

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JANUARY 18, 2016**

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: Mayor Wehrle, Hoffman, Ihm, LaBudda, Varnam, Olmstead, Morgan, Schmidt and Reuter

Members absent: None

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

4. Comments from Citizens

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of December 21, 2015
- b. Approval Resolution No. 2016-01 Resolution on Treasurer's Bond
- c. Approve Resolution No. 2016-02 Introductory Resolution on Final Payment of Taxes
- d. Mayor's appointment to Police and Fire Commission-Maynard Behncke (Replaces Tom Davies and expires 2019)
- e. December Revenue Report
- f. Approve Operator License-Tiffany Swan

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

6. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Morgan to approve expenditures totaling \$303,174.74. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Parks and Recreation Committee-Minutes of 1-4-16
- b. Plan Commission-Minutes of 1-11-16
- c. Public Works Review Committee-Minutes of 1-12-16

8. Ordinance No. 2016-01 (702 S. Madison St. and 721 S. Monroe St.-HighPoint Clinic)

Varnam recused himself from this item and the next. He left the table.

Motion by Morgan, second by Schmidt to approve Ordinance No. 2016-01 Amending the City of Lancaster Comprehensive Plan as recommended by Plan Commission. Motion carried unanimously by roll call vote (7-0).

9. Ordinance No. 2016-02 ((702 S. Madison St. and 721 S. Monroe St.-HighPoint Clinic)

Motion by Morgan, seconded Ihm to approve Ordinance No. 2016-02 Amending Zoning Map as recommended by Plan Commission. Motion carried unanimously by roll call vote (7-0).

10. Ordinance No. 2016-03

Varnam returned to the table.

Chief Reukauf explained the proposed ordinance adds new and existing locations subject to parking limitations along with increasing the ticket fee violation from \$5 to \$10.

Motion by Hoffman, seconded LaBudda to approve Ordinance No. 2016-03 Amending Parking Fees. Motion carried unanimously by roll call vote.

11. Library Fundraising Update

Library Director Bernetzke stated some of the ideas from the Library Board's discussion with most of the Council for improving its fundraising effort were contacting donors again, message in the water bill and/or putting something in the paper.

City Administrator and Library Director will look into creating a plan for improving the Library's fundraising effort based on the ideas discussed and present it to the Council at a later meeting.

12. Land Maps-City Owned and Developable

City Administrator Winger presented two (2) maps which were City owned and developable properties.

He reviewed a list of five (5) developable properties for Council input:

1. Freedom Court-Continue with list price of \$23,000
 2. 302 Van Buren St.-Consider listing but first consider if a workable lot to build a new house
 3. Alona Lane-Reduce list price from \$40,000 to \$30,000
 4. Old TC Beverage-Provide some proposed development plans (Commercial/Residential) for review
 5. Interiors Building-Reduce list price from \$180,000 to \$150,000. Possible consideration of auctioning in the future
- Add 'l property-Next to Golf Course off of Lincoln Ave.-Provide a plan for residential development

13. Sunrise Valley Update

Alderperson Reuter stated Sunrise Valley is getting closer to being able to sell the property and in the meantime, will work to extend the current management services contract for a possible two years with Wisconsin Management.

14. Bike Lanes and Courthouse Square Highway Signage –WisDot Hwy 61N Project

DPW Hauth informed bike lanes are still required since federal funding is provided and hoped the lanes could be three (3) wide to help retain a minimum size for sidewalks along Madison Street.

He also presented images of signs DOT had shown as possible options from signing the area around the square; however, some members felt considering signs was way too early in the process.

In addition, the Council expressed an interest in finding out what the City currently has paid for engineering fees.

15. Reports from Department Heads

- a. Library-Report
- b. Fire Department-None
- c. Police- Report-Report
- d. Public Works-Report

16. Administrator's Report

Report enclosed

17. Adjourn

Motion by Morgan, seconded by Ihm to adjourn meeting at 7:37 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
FEBRUARY 15, 2016**

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: Mayor Wehrle, Hoffman, Ihm, LaBudda, Varnam, Olmstead and Reuter

Members absent: Morgan and Schmidt

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

4. Snow Buster Recognition

Mayor Wehrle awarded Rod Wentz a t-shirt and certificate for his good effort in helping his neighbors with snow removal.

5. Public Hearing-Vacation and Discontinuance of a Public Street

Mayor Wehrle declared the public hearing to consider the vacation and discontinuance of a public street (portion of Monroe Street) with in the City of Lancaster open at 6:32 P.M.

Spoke in favor of the proposed vacation and discontinuance of a public street

- Greta McKelvey (GRHC Quality Resource and Risk Manager)
- Jeff Gruetzmacher (Neighbor) Only concern is possible traffic increase on Oak Street.
- Teri Abing (GRHC Board Member)
- Darrell Blessen (Abutting neighbor) Hoped proper privacy around parking lots would be provided
- Tony Bausch (GRHC Environmental Services Director)
- Cory Weydert (GRHC Rehab Director)
- Jim Reynolds (GRHC Construction Manager)
- Stacey Martin (GRHC Human Resource Director)

Spoke against the proposed vacation and discontinuance of a public street

- None

Clerk Kurihara acknowledged that a statement of support from Erin Huebschman, M.D. had been received and forwarded to the members earlier today.

Mayor Wehrle closed public hearing at 6:55 P.M.

6. Comments from Citizens

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of January 18, 2016
- b. January Revenue Report
- c. Approve Operator Licenses-Natalie Thingvold and Will Craugh

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

8. Approval of Purchase Orders and Expenditures

Motion by LaBudda, seconded by Ihm to approve expenditures totaling \$1,247,563.16. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Plan Commission-Minutes of 2-8-16
- b. Public Works Review Committee-Minutes of 2-9-16

10. Grant Regional Health Center Facility Proposed Expansion

Nicole Clapp, CEO/President Grant Regional Health Center gave a slide presentation on the proposed plans to expand the hospital.

Varnam recused himself from items 11, 12 and 13 due to a conflict of interest. His abstention resulted in less than a quorum being present, thus preventing the Council from taking any action on those items. Items will be brought forward to the next meeting.

