

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JANUARY 21, 2019**

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, Gruetzmacher, LaBudda, Oliveto, Rollins, Schmidt and Von Feldt

Members absent: Reuter

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

4. Public Comments from Citizens

None

5. Consent Agenda

b. December Revenue Report

c. Appointment to Police and Fire Commission-Tom Zenz

d. Approve Operator Licenses-Cindy Atkinson, Alexander Smith, Brooke Marcue and Spencer Holmes

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

5a. Minutes of regular Council Meeting of December 17, 2018

Motion by LaBudda, seconded by Oliveto to approve regular Council Minutes of December 17, 2018 with the following amendments:

- Item 7-Public Comments- "Jeff Gruetzmacher...but thought it should have gone back to the Finance Review Committee for review. Also, he would like to see....locally."
- Item 21- "President-Elect"

Motion carried unanimously by roll call vote.

6. Approval of Purchase Orders and Expenditures

Motion by LaBudda, seconded by Von Feldt to approve expenditures=\$279,808.85 and P.O. 6768 to Bruce Equipment =\$118,985.00. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

None

8. 2019 Plan of Finance

Justin Fischer, Robert W. Baird and Co, presented and answered questions pertaining to the finance plan for the 2019-2020 Capital Improvement Projects, which are planned to be funded with long-term debt.

9. Robert W. Baird & Co. Engagement Letter

This letter outlines the services Baird will provide to properly execute the plan as outlined by Justin.

Motion by LaBudda, seconded by Schmidt to approve Engagement Letter with Robert W. Baird and Co. Motion carried unanimously by roll call vote.

10. New Swimming Pool Update

Josh Layer and Jeff Eastman, Burbach Aquatics, provided an oral update on the progress for the new pool bidding. The bid opening is planned for March 25, 2019 with a 90 day window whether to include swim features depending on donations and will be awarded on April 15, 2019. In addition, there was a consensus to include a bid alternative for additional pool lighting (est.-\$90k) e.g. late hours swimming and eliminate the bid alternative for an elevated pool deck in front of the old bathhouse (est.-80k). Also, a consensus was reached that the pool would close on August 19th this year with the last day open on August 18th.

Recessed at 7:52 P.M.
Reconvened at 8:00 P.M.

11. Low Bids-2019 OM Pumping Station and OM Force Main

Motion by LaBudda, seconded by Rollins to approve Orchard Manor Pumping Station Low Bid of \$736,900 to Winona Mechanical, Inc. and Orchard Main Force Main Low Bid of \$693,480 to Rule Construction, Ltd with understanding an attempt will be made for an earlier completion date. Motion carried unanimously by roll call vote.

12. Exotic Animal Ordinance

There was a consensus to have Administration prepare an ordinance amendment to exempt the Library from a public hearing to have exotic animals on site for educational purposes.

13. Reports from Department Heads

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

14. Administrator's Report

Enclosed and addressed the following:

- a. Emergency Operation Plan Update along with handing out name badges to be worn in an emergency event
- b. Airport Project Update
- c. Emergency Medical Services Director Position Update
- d. Golf Course End of Year Report

15. Mayor Comments

None

16. Council Comments

None

17. Future Agenda Items

None

18. Closed Session

Motion by LaBudda, seconded by Gruetzmacher to convene to closed session at 8:44 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 Police Union Contract (Wisconsin Statutes 19.85,1,c, 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 or development of property adjacent to Golf Course-Former TC Beverage Lot, Adjacent to McKinley Street & Beetown Road and at end of Alona Lane (Wisconsin Statutes 19.85,1,e and 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 (Wisconsin Statutes 19.85,1,g. Motion carried unanimously by roll call vote.

Schmidt left at 9:41 P.M.

22. Open Session

N/A

23. Adjourn

Motion by LaBudda, seconded by Hoffman to adjourn the meeting at 9:49 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
FEBRUARY 18, 2019**

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, Gruetzmacher, LaBudda, Reuter, Rollins, Schmidt and Von Feldt

Members absent: Oliveto

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

4. Public Hearing-Special Assessments-Add 'I Washington St

Mayor Varnam declared the public hearing to hear comments of the completed additional special assessments for property on Washington Street related to the South Jefferson Street reconstruction project 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. Public Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of January 21, 2019
- b. Ordinance 2019-01 Amend Fee Schedule Ordinance for 2019
- c. January Revenue Report
- d. Approve Operator Licenses-Ashley Pollock, Macy Havlik and Ashley Hugill

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

7. Approval of Purchase Orders and Expenditures

Motion by Von Feldt, seconded by Schmidt to approve expenditures=\$748,360.76. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Police and Fire Commission 1-10-19
- b. Plan Commission 2-11-19
- c. Public Works Review Committee 2-13-19

9. Resolution 2019-01

Justin Fischer, Robert W. Baird and Co, handed out and answered questions pertaining to the final pricing summary of the \$3,250,000 NAN in which the low bidder was Peoples State Bank at 1.5%.

Motion by Schmidt, seconded by LaBudda to approve Resolution 2019-01-Resolution Authorizing the Issuance of \$3,245,000 General Obligation Promissory Notes and the Issuance and Sale of a \$3,245,000 Note Anticipation Note in Anticipation Thereof. Motion carried unanimously by roll call vote.

10. Amend PUD (New Horizons)

Motion by Hoffman, seconded by Gruetzmacher to approve amending PUD (Plan Unit Development) at property located at 319 US Hwy 61N to allow for building addition to the current store as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

11. WPPA Contract

Motion by LaBudda, seconded by Rollins to approve implementation of WPPA contract for January 1, 2019-December 31, 2021. Motion carried unanimously by roll call vote.

12. Grantland Theatre Lighting Bidding

The stage lighting bids are due March 8th and the Lancaster Community Players have inquired if the Council would be open to having a special Council meeting to award the low bid so that the project could possibly be completed before their next play, which is Mama Mia in May.

There was consensus to have a special meeting on March 11th if a quorum can be met.

13. Resolution 2019-02

A law enforcement mutual aid agreement had been entered into in 1993; however, the agreement is no longer necessary since a Wisconsin State Statue had been created since then for law enforcement mutual aid assistance.

Motion by LaBudda, seconded by Hoffman to approve Resolution 2019-02-Resolution to rescind Resolution No. 101893 which established mutual police protection and authorized City of Lancaster's participation in a law enforcement mutual aid agreement. Motion carried unanimously by roll call vote.

14. Pine Street and Harrison Street Proposed Projects

DPW Hauth explained the need for the following additional capital projects:

- a. Pine Street Reconstruction-Bid as an alternative (\$150,000) in 2018 and planned for 2019 but inadvertently left off CIP and Capital Budget; however, is included in 2019 borrowing.
- b. Jefferson to Madison Street Storm (\$50,000) and Sanitary Sewer-Four (4) homes connected to main. It was thought services are provided for the four (4) homes.
- c. Hickory to Maple Street Storm and Sanitary Sewer-Problems from Foremost effluent-\$120,000.

There was a consensus to have staff present a plan of finance to the Finance Review Committee next month.

15. 2019 Workers Compensation Proposals

Motion by Reuter, seconded by Gruetzmacher to approve workers compensation proposal from TRICOR for a policy with EMC Insurance Companies. Motion carried unanimously by roll call vote.

