

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JANUARY 16, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: None

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

4. Certificate of Appreciation

A certificate of appreciation will be presented at a later time/place to Susan Ackland, who is retiring as the Potosi Branch Librarian and was unable to attend tonight's meeting due to the weather.

5. Proclamation- Adult School Crossing Guard Recognition Week

Mayor Varnam read a proclamation recognizing January 16-20, 2017 as Adult Crossing Guard Recognition Week.

6. Comments from Citizens

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of December 19, 2016
- b. Approve Preliminary Resolution No. 2017-01–2017 Special Assessments for S. Jefferson Street Reconstruction Project (Note: There was a change in the description on the properties on both sides of Jefferson Street which should have been between Oak Street and Cherry Street)
- c. December Revenue Report
- d. Approve Operator Licenses-Brandi Taylor

Motion by LaBudda, seconded by Morgan 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 Reuter to approve expenditures = \$167,064.51 and P.O. 6756 =\$86,980. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Plan Commission 1-09-2017

Reuter recused herself from items 10 and 11 citing to a conflict of interest. She left the table.

10. Ordinance No. 2017-01 (Strakeljahn)

Motion by Morgan, seconded by Schmidt to approve Ordinance No. 2017-01 Amending the City of Lancaster Comprehensive Plan as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

11. Ordinance No. 2017-02 (Strakeljahn Rezone)

Motion by Morgan, seconded by Hoffman to approve Ordinance No. 2017-02 Amending the Zoning Map as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

Reuter returned to the table.

12. Ordinance No. 2017-03 (Martin Schwartz LLC)

Motion by Ihm, seconded by Von Feldt to approve Ordinance No. 2017-03 Amending the City of Lancaster Comprehensive Plan as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

13. Ordinance No. 2017-04 (Martin Schwartz Rezone)

Motion by Hoffman, seconded by Olmstead to approve Ordinance No. 2017-04 Amending the Zoning Map as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

14. Becher Hoppe Property Acquisition Contract (WisDOT USH 61 Project-Cherry St. to City Limits Rd.)

DPW Hauth explained this is a contract for property acquisition services related to the proposed 2019 DOT USH 61N project from Cherry Street to City Limits Road. The contract is with the City even though the process was mainly handled by DOT and all costs will be reimbursed as part of the project. He further stated DOT would like the City to conditionally approve the contract so the project can proceed without delay.

Some members felt a project update from DOT is necessary before approving any contracts related to this project and waiting to take action on this item would not delay the project.

Motion by Von Feldt, seconded by Morgan to approve contract between City of Lancaster and Becher Hoppe for property acquisition services related to DOT USH 61 Project (Cherry Street to City Limits Road) contingent on DOT approval of the Design Study Report and recording of the plat. Motion failed with Mayor Varnam breaking a tie of four (4) to four (4) by roll call vote with Olmstead, Schmidt, Hoffman and LaBudda voting against.

15. Alcohol License Refund Request-County Club Pub, Inc.

No Action-Attorney Helmke explained the Council could not take action on this item since the City ordinance does not allow for alcohol license refunds except in the event of a sale of an ongoing business.

16. Original Class “B” Beer and “Class B” Liquor License

An application for an Original Class “B” Beer and “Class B” Liquor License for Fiesta Cancun of Lancaster, Inc., 150 S. Madison St., Lancaster, Wisconsin 53813-Kari Wackershauser, Agent has been filed and the sale of the property is contingent upon the applicant obtaining the proper beer and liquor license.

Motion by LaBudda, seconded by Schmidt to grant Original Class “B” Beer and “Class B” Liquor License for Fiesta Cancun of Lancaster, Inc. located at 150 S. Madison St., Lancaster, Wisconsin 53813-Kari Wackershauser, Agent contingent upon sale of property to applicant. Motion carried unanimously by roll call vote.

17. Stone Hearth Pub Proposal-Food & Beverage Service at the Municipal Golf Course

Item will be discussed in close session with applicant (Nikki Nemitz), who is present.

18. Future Food and Beverage Servicing at the Municipal Golf Course

Not necessary

19. Former TC Beverage Property Development

Administrator Winger briefly reviewed a memo from Strand Associates along with a couple of conceptual maps and cost estimate for developing the former TC Beverage property into residential lots.

There was a consensus to move forward with creating a residential development located at the former TC Beverage property. The City would proceed with development as a City project unless a private developer would be interested and assume the project.

20. WisDOT Hwy 61N project-Lancaster to Fennimore

The Council had discussed whether road lighting was still possible to be added along some of the roadway from City Limits Road to Hwy 129 related to the upcoming (2017) WisDOT Hwy 61N (Lancaster to Fennimore).

A consensus was reached to have Administration contact a DOT representative to come to a special or next monthly meeting to address the Council about having road lighting added to the upcoming WisDOT Hwy 61N project.

In addition, the Council would like the Beautification Committee to meet and provide a recommendation.

21. Goal Setting Action Plan Update

Administrator Winger provided a quarterly update on the goal setting action plan.

22. Reports from Department Heads

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

23. Administrator's Report

Report enclosed

24. Close Session

Motion by LaBudda, second by Reuter to convene to close session at 7:41 P.M. for the purpose of:

- a. 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 Statutes 19.85, Pl, f) and
- b. Convene to close session (If necessary) 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 Golf Course Food and Beverage Lease (Wisconsin Statues 19.85, P1, e).

Motion carried unanimously by roll call vote.

25. Open Session

N/A

26. Adjourn

Motion by Reuter, seconded by Morgan to adjourn meeting at 8:52 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JANUARY 30, 2017**

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, Reuter and Von Feldt

Members absent: None

Others present: Attorney Helmke, Administrator Winger, Clerk Kurihara and DPW Hauth

3. Public Comments

None

4. Property Acquisition-Proposed 2019 WisDOT USH 61N Project (Cherry Street to City Limits Road)

Ernie Peterson and Lance Williston from KL Engineering, which is handling the planning for the 2019 project, explained the third party's role and process in acquiring property related to the project.

Further, Ernie answered several questions pertaining to the proposed property acquisition services contract with Becher Hoppe for this project.

5. Becher Hoppe Property Acquisition Contract (WisDOT USH 61N Project-Cherry St. to City Limits Rd.)

Motion by Morgan, seconded by Reuter to approve contract between City of Lancaster and Becher Hoppe for property acquisition services related to DOT USH 61 Project (Cherry Street to City Limits Road) contingent on the recording of the plat. Motion carried unanimously by roll call.

6. Road Lighting Pertaining to Proposed 2017 WisDOT USH 61N Project (City Limits Rd. to Fennimore City Limits)

WisDOT representatives Tim Maedke and Jeremy Tomesh gave an update of the upcoming road project to occur this year.

The City's inquiry of possibility adding lights along the portion of road from City Limits Road to Shopko was discussed. Tim explained the WisDOT had informally stated they would not participate in a lighting plan for this section of road, however; the City could proceed at their own cost, which is estimated at a minimum of \$200,000. Noted, the City felt lighting would enhance the northern entrance but would not proceed at this time without WisDot participation.

A consensus was reached to have Administration make a formal written request to WisDOT to design and participate in a lighting plan for the road section from City Limits Road to the northern city limits (near Shopko).

7. Close Session

Motion by Morgan, second by Schmidt to convene to close session at 7:35 P.M. for the purpose to convene to close session 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 Lease Agreement with Stone Hearth Pub, LLC (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

8. Open Session

N/A

9. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn meeting at 8:05 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
FEBRUARY 20, 2017**

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, Morgan, Reuter and Von Feldt

Members absent: Schmidt

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

4. City Employee Service Recognition Certificates

Mayor Varnam acknowledged the following employees for reaching one of the 5 year increment employment milestones in 2016: Steve Braun-5 years; Tara Fortney-5 years, Justin McLimans-10 years, Deb Knapp-15 years and Mike Meighan-20 years. Further, he handed out recognition certificates to Steve, Justin and Deb, who were present.