11. Ordinance No. 2016-04 Amending the City of Lancaster Comprehensive Plan

12. Consider Ordinance No. 2016-05 Amending the Zoning Map

13. Consider Resolution 2016-03-Resolution to Discontinue a Portion of Monroe Street located in the City of Lancaster, Grant County, Wisconsin

14. Land Maps-City Owned and Developable

City Administrator Winger along with DPW Hauth presented some conceptual maps for development near the properties by the Golf Course off of Lincoln Avenue and the Old TC Beverage off of Hwy 61.

Motion by LaBudda, seconded by Ihm to approve City Administrator to obtain appraisals for those above mentioned properties. Motion carried unanimously by roll call vote.

15. Library Fundraising Update

Library Director Bernetzke presented 2015 Annual Library Report

16. Reports from Department Heads

- a. Fire Department-None
- b. Police- Report-Report
- c. Public Works-Report

17. Administrator's Report

Report enclosed

18. Close Session

Motion by LaBudda, second by Ihm to convene to close session at 8:10 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 Golf Course Real Estate lease with Country Club Pub, Inc. (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

19. Open Session

N/A

20. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn meeting at 9:03 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MARCH 21, 2016**

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: Mayor Wehrle, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter, Schmidt and Varnam

Members absent: None

Others present: Attorney Helmke, Clerk Kurihara, Police Chief Reukauf, Fire Chief Braun and Library Director Bernetzke

4. Comments from Citizens

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of February 15, 2016
- b. Approve Potosi Branch Library Agreement-(2017-2018, \$24,005/Yr.)
- c. February Revenue Report

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

6. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by LaBudda to amend the motion to approve expenditures totaling \$1,472,231.59 and PO 6747-\$74,275 by excluding PO 6747-\$74,275. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Parks and Recreation Committee-3-7-16
- b. Plan Commission-Minutes of 3-14-16
- c. Police and Fire Commission-3-5-16
- d. Public Works Review Committee-Minutes of 2-9-16

Varnam recused himself from items 8, 9 and 10 citing to a conflict of interest. He left the table.

8. Ordinance No. 2016-04

Clerk Kurihara reminded the Council that GRHC had formally withdrawn the petition to rezone the property located on Adams Street in which the related ordinances to be acted upon are reflected of the change.

Motion by Morgan, seconded by Schmidt to approve Ordinance No, 2016-04 Amending the City of Lancaster Comprehensive Plan as recommended by the Plan Commission. Motion carried six (6) to one (1) with LaBudda voting against by roll call vote.

9. Consider Ordinance No. 2016-05

Motion by Ihm, seconded by Olmstead to approve Ordinance No. 2016-05 Amending the Zoning Map as recommended by the Plan Commission. Motion carried six (6) to one (1) with LaBudda voting against by roll call vote.

10. Consider Resolution 2016-03

Motion by Schmidt, seconded by Morgan to approve Resolution No. 2016-03 Resolution to Discontinue a Portion of Monroe Street located in the City of Lancaster, Grant County, Wisconsin contingent upon the site plan approval by both the Plan Commission and Council. Motion carried six (6) to one (1) with LaBudda voting against by roll call vote.

11. ATV/UTV routes

Morgan explained the Public Works Committee had reviewed and discussed a proposal to designate portions of certain city streets for ATV/UTV routes in which there were no concerns.

Motion by Morgan, seconded by LaBudda to proceed creating an ordinance establishing ATV/UTV routes within the City of Lancaster. Motion carried unanimously by roll call vote.

12. Resolution 2016-04

Clerk Kurihara explained the resolution is to establish the bikeway and pedestrian way as part of WISDOT Hwy 61N project; however, the Council was concerned whether passing this resolution also approved the attached street design plans.

Motion by LaBudda, seconded by Ihm to approve Resolution 2016-04-Resolution Authorizing the WI DOT to Establish the Bikeway and Pedestrian Way as part of WisDOT Hwy 61N Project as it only pertains to the bikeway and pedestrian way. Motion carried six (6) to two (2) with Schmidt and Varnam voting against by roll call vote.

13. Agenda Item-Council Comments

The Council discussed whether to add back Council Comments, which had been on the agendas for many years but was removed due to concerns regarding the potential for violations pertaining to the open meeting law.

Motion by LaBudda, seconded by Ihm to reintroduce Council Comments and Mayor Comments back on for future agenda with the understanding of the cautions needed to prevent any open meeting violations. Motion carried seven (7) to one (1) with Morgan voting against by roll call vote.

14. Reports from Department Heads

- a. Fire Department-Annual Report
- b. Library-Report
- c. Police-Report
- d. Public Works-Report

15. Administrator's Report

Report enclosed

16. Adjourn

Motion by Ihm, seconded by Hoffman to adjourn meeting at 7:28 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
APRIL 18, 2016**

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: Mayor Wehrle, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter, Schmidt and Varnam

Members absent: None

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

4. Comments from Citizens

None

5. Arbor Day Proclamation

Administrator Winger explained the proclamation is a requirement for the City being a Tree City USA.

Motion by Morgan, seconded by LaBudda to approve the Arbor Day Proclamation. Motion carried unanimously by roll call vote.

6. Mayoral Service Recognition

Council President LaBudda on behalf of the Council presented a plaque to Mayor Wehrle in recognition for his nineteen (19) years of service.

State Assemblyman Tranel and State Senator Marklein also presented the Mayor a plaque with a certificate of commendation.

7. Consent Agenda

- b. Ordinance 2016-06-Library Board Ordinance
- c. March Revenue Report
- d. Approve Operator Licenses-Crystal Pinkston, Clayton Vesperman and Aubrey Smith

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

7a. Minutes of regular Council Meeting of March 21, 2016

Hoffman inquired whether the motion in item 13 should had included "future agenda items". Clerk Kurihara stated it was discussed but was not included in the motion acted upon.

Motion by Hoffman, seconded by LaBudda to item 7a. Motion carried unanimously by roll call vote.

8. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Hoffman to approve expenditures totaling \$252,207.12 and PO 6747-\$74,275. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- Zoning Board of Appeals-Minutes of 4-4-16

10. Ordinance No. 2016-07

Motion by Morgan, seconded by Varnam to approve Ordinance 2016-07-An Ordinance of the City of Lancaster, Grant County, Wisconsin, relating to All-Terrain Vehicle and Utility Terrain Vehicle Operation and Routes and Establishing Penalties for Violation Thereof. Motion carried unanimously by roll call vote.