16. Burbach Aquatics Phase III

Administrator Carlson discussed conversation with Burbach regarding Phase III services and additional services for erosion control plan and stormwater management plan.

There was a consensus to have staff further investigate other options to present to Council at the next meeting.

17. Annual Library Report

Library Director Bernetzke gave a PowerPoint presentation of the last year's library services.

18. Construction Update

DPW Hauth gave a brief oral update pertaining to the following projects: WisDOT Hwy61; Grant County Sewer and Pool.

19. Reports from Department Heads

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

20. Administrator's Report

Enclosed

21. Mayor Comments

None

22. Council Comments

None

23. Future Agenda Items

None

24. Closed Session

Motion by LaBudda, seconded by Rollins to convene to closed session at 7:45 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 Police Officers (Wisconsin Statutes 19.85,1,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 or development of property adjacent to Golf Course-Former TC Beverage Lot, Adjacent to McKinley Street & Beetown Road (Wisconsin Statutes 19.85,1,e
- c. 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 (Wisconsin Statutes 19.85,1,g

Motion carried unanimously by roll call vote.

22. Open Session

Motion by LaBudda, seconded by Rollins to resume to open session at 8:17 P.M. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Reuter to approve placing Matthew Haverland to Patrol Officer II and John Kruser to Patrol Officer IV on the wage scale based on total law enforcement experience per WPPA agreement. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Schmidt to approve Letter of Intent to Purchase Real Estate of B & B Farms, LLC. Motion carried unanimously by roll call vote.

Motion by Schmidt, seconded by LaBudda to direct staff to proceed with platting and seeking an appraisal of the property adjacent to the Golf Course-Former TC beverage Lot. Motion carried unanimously by roll call vote.

Motion by Reuter, seconded by Rollins to approve 2019 wage for Police Secretary/Parking Enforcement Officer at \$16/hour. Motion carried unanimously by roll call vote.

23. Adjourn

Motion by Reuter, seconded by Gruetzmacher to adjourn the meeting at 8:20 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
MARCH 11, 2019**

1. Call Meeting to Order

Mayor Varnam called meeting to order at 6:00 P.M.

2. Pledge of Allegiance

3. Roll Call

Members present: Mayor Varnam, Hoffman, LaBudda, Oliveto (via teleconference), Schmidt, Reuter, Rollins and Von Feldt

Members absent: Gruetzmacher

Others present: Attorney Helmke, Administrator Carlson and Clerk Kurihara

4. Grantland Theatre Bids

Shawn Steinhoff, member of Lancaster Community Players, explained the reason for higher bids than anticipated was due to expanding the scope of the project that was presented to the Lancaster Community Fund.

There was some discussion on the amount of City contribution already provided and where would any additional contribution come from in the current budget.

Motion by Von Feldt, seconded by Oliveto to approve the low and responsible bid from Reynolds Electric for \$4,418.00 and Norcostco for \$35,168.75 for the Grantland Theatre Bids. Motion carried four (4) to three (3) by roll call vote with Hoffman, Reuter and Schmidt voting against.

5. Burbach Aquatics-Construction Related Services

Motion by LaBudda, seconded by Reuter to approve Burbach Aquatics for Construction Related Services (Phase III) for Pool Project. Motion carried unanimously by roll call vote.

6. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn the meeting at 6:21 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MARCH 18, 2019**

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, LaBudda, Oliveto, Reuter, Rollins, Schmidt and Von Feldt

Members absent: Gruetzmacher

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

4. Public Comments from Citizens

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of February 18, 2019 and Special Council Meeting of March 11, 2019
- b. February Revenue Report
- c. Change of Agent- Shopko-Anita Wepking
- d. Approve Operator Licenses-Debra Gordon and Carol Johnson

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

6. Approval of Purchase Orders and Expenditures

There was a question regarding the amount of monthly charge paid to Applied Micro for computer backup charges. Administration will investigate this to determine if the fee is reasonable.

Motion by LaBudda, seconded by Oliveto to approve expenditures=\$2,084,018.69. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Airport Advisory Committee 1-17-19
- b. Finance Review Committee 3-12-19
- c. Golf Course Committee 3-12-19
- d. Historic Preservation Commission 2-11-19
- e. Public Works Review Committee 2-13-19
- f. Plan Commission 2-11-19
- g. Public Works Review Committee 2-13-19

8. Ordinance No. 2019-02 and Ordinance No. 2019-03

Motion by Hoffman, seconded by Von Feldt to approve Ordinance No. 2019-02-An Ordinance Annexing Territory to the City of Lancaster, Grant County, Wisconsin (*North Lancaster*). Motion carried unanimously by roll call vote.

Motion by Hoffman, seconded by LaBudda to approve Ordinance No. 2019-03-An Ordinance Annexing Territory to the City of Lancaster, Grant County, Wisconsin (*South Lancaster*). Motion carried unanimously by roll call vote.

9. Delta 3 Contract

Motion by Schmidt, seconded by LaBudda to approve Engineering Services Contract with Delta 3 Engineering for services on the Northeast Drainage Basin-Sanitary Sewer System I & I Study for \$14,960.00. Motion carried unanimously by roll call vote.

10. Pool Fundraising Committee

Motion by Von Feldt, seconded by Rollins to approve creating Pool Fundraising Committee consisting of LaBudda, Oliveto and Mayor Varnam to assist Administration in fundraising efforts. Motion carried unanimously by roll call vote.

11. DPW's Additional 2019 Capital Projects

DPW Hauth explained the need of the additional 2019 capital projects, which were not included in the current budget and CIP.

Motion by Schmidt, seconded by LaBudda to approve proceeding with the project for the area near Harrison Street for 2019 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

12. Construction Update

- a. Downtown Hwy 61-Start 4/1
- b. Sewer to County Farm-Preconstruction meeting was held.
- c. Pool-Prebid meeting was held

13. Grantland Theatre Roof Replacement Bid

Motion by Von Feldt, seconded by LaBudda to approve low base bid of \$46,280 to Gieses Roofing. Motion carried unanimously by roll call vote.

14. Reports from Department Heads

- a. Fire Department-Report and Annual Report
- b. Library- Report
- c. Police-Report
- d. Public Works-Report and included Community Tree Care Workshop Flyer

15. Administrator's Report

Enclosed

16. Mayor Comments

None

17. Council Comments

None

18. Future Agenda Items

None

19. Closed Session

Motion by LaBudda, seconded by Schmidt to convene to closed session at 7:14 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 the sale or development of property for Hotel, Letter of Intent to Purchase Real Estate of B & B Farms, LLC and Arrow Ridge Business Park Lots-Wisconsin Statues 19.85,1,e. Motion carried unanimously by roll call vote.

22. Open Session

N/A

23. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 7:56 P.M. Motion carried.

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
APRIL 15, 2019**

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, Gruetzmacher, Hoffman, LaBudda, Oliveto, Reuter, Rollins, Schmidt and VonFeldt

Members absent: None

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

4. Public Comments from Citizens

None

5. Proclamations

Mayor Varnam presented the following proclamations:

- a. International Firefighters Day for May 4, 2019
- b. Municipal Clerks Week for the week of May 5-11, 2019
- c. Teacher Appreciation Week for the week of May 6-10, 2019
- d. Police Appreciation Week for May 12-18, 2019
- e. National Library Week for the week of April 7-13, 2019
- f. Arbor Day for April 26, 2019

6. Recognition of Outgoing Council Members

Mayor Varnam handed appreciation plaques to Kate Reuter and Dan VonFeldt for their years of service on the Council.

