12/13 included. Varnam in reference to the Commission's discussion on the BIPD ordinance commented that he thought that the building façade requirement was high and should be discussed for possible amendment.
- d. Zoning Board of Appeals- Minutes of 7/22/13 included. It was noted that two (2) variances were granted.

8. Approve Resolution 2013-10-Resolution Authorizing the Issuance and Sale of \$2,485,000 General Obligation Promissory Notes, Series 2013A

9. Approve Resolution 2013-11-Resolution Authorizing the Issuance and Sale of \$515,000 General Obligation Promissory Notes, Series 2013B

10. Approve Resolution 2013-12-Resolution Authorizing the Issuance and Sale of \$3,085,000 Sewer System Bonds, Series 2013C of the City of Lancaster, Grant County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds

Brian Della, Public Finance Management reviewed the handout outlining the sale results of the three (3) borrowings previously discussed last month:

- \$2,485,000 G.O. Notes Series 2013A-True Interest Cost (TIC) of 2.37%
- \$515,000 G.O. Notes Series 2013B-TIC of 1.19%
- \$3,085,000 Notes, Series 2013C-TIC of 4.49%

Motion by Morgan, second by Schmidt to approve Resolution 2013-10-Resolution Authorizing the Issuance and Sale of \$2,485,000 General Obligation Promissory Notes, Series 2013A. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

Motion by Ihm, second by Reuter to approve Resolution 2013-11-Resolution Authorizing the Issuance and Sale of \$515,000 General Obligation Promissory Notes, Series 2013B. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

Motion by Reuter, second by Morgan to approve Resolution 2013-12-Resolution Authorizing the Issuance and Sale of \$3,085,000 Sewer System Bonds, Series 2013C of the City of Lancaster, Grant County, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds. Motion carried seven (7) to one (1) by roll call vote with Varnam voting against.

11. CSM (Cheryl and Gale Knapp)

Motion by Morgan, second by Ihm to approve the Certified Survey Map located in the SE ¼ of the NW ¼ of Section 4, T4N R3W, Town of South Lancaster, Grant County, Wisconsin (Extraterritorial review) petitioned by Cheryl and Gale Knapp as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

12. Courthouse Square Traffic Flow

Schmidt stated that he thought it would be a good idea for the City to start looking at the traffic patterns around the square in anticipation of the proposed state road reconstruction project which could occur sometime in the next few years. He felt the City should have a plan to bring forth to the State for consideration before the State dictated what would happen.

He further added that he was not looking for a detailed plan but just some information about what the public and businesses would want to see as far as traffic flow.

LaBudda along with other members agreed that discussion should happen now. The City should be proactive as oppose to reactive.

Ihm inquired of Chief Zabel on his thoughts, in which he responded that he receives many compliments of the traffic flow when it is redirected for special events

The Council further agreed that a series of public hearings would make sense for gathering and sharing community thoughts.

The first hearing is slated to be held in early October with the hopes of downtown business owners and interested members of the public in attendance.

13. Reports from Department Heads

- a. Library (Assistant Director Bernetzke)-Stated that she will be the next Library Director and that donations accumulated to date are approximately 1.5 million.
- b. Police Chief Zabel-Report in packet. He further mentioned that the department is publicly addressing vehicles passing on the right and also the PFC will meet next week to appoint Tom Clauer to permanent full-time status.
- c. Fire Chief Braun-Gave update on membership and training.
- d. Clerk Kurihara-None

14. Administrator's Report

Administrator's Report in packet and noted the following:

- 8/26-CDBG Public Hearing for the Library
- 9/12-Goal Setting Session
- Status of listed projects

15. Mayor's Comments

- Attended with City Administrator a WEDC meeting in Platteville
- Cautioned the Council of upcoming changes from recent State actions

16. Alderpersons' Comments

Ihm:

- Inquired as to why the new Council members were not listed in the current issue of the Municipality. Clerk Kurihara stated that the names were forwarded to the League but perhaps after the publication had begun; however, most likely the names will be in the next publication.
- Had thought that the listing of expenditures was supposed to have better descriptions. Clerk Kurihara stated that staff is working on it.