5. Comments from Citizens

Mary Knoble-Janney and Dave Janney felt the Council should provide financial assistance to the homeowner for new private sewer lateral cost in regards to the upcoming South Jefferson Street Reconstruction Project and the same assistance should be applied to any future projects.

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of January 16, 2017 (with the correction of item 14-s/b motion failed) and not motion carried and Special Council Minutes January 30, 2017
- b. January Revenue Report
- c. Approve Operator Licenses-Julie Groom, Susan Ahnen, John Giesen and Adam Miller

Motion by Morgan, 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 LaBudda to approve expenditures = \$1,194,771.77 and P.O. 6757 = \$32,067.10. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Beautification Committee 1-19-17
- b. Historic Preservation Commission 1-10-17
- c. Park and Recreation Committee 1-5-17
- d. Public Works Review Committee 2-14-17.

9. 2017 Summer Recreation Brochure

Adminstrator Winger presented the upcoming 2017 summer recreation brochure.

10. Road Lighting-WisDOT Hwy 61N Project-Lancaster to Fennimore

Administrator Winger explained that he had received a letter from WisDOT indicating they by policy will not cost share in providing roadway lighting (City Limits Road to the northern city limits) as it relates to the upcoming 2017 WisDOT Hwy 61N Project (Lancaster to Fennimore).

A consensus was reiterated again that lighting would enhance the northern entrance but the City would not proceed at this time without WisDOT participation,

11. Municipal Code Updates

Initial discussion of possible code updates was discussed:

- a. 8-3 A-Library Board: Change Commencement of Term
 - i. Change term to May 1 to agree with other committee/board terms.
- b. 67-1 C-Council Meetings-Special Meetings-Calling of Meeting
 - i. Possible language change on who can call meeting.
- c. 80-14 C-City Administrator
 - i. (2)(b)-Agenda Preparation Responsibility
 1. Whether language is necessary to clarify on how agendas prepared. Note: A good idea would be to add “future agenda items” to all committees/boards agendas.
 - ii. (3)(d)-City Administrator-Personnel Officer Authority
 1. Whether to transfer authority on setting non-exempt non-union wages from Council to Administrator-Consensus was to leave as is.

12. Private Sewer Laterals -2017 S. Jefferson Street Reconstruction Project

DPW Hauth stated that he had received 9 sewer lateral cost estimates for the 12 property owners, who will be affected by the upcoming 2017 S. Jefferson Street Reconstruction Project. The cost estimates were \$17,567 plus an estimated \$6,000 for the remaining 3 properties for a total estimate of \$23,567.

The Public Works Review Committee had discussed and a majority felt the City should contribute 50% toward the cost.

Motion by Olmstead, seconded by Hoffman to approve the City to provide 100% financial assistance to affected property owners to install a new sewer lateral except for lawn restoration contingent upon obtaining all the necessary cost information related to the 2017 S. Jefferson Street Reconstruction Project. Motion carried four (4) to three (3) by roll call vote with LaBudda, Morgan and Von Feldt voting against.

13. Preliminary Hotel Market Report

Administrator Winger stated the preliminary hotel market analysis prepared by Hotel R & D, LLC in the packet had concluded a new lodging development could be supported in Lancaster and the next step would be to prepare a full feasibility study at a cost of \$6,000 (\$7,500-\$1,500 cost of preliminary report).

Motion by Reuter, seconded by Von Feldt to proceed with a full feasibility study by Hotel R & D, LLC. Motion carried unanimously by roll call vote.

14. Reports from Department Heads

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

15. Administrator’s Report

Report enclosed

16. Mayor Comments

None

17. Council Comments

None

18. Future Agenda Items

None

19. Close Session

Motion by LaBudda, second by Ihm to convene to close session at 8:06 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 Grounds Specialist Wage and Exempt Staff Compensatory Time (Wisconsin Statutes 19.85, Pl, c)
- b. Convene to close session 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 Lease Agreement with Stone Hearth, LLC (If necessary) and Sale of Property located at 1015 S. Madison St.(LV Labs) (Wisconsin Statutes 19.85, P1, e)

Motion carried unanimously by roll call vote.

20. Open Session

Motion by LaBudda, second by Reuter to convene to open session at 8:56 P.M. Motion carried unanimously by roll call vote.

Motion by Morgan, second by LaBudda to approve hourly wage increase for Grounds Specialist from \$19.06 to \$20.00 effective March 1, 2017 contingent it does not trigger any other wage increases. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Reuter to approve Lease Agreement with Stone Hearth, LLC as presented. Motion carried unanimously by roll call vote.

21. Adjourn

Motion by Ihm, seconded by Von Feldt to adjourn meeting at 9:00 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MARCH 20, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: None

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

4. Proclamation

Mayor Varnam presented a Library Appreciation Week proclamation for the week of April 9-15, 2017.

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

Mayor Varnam declared the public hearing to consider the vacation and discontinuance of a public street (portion of Van Buren Street) within the City of Lancaster open at 6:31 P.M.

No citizens were present who wished to speak.

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

6. Public Hearing-Special Assessments-S. Jefferson St. Reconstruction Project

Mayor Varnam declared the public hearing to hear comments of the proposed special assessments related to the upcoming South Jefferson Street reconstruction project open at 6:33 P.M.

No citizens were present who wished to speak.

Mayor Varnam closed public hearing at 6:34 P.M.

7. Public Comments from Citizens

None

8. Consent Agenda

- a. Approve minutes of regular Council Meeting of February 20, 2017
- b. Original Class "B" Beer and "Class B" Reserved Liquor License for Stone Hearth Pub of Lancaster, LLC.-5 Golf Rd., Lancaster, Wisconsin 53813-Nicole Nemitz, Agent
- c. Original Class "B" Beer License for City of Lancaster -5 Golf Rd., Lancaster, Wisconsin 53813-David Kurihara, Agent
- e. February Revenue Report
- f. Approve Operator License-Rebecca Blotz and Martina Kirschbaum

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

8d. Employee Handbook Amendment- Compensatory Time Exempt Employees

No action-Felted amendment was restrictive in regards to time related to emergency events (e.g. snow plowing and police calls) which consideration should be given. Item will be revisited.

9. Approval of Purchase Orders and Expenditures

Motion by Ihm, seconded by Hoffman to approve expenditures = \$1,508,886.88 and PO 6758=\$35,909.25, PO 6760=\$57,445.13 and PO 6761=\$46,615.00. Motion carried unanimously by roll call vote.

10. Reports from Commissions and Committees

- a. Beautification Committee 2-23-17
- b. Golf Course Committee 2-28-17
 - i. Newly hired Golf Course Manager Adam Miller introduced himself.
- c. Park and Recreation Committee 2-6-17 & 3-13-17
- d. Plan Commission 3-13-17
- e. Historic Preservation Commission 3-14-17

11. Resolution 2017-02

Motion by Morgan, seconded by Von Feldt to approve Resolution No. 2016-02-Resolution to Discontinue a Portion of Van Buren Street located in the City of Lancaster, Grant County, Wisconsin. Motion carried unanimously by roll call vote.

12. Resolution 2017-03

Motion by Schmidt, seconded by LaBudda to approve Resolution No. 2016-03-Resolution Regarding Sewer Service to the County of Grant for Facilities to Be Constructed and Located in Town of South Lancaster. Motion carried unanimously by roll call vote.

13. Ordinance 2017-05 (Martin Schwartz LLC-Tyler St.)

Motion by Morgan, seconded by Ihm to approve Ordinance No. 2017-05 Amending the Zoning Map as recommended by the Plan Commission with correction in the date of January 9th to March 13th in Section 3. Motion carried unanimously by roll call vote.