7. Public Comments

N/A-Duplicate Agenda Item

8. Consent Agenda

- a. Approve minutes of regular Council Meeting of March 18, 2019
- b. March Revenue Report
- c. 2018 4th Quarter Budget Reports
- d. Approve Operator Licenses-Darren Chandler and Jose Lopez

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

9. Approval of Purchase Orders and Expenditures

Motion by Schmidt, seconded by LaBudda to approve expenditures=\$231,574.24. Motion carried unanimously by roll call vote.

10. Reports from Commissions and Committees

- a. Employee Handbook Review Committee 4-4-19
- b. Pool Fundraising Committee 4-5-19
- c. Public Works Review Committee 4-10-19

11. Ordinance No. 2019-04

Motion by VonFeldt, seconded by Reuter to approve Ordinance No. 2019-04-An Ordinance of the City of Lancaster, Grant County, Wisconsin, to Amend Section 154-23(C) of the Municipal Code of the City of Lancaster Relating to Exotic and Wild Animal Permits. Motion carried unanimously by roll call vote.

12. Amended Employee Handbook

Motion by Schmidt, seconded by Gruetzmacher to approve Amended Employee Handbook with two additional revisions: 1) Page 8-Add word to last sentence in 1st paragraph- "...during this period of at-will **employment.**" and 2)-Page 15-Nursing Mothers Policy-Delete "**For up to one year after the child's birth,**" Motion carried unanimously by roll call vote.

13. Low Bid Pool Project

Motion by LaBudda, seconded by Schmidt to approve the low base bid of \$2,394,000 to Portzen Construction of Dubuque, Iowa for New Pool Construction. Motion carried unanimously by roll call vote.

Approval of the alternatives would be delayed until the May or June meeting after more fundraising efforts have been done.

14. Sanitary Sewer Service Request Outside City Limits

Gruetzmacher recused herself citing a conflict of interest and left the table at 6.52 P.M.

Geri Bryhan stated she and her husband Jim are making the request for sanitary sewer service to their lot located outside the City Limits.

Motion by Oliveto, seconded by Reuter to approve the request for sanitary sewer service outside City Limits for A Three Springs lot Located at the corner of County A and Three Spring Road. Motion failed three (3) to four (4) by roll call vote with Hoffman, Labudda, Rollins and Schmidt voting against.

Gruetzmacher returned to the table at 7:05 P.M.

15. Majestic View Dairy Water Service Request

Terri Abing, Majestic View explained that the request was not to permanently connect to the City's water system but to be provided if necessary temporary connection to the City's water for emergency use. They would provide all costs associated to provide the necessary piping to the nearby hydrant.

A consensus was reached to have Administration move forward if an agreement was in place.

16. Vacating a Portion of South Roosevelt

Administration updated the Council confirming Saputo's plans for a major facility expansion in which a portion of South Roosevelt may need to be vacated (A proposed timeline was described). Before any final plans to proceed, many things will need to be approved including a developer's agreement to provide assurances for both the benefit of Saputo and the City, but the first step would be to refer this matter to the Plan Commission along with the issue of selling of additional business park lots.

Motion by VonFeldt, seconded by LaBudda to refer to Plan Commission the issue to initial the process of vacating a portion of South Roosevelt Street and the selling of the additional lots in Arrow Ridge Business Park. Motion carried unanimously by roll call vote.

17. Member or Member-Elect Definition

City Administrator referring to a January 2019 Municipality article, which mentioned adopting a definition of member or similar member-elect would exclude those whose service is terminated by death or resignation to avoid quorum issues due to vacancies.

There was a consensus to have Administration prepare an Ordinance amendment to define Member or Member-Elect for consideration at the next meeting.

18. Construction Update

- a. Downtown Hwy 61
- b. Sewer to County Farm
- c. Pool
- d. Public Works-Report

19. Reports from Department Heads

- a. Fire Department-Report
- b. Library- Report
- c. Police-Report

20. Administrator's Report

Enclosed

21. Mayor Comments

None

22. Council Comments

Gruetzmacher-Will be resigning from the Council later this Fall as she will be moving out of the City.

23. Future Agenda Items

None

24. Closed Session

Motion by LaBudda, seconded by Gruetzmacher to convene to closed session at 7:57 P.M. for the purpose of convening to close session 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 (Wisconsin Statutes 19.85, 1, g). Motion carried unanimously by roll call vote.

25. Open Session

N/A

26. Adjourn

Motion by LaBudda, seconded by Gruetzmacher to adjourn the meeting at 8:06 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
STATUTORY ORGANIZATIONAL MEETING
APRIL 16, 2019
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 Alderpersons: Joel Ingebritsen, Shayne LaBudda, Katie Schmitz Reuter and Bob Schmidt.

4. Roll Call

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

Members absent:

Others present: Administrator Carlson and Clerk Kurihara

5. Election by Council

A. Council President

Schmidt nominated LaBudda.

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

LaBudda was elected President by a vote of eight (8).

B. Member to serve on Park and Recreation Committee

Hoffman nominated LaBudda. LaBudda respectfully declined the nomination in which Hoffman withdrew his nomination.

LaBudda nominated Gruetzmacher,

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

Gruetzmacher was elected to the Park and Recreation Committee after a vote of eight (8).

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 eight (8).

D. Member to serve on Golf Course Committee

Schmidt nominated Hoffman.

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

Hoffman was elected to the Golf Course Committee after a vote of eight (8).

6. Appointments by Mayor subject to Council Approval

Board of Review Alderpersons:	Rollins, Gruetzmacher and Schmidt
Golf Course Committee Member to Replace Bob Hoffman (4 Yr. Term):	Bob Hoffman
Housing Auth. Bd. Member to Replace Jim Reynolds (5 Yr. Term):	Jim Reynolds
Library Board to Replace Dan Glass & Millie Uppena (Potosi) (3 Yr. Term):	Dan Glass and Luann Droessler (Potosi)
Park & Rec. Committee to Replace Parker Jackering (4 Yr. Term):	Nate Dreckman
Plan Commission to Replace: Jeff Gruetzmacher, Kyle Vesperman & Paul Thuli (3 Yr. Term):	Carl Thiede, Kyle Vesperman & Paul Thuli
Police & Fire Commission to Replace Maynard Behnke (5 Yr. Term):	Maynard Behnke
Zoning Board of Appeals to Replace: LeRoy Ihm (3 Yr. Term) Brian Muldoon (3 Yr. Term)	LeRoy Ihm Brian Muldoon
Historic Preservation Commission (2 Yr. Term) & Council Member (1 Yr.):	Bruce Fritz, Brian Clauer, Kyle Vesperman and Schmidt (Council)

Special Committees:

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

Beautification Committee (1 Yr. Term):
Bryn Junk (Citizen), Sue Fritz (Citizen), Pete Hoffman (Council), Angie Gruetzmacher (Council)
and Heather Bontreger (Chamber Director)

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

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

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

Pool Fundraising Committee (1 Yr. Term): Mayor Varnam, LaBudda and Oliveto

Motion by LaBudda, second by Hoffman to approve appointments by Mayor except for the appointment of Brian Clauer to the Historic Preservation Commission. Motion carried unanimously by roll call vote.