11. Resolution 2016-07

Motion by LaBudda, seconded by Varnam to approve Resolution No. 2016-07 Resolution Authorizing the Sale of Real Estate (Kolar Estates Lot 15). Motion carried unanimously by roll call vote.

12. Square Parking Discussion

Clerk of Courts Tina McDonald and County Board Chair Bob Keeney addressed the Council concerning requested changes to the proposed memorandum of understanding (MOU) regarding Grant County parking permits.

There was a consensus to implement the changes as requested and present an updated proposed MOU for discussion next month.

13. CSM (Exterritorial)-Schuman

Motion by Schmidt, seconded by LaBudda to approve Certified Survey Map being a map located in the NE ¼-SW ¼ and the SE ¼-SW ¼ of Section 8, Township 4 North, Range 3 West, Town of South Lancaster, Grant County, Wisconsin petitioned by Betty Schuman as recommended by Plan Commission (Extraterritorial review). Motion carried unanimously by roll call vote.

14. CSM (Exterritorial)-Swenson-Fortune

Motion by Ihm, seconded by Morgan to approve Certified Survey Map being a map located in the NE ¼-Se ¼ of Section 4, T4N, R3, Town of South Lancaster, Grant County, Wisconsin petitioned by Maida Swenson-Fortune as recommended by Plan Commission (Extraterritorial review). Motion carried unanimously by roll call vote.

15. Aldermanic District 4 Vacancy (Ward 6)

The Council addressed the vacancy in aldermanic district four (4) which will occur when Varnam is sworn in as Mayor tomorrow.

Motion by LaBudda, seconded by Reuter to approve leaving the remaining term of Aldermanic District 4 vacant in which the seat will be up for election in April of 2017. Motion carried six (6) to two (2) with Morgan and Varnam voting against by roll call vote.

16. Reports from Department Heads

- Fire Department-Report
- Library-Report
- Police-Report
- Public Works-Report

17. Administrator's Report

Report enclosed and provided update on WWPA contract proposal.

18. Mayor Comments

- Enjoyed working with the Council over the past 19 years.
- Cautioned the Council on possible future economic problems

19. Council Comments

- LaBudda-Requested any information on the impact on property values of abutting property owners (Adams Street) due to parking lot construction pertaining to expansion of the hospital.
- Schmidt- Stated the need to put "Future Agenda Items" on the agenda.

20. Close Session

Administrator Winger explained repairs would be needed to update the "back kitchen" at the Golf Course Clubhouse to be properly functional. He presented some costs in which there was discussion whether those costs should be incurred and whose responsibility.

Motion by LaBudda, seconded by Hoffman to convene to close session at 8:12 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 Golf Course Lease (Wisconsin Statutes 19.85, Pl, e) and considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Wisconsin Statutes 19.85, Pl, f) in regards to the delinquent room tax collection.

21. Resume to open session

N/A

22. Adjourn

Motion by Morgan, seconded by Ihm to adjourn meeting at 8:44 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
STATUTORY ORGANIZATIONAL MEETING
APRIL 19, 2016
6:30 P.M.**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Oath of Office

Clerk Kurihara administered the official Oath of Office to elected Mayor David Varnam and Alderpersons: Chad Olmstead, LeRoy Ihm, Pete Hoffman and Dennis Morgan.

4. Roll Call

Members present: Mayor Varnam, Reuter, Olmstead, Morgan, Hoffman, Schmidt and Ihm

Members absent: LaBudda

Others present: Administrator Winger and Clerk Kurihara

5. Election by Council

A. Council President

Schmidt nominated LaBudda.

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

LaBudda was elected President by a vote of five (5).

B. Member to serve on Park and Recreation Committee

Hoffman nominated LaBudda.

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

LaBudda was elected to the Park and Recreation Committee after a vote of six (6).

C. Member to serve on Plan Commission

Hoffman nominated Schmidt.

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

Schmidt was elected to the Plan Commission after a vote of six (6).

D. Member to serve on Golf Course Committee

Olmstead nominated Hoffman.

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

Hoffman was elected to the Golf Course Committee after a vote of six (6).

6. Consider appointments by Mayor subject to Council Approval

Board of Review Alderpersons:	Ihm, Morgan and Schmidt
Golf Course Committee Member to Replace Dick Becker (4 Yr. Term):	Dick Becker
Housing Auth. Bd. Member to Replace Vacant (5 Yr. Term):	Judi Bembenek
Park & Recreation Committee Member to Replace Mark Dieter (4 Yr. Term)	Mark Dieter
Plan Commission Member to Replace Dave Haskins (3 Yr. Term)	Jeff Gruetzmacher
Dan Marcue (3 Yr. Term)	Kyle Vesperman
Paul Thuli (3 Yr. Term)	Paul Thuli
Police & Fire Commission to Replace Chris Prange (5 Yr. Term):	Chris Prange
Zoning Board of Appeals to Replace: George Johansen (3 Yr. Term)	Angie Gruetzmacher
Ron Koenen (3 Yr. Term)	Brian Muldoon
Vacant, 2 nd Alternate	TBD
Historic Preservation Commission (2 Yr. Term) and Council Member (1yr.):	TBD, Amy Bell Kwallek, Mike Steffel and Schmidt (Council)

Special Committees:

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

Grant County Economic Development Corp. (1 Yr. Term):
Dennis Morgan, LeRoy Ihm (Alternate 1) and Mayor Varnam (Alternate 2)

Housing Rehabilitation Loan Committee (1 Yr. Term):
Mike Berg, Jeff Carroll, Bill Wetter, TDB and TDB

Motion by Morgan, second by Schmidt to approve appointments by Mayor. Motion carried unanimously by roll call vote.

7. Consider Council Appointments

Council Members to Serve on Joint Fire Committee: Ihm, Morgan and Schmidt

Council Members to Serve on Finance Review Committee: Ihm, Hoffman, Reuter and Schmidt

Council Members to Serve on Public Works Review Committee: Ihm, LaBudda, Morgan and Olmstead

Assessor: Accurate Appraisal, LLC.

Building Inspector/Zoning Administrator: Dennis Hampton

City Attorney: David Helmke

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

8. Resolution No. 2016-05

Motion by Morgan, second by Ihm to adopt Resolution #2016-05-Designating Public Depositories. Motion carried unanimously by roll call vote.