14. Ordinance 2017-06 (Martin Schwartz LLC-Tyler St. Rezone)

Motion by Hoffman, seconded by Olmstead to approve Ordinance No. 2017-06-An Ordinance Amending the Zoning Map as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

15. Ordinance 2017-07

Motion by Morgan, second by Von Feldt to approve Ordinance 2017-07-An Ordinance to create section 327-17 of the code of the City of Lancaster, relating to the theft, damage, and unlawful retention of library materials with the amendment of a 30 day grace period after demand is made. Motion carried unanimously by roll call vote.

16. Ordinance 2017-08

Motion by Reuter, second by Morgan to approve Ordinance 2017-08-An Ordinance amending section 8-3 of the Municipal code of the City of Lancaster, regarding library board composition. Motion carried unanimously by roll call vote.

17. Low Bid-2017 S. Jefferson St. Reconstruction Project

Motion by Ihm, seconded by Morgan to approve low bid of \$1,218,132.50 to JI Construction for the 2017 South Jefferson Street Reconstruction Project contingent on the receipt of permits. Motion carried unanimously by roll call vote.

18. Proposed Amendment to ATV/UTV Routes

Tom Zenz asked the Council to consider allowing an ATV/UTV connective route through the City.

There was some discussion on the route that should be taken within the City along with the concern of noise from vehicles accelerating and decelerating.

A consensus was reached to have Administration prepared a couple of alternative routes along with a possible change in the speed limit that these vehicles can travel for the next meeting.

19. Job Descriptions-Deputy Clerk/Treasurer and Administrative Assistant

A memo was presented outlining the Administration's proposal to change two current job positions (Administrator Executive Assistant/Deputy Clerk and Administrative Assistant/Deputy Treasurer) to create two modified job positions (Deputy Clerk/Treasurer and Administrative Assistant).

Motion by Von Feldt, seconded by LaBudda to approve the modified job descriptions of Deputy Clerk/Treasurer and Administrative Assistant in which the former is to be posted and filled with a wage range of \$15.63-\$16.50/hour. Motion carried unanimously by roll call vote.

20. Reports from Department Heads

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

21. Administrator's Report

Report enclosed

22. Mayor Comments

None

23. Council Comments

LaBudda-Inquire Golf Course Manager Miller of his initial assessment of the course and its facilities. Mentioned more support needed for recreation programming.

24. Future Agenda Items

Schmidt-Room Tax Update

25. Close Session

Motion by Morgan, second by Ihm to convene to close session at 7:32 P.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to City Administrator performance review and evaluation (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

26. Open Session

Motion by LaBudda, second by Schmidt to convene to open session at 8:50 P.M. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Hoffman to accept the resignation of Steven Winger as City Administrator effective immediately in which the City shall pay 3 months salary, 3 months health insurance and any unused vacation time under COBRA in exchange for the Administrator's full release of any and all claims against the City. Motion carried unanimously by roll call vote. Motion carried seven (7) to one (1) with Ihm voting against by roll call vote.

27. Adjourn

Motion by Ihm, seconded by Morgan to adjourn meeting at 8:52 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
MARCH 23, 2017**

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: Von Feldt

Others present: Attorney Helmke, Clerk Kurihara and Library Director Bernetzke

3. Public Comments

None

4. Resolution 2017-04

Motion by LaBudda, seconded by Schmidt to approve Resolution 2017-4-Resolution Appointing an Interim City Administrator. Motion carried unanimously by roll call.

5. Discuss Position and Recruitment of City Administrator

A memo was provided with information on the recruitment cost of the last four (4) City Administrators and typical hiring process.

Motion by LaBudda, seconded by Morgan to authorize the Interim City Administrator to issue a request for proposals (RFP) to provided recruitment services for hiring a new City Administrator. Motion carried unanimously by roll call.

6. Close Session

Motion by LaBudda, second by Reuter to convene to close session at 6:38 P.M. for the purpose of 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 Council member conduct (Wisconsin Statues 19.85, Pl, f). Motion carried unanimously by roll call vote.

7. Open Session

N/A

8. Adjourn

Motion by LaBudda, seconded by Ihm to adjourn meeting at 6:47 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
APRIL 17, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: None

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

4. Proclamation

Mayor Varnam presented the following proclamations:

- a. Arbor Day Proclamation for April 28, 2017
- b. Firefighters Recognition Day Proclamation for May 4, 2017 (Handed proclamation to Fire Braun)
- c. Teacher Appreciation Week Proclamation for the week of May 1-5, 2017
- d. Municipal Clerks Week Proclamation for the week of May 7-13, 2017 (Handed proclamation to Clerk Kurihara)

5. Public Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of March 20, 2017 and Special Council Meeting of March 23, 2017
- b. March Revenue Report
- c. Approve Operator Licenses-Sara Johnson, Nicole Potter and Joe Reuter

Motion by Morgan, 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 Schmidt to approve expenditures = \$281,866.41. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Beautification Committee 3-23-17
- b. Finance Review Committee 4-11-17

9. Ordinance 2017-09

Police Chief Reukauf briefly explained the two (2) proposed ordinances (A-Option 2 Route and B-Option 1 Route) that were in the packet for discussion. She noted that the route proposed in Option 2 should be Pine to Adams then to Elm and the routes closure from November 15-March 15 was not necessary.

Council allowed citizen comments (Tom Zenz, Leon Nix and John McNamara) into the discussion which they were in favor of an ATV/UTV route thru the City and supported the Option 2 route, which was the same as Option 1 except the route bypassed the intersection of Madison and Elm.

Motion by LaBudda, seconded by VonFeldt to approve Ordinance 2017-09-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 with the following amendments:

- Section 1 © 15-17-Changing Monroe Street to Adams Street
- Section 1 (d)(3)(h)-Delete 3 (Routes closed from November 15 to March 15).

Motion carried by roll call vote of six (6) to two (2) with Ihm and Morgan voting against.

10. City Administrator Recruitment

Motion by Morgan, seconded by VonFeldt to approve proposal for City Administrator recruitment to Public Administration Associates, LLC at a cost of \$10,000 plus actual project related costs (up to \$1,900). Motion carried by roll call vote of seven (7) to one (1) with LaBudda voting against.

11. Reports from Department Heads

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

12. Interim Administrator's Report

Report enclosed

13. Mayor Comments

- Thanked Senator Marklein and Assemblyman Tranel for their effort to continue the 61N Hwy project after the low bid exceeded the project estimate.
- Sent prayers to Don Chappell and his family as he deals with his health issue.

14. Council Comments

- Morgan-Wondered how the DOT could underestimate a road project
- Hoffman-Noted he had forward to members an update from the Golf Course Manager Miller

15. Future Agenda Items

None

16. Close Session

Motion by Morgan, second by Ihm to convene to close session at 7:09 P.M. for the purpose of 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 Statutes 19.85, Pl, f). Motion carried unanimously by roll call vote.

17. Open Session

N/A

18. Adjourn

Motion by LaBudda, seconded by Ihm to adjourn meeting at 7:13 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
STATUTORY ORGANIZATIONAL MEETING
APRIL 18, 2017
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: Kate Reuter, Bob Schmidt and Dan VonFeldt.

4. Roll Call

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

Members absent: LaBudda

Others present: Interim Administrator/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 seven (7).

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 seven (7).

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 seven (7).

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 seven (7).

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
MAY 15, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: None

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

4. Proclamation

Mayor Varnam presented the following proclamations:

- a. Emergency Medical Services Appreciation Proclamation for the week of May 21-27, 2017
- b. Police Appreciation Week Proclamation for the week of May 15-21, 2017
- c. National Public Works Week Proclamation for the week of May 21-27, 2017

5. Public Comments from Citizens

None

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of April 17, 2017 and Organizational Council Meeting of April 18, 2017
- b. April Revenue Report
- c. Approve Operator Licenses-Mitchell Schlidgen, Brianna Marcue and Colton Holmes

Motion by LaBudda, seconded by Morgan 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 = \$362,359.66. Motion carried unanimously by roll call vote (Note-LaBudda was not present during vote).