Motion by Gruetzmacher, second by Rollins to approve the appointment by the Mayor of Brian Clauer to the Historic Preservation Commission. Motion carried seven (7) to one (1) by roll call vote with LaBudda voting against.

7. Council Appointments

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

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

8. Resolution No. 2019-03

A couple of updated changes were noted: AnchorBank was replaced with Marine Credit Union and Wisconsin Investment Series Cooperative was added to properly reflect the City's depositories.

Motion by LaBudda, second by Hoffman to adopt Resolution #2019-02-Designating Public Depositories. Motion carried.

9. Resolution No. 2019-04

Motion by LaBudda, second by Gruetzmacher to adopt Resolution #2019-03-Designating the Grant County Herald Independent as the Official Newspaper. Motion carried.

10. Adjourn

Motion by LaBudda, second by Oliveto to adjourn meeting at 6:46 P.M.

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MAY 20, 2019**

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, Gruetzmacher, Hoffman, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: None

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

4. Public Comments

None

5. Proclamation

Mayor Varnam presented the following proclamations:

- a. Emergency Medical Services Appreciation Proclamation for the week of May 19-25, 2019
- b. National Public Works Week Proclamation for the week of May 19-25, 2019

6. Recognition of Dog Park Donors

Mayor Varnam recognized Helen Anderson (present) for her \$50,000 donation along with Dr. Sally Harper (present) & Dr. Cari Schaffer, Lancaster Vet Clinic for their contributions (land and planning) toward the construction of the City's dog park.

7. Outgoing Council Members

Mayor Varnam acknowledged outgoing Park and Recreation Committee member Parker Jackering and Plan Commission member Jeff Gruetzmacher who were present for their years of service.

8. Consent Agenda

- b. April Revenue Report
- d. Treasurers Report-3/31/19
- e. Approve Strand Engineering Construction-Related Services Contract (Grant County Project)
- h. Approve Operator Licenses-Samantha Davis and Danielle Lewis

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

8a. Approve minutes of regular Council Meeting-April 15, 2019 & Organizational Meeting-April 16, 2019

Motion by LaBudda, seconded by Ingebritsen to approve minutes of regular Council Meeting of April 15, 2019 with the following amendment to Item 14: "Gruetzmacher recused herself citing a conflict of interest and left the table at 6.52 P.M." and "Gruetzmacher returned to the table at 7:05 P.M. "and Organizational Meeting of April 16, 2019. Motion carried unanimously by roll call vote.

8c. 2019 1st Quarter Budget Reports

Motion by LaBudda, seconded by Schmidt to approve 2019 1st Quarter Budget Reports. Motion carried unanimously by roll call vote.

8f. City Attorney Agreement

Motion by Gruetzmacher, seconded by LaBudda to approve City Attorney Agreement from May 1, 2019 to April 21, 2020 with amendment to 1 d. to add "and Plan Commission". Motion carried unanimously by roll call vote.

8g. Farm Lease Agreements

Motion by Gruetzmacher, seconded by LaBudda to approve Airport Farm Lease (2019) and Arrow Ridge Farm Lease (2019) with Bailie Farms contingent upon receipt of required certificate of insurance. Motion carried unanimously by roll call vote.

9. Approval of Purchase Orders and Expenditures

Motion by Schmidt, seconded by Oliveto to approve expenditures=\$494,915.07. Motion carried unanimously by roll call vote.

10. Reports from Commissions and Committees

- a. Fundraising Committee 5-14-19
- b. Public Works Review Committee 5-08-19

11. Resolution No. 2019-05-\$3,225,000 General Obligation Refunding Bonds

12. Resolution No. 2019-06-\$1,020,000 G. O. Promissory Notes and \$1,020,000 Note Anticipation Notes

Justin Fisher, Baird made a brief presentation of the sale for the City's refunding bonds and note anticipation note today. He noted Royal Bank and BMO had purchased some of the bonds.

Motion by Schmidt, seconded by Hoffman to approve Resolution No. 2019-05-Authorizing the Issuance and Sale of \$3,235,000 General Obligation Refunding Bonds. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Ingebritsen to approve Resolution No. 2019-06-Authorizing the Issuance of \$1,020,000 General Obligation Promissory Notes and the Issuance and Sale of \$1,010,000 Note Anticipation Notes in Anticipation Thereof. Motion carried unanimously by roll call vote.

13. Construction Update

- a. Downtown Hwy 61
- b. Sewer to County Farm
- c. Pool

14. Reports from Department Heads

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

15. Administrators Report

Enclosed

16. Mayor Comments

None

17. Council Comment

LaBudda-Appreciated weekly progress reports regarding Hwy 61 project around the square.

18. Future Agenda Items

None.

19. Closed Session

Motion by LaBudda, seconded by Rollins to convene to closed session at 7:12 P.M. for 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 (Wisconsin Statutes 19.85, 1, g). Motion carried unanimously by roll call vote.

20. Open Session

N/A

21. Adjourn

Motion by LaBudda, seconded by Hoffman to adjourn the meeting at 7:19 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JUNE 17, 2019**

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, Gruetzmacher, Hoffman, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: None

Others present: Administrator Carlson, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Fire Chief Braun, Library Director Bernetzke and Deputy Clerk Taylor

4. Public Comments

None

5. Swearing In-Police Officer

Clerk Kurihara swore in newly hired Police Officer Cody Ryan.

6. Proclamation

Mayor Varnam presented the following proclamation:

- a. Certified Nursing Assistants Week Proclamation for the week of June 13-19, 2019

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of May 20, 2019
- b. May Revenue Report
- c. Treasurer's Report 4-30-2019
- d. Resolution No. 2019-07-Compliance Maintenance Annual Report (CMAR)
- e. Approve License Renewals for 7/1/2019-6/30/2020
- f. Approve Operator License-Peggy Klein

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

8. Approval of Purchase Orders and Expenditures

Motion by Rollins, seconded by Ingebritsen to approve expenditures=\$463,875.22 & Purchase Orders #6793-\$37,889.90 and #6794-\$28,995.40. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Finance Review Committee 6-11-19
- b. Police and Fire Commission-4-26-19 and 5-20-19

10. CSM (Pink) Extraterritorial

Motion by Rollins, seconded by Gruetzmacher to approve Certified Survey Map being a Map located in the in the NW ¼ of the SW ¼ of Section 34, T5N R3W, Town of North Lancaster, Grant County, Wisconsin petitioned by Rodney Pink as recommended by the Plan Commission (Extraterritorial review). Motion carried unanimously by roll call vote.

Recessed at 6:42 P.M.

Reconvened at 6:52 P.M.

11. Awarding 2019 Public Works Construction Bids

Clerk Kurihara reviewed a memo outlining the four bid items (project description and cost) along with proposed funding. The Council expressed concerned that two of the projects were not planned or previously discussed. Further all bid items (projects) must be approved or rejected since all were included in the base bid.

Motion by Hoffman, seconded by Gruetzmacher to reject all the based bid items for the 2019 Public Works Construction projects and rebid the following projects individually: Maple Street to Hickory Street Storm Sewer; Nathan Street Sanitary Sewer and Hickory Street Extension. Motion carried unanimously by roll call vote.

12. Awarding Alternative Bids for 2019 Pool Construction Project

Deputy Clerk/Treasurer Aja Taylor provided an update on her fundraising effort, which she had begun working on over the past few weeks.