9. Resolution No. 2016-06

Motion by Ihm, second by Olmstead to adopt Resolution #2016-06-Designating the Grant County Herald Independent as the Official Newspaper. Motion carried unanimously by roll call vote.

10. Adjourn

Meeting adjourned at 6:39 P.M.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MAY 16, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter and Schmidt

Members absent: None

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Fire Chief Braun, Sgt. McLimans, Officer Schulta, Part-Time Officer Gratz and Library Director Bernetzke

4. Comments from Citizens

None

Service Recognition

Police Chief Reukauf presented a plaque to Part-Time Officer Tim Gratz in recognition for his recent life-saving effort performed while on duty.

5. Consent Agenda

- Approve minutes of regular Council Meeting of April 18, 2016 and Organizational meeting of April 19, 2016
- April Revenue Report
- Mayor's appointments to Library Board: Millie Uppena (Village of Potosi-2016-2019), Daniel Glass (2016-2019), Laurie Walker (2014-2017), Barb Tucker (2014-2017) and Cindy Busch (2015-2018)
- Approve Operator Licenses: Dakora Carl-Rasmussen and Ally Stenner

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

6. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by LaBudda to approve expenditures totaling \$127,427.11. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- Golf Course Committee 4-12-16 and 5-9-16
- Parks & Recreation 5-2-16
- Police & Fire Commission 5-7-16
- Plan Commission 4-18-16 and 5-9-16

8. Grant County Parking MOU

Motion by LaBudda, seconded by Schmidt to approve Memorandum of Understanding with Grant County regarding Parking Permits. Motion carried unanimously by roll call vote.

9. Utility Easement

Attorney Helmke explained that the property owner adjacent to the old Interiors building is seeking a utility easement for the natural gas line that runs through it (old Interiors building).

Motion by Schmidt, seconded by LaBudda to approve Mutual Easement and Utility Agreement with RJAJ Properties, LLC with the amendment of including that the Grantee be responsible for all and any costs associated with the utility line. Motion carried unanimously by roll call vote.

10. Speaker System

Administrator Winger presented a proposal for a sound system for the Council Chambers.

There was consensus to further review this item after another proposal is obtained.

11. Future Goal Setting

Adminstrator Winger inquired if and when the Council would like to hold another goal setting session with Jeff Schott as the last one was in 2013.

It was decide by consensus to first review the goals established back in 2013 at the next meeting and then hold another goal setting session later this summer.

12. Reports from Department Heads

- Fire Department-Oral Report
- Library-Report
- Police-Report
- Public Works-Report

13. Administrator's Report

Report enclosed and noted that City Hall Administrative office would remain open over the lunch period from Noon-12:30 P.M. beginning June 1st.

14. Mayor Comments

- Reminded WisDOT is holding another public informational meeting regarding the US 61/Madison Street project tomorrow from 5-7 in City Hall.
- He and Adminstrator had met with an ATC representative.
- Had conducted two school tours today.

15. Council Comments

None

16. Future Agenda Items

- Recognition for Committee members who had served over the past year/s and no longer serving.
- Discuss creating an ordinance addressing member absences on committees.

17. Close Session

Motion by Morgan, seconded by Hoffman to convene to close session at 6:58 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 located at 144 S. Madison Street (formerly Lancaster Interiors), property located 229 S. Monroe Street and the Golf Course Restaurant Lease (Wisconsin Statues 19.85, P1, e)
- Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations in regards to the delinquent room tax collection (Wisconsin Statues 19.85, P1, f)
- 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 performance evaluation (Wisconsin Statues 19.85, P1, c)

Motion carried unanimously by roll call.

18. Resume to open session

N/A

19. Adjourn

Meeting adjourned at 8:38 P.M.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JUNE 20, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter and Schmidt

Members absent: None

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

4. Recognition of Outgoing Committee/Board Members

Mayor Varnam recognized the following outgoing Committee/Board members: Dave Haskins (Plan Commission) Ron Koenen (ZBA), Dan Marcue (Plan Commission) and George Johansen (ZBA). A certificate of appreciation was presented to George and certificates would be mailed to the other members who were not present.

5. Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of May 16, 2016
- b. May Revenue Report
- f. Approve License Renewals for 7/1/2016-6/30/2017
- g. Approve Operator Licenses for 7/1/2016-6/30/2018

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

6c. Resolution No. 2016-07

DPW Hauth answered some questions related to the Lancaster Wastewater Treatment Facility Compliance Maintenance Annual Report.

Motion by LaBudda, seconded by Ihm to approve Resolution No. 2016-07-CMAR Report 2015-Compliance Maintenance Resolution. Motion carried unanimously by roll call vote.

6d. Low Bid-Public Works Contract 1-2016

Motion by Ihm, seconded by Hoffman to approve low bid of \$155,002 to Rule Construction, Ltd for Public Works Contract 1-2016 (Parking Lot-\$46,255 and Storm Sewer Replacement-\$108,747) as recommended by Strand Associates. Motion carried unanimously by roll call vote.

6e. WPPA Agreement 2016-2018

Action to be taken at a later date due to the need to clarify some contract language.

7. Approval of Purchase Orders and Expenditures

Motion by Morgan, seconded by Schmidt to approve expenditures totaling \$163,599.85. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Parks & Recreation 6-6-16
- b. Plan Commission 6-13-16
- c. Zoning Board of Appeals 6-6-16

9. Ordinance No. 2016-08

Motion by LaBudda, seconded by Reuter to approve Ordinance No. 2016-08-An Ordinance Amending Subsection 455-32D of the Zoning Ordinance for the City of Lancaster, Grant County, Wisconsin, Pertaining to Setback Requirements in Mobile Home Parks as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

10. Ordinance No. 2016-09

Mayor Varnam explained that he wanted to present the enclosed ordinance to address Committee/Board member absences.

Motion by Ihm, seconded by LaBudda to approve Ordinance No. 2016-09-An Ordinance of the City of Lancaster, Grant County, Wisconsin, Relating to Attendance By Board, Commission and Committee Members at Meetings and Other Official Proceedings with the amendment of eliminating whether an absence is excused or unexcused. Motion carried unanimously by roll call vote.