8. Reports from Commissions and Committees

- a. Beautification Committee 4-26-17
- b. Parks and Recreation Committee 5-1-17

9. Resolution No. 2017-07

Interim Administrator/Clerk Kurihara briefly explained the enclosed memo, which outlined a proposed airport project to acquire four properties for future hanger development at an estimated total cost of \$896,000. This project would be funded mainly with federal/state airport aid of \$851,200 and the rest by the City. In addition, the City would need to apply for a WI Land Loan of \$237,000 to help initially fund this project but with scheduled loan payments being paid back with future airport aid. Further, he noted the attached Resolution No. 2017-07-Advance Land Acquisition Loan would be presented for action next month after the Plan Commission has reviewed the proposed land acquisition and recommended to Council as required by state law.

10. Hwy 61 Project-Community Sensitive Funding Designation

DPW Hauth explained funding (\$61,400), which was available for decorative measures in regards the downtown 61 Highway project had been designated to be applied toward decorative street lighting (estimated \$100,000). The amount of funding can be used toward any type of decorative measure but a designation had been made to secure the funding.

The Council state that other measures such as decorative crosswalks and curb lines should also be considered.

There was a consensus to have staff present the proposed decorative lightening along with other decorative enhancements at the June meeting.

11. Reports from Department Heads

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

12. Interim Administrator's Report

Report enclosed

13. Mayor Comments-None

14. Council Comments

- Ihm-Referred to a recent Municipality article about murals on buildings in municipalities, he thought that be a good idea for the City (Beautification Committee) to consider pursuing.

15. Future Agenda Items

None

16. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 7:08 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 development and sale of former TC beverage lot (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

17. Open Session

N/A

18. Adjourn

Motion by LaBudda, seconded by Ihm to adjourn meeting at 7:27 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JUNE 8, 2017**

1. Call Meeting to Order

Mayor Varnam called meeting to order at 7:15 P.M.

2. Roll Call

Members present: Mayor Varnam, Hoffman, Morgan, Olmstead, Reuter and Von Feldt

Members absent: Ihm and LaBudda

Others present: Interim Administrator/Clerk Kurihara and Bill & Denise Frueh-Public Administration Associates, LLC.

3. Close Session

Motion by Schmidt, second by Morgan to convene to close session at 7:16 P.M. for the purpose of Convene to close session for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to the City Administrator position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by Hoffman, seconded by Schmidt to adjourn meeting at 8:26 P.M. Motion carried.

David A. Kurihara, Interim Administrator/City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JUNE 19, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: None

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

4. Committee Service Recognition

Mayor Varnam acknowledged the following outgoing Committee members for their service: Greg Chapman-Plan Commission; Don Chappell-Park and Recreation Committee; Barb Tucker-Library Board and Laurie Walker-Library Board.

5. Lions Clubs Centennial Celebration Proclamation

Mayor Varnam presented a proclamation declaring Monday, June 19, 2017 as "Lions Clubs International Centennial Celebration Day."

6. Public Comments from Citizens

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting-May 15, 2017 & Special Council Meeting-June 8, 2017
- b. May Revenue Report
- c. Resolution No. 2017-07-Compliance Maintenance Annual Report (CMAR)
- d. Approve License Renewals for 7/1/2017-6/30/2018
- e. Approve Operator Licenses-Nicholas Seiler, Trisha Gage, Andrea Mumm, Nathalie Schattner, Haley Gotto, Cara Brechler, Nikolas Hauri, Krista Hiley, Kaitlyn Schildgen and Jeaneva Johnson

Motion by Morgan, 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 VonFeldt to approve expenditures = \$211,415.53. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Board of Review 5-25-17
- b. Finance Review Committee-6-13-17
- c. Golf Course Committee 5-11-17 and 6-8-17
 - i. Golf Course Manager Report
- d. Parks & Recreation Committee 6-5-17
- e. Plan Commission 6-12-17
- f. Pool Committee 6-14-17

10. Ordinance 2017-04 (Mack Rezone)

Motion by Morgan, seconded by Reuter to approve Ordinance No. 2017-10-An Ordinance Amending the Zoning Map for the City of Lancaster, Grant County, Wisconsin as recommended by Plan Commission. Motion carried unanimously by roll call vote.

11. Resolution No. 2017-08

Interim Administrator/Clerk Kurihara noted this item was presented last month but the Plan Commission needed to review the proposed land acquisition first.

Motion by Ihm, seconded by Schmidt to approve Resolution No. 2017-08 Advance Land Acquisition Loan as recommended by the Plan Commission. Motion carried seven (7) to one (1) by roll call vote with Morgan voting against.

12. CSM (LV Labs)

Motion by Morgan, seconded by LaBudda to approve Certified Survey Map being located in the Lots G-6, G-7 and G-8 of the Assessment Play of the City of Lancaster and the NW ¼ of the NE ¼ of Section 10, Town4N, Range3West, City of Lancaster, Grant County, Wisconsin petitioned by Les Vondra on behalf of LV Labs as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

13. Compensatory Time-Exempt Employees

Item will be addressed further at the next meeting after a clarification on the existing policy is made. Also Administration will check with a few surrounding municipalities (Fennimore, Platteville and Dodgeville) regarding “comp time” for exempt employees.

14. Hwy 61 Project-Community Sensitive Funding Designation

As a follow-up to last meeting, DPW Hauth presented the proposed decorative lightening along with other possible decorative enhancements related to the Community Sensitive Funding of \$61,400 for the proposed 2019 Highway 61project.

Administration will keep the Council informed regarding any further review or necessary action pertaining to any funding.

15. Hwy 61Property Development (Adjacent to Golf Course)

The Council reviewed the narrative and revised conceptual maps along with related cost estimates prepared by Strand Associates for developing land adjacent to the Golf Course for residential and commercial development.

There was a consensus to continue moving forward with preparing a plan or creating a residential and commercial development near the Golf Course.

16. Water Tower Painting Project Bid

Motion by VonFeldt, second by Morgan to award the low bid of \$352,000 for the Water Tower Painting Project to Osseo Construction. Motion carried unanimously by roll call vote.

17. Additional parking stalls at Ryland Park

An anonymous patron wishes to donate funds to create additional angle parking specifically near the North side of the driveway exiting onto Jefferson Street as shown by a rough drawing by Strand Associates. Note: The Plan Commission had unanimously recommended creating the additional stalls while the Parks & Recreation Committee had not on a split vote.

Motion by VonFeldt, seconded by Ihm to request to create additional parking as outlined by Strand Associates and to be funded by a donation. Motion carried six (6) to two (2) by roll call vote with LaBudda and Reuter voting against.

18. Property Nuisance Ordinance

Chief Reukauf asked the Council to consider creating an ordinance which would allow the property owner to be cited for nuisance violations in addition to the tenant. This ordinance would allow the police to more effectively address habitual offenders.

There was a consensus to have Administration prepared an ordinance for consideration at the next meeting.

19. ATV/UTV Ordinance Amendment (Direct Access)

Mayor Varnam stated a couple of residents have asked whether the Council would consider amending the ATV/UTV ordinance to allow direct access to the trail from a residence.

Chief Reukauf explained that under state law in order for users to drive from their residence to the route then every street would need to have a ATV/UTV route sign and be included on the route.

There was a concern that currently enough routes have been created within the city limits and this type of amendment was not necessary.

20. ATV/UTV and Open Intoxicants

N/A-No Issue

21. Sewer Service Requests (Outside of City Limits)

DPW Hauth stated he had a sewer service request for property located at 6114 W. Hickory Street, which is outside the city limit. He also had one from a possible prospective buyer for 6102 W. Cherry Street.