Clerk Kurihara continued a review of his memo (pages 3-4), which provided a summary of the Pool Project costs and sources of funding that shown all the amenities except for pool area lighting (additional lighting for late night swimming) and elevated deck could be covered.

Motion by Ingebriksen, seconded by Schmidt to approve all alternative bids except Alt 2-5 Pool Area Lighting and Alt 2-6 Elevated Deck. Motion carried unanimously by roll call vote.

13. Construction Update

- a. Downtown Hwy 61
- b. Sewer to County Farm
- c. Pool

14. Reports from Department Heads

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

15. Administrators Report

Enclosed and mentioned Lancaster Community Fund Award presentation on June 25th.

- a. Overtime Update
- b. Hwy 61 Project-Slope of Sidewalk Replacement

16. Mayor Comments

None

17. Council Comment

Rollins-Recognized Deputy Clerk/Treasurer Aja Taylor for her extraordinary fundraising effort.

18. Future Agenda Items

Schmidt-Update on Saputo Expansion and Land for Housing Development.

19. Closed Session

Motion by LaBudda, seconded by Ingebriksen to convene to closed session at 7:50 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 regarding the City Administrator's performance evaluation (Wisconsin Statutes 19.85, P1, c). Motion carried unanimously by roll call vote.

20. Open Session

N/A

21. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 9:35 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JULY 15, 2019**

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, Gruetzmacher, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: Hoffman

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

4. Public Comments

None

5. Recognition of Helen Anderson

Mayor Varnam presented a Certificate of Recognition to Helen Anderson for her financial contributions and commitment to the City.

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of June 17, 2019
- b. Petition for Appropriation for the Improvement of a Highway 2019
- c. Treasurer's Report 5-31-19
- d. June Revenue Report
- e. Approve Operator Licenses-Nicholas Hutchcroft, Rosemary Czyzewski, Julie Bastian, Seth Swanson, Sandra Kelley, Kylie Blessen and Jonathan Kauffman.

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

7. Approval of Purchase Orders and Expenditures

Motion by LaBudda, seconded by Oliveto to approve expenditures=\$646,766.95. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Board of Review 7-8-19
- b. Golf Course Review Committee 6-27-19
- c. Historic Preservation Commission 7-9-19
- d. Plan Commission 7-8-19

9. CSM (Zart) Extraterritorial

Motion by LaBudda, seconded by Ingebritsen to approve Certified Survey Map being a Map located in the in the SE ¼ of the NW ¼ of Section 34, T5N R3W SE ¼ of the NW ¼ of Section 34, T5N R3W, Town of North Lancaster, Grant County, Wisconsin petitioned by Eileen Zart as recommended by the Plan Commission (Extraterritorial review). Motion carried unanimously by roll call vote.

10. CSM (Bauer)

Motion by Rollins, seconded by LaBudda to approve Certified Survey Map being a Map located in the SE ¼ of the SE ¼ of Section 3, T4N R3W, being a Replat of Part of Lot 3, Block 63, Assessment Plat, City of Lancaster, Grant County, Wisconsin petitioned by David J. and Susan A. Bauer as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

11. Awarding 2019 Public Works Construction Bids (4-2019, 5-2019 & 6-2019)

There was some concern that the Nathan Street Sanitary Sewer project had not been previously discussed or budgeted for 2019.

Motion by Schmidt, seconded by Gruetzmacher to accept the low bid of \$127,055 for contract# 4-2019 Hickory Street to Maple Street to Owen's Excavating & Trenching, Inc. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Ingebritsen to accept the low bid of \$71,980 for contract# 6-2019 Hickory Street Extension to Owen's Excavating & Trenching, Inc. Motion carried unanimously by roll call vote.

No action taken on contract# 5-2019 Nathan Street Sanitary Sewer due to a lack of a motion.

12. Naming Rights pertaining to Pool Project

Motion by Gruetzmacher, second by LaBudda to approve naming rights to the Lancaster Community Fund for the Kids Zone Area on the new pool. Motion carried unanimously by roll call vote.

13. Future Pool Fundraising

There was a consensus that all future pool donations be dedicated for bathhouse improvements and other amenities such as outside amenities.

14. Fire Station HVAC

Motion by LaBudda, second by Schmidt to approve staff request to move the HVAC replacement project in the Fire Station from 2021 to 2019 and delay the basement remodeling project this year until 2021. Motion carried unanimously by roll call vote.

Recessed at 7:35 P.M.

Reconvened at 7:40 P.M.

15. Overtime Report

A memo providing a summary of overtime wages for 2019 (thru June) and the past three years (2016-2018) was reviewed.

16. Construction Update

- a. Downtown Hwy 61
- b. Sewer to County Farm
- c. Pool
 - Preconstruction meeting scheduled for 7/25

17. Reports from Department Heads

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

18. Administrators Report

- a. Housing Development
 - Larkin Property Acquisition-Delayed for now
- b. Saputo Expansion
 - Moving forward but extensive design process
- c. Hotel Development
 - Still progressing

19. Mayor Comments

Congratulated Clerk Kurihara for earning a place on the Municipal Clerks Honor Roll.

20. Council Comment

Schmidt-Finance Review Committee will meet in August and like to see a final update on the Jefferson Street Reconstruction Project.

21. Future Agenda Items

None

22. Closed Session

Motion by LaBudda, seconded by Schmidt to convene to closed session at 8:25 P.M. for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding Arrow Ridge Business Park Lots (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

23. Open Session

N/A

24. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 8:42 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
AUGUST 19, 2019**

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, Gruetzmacher, Hoffman, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: Ingebritsen

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

4. Recognition of Ray Klaas

Mayor Varnam presented a Certificate of Appreciation to Ray Klaas, who had recently retired from the Police Department, for his years of service.

5. Recognition of Angie Gruetzmacher

Mayor Varnam handed an appreciation plaque to Angie Gruetzmacher, who is an At-Large representative and is moving out of the city limits at the end of the month, for her service.

6. Public Comments

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of June 17, 2019
- b. 2019 2nd Quarter Budget Report
- c. Treasurer's Report 6-30-19
- d. July Revenue Report
- e. Approve Operator Licenses-Darrell Blessen, Jenna Raisbeck, Anita Kohout and Gracie Winter

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

8. Approval of Purchase Orders and Expenditures

Motion by Schmidt, seconded by Hoffman to approve expenditures=\$431,637.25. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Finance Review Committee 8-13-19
- b. Golf Course Committee 8-8-19
- c. Joint Board of Review 8-1-19
- d. Zoning Board of Appeals 7-22-19

10. Golf Course Update

Adam Miller, Golf Course Manager, provided a brief update on the operations of the Golf Course.

In addition, provided for information were the following financial statements: 2019 Budget with comparative totals for 2016-2018 and 2019 Jan-June actual with comparative totals for 2016-2018.

11. Golf Cart Lease (Harris)

Motion by Rollins, seconded by Hoffman to approve golf cart lease with Harris Golf Cars for 6-years at \$155,857.68 as recommended by the Golf Course Committee. Motion carried unanimously by roll call vote.

12. 2017 Jefferson Street Reconstruction Project

A memo summarizing the final cost & funding summary and budget comparison for the 2017 Jefferson Street Reconstruction Project was briefly reviewed.