11. CMS (Oyen/Edge)

Motion by LaBudda, seconded by Schmidt to approve Certified Survey Map being a map located in NW ¼ of the SE ¼ of Section 35, T5N, R3W, City of Lancaster, Grant County, Wisconsin Being a Replat of Lot 6 of Lancaster Industrial Park Subdivision petitioned by Randy Oyen on behalf of John Edge as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

12. Amend PUD (Oyen)

Motion by LaBudda, seconded by Morgan to approve the petition of Randal Oyen to amend PUD (Planned Unit Development) at 1700 Industrial Park Road as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

13. AV System-City Hall

Administrator Winger presented two proposals (Great Sounds Audio-\$4,777.12 and Lifeline-\$9,299) for a new audio system for the Council Chambers.

Motion by Ihm, seconded by Morgan to accept the Lifeline proposal of \$9,299 for a new audio system. Motion carried six (6) to one (1) by roll call vote with Morgan voting against.

14. Goal Setting

Administrator Winger briefly reviewed the 2013 goal setting report and stated if the Council would like to hold another session to be facilitated with Jeff Schott as before that he would be available later in July.

A consensus was reached to schedule another goal setting session (special meeting) with Jeff Schott sometime in July.

15. Reports from Department Heads

- a. Fire Department-Oral Report and provided update on new ladder truck parked outside of City Hall
- b. Library-Report
- c. Police-Report and noted recent hiring of new officer-Justin Bristol
- d. Public Works-Report and answered a few questions regarding Well#1 pump problem

16. Administrator's Report

Report enclosed

17. Mayor Comments

None

18. Council Comments

None

19. Future Agenda Items

None

20. Close Session

Motion by LaBudda, seconded by Morgan to convene to close session at 7:29 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 located at 144 S. Madison Street (formerly Lancaster Interiors) and the Golf Course Restaurant Lease (Wisconsin Statues 19.85, Pl, e)
- Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations in regards to the delinquent room tax collection (Wisconsin Statues 19.85, Pl, f)
- 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 Department Heads except Library Director (Wisconsin Statues 19.85, Pl, c)

Motion carried unanimously by roll call.

21. Resume to open session

N/A

22. Adjourn

Motion by LaBudda, seconded by Olmstead to adjourn meeting at 8:29 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JULY 18, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Olmstead, Reuter and Schmidt

Members absent: Morgan

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Fire Chief Braun, Officer Justin Bristol and Chamber Director Heather Bontreger

4. Introduction of New Police Officer and New Chamber Director

Newly hired Police Officer Justin Bristol and Chamber Director Heather Bontreger were introduced to the Council.

5. Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of June 16, 2016
- b. June Revenue Report-Ihm requested that large amounts listed as miscellaneous revenue be identified
- f. Petition for Appropriation for Improvement of a Highway
- g. Approve Operator Licenses: Tyler Glass, Debra Robinson, Clarence Hampton, Chad Schaefer, Thomas Stram, Matthew Dyer, Karin Hetcher, Michael Walter, Jamie Kreul, Jonathan Ames, Mariah Ackerman, Nicole McLean, Stephanie Loftus, Danielle Evans, Tammy Beneke, Donna Mory, Enrique Cruz, John Schmitt and Jeremy Moore

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

7. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Schmidt to approve expenditures totaling \$334,108.25. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Board of Review 7-14-16

9. Reports from Department Heads

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

10. Administrator's Report

Report enclosed

11. Mayor Comments

None

12. Council Comments

None

13. Future Agenda Items

None

14. Close Session

Motion by Ihm, seconded by LaBudda to convene to close session at 6:44 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 located at 144 S. Madison Street (formerly Lancaster Interiors) and the Golf Course Restaurant Lease (Wisconsin Statutes 19.85, P1, e)
- Considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to Wisconsin Professional Police Association (WPPA) employee agreement (Wisconsin Statutes 19.85, Pl, c)

Motion carried unanimously by roll call.

15. Resume to open session

Motion by Schmidt, seconded by LaBudda to resume to open session at 7:59 P.M. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Reuter to make a counter offer of \$100,000 with a \$5,000 credit for the removal of exposed asbestos material around the heating pipes to Brian and Susan Clauer for the property located at 144 S. Madison Street. Motion carried five (5) to (1) by roll call vote with Ihm voting against.

Motion by Reuter, seconded by Hoffman to approve the Wisconsin Professional Police Association agreement from January 1, 2016-December 31, 2018. Motion carried unanimously by roll call vote.

16. Adjourn

Motion by Ihm, seconded by Hoffman to adjourn meeting at 8:00 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JULY 26, 2016
6:30 P.M.**

1. Call Meeting to Order

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

2. Roll Call

Members present: Mayor Varnam, Ihm, Schmidt, LaBudda, Hoffman, Olmstead and Reuter

Members absent: Morgan

Others present: Administrator Winger, Clerk Kurihara, Chief Reukauf, DPW Hauth, Golf Course Manager Blanke and Jeff Schott-Program Director of the Institute of Public Affairs at The University of Iowa

3. Goal Setting

Jeff Schott facilitated a goal setting work session in which a draft report on this session will be presented to the Council for review and approval at a later date.

4. Close Session

Motion by LaBudda, seconded by Reuter to convene to close session at 8:55 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 Golf Course Restaurant Lease (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

5. Resume to open session

No action taken

6. Adjourn

Motion by LaBudda, seconded by Ihm to adjourn meeting at 9:21 P.M. Motion carried.

Respectfully Submitted,
David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
AUGUST 15, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Ihm, LaBudda, Morgan, Olmstead, Reuter and Schmidt

Members absent: Hoffman

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

4. Comments from Citizens

- Rob Winter-Requested Council not to approve hospital site plan until boundary dispute is resolved between them (northeast corner of proposed parking lot) and GRHC.
- Mary Block-Asked the Council also not to take any action on hospital site plan until their boundary dispute is resolved (also northeast section of proposed parking lot).