Motion by Morgan, seconded by Reuter to approve sewer service request for property located at 6114 W. Hickory Street. Motion carried six (6) to two (2) by roll call vote with LaBudda and Schmidt voting against.

22. Reports from Department Heads

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

23. Interim Administrator's Report

Report enclosed

24. Mayor Comments

None

25. Council Comments

None

26. Future Agenda Items

None

27. Close Session

Motion by Ihm, second by LaBudda to convene to close session at 8:01 P.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to City Administrator position (Wisconsin Statutes 19.85, Pl, c) and deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session in regards to development and sale of property adjacent to the Golf Course along Hwy 61 (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

28. Open Session

N/A

29. Adjourn

Motion by Reuter, seconded by Hoffman to adjourn meeting at 8:53 P.M. Motion carried.

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
JULY 1, 2017
8:30 A.M.**

1. Call Meeting to Order

Mayor Varnam called meeting to order at 8:30 A.M.

2. Roll Call

Members present were Mayor Varnam, Hoffman, Ihm, LaBudda, Morgan, Olmstead, Reuter, Schmidt and VonFeldt. Also present were Interim Administrator/Clerk Kurihara, Police Chief Reukauf, Library Director Bernetzke, Chamber Director Bontreger, PAA Consultants Bill and Denise Frueh, John Ardaugh, David Carlson and Lory Young.

3. Close Session

Motion by LaBudda, second by Morgan to convene to close session at 8:31 A.M. for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility in regards to interviews for the City Administrator position (Wisconsin Statutes 19.85, Pl, c). Motion carried unanimously by roll call vote.

4. Open Session

N/A

5. Adjourn

Motion by Reuter, second by Ihm to adjourn meeting at 12:29 P.M. Motion carried.

David A. Kurihara, Interim Administrator/Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
JULY 17, 2017**

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, Morgan, Reuter, Schmidt and Von Feldt

Members absent: LaBudda and Olmstead

Others present: Attorney Helmke, Interim Administrator/ Clerk Kurihara, DPW Hauth, Police Sgt. McLimans, Fire Chief Braun and Incoming Administrator Carlson

4. Public Comments from Citizens

None

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of June 19, 2017 with amendment of adding "Chief Reukauf explained that under state law in order for users to drive from their residence to the route then every street would need to have a ATV/UTV route sign and be included on the route." to Item 19 and special Council Meeting of July 1, 2017
- b. June Revenue Report
- c. Approve Operator Licenses-Viva MacDougall, James Muench, Hayden Douglas and Judith Vesperman

Motion by Hoffman, seconded by Morgan 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 Schmidt to approve expenditures = \$707,621.14. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Beautification Committee-6-22-17
- b. Police and Fire Commission-6-15-17

8. Ordinance 2017-11

Motion by Ihm, seconded by Reuter to approve Ordinance No. 2017-11- Ordinance 2017-11-An Ordinance of the City of Lancaster, Grant County, Wisconsin, to create Section 316-9 of the Municipal Code of the City of Lancaster relating to Nuisance Properties. Motion carried unanimously by roll call vote.

9. SWOC 2016 Taxes

Interim Administrator/Clerk Kurihara briefly explained the enclosed memo outlining the proposal to pay Southwest Opportunity Center's 2016 tax bill with the understanding of being reimburse by the County.

No action will be taken on this item until the City Attorney has fully reviewed if the City can pay the taxes of another entity but action will be needed to waive a conflict of interest for the City Attorney to review this item since he is a Board member of SWOC.

Motion by Schmidt, seconded by Hoffman to approve waiving a conflict of interest to allow the City Attorney to review the tax issue of Southwest Opportunity Center. Motion carried unanimously by roll call vote.

10. City Administrator Employment Agreement

Motion by Morgan, seconded by Reuter to approve enclosed City Administrator Employment Agreement. Motion carried unanimously by roll call vote.

11. Reports from Department Heads

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

12. Interim Administrator's Report

Report enclosed

13. Mayor Comments

None

14. Council Comments

Morgan-Mentioned a property location, which may be a possible nuisance. Administration is aware of this property and working toward resolving the problem.

15. Future Agenda Items

None

16. Close Session

Motion by Morgan, second by Hoffman to convene to close session at 6:53 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 development and sale of property adjacent to the Golf Course along Hwy 61 (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

17. Open Session

N/A

18. Adjourn

Motion by Schmidt, seconded by Hoffman to adjourn meeting at 7:02 P.M. Motion carried.

David A. Kurihara, Interim Administrator/City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
AUGUST 21, 2017**

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 and Von Feldt

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

4. Public Comments from Citizens

Brian Straka-Arrow Ridge Business Park Property Owner (Elite Fitness)-Felt the BIPD ordinance should be amended to allow accessory structures since he would like to construct a shed for a lawn mower and other equipment.

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of July 17, 2017
- b. June Revenue Report
- c. Petition for Appropriation for Improvement of a Highway
- d. Approve Operator Licenses-Jason Addison, Lyvia Schwantes, Deanna Brinkman, Sherry Drake, Nicole Hohn, Brandon Oyen, Brooke Crist, Ashley Sullivan and Jenna West

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 Hoffman to approve expenditures = \$178,967.88. Motion carried unanimously by roll call vote.

7. Reports from Commissions and Committees

- a. Board of Review 8-14-17
- b. Golf Course Review Committee 8-3-17
- c. Parks & Recreation Committee 8-7-17
- d. Pool Ad Hoc Committee 8-2-17

8. Lot 9 Primrose Lane-Offer to Purchase

Item will be discussed in Close Session

Mayor Varnam recused himself from item 9 citing to a conflict of interest. He left the table.

9. GRHC-Quit Claim Deed and Termination of Rights

Attorney Helmke explained Grant Regional Health Center needs City approval of a couple of documents relating to public easements so they can obtain “clean” property titles for financing but the Council first needs to refer to the Plan Commission for recommendation.

Motion by Schmidt, seconded by Hoffman to refer Quit Claim Deed and Termination of Rights Under Wis Stat. 66.1105(2) as requested by Grant Regional Health Center to the Plan Commission for consideration and recommendation. Motion carried unanimously by roll call vote.

Mayor Varnam returned to the table.

10. SWOC 2016 Taxes

Attorney Helmke updated the Council on the progress related to the 2016 tax bill for Southwest Opportunity Center in which he explained Administration is proceeding as had been outlined last month.

11. Reports from Department Heads

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

12. Administrator's Report

Report enclosed

13. Mayor Comments

None

14. Council Comments

LaBudda-

- Inquired on the procedure if a property owner (neighbor) has concerns if the hospital is not following the approved site plan. Administration replied all property complaints regarding construction or any other property issue/s should be addressed with the City's Zoning Administrator Dennis Hampton.
- Stated the City should pay close attention to the upcoming downtown Hwy 61 project pertaining to lighting and utility lines.

Schmidt-In regards to the upcoming Hwy 61 project, City to be prepared with a plan in advance concerning access to the downtown area.

Ihm-Would like a report outlining the costs related to preparing the clubhouse for Stone Hearth Pub.

15. Future Agenda Items

- Hwy 61 Update
- Pool Update

16. Close Session

Motion by LaBudda, second by Reuter to convene to close session at 6:56 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 regards to development & sale of property adjacent to the Golf Course along Hwy 61, purchase of property South of County Road A & East of Sheridan St. and offer to purchase property at Lot 9 Primrose Ln (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

17. Open Session

Motion by LaBudda, second by Reuter to resume to open session at 7:57 P.M. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, second by Ihm to accept Offer to Purchase Lot 9 Primrose Lane from Christopher and Jessica Brownell for a purchase price pf \$13,000. Motion carried unanimously by roll call vote.