13. Conventional Rate Case Application

Motion by Schmidt, seconded by LaBudda to authorize the submission of a conventional rate case application to the PSC for an increase in water rates for 2020 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

14. Sunrise Valley Development Agreement

Motion by LaBudda, second by Oliveto to authorize assignment of Sunrise Valley LLC Development Agreement (TID #5) to Johnson Bank. Motion carried unanimously by roll call vote.

15. Pool Bathhouse Improvements

The Council had early at 5:30 P.M. toured the pool bathhouse to observe any needed improvements.

There was a consensus to have staff prioritize needed improvements with cost which could then be discussed further at the next meeting. It was also suggested to have staff research the possibility and cost into an expanded area to have food near the pool.

16. At-Large Alder Vacancy

Motion by Oliveto, seconded by Reuter to have a public notice prepared to accept letters of interest in fulling the vacant office of Alderperson At-Large with review at the September meeting. Motion carried unanimously by roll call vote.

17. Election by Council-Parks & Rec Committee

Hoffman nominated Reuter.

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

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

18. Joint Fire Committee and Public Works Committee Council Representative

Motion by LaBudda, seconded by Schmidt to appoint Oliveto to the Public Works Committee. Motion carried unanimously by roll call vote.

Motion by Schmidt, seconded by Gruetzmacher to appoint Ingebritsen to Joint Fire Committee. Motion carried unanimously by roll call vote.

19. Beautification Committee-Mayor Appointment

No action taken

20. Construction Projects Update

- a. Downtown Hwy61
- b. Sewer to County Farm
- c. Pool

21. Reports from Department Heads

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

22. Administrators Report

- a. Infiltration and Inflow Study Review

23. Mayor Comments

None

24. Council Comment

None

25. Future Agenda Items

None

26. Closed Session

N/A

27. Open Session

N/A

28. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 8:09 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SEPTEMBER 23, 2019**

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, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: None

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

4. Public Comments

None

5. Proclamation

Mayor Varnam introduced the following proclamations:

- a. Chamber of Commerce Proclamation for month of September-Presented to Daniel Glass, Former Chamber Board President
- b. Fire Prevention Proclamation for the week of October 6-12, 2019
- c. National Disability Employment Awareness Proclamation for month of October
- d. Eastman Cartwright Centennial Celebration Day Proclamation for September 18, 2019

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of August 19, 2019
- b. August Revenue Report
- c. Treasurer's Report 7-31-19
- d. Resolution 2019-09 2018 Budget as recommended by Finance Review Committee
- e. Resolution No. 2019-08 Combined Authoring Resolution for Urban Forestry Grant and Urban Forestry Catastrophic Storm Grant Programs
- f. Mayor Appointment (Joel Ingebritsen) on Beautification Committee to Replace A. Gruetzmacher
- g. Approve Operator Licenses-Jessica Bertgen, Amanda Dengler, Nicole Potter and Siena Krachey

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

7. Approval of Purchase Orders and Expenditures

Motion by Ingebritsen, seconded by LaBudda to approve expenditures=\$656,543.11. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Finance Review Committee 9-10-19
- b. Parks & Recreation Committee 9-3-19
- c. Public Works Review Committee 9-4-19

9. Water Service Request (Montgomery)

Silas and Julie Montgomery made a request for water service to their property located at 10028 Old K Lane, which is located outside the City limits.

City ordinances would not allow water service to this property unless it is annexed into the City; however, annexation would be difficult to achieve since other properties would also need to be annexed in order to be contiguous with City property.

Request was denied due to a lack of a motion.

10. Preliminary Compliance Alternatives Plan

Phil Severson, Strand, made a brief PowerPoint presentation for information only regarding the preliminary compliance alternatives plan for phosphorus removal by using a multi-discharger variance (MDV) option. This option is significantly less costly than a capital cost investment for tertiary treatment. Both the Public Works Review and Finance Review Committees would be further discussing this issue and plan.

11. Pool Project Colors

There was a consensus to agree with Administration's recommendation of color choices for the pool amenities.

12. Future Pool Operations

The Council mentioned that the following items regarding future pool operations be discussed at a later meeting:

- Staffing and Wages
- Pool Hours
- Opening and Closing dates
- Music
- Food within a designated expanded area
- Fees
- Training opportunities

13. E. Cherry Street Repair

It was explained that a culvert structure under Cherry Street near the ball diamonds has deteriorated to the point the it cannot support the street above it. A quick fix could be done but may not provide a viable solution.

Motion by LaBudda, seconded by Oliveto to approve having the issue studied with a long-term solution plan, which could take place in the Spring of 2020. Motion carried unanimously by roll call vote.

Recessed at 7:31 P.M.

Reconvened at 7:44 P.M.

14. At-Large Alder Vacancy

Candidates (Dan Glass, Stuart Harper, Matt Pennekamp and Terry Meyer) sat together and were asked a set of four questions. Afterwards nominations were considered.

LaBudda nominated Stuart Harper

Hoffman nominated Dan Glass

Oliveto nominated Terry Meyer

Ingebritsen nominated Matt Pennekamp

The first vote (open ballot) was Harper-3 votes, Glass-2 votes, Meyer-1 vote and Pennekamp-1 vote. No appointment.

The next vote (open ballot) with just Harper and Glass was Harper-5 votes and Glass-2 votes. Stuart Harper was appointed as Alderperson At-Large.

Recessed at 8:03 P.M.

Reconvened at 8:10 P.M.

Clerk Kurihara administered the official oath of office to Harper

15. Construction Projects Update

- a. Downtown Hwy61
- b. Sewer to County Farm
- c. Pool

16. Reports from Department Heads

- a. Fire Department-None
- b. Library-Report
- c. Police-Report
- d. Public Works-Report and noted approximately \$10,000 in damage from recent flooding.

17. Administrators Report

- a. Housing Development
- b. Saputo Expansion-1st phase to begin March/April 2020
- c. Hotel Development
- d. Hotel Study
- e. Municipal Data Tool Comparison

18. Mayor Comments

None

19. Council Comment

None

20. Future Agenda Items

None

21. Closed Session

Motion by LaBudda, second by Ingebritsen to convene to close session at 8:35 P.M. for the purpose of:

- a. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding Golf Course, Hotel Development and Old K Lane Lots (Wisconsin Statutes 19.85, P1, e)
- b. 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 (Wisconsin Statutes 19.85, 1, g).

Motion carried unanimously by roll call vote.

22. Open Session

N/A

23. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 8:56 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
OCTOBER 21, 2019**

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, Ingebritsen, LaBudda, Oliveto, Reuter, Schmidt and Rollins

Members absent: Harper

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

4. Girl Scouts Trex Community Challenge

Members of the Girls Scouts made a presentation describing a challenge they are to compete in to collect 500 lbs. of plastic film recyclables and if the goal is met, TREX Company will donate a park bench to the Girls Scouts, who will then donate it to the City for the dog park.

5. Swearing In-Police Officer

Clerk Kurihara swore in newly hired Police Officer Nathan Farrey.

6. Public Comments

None

7. Proclamation

Mayor Varnam presented the following proclamation:

- a. Lancaster Emergency Medical Services 75th Anniversary Month for October

8. Consent Agenda

- b. September Revenue Report
- d. Approve Operator Licenses-Susan Moore

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

8a. Minutes

Motion by Hoffman, seconded by Ingebritsen to approve minutes of regular Council Meeting of September 23, 2019 with the amendment of noting Attorney Helmke. Motion carried unanimously by roll call vote.