Morgan:

- Wondered why a Golf Course financial report had not been done for this month. Clerk Kurihara indicated that it was inadvertently missed but one would be prepared for the September meeting along with one for the swimming pool.

17. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 7:45 p.m. for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to the selling of property at 144 S. Madison St. (Former Lancaster Interiors Building) and property purchase (Wisconsin Statues 19.85, P1, e) and considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the Director of Public Works position (Wisconsin Statues 19.85, P1, c). Motion carried unanimously by roll call.

18. Open Session

N/A

19. Adjourn

Motion by LaBudda, second by Ihm to adjourn meeting at 8:23 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
AUGUST 26, 2013
6:00 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 6:00 p.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Reuter, Olmstead, Morgan, Varnam and Hoffman. Also present were Administrator Winger, Clerk Kurihara, Library Director Tollefson, Assistant Library Director Bernetzke, Kathy Nelson, Robert, Auel, Kandice Auel, Bette Steinbrenner, Cindy Busch, Lori Busch, Karen Knox, Darrel Haskins, Marly Haskins, Cari Schaffer, Jean Hopkins, John Hopkins, Helen Anderson, Janet Block, Greg Martin, Barb Tucker, Kim Martens and David Timmerman-Herald Independent.

3. Public Hearing-Community Development Block Grant Public Facilities (CDBG-PF)

Mayor Wehrle declared the public hearing open at 6:02 p.m.

Administrator Winger stated that the public hearing is a grant application requirement for the Library Renovation project. The purpose of the hearing is to explain the grant and proposed project.

Assistant Library Director Bernetzke presented the plan for the proposed Library renovation project in which the grant would be used to fund costs related to ADA improvements and a designated senior learning center.

Marly Haskins-(Library Fundraising Committee member)-Pointed out that the Committee has been working hard on its fundraising efforts for this project and this grant would help in those efforts.

Cari Schaffer-(Library Board and Fundraising Committee member)-Explained that the grant would address three points-expanded programming, ADA compliance and more space which all would reap benefits for the Library.

LaBudda inquired whether the project would proceed with the senior leaning center if the grant application is unsuccessful. Assistant Library Director Bernetzke stated that a separate bathroom would go away but the program space would remain.

Darrel Haskins-Strongly recommended proceeding with the project which would make for a better Library.

LaBudda-Noted that the public present tonight at this hearing is only a fraction of the support that is in the community as a whole.

Mayor Wehrle closed the public hearing open at 6:12 p.m.

4. Resolution 2013-13

Motion by Morgan, second by LaBudda to approve Resolution 2013-13-Resolution Adopting a Citizen Participation Plan. Motion carried unanimously by roll call vote.

5. Resolution 2013-14

Motion by LaBudda, second by Reuter to approve Resolution 2013-14-Resolution Authorizing Submission of Community Development Block Grant Application. Motion carried unanimously by roll call vote.

6. Close Session

Reuter excused herself and left.

Motion by LaBudda, second by Schmidt to convene to close session at 6:20 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the Director of Public Works position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

7. Open Session

N/A

8. Adjourn

Motion by LaBudda, second by Morgan to adjourn meeting at 8:51 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
SEPTEMBER 5, 2013
5:00 P.M.**

1. Call Meeting to Order

Mayor Wehrle called meeting to order at 5:00 p.m.

2. Roll Call

Members present were Mayor Wehrle, Ihm, Schmidt, LaBudda, Olmstead, Varnam, Hoffman and Morgan. Absent was Reuter. Also present were Administrator Winger, Clerk Kurihara and Water/Wastewater Operator Hauth.

3. Close Session

Motion by LaBudda, second by Schmidt to convene to close session at 5:01 p.m. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the Director of Public Works position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by LaBudda, second by Ihm to adjourn meeting at 6:01 p.m. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