18. Adjourn

Motion by LaBudda, seconded by Schmidt to adjourn meeting at 7:58 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SEPTEMBER 18, 2017**

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 Von Feldt

Members absent: Schmidt

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

4. Proclamations

Mayor Varnam presented the following proclamations:

- a. SWOC National Disability Employment Awareness Month for October
- b. Fire Prevention Week for October 8-14, 2017

5. Public Comments from Citizens

Jeff Gruetzmacher-Thanked the Council for the opportunity to bid and provide a loan for the water tower painting project. He also thought it be a good idea for the City to consider bidding out its banking services.

6. Dennis Morgan Remembrance

Mayor Varnam spoke some words of remembrance in memory of Alderperson Dennis Morgan, who had recently passed away

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of August 21, 2017
- b. August Revenue Report
- c. Approve License Application for 9/29/2017-6/30/2018-Bennett's Automotive Services, LLC
- d. Approve Resolution-Royal Bank \$300,000 5 Year Loan for 1.93%
- e. Golf Course Clubhouse Improvement and Swimming Pool Update
- f. Approve Operator Licenses-Amber Beadle, Colleen Schnepfer, Christina Hudnut, Gavin O'Dell and Tad Martin

Motion by Hoffman, 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 = \$535,500.64 and P. O. #6780-\$52,540.44 & P.O. #6781-\$26,900. Motion carried unanimously by roll call vote.

9. Reports from Commissions and Committees

- a. Finance Review Committee 9-12-17
- b. Golf Course Review Committee 9-7-17
- c. Joint Review Board 8-21-17
- d. Parks & Recreation Committee 9-5-17 (Included 2017 Summer Recreation Report)
- e. Plan Commission 9-11-17
- f. Pool Ad Hoc Committee 9-6-17
- g. Zoning Board of Appeals 9-11-17
- h. Golf Course Review Committee 8-3-17
- i. Parks & Recreation Committee 8-7-17
- j. Pool Ad Hoc Committee 8-2-17

10. 2016 Audit Report

Terry Drone, Johnson Block and Company did a brief presentation of the 2016 audit report.

Mayor Varnam recused himself from items 11-12 citing to a conflict of interest. He left the table.

11. GRHC-Quit Claim Deed and Termination of Rights

Motion by Ihm, seconded by Hoffman to approve Quit Claim Deed and Termination of Rights Under Wis Stat. 66.1105(2) as requested by Grant Regional Health Center as recommended the Plan Commission. Motion carried unanimously by roll call vote.

12. GRHC-Termination of Rights (Ref-CSM 1415)

N/A-Item removed per GRHC Attorney request.

Mayor Varnam returned to the table.

13. CSM (City)

Motion by LaBudda, seconded by Reuter to approve Certified Survey Map being a map located in the NE ¼ of the SE ¼ of Section 3, T4N R3W, Being the Replat of Part of Block 17 and 19 of the Original Plat, City of Lancaster, Grant County, Wisconsin petitioned by the City of Lancaster as recommended by the Plan Commission. Motion carried unanimously by roll call vote.

14. Police Employee Fitness Incentive Program

Sgt. McLimans proposed a 2018 fitness incentive program in which police officers would be required to take a set of physical standard tests and if successful, receiving a monetary stipend of \$200.

Grant County Sheriff Nate Dreckman explained the benefits of having one of these programs for his department.

There was consensus this is a good idea in which the program cost will be implemented into the proposed budget for consideration.

15. City Attendance Ordinance (8-10)

Administration requested some guidance in handling absences that should come before the Council.

There was a consensus to exclude absences from consideration if it is related to military duty and occurs on a committee that is reappointed annually.

16. At-Large Alderperson Vacancy

Motion by Reuter, seconded by Ihm to have the vacant At-Large seat remain unfilled in which it will be up for election in April 2018. Motion carried unanimously by roll call vote.

17. Reports from Department Heads

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

18. Administrator's Report

Report enclosed (Included Hwy 61 Reconstruction planning process and noted the WI DOT will begin the public involvement process with a meeting on October 12th)

19. Mayor Comments

- Commended the group of students who had raised about \$1,200 for relief of Hurricane Harvey victims.
- The meeting tonight will be adjourning in memory of Dennis Morgan.

20. Council Comments

Reuter-

- Implementing an overall employee wellness program is a great idea too as with the police employee fitness incentive program.

Von Feldt-

- The City should investigate the concept of having business incubator e.g. IT services.

21. Future Agenda Items

None

22. Close Session

Motion by LaBudda, second by Hoffman to convene to close session at 7:22 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 regards to sale of property: Adjacent to the Golf Course along Hwy 61; Adjacent to the west boundary of Golf Course near Lincoln Ave; South of County Road A & East of Sheridan St. and Parking Lot-100 Block of S. Monroe St. (Wisconsin Statutes 19.85, P1, e). Motion carried unanimously by roll call vote.

23. Open Session

N/A

24. Adjourn

Motion by Reuter, seconded by LaBudda to adjourn meeting in memory of Dennis Morgan at 8:03 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
OCTOBER 16, 2017**

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, Schimdt and Von Feldt

Members absent: None

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

4. Public Comments from Citizens

Brian Clauer-Expressed concern with possible loitering if the City provided free downtown Wi-Fi.

5. Consent Agenda

- a. Approve minutes of regular Council Meeting of September 18, 2017
- b. September Revenue Report
- c. Approve Operator License-Jennifer Farrey

Motion by LaBudda, 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 Hoffman to approve expenditures = \$655,162.52. Motion carried unanimously by roll call vote.

A follow up was requested in regards to the purpose of the island in Memorial Park Pond and status of the South Jefferson Street reconstruction project.

7. Reports from Commissions and Committees

- a. Finance Review Committee 10-1-17

8. Ordinance 2017-02

Comments from Brian Straka were allowed at this time in which he stated the zoning amendment would allow him to construct a shed in Arrow Ridge Business Park for outside equipment.

Motion by Reuter, second by Von Feldt to approve Ordinance No. 2017-12 An Ordinance Amending Subsection 455-22F of the Zoning Ordinance for the City of Lancaster, Grant County, Wisconsin, Pertaining to Loading and Outside Storage in the BIPD Business and Industrial Park District as recommended by the Plan Commission.

Motion carried unanimously by roll call vote.

9. 2017 Plan of Finance

Clerk Kurihara reviewed a handout prepared by PFM Financial Advisors which outlined a proposed financing plan for 20-year \$3,025,000 bonds as follows: \$860,000 Street Improvement Projects; \$50,000 Public Works Building Improvements; \$165,000 Improvements of Parks and Public Grounds; \$185,000 Sewer Projects; \$185,000 Water Projects and \$1,580,000 Refunding (\$805,000 TIF and \$775,000 General).

The related resolutions that follow are necessary to authorize and sell the bonds in which the date of sale will be scheduled for November 20th (The next Council meeting).

10. Resolution 2017-09

Motion by Reuter, second by LaBudda to approve Resolution 2017-09-Initial Resolution Authoring \$860,000 General Obligation Bonds for Street Improvement Projects. Motion carried unanimously by roll call vote.

11. Resolution 2019-10

Motion by LaBudda, second by Reuter to approve Resolution 2017-10-Initial Resolution Authoring \$50,000 General Obligation Bonds for City Shop Project. Motion carried unanimously by roll call vote.

12. Resolution 2017-11

Motion by Schmidt, second by Hoffman to approve Resolution 2017-11-Initial Resolution Authoring \$165,000 General Obligation Bonds for Parks and Public Grounds Projects. Motion carried unanimously by roll call vote.

13. Resolution 2017-12

Motion by Reuter, second by Von Feldt to approve Resolution 2017-12-Initial Resolution Authoring \$185,000 General Obligation Bonds for Sewerage Projects. Motion carried unanimously by roll call vote.

14. Resolution 2017-13

Motion by LaBudda, second by Ihm to approve Resolution 2017-13-Initial Resolution Authoring \$185,000 General Obligation Bonds for Water System Improvements. Motion carried unanimously by roll call vote.