8c. 3rd Quarterly Reports

Motion by LaBudda, seconded by Reuter to approve 2019 3rd Quarterly Budget Reports. Motion carried unanimously by roll call vote.

9. Approval of Purchase Orders and Expenditures

Motion by LaBudda, seconded by Schmidt to approve expenditures=\$1,206,693.65. Motion carried unanimously by roll call vote.

10. Reports from Commissions and Committees

- a. Finance Review Committee 10-15-19 and 10-16-19
- b. Zoning Board of Appeals 10-7-19

11. 2018 Audit Report

The Audit Report and Required Audit Communication were provided as separate attachment in which the former had been reviewed at the Finance Review Committee meeting last Tuesday and the latter was briefly reviewed again.

Motion by LaBudda, seconded by Ingebritsen to approve the 2018 Audit Report as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

12. 2020 Health Insurance Proposal

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

Motion by Oliveto, seconded by Rollins to approve 2020 Medical Associates Health Insurance Proposal Alternative #9 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

Ingebritsen returned to the table.

13. Previous Council Action to Submit PSC Rate Case Application

Motion by Hoffman, seconded by LaBudda to rescind previous action of Council regarding the submittal of the rate case application to the PSC. Motion carried unanimously by roll call vote.

14. Sewer Rate Increase

Motion by LaBudda, seconded by Hoffman to approve a 1.5% sewer rate increase effective 1/1/2020 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

15. Stormwater ERU Rate Increase

Motion by LaBudda, seconded by Oliveto to approve a .90 cents Stormwater ERU increase effective 1/1/2020 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

Mayor indicated he will veto this action as it is nearly a 41% increase in the ERU rate.

16. 2020 Budget Preview

Clerk Kurihara went over the 2020 Budget Preview presentation, which proposed a status quo on services with a tax levy of \$1,457,000 (\$33,000 or 2.32% increase) along with rate increases of 1.5% for sewer and .90 cents per ERU for stormwater.

Recessed at 7:47 P.M.

Reconvened at 7:57 P.M.

17. Valley View Sanitary and Storm Sewer Improvements

Motion by Rollins, seconded by LaBudda to approve engineering services proposal from Delta 3 for Valley View Sanitary and Storm Sewer Improvements. Motion carried unanimously by roll call vote.

18. Lancaster Community Fund Grant Application

Administrator Carlson stated he had talked to the Lancaster Community Fund in which they said they would provide 50% funding for concession area improvements in the Grantland Theatre. This item was not budgeted so an application will not be filed until next year.

19. Absence of Flashing Stop Sign (Cherry and Jefferson)

DPW Hauth explained DOT did not replace the flashing stop sign at the corner of Jefferson and Cherry Street since they felt it was not necessary. Chief Reukauf further stated there had not been a study whether a flashing stop sign was effective or not.

Motion by Oliveto, second by LaBudda to direct staff investigate a solar powered flashing stop sign at the corner of Jefferson and Cherry Streets and investigate whether a flashing sign is necessary for the other stop signs around the square. Motion carried unanimously by roll call vote.

20. Future Pool Operations

The Council discussed that the following administrative items regarding future pool operations:

- Staffing and Wages-Increase in staffing and possibly an increase in wages.
- Pool Hours-See the pool open Saturday night and Opening and Closing Dates-Have a "hard" closing date.
- Music and Food in a designated area-Staff is looking into possibility
- Fees and Training Opportunities-Staff will research

Staff will report on these items at a future meeting after further investigation and discussion with pool staff.

21. Construction Projects Update

- a. Downtown Hwy61-Substantial completion by Thanksgiving
- b. Sewer to County Farm-Substantial completion by end of month
- c. Pool-Ahead of schedule

22. Reports from Department Heads

- a. Fire Department-Handed out report
- b. Library-Report
- c. Police-Report
- d. Public Works-Report

23. Administrators Report

- a. Housing Development
- b. Saputo Expansion
- c. Hotel Development

24. Mayor Comments

Mentioned there was a great turnout with approximately 25 dogs for the costume party at the Dog Park in recognition of the improvements by the Lancaster Community Foundation Grant and thanked Aja Taylor for organizing the event on behalf of the City.

25. Council Comment

LaBudda-Inquired about the Veto process

26. Future Agenda Items

Further Discussion on Pool Operations

27. Closed Session

Motion by LaBudda, second by Ingebritsen to convene to close session at 8:59 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 regarding City non-represented employees' wages (Wisconsin Statutes 19.85, P1, c)
- c. 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 (Wisconsin Statutes 19.85, P1, g)

Schmidt left at 10.35 P.M and did not return

- 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 regarding Hotel Development (Wisconsin Statutes 19.85, P1, e)

Motion carried unanimously by roll call vote.

28. Open Session

N/A

29. Adjourn

Motion by LaBudda, seconded by Rollins to adjourn the meeting at 11:10 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
NOVEMBER 18, 2019**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Members absent: None

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

4. Public Comments

Brian Clauer, Owner of Anglers Nook-Would like to see 2 (two) hour parking on the north side of Cherry Street between Madison Street and Monroe Street

5. Mayor Proclamations

- a. Snowplow Driver's Day-November 18, 2019

6. Public Hearing-2020 Budget

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

There were no public comments.

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

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of October 21, 2019
- b. Treasurer's Report 10-31-19
- c. Golf Course Income Statement
- d. Overtime and Comp Time Reports
- e. Annual Summer Recreation Reports
- f. October Revenue Report
- g. Approve Operator Licenses

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

8. Approval of Purchase Orders and Expenditures

Motion by Hoffman, seconded by LaBudda to approve expenditures=\$1,177,945.68. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Finance Review Committee 11-15-19
- b. Police and Fire Commission 10-3-19, 10-23-19 and 11-5-19
- c. Public Works Review Committee 11-6-19

Schmidt arrived at 6:38 P.M.

10. Override Mayor's Veto

Public comments were allowed into the Council discussion:

- Support Mayor's Veto
 - Bob Keeney, Grant Board Chairman
 - Amy Olson, Grant County Fairgrounds Operations Director
 - Dave Lambert, Grant County Highway Commissioner-Supports Mayor's Veto

Motion by LaBudda, seconded by Oliveto to override Mayor's Veto of Council's action at its Monday October 21st, 2019 meeting to approve a 0.90 cents ERU stormwater rate increase effective 1/1/2020 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

11. ERU Stormwater Rate

N/A

12. Administrator's Financial Memos

The Administrator explained the purpose of the financial memos (City Finances Review, City Finance Needs, Stormwater Utility and Wheel Tax), which were to provide information on City finances with current and future financial concerns.

13. Upgrading Council Chamber Sound System

Administrator explained the memo in the packet for upgrading the Council Chamber's sound system or as another option to rearrange the tables for improved communication.

There was a consensus to try a different arrangement including going back to the original set-up.

14. Town and County Sanitation Proposal for Sanitation Services

DPW Hauth explained proposal from Town and County Sanitation regarding continued sanitation services with the following options:

- Option #1-Supply two large (95 gallon) bins, which one would be for weekly garbage pickup and the another for every other week recyclable pickup (Finance Review Committee recommendation).
- Option #2-Status Quo.