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of July 18, 2016 and special Council Meeting of July 26, 2016
- b. July Revenue Report
- c. Resolution No. 2016-09-Additional Public Depositories
- d. Resolution No. 2016-10-Deferred Compensation
- f. Approve Operator Licenses: Tiffany Krantz, Shari Chandler, Jamie Jones, Virginia Olson, Theresa Caley, Samantha Davis, Aubrey Smith and Alexandria Steele

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

6. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by LaBudda to approve expenditures totaling \$250,491.46. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Board of Review-8-11-2016
- b. Finance Review Committee 8-8-2016
- c. Golf Course Review Committee 8-4-2016
- d. Plan Commission 8-8-2016
- e. Public Works Review Committee 8-9-2016

9. Grant County Request for Sewer Extension to Orchard Manor, 52' Building and possible Jail

Bob Keeney, Grant County Board Chair, referred to his letter requesting Grant County's interest to utilize the City's sewer system for its facilities located at the Orchard manor, 52' Building and possible future jail site. He wondered if the City be interested in allowing and assisting in providing this service.

There was consensus to move forward with this endeavor of providing sewer service to Grant County outside the City limits.

10. Selling of City Land for LV Labs business expansion located at 1015 S. Madison St.

Motion by LaBudda, seconded by Ihm to proceed with the process of selling City land along with vacating of an alley for LV Labs' business expansion as recommend by the Plan Commission. Motion carried unanimously by roll call vote.

11. Library Building Project Financial Status

A memo in the packet was provided as an update on the Library Building Project, which had been presented to Finance Review Committee.

12. Goal Setting Summary

Administrator Winger stated the goal setting summary is in the packet for approval and he plans to provide updates on a quarterly basis.

Motion by Morgan, second by Reuter to approve the goal setting summary. Motion carried unanimously by roll call vote.

13. City-Owned and Developable Land

City Administrator Winger presented a City owned property map with identified areas for possible development. He further stated that he had presented this before and was trying to obtain appraisal for properties by the Golf Course and off Hwy 61.

A consensus was reached to have Administration bring back some conceptual maps for development for Council review before appraising any City land.

14. Aldermanic District 4 Vacancy

Motion by Morgan, second by Reuter to have a public notice prepared to accept letters of interest in fulling the vacant office of Alderperson District 4 (four). Motion carried unanimously by roll call vote.

15. Possible Purposes of 144 S. Madison Street (former Interiors Building) Property Sale

This item will be readdressed later (November or December) but some possible suggestions were: Downtown Enhancement; Fire Department Elevator; Pool and Business Improvement.

8. Land and Funding Donation to Create Dog Park

Cari Schaffer proposed returning land the Lancaster Veterinary Clinic had received in Arrow Ridge along with a monetary pledge of \$50,000 from Helen and the late Ted Anderson family for the creation of a dog park. She showed plans and stated that after the park is built then it would be turned over to the City but a volunteer group would help maintain it.

Motion by Reuter, seconded by Morgan to refer this proposal to the Plan Commission. Motion carried unanimously by roll call vote.

16. Reports from Department Heads

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

17. Administrator's Report

Report enclosed

18. Mayor Comments

None

19. Council Comments

LaBudda-Thanked Dennis (Morgan) for his attendance, Thanked Officers Haverland and Shulta for their involvement in a recent call, Expressed dismay with GRHC expansion process and asked fellow members to be conscientious in the decision when the final site plan is considered.

20. Future Agenda Items

Ihm-Discuss vehicle safety at intersections of Elm and Lincoln at Hwy 129.

21. Close Session

Motion by Ihm, seconded by LaBudda to convene to close session at 7:32 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 Golf Course Restaurant Lease (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

22. Resume to open session

N/A

23. Adjourn

Motion by Schmidt, seconded by Olmstead to adjourn meeting at 7:52 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
SEPTEMBER 9, 2016
6:30 P.M.**

1. Call Meeting to Order

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

2. Roll Call

Members present: Mayor Varnam, Ihm, Schmidt, LaBudda, Hoffman, Olmstead, Morgan and Reuter

Members absent: None

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara, Margie Sherwin, Dan VonFeldt and James Alexander

3. Appointment of Vacant Seat (District 4)

Council asked the candidates together (Margie Sherwin, Dan VonFeldt and James Alexander) a set of three questions and afterwards nominations were considered.

Morgan nominated Dan VonFeldt.

Schmidt nominated Margie Sherwin.

Dan VonFeldt was appointed as Alderperson to District #4 by a voice vote of six (6).

5 minute recess

Clerk Kurihara administered the official oath of office to VonFeldt.

4. Close Session

Motion by LaBudda, seconded by Hoffman to convene to close session at 6:55 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 Golf Course Restaurant Lease and property for sale at 148 W. Elm Street (Wisconsin Statues 19.85, P1, e). Motion carried unanimously by roll call.

5. Resume to open session

No action taken

6. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn meeting at 7:21 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SEPTEMBER 19, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter and Schmidt

Members absent: Von Feldt

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Fire Chief Braun, Nicole Clapp, CEO GRHC, Kevin Broich, Hoty Elving, Justin Frahm, Project Consultant, JSD, Tom and Lori Phalen

4. Comments from Citizens

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of August 15, 2016 and special Council Meeting of September 9, 2016
- b. Approve donation and naming rights agreement with Saputo Cheese USA
- c. August Revenue Report
- d. Approve Operator Licenses-Carrie Spoor, Nicole Peters and Vicki Marcue

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

6. Approval of Purchase Orders and Expenditures

Motion by Schmidt, seconded by Hoffman to approve expenditures totaling \$393,688.34. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Police & Fire Commission 8-24-2016
- b. Parks & Recreation Committee 8-1-2016 and 9-7-2016
 - i. 2016 Summer Recreation Program
- c. Golf Course Review Committee 9-8-2016
- d. Plan Commission 9-12-2016

8. Land and Funding Donation to Create Dog Park

The Plan Commission had recommended accepting land donation contingent upon a conditional use permit and future parking on the property for the creation of a dog park which would be funded with a monetary pledge of \$50,000 from Helen and the late Ted Anderson family.

Motion by Morgan, seconded by Reuter to accept the land donation from the Lancaster Veterinary Clinic to create a dog park as recommended by the Plan Commission. Motion carried four (4) to three (3) by roll call vote with Hoffman, Ihm and LaBudda voting against.

9. Site Plan-Grant Regional Health Center Expansion

Mayor Varnam recused himself citing a conflict of interest due to his wife's position on the GRHC board and left the room.

Council President LaBudda chaired the meeting at this point and he announced he would be a voting member of the Council.

Kevin Broich, Hoty Elving and Justin Frahm, Project Consultant, JSD made a brief presentation explaining the final site plan as recommended by the Plan Commission with exception to all of the Strand letter items specifically storm water management.