15. Resolution 2017-14

Motion by Schmidt, second by LaBudda to Approve Resolution 2017-14-Initial Resolution Authoring \$1,580,000 General Obligation Bonds for Refunding Bonds. Motion carried unanimously by roll call vote.

16. Resolution 2017-15

Motion by LaBudda, second by Reuter to approve Resolution 2017-15-Resolution Directing Publication of Notice to Electors. Motion carried unanimously by roll call vote.

17. Resolution 2017-16

Motion by Ihm, second by Schmidt to approve Resolution 2017-16-Resolution Providing for the Sale of \$3,025,000 General Obligation Corporate Purpose Bonds, Series, 2017. Motion carried unanimously by roll call vote.

18. 2018 Budget Preview

Clerk Kurihara went over the 2018 Budget Preview presentation, which proposed a status quo on services with a tax levy of \$1,383,000 (\$40,000 or 2.98% increase) and utility rate increases of 3% and 1.5% for water and sewer respectively.

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

19. Dog Park Donation

Adminstrator Carlson updated the Council on the status of the dog park in Arrow Ridge Business Park which was to be donated to the City at the beginning of the month. It was conveyed there would be City funds used to cover the completion of the park but additional amenities such as lighting would not unless additional donations were received.

There was a consensus to have Administrator move forward with providing the necessary steps to accept the dog park donation.

20. Employee Handbook Amendment-Comp Time Exempt Employees

Motion by Von Feldt, seconded by Hoffman to approve the proposed amended policy for compensatory time related to exempt employees with one amendment of "one hour of compensatory time for each hour worked in excess of a forty eight (48) hour work week." Motion carried by roll call vote of six (6) to one (1) with Reuter voting against.

It was noted exempt employees will not be paid a lump sum for comp time or be able to extend the date of separation by using comp time. Further this policy affects the following City exempt positions: City Clerk/Treasurer; Director of Public Works; Golf Course Manager; Police Chief and Police Sergeant.

21. Social Media Public Record Option

Administrator Carlson provided an update in which Administration is looking at options for record keeping storage service of the City's social media such as Facebook and Twitter to be in compliant with the open records state law.

There was a consensus to move forward to obtain this type of service.

22. Public Wi-Fi

Adminstrator Carlson presented the idea of the City looking into funding options to provide free downtown outdoor public Wi-Fi; however, the Council did not endorse this plan based on concerns of loitering and existing free downtown Wi-Fi.

23. Reports from Department Heads

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

24. Administrator's Report

Report enclosed and noted slight revision to previous reports.

25. Mayor Comments

- Publicly thanked Grant County for relighting of the dome and reinstalling later this week the flag on top of it.

26. Council Comments

LaBudda-

- Inquired when the expenditures and purchase are approved in aggregate, if any can be separated out individually for approval or not. It was noted they can be separated out.

27. Future Agenda Items

None

28. Close Session

Motion by LaBudda, second by Reuter to convene to close session at 8:46 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 full time non-represented employees' wages (Wisconsin Statues 19.85, P1, 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 located:
 - i. Adjacent to the Golf Course along Hwy 61
 - ii. Adjacent to the west boundary of Golf Course near Lincoln Ave
 - iii. South of County Road A & East of Sheridan St.
 - iv. Adjacent to McKinley Street and Beetown Road
 - v. Near intersection of Hwy 129 and 61S
 - vi. Parking Lot-100 Block of S. Monroe St

(Wisconsin Statues 19.85, P1, e).

Motion carried unanimously by roll call vote.

29. Open Session

N/A

30. Adjourn

Motion by LaBudda, seconded by Hoffman to adjourn the meeting at 9:27 P.M. Motion carried.

David A. Kurihara, City Clerk

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
SPECIAL MEETING
NOVEMBER 7, 2017
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, Hoffman, Ihm, Olmstead, Reuter, Schmidt and Von Feldt.

Members absent: LaBudda-Note: Attended item 4 via teleconference

Others present: Attorney Helmke, Administrator Carlson, Clerk Kurihara and DPW Hauth

3. Wisconsin Management Company TIF Request

Administrator Carlson stated WMC (Wisconsin Management Company), which manages Sunrise Valley Apartments, is pursuing the purchase of the property and in conjunction is seeking a letter of support to create a TIF (Tax Incremental Financing) district to help with the financing gap of improving the property after purchase.

Russ Endres, CEO of WMC explained the proposed improvement project will be approximately 5 million dollars in which 85% will be funded with the sale of low income housing tax credits and the other 15% with grants and tax increments from the creation of a TIF. He further explained the letter of support will help with obtaining the tax credits in which its approval is necessary for WMC to purchase the property.

The next step without objection will be to forward the request to Finance Review, who will review in depth for consideration of Council recommendation.

4. Close Session

Motion by Hoffman, second by Reuter to convene to close session at 6:38 P.M. for the purpose:

- 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 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:
 - Sale of Property (Vacant Lot) located off of Lincoln Ave (Adjacent to Golf Course)
 - Pre-Annexation Agreement(Wisconsin Statutes 19.85, P1, e)

Motion carried unanimously by roll call vote.

7:32 P.M.-LaBudda attended via teleconference and Reuter left the room

7:44 P.M.-Reuter returned

8:30-8:50 P.M.-LaBudda left via teleconference

5. Open Session

N/A

6. Adjourn

Motion by Von Feldt, second by Ihm to adjourn meeting at 8:51 P.M. Motion carried.

David A. Kurihara

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
NOVEMBER 20, 2017**

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: None

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

4. Proclamation

Mayor Varnam presented the following proclamation: Snowplow Driver Appreciation Day, Nov. 20, 2017

5. Public Hearing-2018 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.

6. Public Comments from Citizens

None

7. Consent Agenda

- a. Approve minutes of regular Council Meeting of October 16, 2017 and Special Council Meeting of November 7, 2017
- b. October Revenue Report
- c. Approve 2018 Medical Associates Health Insurance Contract
- d. Approve Temporary Limited Easements Payments
- e. Approve Operator Licenses- Amy Northouse, Brandon Chase, Amanda Wiegel, Lisa Gundlach, and Maisey Peiffer

Motion by LaBudda, 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 Ihm, seconded by Von Feldt to approve expenditures=\$346,682.63. Motion carried unanimously by roll call vote.

Note: It was mentioned to provide more description for Capital One payments.

9. Reports from Commissions and Committees

- a. Parks and Recreation Committee 10-2-17
- b. Plan Commission 10-16-17 & 11-13-17
- c. Pool Ad Hoc Review Committee 10-18-17
- d. Golf Course Review Committee 10-24-17
- e. Finance Review Committee 11-14-17

10. Ordinance No. 2017-13-Budget and Tax Levy Ordinance for 2018

Clerk Kurihara briefly reviewed the 2018 Budget Transmittal Memo.

Council will take action on this item after closed session.

11. Resolution-Royal Bank

Motion by Von Feldt, seconded by Schmidt to approve Resolution for a \$635,000 10-year taxable loan at a fixed rate of 3.43% from Royal Bank as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

12. Resolution 2017-17

Brian Della, Public Finance Management, reviewed a handout outlining the sale of \$2,975,000 General Obligation Corporate Purpose Bonds, Series 2017 in which Robert W. Baird & Co., Inc. was the low bidder of 3.1%.

Motion by LaBudda, seconded by Schmidt to approve Resolution 2017-17-Awarding the Sale of \$2,975,000 General Obligation Corporate Purpose Bonds, Series 2017. Motion carried unanimously by roll call vote.