A consensus was reached to have Administrator research further into the "large bin" system (Option #1) and possibly have a representative from Town and County attend to next meeting to address questions.

15. Ordinance No. 2019-05-Budget and Tax Levy Ordinance for 2020

Clerk Kurihara briefly reviewed the 2020 Budget Transmittal Memo and explained budget adjustments as recommended by Finance Review Committee.

Council will act on this item after closed session.

16. Ehlers as City's Financial Advisor

Motion by Labudda, seconded by Schmidt to approve approval of Ehlers as City's financial advisors as recommended by Finance Review Committee. Motion carried unanimously by roll call vote.

17. Ordinance 405-5

Chief Reukauf introduced proposed amendments regarding parking limitations for discussion and consideration at the next meeting.

18. Future Pool Operations

Staff is in the process of working with the Pool Manager to address staffing, hours and training. Also, in the packet is the Pool manual and staff welcomes any suggested revisions.

19. Construction Projects Update

- a. Downtown Hwy61-Road completely open this Friday
- b. Sewer to County Farm-Substantially completed last week
- c. Pool-Construction going well and ahead of schedule

20. Reports from Department Heads

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

21. Administrators Report

- a. Housing Development
- b. Saputo Expansion
- c. Hotel Development

22. Mayor Comments

None

23. Council Comment

Hoffman-Will not be running for re-election

Oliveto-Will not be running for re-election as At-Large but will be for Pete's (Hoffman) seat

Schmidt-Will not be part of hotel investment group since being on the Council is a conflict of interest

24. Future Agenda Items

None

25. Closed Session

Motion by LaBudda, second by Ingebriksen to convene to close session at 7:47 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 regarding City non-represented employees' wages (Wisconsin Statutes 19.85, P1, c)
- c. 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 (Wisconsin Statutes 19.85, P1, g)

Motion carried unanimously by roll call vote.

- 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 regarding Hotel Development (Wisconsin Statutes 19.85, P1, e)-N/A

26. Open Session

Motion by Schmidt, seconded by Reuter to resume to open session at 8:33 P.M. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Reuter to approve a \$53,000 salary with a \$1,000 increase upon successful completion of Advanced EMT certification for EMS Director position. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Schmidt to approve a 1.5% wage increase for full-time non-represented non-library employees except a 3% increase related to the following positions: Police Sergeant, Water/Wastewater Operator and Mechanic/Maintenance Worker II. Motion carried seven (7) to one (1) by roll call vote with Oliveto voting against.

Motion by LaBudda, seconded by Reuter to approve Ordinance No. 2019-05- Budget and Tax Levy Ordinance for 2020 as recommended by Finance Review Committee and with wage adjustments noted above. Motion carried seven (7) to one (1) by roll call vote with Oliveto voting against.

27. Adjourn

Motion by LaBudda, seconded by Ingebriksen to adjourn the meeting at 8:34 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
DECEMBER 9, 2019**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Members absent: None

Others present: Attorney Helmke, Administrator Carlson and Clerk Kurihara

4. Closed Session

Motion by LaBudda, second by Ingebritsen to convene to close session at 6:31 P.M. for the purpose of:

- a. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session regarding Hotel Developer's Agreement (Wisconsin Statutes 19.85, P1, e)
- b. 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 (Wisconsin Statutes 19.85, P1, g)

Motion carried unanimously by roll call vote.

5. Open Session

N/A

6. Lease between City of Lancaster and Stone Hearth Pub, LLC

N/A

7. Future Golf Course Restaurant Operations

N/A

8. Adjourn

Motion by LaBudda, seconded by Schmidt to adjourn the meeting at 7:18 P.M. Motion carried.

David A. Kurihara
City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
DECEMBER 16, 2019**

1. Call Meeting to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Members absent: LaBudda

Others present: Attorney Helmke, Administrator Carlson, Clerk Kurihara, DPW Hauth, Police Chief Reukauf, Fire Chief Braun, EMS Director Boughton, Library Director Bernetzke, Administrative Assistant Sheckler and Assistant Library Director Fortney

4. City Employee Service Recognition

Mayor Varnam acknowledged and handed out years of service recognition certifications to the following employees: Aja Taylor-5 years, Jennifer Bernetzke-10 years and Tara Fortney-20 years.

5. Mayor Proclamations

- a. Adult School Crossing Guard Recognition Week-January 20-24, 2019

6. Public Comments

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of November 18, 2019 and special Council Meeting of December 9, 2019
- b. Approve Election Inspectors 2020-2021
- c. Approve Service Agreement for Dennis Hampton
- d. Approve 2020 Fire Protection Towns Agreements
- e. Approve Resolution No. 2019-10 Introductory Resolution on Final Date for Payment of Taxes
- f. November Revenue Report

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

8. Approval of Purchase Orders and Expenditures

Motion by Hoffman, seconded by Harper to approve PO #6807=\$89,201.46 and expenditures=\$947,213.32. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Beautification Committee 12-3-19

10. Ordinance No. 2019-06

Staff memo was briefly reviewed and Administrative Assistance Sheckler answered questions regarding Administration's proposed pool fees.

Motion by Reuter, seconded by Ingebritsen to approve Ordinance No. 2019-06 -Amended Fee Schedule Ordinance for 2020 except for the pool and recreation fees to considered separately at the next meeting. Motion carried unanimously by roll call vote.

11. Town and Country Sanitation Proposal for Sanitation Services

Doug Enke, Town and Country Sanitation President/Owner addressed questions regarding Option #1, which uses large (95 gallon) totes for garbage and recycling.

Motion by Schmidt, seconded by Rollins to approve a seven (7) contract with Town and Country Sanitation Proposal for Sanitation Services-Option #1 and rates will be \$10.25/home/month for three (3) years with a 3% increase per year for the remaining four (4) years. Motion carried unanimously by roll call vote.

12. Ordinance 405-5 Parking Limitations, 405-9 Vehicular weight limitations and 405-11 Operation in municipal property amendments

There was a consensus to adopt the proposed amendments next month in ordinance form except for the following changes: C.18-Change 8am to 7am and C. 31-Change Maple to Elm and investigate the possibility of changing the parking restriction on Jefferson Street between Hickory Street and Elm Street.

13. Hotel Development

- N/A
- a. Discuss Developer's Agreement and Possible Action
 - b. Discuss possible creation of a Community Development Authority ("CDA") for the City of Lancaster and Possible Action
 - c. Discuss contracting Ehlers for professional service assistance and Possible Action

14. Reports from Department Heads

- a. Fire Department-Report handed out to members and introduced newly hired EMS Director Jeff Boughton
- b. Library-Report
- c. Police-Report
- d. Public Works-Report

15. Administrators Report

- a. Council Layout-Prefer current set-up (original set-up in front of fireplace).

16. Mayor Comments

Thanked Aja, Jennifer and Tara on their years of service again and the other employees, who were not present: Jenny Oyen-5 years, Mark Wood-20 years, Randy Wallin-25 years and Steve Bowen-15 years.

17. Council Comment

Rollins-Thanked staff (Aja) for holiday treats on the table.

18. Future Agenda Items

Oliveto-Update on Flashing Stop Sign at the corner of Jefferson Street and Cherry Street.

19. Adjourn

Motion by Hoffman, seconded by Rollins to adjourn the meeting at 7:41 P.M. Motion carried.

David A. Kurihara
City Clerk