Motion by Morgan, seconded by Schmidt to approve the final site plan for the Grant Regional Health Center contingent upon Strand Associates approval of the storm water management plan. Motion carried six (6) to one (1) by roll call vote with LaBudda voting against.

Mayor Varnam returned to the table and resumed as chair.

5 minute recess

10. Lease with Country Club Pub, Inc.

There was a consensus to discuss this item in close session as requested by Stu Urban, attorney representing County Club Pub, Inc.

11. Goal Setting Work Plan

A consensus was reached to proceed with the goal setting work plan as presented by Administrator Winger.

12. City-Owned and Developable Land

City Administrator Winger presented a couple of previously shown conceptual maps for development near the properties by the old TC Beverage off of Hwy 61.

There was a consensus to have Administration bring back additional lot development options with costs for further discussion.

13. ATV/UTV Route

Motion by Morgan, seconded by Olmstead to have administration create an ordinance for consideration establishing an additional ATV/UTV route as recommended by the Public Works Review Committee. Motion carried unanimously by roll call vote.

14. Safety measures at intersection of County A and Lincoln Avenue on Hwy 129

DPW Hauth updated the Council on the additional safety measures (rumble strips and enhanced signage) added near the intersection of County A and Hwy 129. He noted it was decided at this time not to add the same measures near the intersection of Lincoln Avenue and Hwy 129.

15. Reports from Department Heads

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

16. Administrator's Report

Report enclosed

17. Mayor Comments

None

18. Council Comments

LaBudda-Commended staff on the summer recreation report and obtaining the \$25,000 Saputo grant.

19. Future Agenda Items

None

20. Close Session

Motion by LaBudda, seconded by Ihm to convene to close session at 8:22 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 Golf Course Restaurant Lease (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call.

21. Resume to open session

N/A

22. Adjourn

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

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
OCTOBER 17, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Olmstead, Reuter, Schmidt and Von Feldt

Members absent: Morgan

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

4. Public Hearing-Petition for Airport Improvement Aid

Mayor Varnam declared the public hearing open at 6:31 P.M.

No citizens were present who wished to speak.

Mayor Varnam closed public hearing at 6:32 P.M.

5. Comments from Citizens

Cindy Busch hoped the Council would consider increasing the 2017 levy support of the Library.

6. Proclamation-National Disability Employment Awareness Month

Mayor Varnam read a proclamation recognizing October 2016 as National Disability Employment Awareness Month in which he will present and sign a copy to Southwest Opportunities Center tomorrow.

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of September 19, 2016
- b. September Revenue Report
- c. Ordinance 2016-10 ATV/UTV Route Designation Amendment
- d. Approve Operator Licenses-Brooklyn Elliott

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

8. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Hoffman to approve expenditures totaling \$189,425.17. Motion carried unanimously by roll call vote.

Administration was requested to provide a summary of the engineering costs related to the SCADA system.

9. Reports from Commissions and Committees

- a. Golf Course Review Committee 10-10-2016
- b. Plan Commission 10-10-2016
 - i. A chronological sequence of events relating to the dog park in Arrow Ridge Business Park was requested to be provided in a memo or in the next Administrator's report.
- c. Finance Review Committee 10-10-2016
- d. Public Works Review Committee 9-15-16 and 10-11-2016

10. 2015 Audit Report

Terry Drone, Johnson Block and Company did a brief presentation of the 2015 audit report.

Motion by Schmidt, second by LaBudda to approve the 2015 Audit Report. Motion carried unanimously by roll call vote.

11. Resolution No. 2016-11

Motion by Ihm, seconded by LaBudda to approve Resolution 2016-11-Petition Airport Improvement Aid. Motion carried unanimously by roll call vote.

12. Land Swap

Motion by Ihm, seconded by Hoffman to approve property Swap (Tract 1 to Terry Olson and Tract 2 to City of Lancaster per Plat of Survey) as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

13. Resolution No. 2016-12

Motion by Reuter, seconded by Olmstead to approve Resolution 2016-12-Introductory Resolution to Discontinue a Portion of Van Buren Street Located in the City of Lancaster, Grant County, Wisconsin as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

14. Resolution No. 2016-13 and Appointments

Motion by LaBudda, seconded by Hoffman to approve Resolution 2016-13-Lancaster Beautification Committee. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Ihm to approve Lancaster Beautification Committee appointments: Reuter (Council), Von Feldt (Council), Heather Bontreger (Chamber Director), Sue Fritz (Public) and Brynn Junk (Public). Motion carried unanimously by roll call vote.

15. Arrow Ridge Business Park Sign

Motion by Ihm, seconded by Reuter to approve the placement of the proposed Arrow Ridge Business Park sign in the City Right of Way. Motion carried unanimously by roll call vote.

16. Golf Course Update

Golf Course Manager Blanke gave a golf course update on the maintenance, equipment, 5 year plan and financials.

17. 2016 Budget Preview

Administrator Winger reviewed a PowerPoint presentation of the 2017 Budget preview and highlighted the following:

- Proposed Tax Levy-\$1,343,000 (2.99% increase) and Governmental Funds Budget-\$5,441,000 (Status Quo on services).
- \$1,341,000 is budgeted for 2017 Capital projects and includes the Jefferson/Walnut Street reconstruction project.
- 2017 proposed rate increases: Sewer-1.5% and Storm Water-10 cents increase/ERU

A public hearing on the proposed 2017 budget will be set for next month's meeting.

5 minute recess

18. Early Termination of Golf Course Restaurant Lease

Motion by Hoffman, seconded by to approve Lessee's request to early terminate the real estate lease between the City and Country Club Pub, Inc. effective October 31, 2016. Motion carried unanimously by roll call vote.

19. Future Leasing of the Golf Course Restaurant

There was a consensus to maintain a restaurant at the Golf Course and direct the City Administrator along with Alderperson Hoffman to prepare and send out a request for proposals/qualifications (RFP/RFQ) by November 1st to run a restaurant out of the Clubhouse so the Council may possibly consider any proposals at the next meeting.