13. Simplified Rate Case Application

Motion by Hoffman, seconded by Ihm to approve submission of a Simplified Rate Case application for a 2018 Lancaster Water Utility rate increase as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

14. Sewer Rate Increase

Motion by Reuter, seconded by Von Feldt to approve a 1.5% sewer rate increase effective 1/1/2018 as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

15. Amend PUD and Developer's Agreement (Alternative Recycling)

Motion by Schmidt, seconded by Reuter to approve the petition of Alternative Recycling to amend PUD (Planned Unit Development) and corresponding Developer's Agreement at 1750 Industrial Park Road to allow for a gravel staging area outside with a trailer along edge of property line and removal of all mapped trees. Motion carried unanimously by roll call vote.

16. Sale of City property (Parcel #246-01097-0000)

N/A-Closed Session

17. Wisconsin Management Company's request for a letter of Support (TIF District)

Motion by Von Feldt, seconded by Hoffman to approve the request of Wisconsin Management Company's request for a letter of support-Tax Incremental Financing (TIF) District as recommended by the Finance Review Committee. Motion carried unanimously by roll call vote.

18. Memorandum of Understanding with Grant County

Bob Keeney, Grant County Board Chairman, explained the proposed "MOU", which he and Administrator Carlson have been working on regarding the City provided sewer service to the Grant County Farm property.

No action taken at this point but this item will be introduced again at the December meeting.

19. Public Works Review Committee Vacancy

Motion by LaBudda, seconded by Ihm to appoint Schmidt to fill the vacant Public Works Review Committee. Motion carried unanimously by roll call vote.

20. Reports from Department Heads

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

21. Administrator's Report

Report enclosed.

22. Mayor Comments

- Thanked everyone who had attended the swearing in of Arrow (K9) and ribbon cutting event of Hwy 61 today. Noted the State Secretary of Transportation had attended the ribbon cutting while Representative Tranel and Senator Marklein had attended both events.

23. Council Comment

LaBudda wondered if the City typically borrows money locally in which he supports. Clerk Kurihara stated the City does not usually but this year the City had sought and did two borrowing from a local bank.

24. Future Agenda Items

None

25. Closed Session

Motion by Reuter, seconded by Ihm to convene to closed session at 7:40 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 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 or development of property located:
 - Pre-Annexation Agreement
 - Parcel #246-01097-0000) located off of E. Lincoln Avenue
 - Adjacent to the Golf Course along Hwy 61
 - South of County Road A & East of Sheridan St.
 - Adjacent to McKinley Street and Beetown Road
 - Near intersection of Hwy 129 and 61S
 - Parking Lot-100 Block of S. Monroe St

(Wisconsin Statutes 19.85, P1, e)

Motion carried unanimously by roll call vote.

26. Open Session

Motion by Reuter, seconded by LaBudda to resume to open session at 8:42 P.M. to take action on above if so advisable. Motion carried unanimously by roll call vote.

Motion by LaBudda, seconded by Ihm to approve Ordinance No. 2017-13- Budget and Tax Levy Ordinance for 2018, which includes a 1.5% across the board wage increase for full-time non-represented non-library employees except for the increases related to the following positions: Lead Ground Specialist-7.6%; Maintenance II/Mechanic-4.89%; Police Sergeant-4%; Police Chief-6%; DPW-3%; Clerk/Treasurer-4.5% and Deputy Clerk/Treasurer-\$45,000 plus an additional \$4,000 on completion of CMC (certified municipal clerk) certification. Motion carried unanimously by roll call vote.

Motion by Reuter, seconded by Schmidt to approve Pre-Annexation Agreement with Royal Bank. Motion carried unanimously by roll call vote.

Motion by Schmidt, seconded by Reuter Offer to Purchase dated 11/20/2017 of \$45,000 for Parcel #246-01097-000 contingent upon having a 30 foot ingress/egress access. Motion carried six (6) to one (1) by roll call vote with Von Feldt voting no.

27. Adjourn

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

David A. Kurihara

**CITY OF LANCASTER
COMMON COUNCIL MINUTES
DECEMBER 18, 2017**

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: None

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

4. City Employee Service Recognition

Mayor Varnam acknowledged and handed out years of service recognition certifications to the following employees: John Hauth-25 years and John Kruser-20 years.

5. Public Comments

Dan Von Feldt read a letter from Stu Urban suggesting: Free golf membership for seniors who own more than 50% of property and encourage residential condominiums with City funding or thru a low cost loan program.

Tom Block-Oppose the proposal to eliminate senior golf rates.

6. Consent Agenda

- a. Approve minutes of regular Council Meeting of November 20, 2017
- b. Approve Election Inspectors-Lois Bowen, Bernice Muench, Diane Perkins, Virginia Rowe, Rebecca Wetter, Carol Caley and Richard Caley
Alternates: Doug LaMantia, Bette Steinbrenner, Shea Bierman, Jennifer Oyen, Heidi Klaas, Aja Taylor, David Kurihara, Courtney Gundlach, Julie Meyer and John Harrison
- c. Approve Service Agreement for Dennis Hampton-\$19,400
- d. Approve Technical Services Agreement with Strand Associates-\$18,000
- e. Approve 2018 Fire Protection Towns Agreements
- f. Approve Resolution No. 2017-18 Introductory Resolution on Final Date for Payment of Taxes
- g. Approve Resolution No. 2017-19 Final Resolution for Special Assessments-S Jefferson Street
- h. Approve Temporary Limited Easements Payments
- i. November Revenue Report
- j. Approve Operator Licenses- Brianna Reynolds and Shawn Schute

Motion by LaBudda, seconded by Von Feldt 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 Hoffman to approve expenditures=\$522,758.03. Motion carried unanimously by roll call vote.

8. Reports from Commissions and Committees

- a. Plan Commission 12-11-17
There is a typo of in title of item 6.-imitate s/b initiate
- b. Pool Ad Hoc Review Committee 11-15-17
Von Feldt suggested when the time comes to have a referendum in which Mayor Varnam stated that option will be discussed when a summary is presented to the Council.
- c. Public Works Review Committee 12-13-17

9. Ordinance No. 2017-14

There was some discussion on the purpose of eliminating senior rates for the golf course.

Motion by LaBudda, seconded by Schmidt to approve Ordinance No. 2017-14-Amended Fee Schedule Ordinance for 2018. Motion carried six (6) to one (1) by roll call vote with Von Feldt voting no.

10. MOU-Grant County

Motion by Hoffman, seconded by LaBudda to approve Memorandum of Understanding with Grant County to provide sewer service to the Grant County Farm Property. Motion carried unanimously by roll call vote.

11. Physical Fitness Readiness Incentive Program

Administration requested clarification whether the physical fitness readiness incentive program being implemented for the Police Department would also be offered to other City employees.

There was a consensus that any other non-police full time City employees who wished to participate in the program would be eligible for the incentive.

12. Reports from Department Heads

- a. Fire Department- Report
- b. Library- Report
- c. Police- Report
- d. Public Works- Report-LaBudda stated the public is inquiring about the accountability of the delay of the S. Jefferson St. project and requested a status update.

13. Administrator's Report

Report enclosed.

14. Mayor Comments

- Thanked the Chamber and County in their efforts of putting up of Holiday lighting in the Courthouse Square.

15. Council Comment

- Von Feldt-Noticed in the paper a job vacancy for an IT at the County and wondered if the County would be interested in sharing that position with the City.
- LaBudda-Inquired about the new sign in Schreiner's Park in which DPW Hauth stated the Lions Club paid for it.

16. Future Agenda Items

- Schmidt-Discussion on tipping fees at the City landfill site.

17. Closed Session

Motion by LaBudda, seconded by Reuter to convene to closed session at 7:16 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 located: (Wisconsin Statutes 19.85, P1, e)

- Adjacent to McKinley Street and Beetown Road
- Near intersection of Hwy 129 and 61S
- Vacant Lot-100 Block of S. Monroe St

Motion carried unanimously by roll call vote.

18. Open Session

N/A

19. Adjourn

Motion by LaBudda, seconded by Reuter to adjourn the meeting at 7:45 P.M. Motion carried.

David A. Kurihara