20. Reports from Department Heads

- a. Fire Department-Oral Report
- b. Library-Report-Note: Awarded prestigious Wisconsin Library Association 2016 Library of the Year
- c. Police-Report
- d. Public Works-Report

21. Administrator's Report

Report enclosed

22. Mayor Comments

- Thanked Police Department for ride along
- Has been meeting with School and County officials to enhance intergovernmental relations
- Expressed prayers for Alderperson Morgan and his wife, Diane

23. Council Comments

None

24. Future Agenda Items

None

25. Close Session

Motion by Ihm, seconded by LaBudda to convene to close session at 8:25 P.M. 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 in regards to City Administrator performance evaluation and full time non-represented employees' wages (Wisconsin Statutes 19.85, Pl, c)
- b. 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 the sale of property located 302 S. Van Buren and discuss listing prices of other City properties for sale (Wisconsin Statutes 19.85, P1, e)

Motion carried unanimously by roll call.

26. Resume to open session

Motion by Schmidt, seconded by LaBudda to resume to open session at 9:32 p.m. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Ihm to make an offer of \$14,000 with the conditions of a home being built within one (1) year of the closing date and approval of a City easement for the Memorial trail on the east boundary of the property to Thomas Meier. Motion carried unanimously by roll call vote.

27. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn meeting at 9:34 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
NOVEMBER 21, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Olmstead, Reuter, Schmidt and Von Feldt

Members absent: Morgan

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Police Sgt. McLimans, Fire Chief Braun and Library Director Bernetzke

4. Public Hearing-2017 Proposed Budget

Mayor Varnam declared the public hearing open at 6:31 P.M.

No citizens were present who wished to speak.

Mayor Varnam closed public hearing at 6:32 P.M.

5. Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of October 17, 2016
- b. October Revenue Report
- c. Nelson Dewey Historical Society Funding Request-\$25,000 (H. Keith Tiedemann Donation Applied)
- d. Fund Balance Commitment-\$89,000 (Former Interior Building net sales proceeds) for economic development and capital improvement purposes.
- e. Approve Operator Licenses-Anthony Green

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

7. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by LaBudda to approve expenditures totaling \$368,890.14. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Finance Review Committee 11-14-2016
- b. Golf Course Review Committee 11-09-2016
- c. Historic Preservation Committee 11-15-2016
- d. Plan Commission 11-14-2016

9. Ordinance No. 2016-11-Budget and Tax Levy Ordinance for 2017

Motion by Ihm, second by Von Feldt to approve Ordinance No. 2016-11-Budget and Tax Levy Ordinance for 2017. (Note-Excludes employee dental plan.) Motion carried unanimously by roll call vote.

10. Lancaster Municipal Swimming Pool Report

Andy Pennekamp, Burbach Aquatics, Inc. presented the Phase 1, Step , 1 Technical Evaluation Report for the Lancaster Swimming Pool which he discussed findings and recommendations.

Motion by Hoffman, second by LaBudda to authorize Burbach Aquatics, Inc. to initiate and perform Phase1-Step # 2 as outlined in the Professional Services Agreement. Motion carried.

11. Food Service Proposal-Municipal Golf Course

N/A-No proposal to present

12. Food and Beverage Servicing-Municipal Golf Course

Motion by Hoffman, seconded by Olmstead to approve extending the deadline for Golf Course Food Service request for proposal/qualification (RFP/RFQ) to January 10, 2017 and posting the job vacancy of the Golf Course Operations Manager as soon as possible. Motion carried unanimously by roll call vote.

13. K9 Request

Police Sgt. McLimans made a presentation seeking approval of acquiring a K9 (drug/tracking dog) for the Police Department. He noted the initial and recurring related costs would be funded by donations.

Motion by Reuter, seconded by Olmstead to authorize the Police Department to acquire a K9 as outlined in the presentation. Motion carried five (5) to 2 (two) by roll call vote with LaBudda and Von Feldt voting against.

14. Reports from Department Heads

- a. Fire Department-None
- b. Library-Report
- c. Police-Report
- d. Public Works-Report

15. Administrator's Report

Report enclosed

16. Mayor Comments

None

17. Council Comments

- Hoffman publicly commended John Blanke on the job he had done as the Golf Course Operations Manager.

18. Future Agenda Items

None

19. Adjourn

Motion by LaBudda, seconded by Hoffman to adjourn meeting at 8:17 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
DECEMBER 19, 2016**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, Ihm, LaBudda, Olmstead, Reuter, Schmidt and Von Feldt

Members absent: Morgan

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

4. Certificate of Appreciation

Mayor Varnam publically recognized and presented Jon and Rita Angeli each with a certificate of appreciation for their volunteer work related to preserving City historic records.

5. Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of November 21, 2016
- b. November Revenue Report
- c. Approval Resolution No. 2016-14 Resolution on Treasurer's Bond
- d. Approve Resolution No. 2016-15-Introductory Resolution on Final Payment of Taxes
- e. Approve Service Agreement for Dennis Hampton
- f. Approve 2017 Fire Protection Towns Agreements
- g. Ordinance No. 2016-12-Amended Fee Schedule Ordinance for 2017
- h. Mayor's Historic Preservation Commission Appointment-Jon Angeli
- i. Approve Operator Licenses-Sasha Clauer, Jill Miles and Thomas Schwantes

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

7. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Von Feldt to approve expenditures totaling \$602,941.52. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

None

9. Sanitary Sewer Replacement and Private Sewer Laterals -2017 S. Jefferson Street Reconstruction Project

DPW Hauth explained the proposed sanitary sewer plan for the upcoming 2017 S. Jefferson Street Reconstruction Project would require approximately 12-14 property owners to install new private sewer laterals. He wondered if the Council be willing to provide financial assistance to affected property owners to help alleviate the cost burden.

There was a Council consensus to support the sanitary sewer plan as proposed but to discuss any financial assistance for private sewer laterals at a later meeting after more property owner cost information and input is obtained.

10. Reports from Department Heads

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

11. Administrator's Report

Report enclosed

12. Mayor Comments

None

13. Council Comments

- LaBudda
 - Thanked Steve (Administrator) and any staff for planning the City Christmas party, which was a nice holiday gathering.
 - An item for future discussion-requiring buried utilities when possible.
- Schmidt-City needs better entrance street lighting.

14. Future Agenda Items

None

15. Adjourn

Motion by Ihm, seconded by Hoffman to adjourn meeting at 7:14 P.M. Motion carried.

David A. Kurihara, City Clerk