Meeting Notice
Joint Fire Committee Meeting

Date: Wednesday Nov. 4, 2026

Time: 4:00 P.M.

Place: Lancaster Fire & Rescue Building

Agenda:

1. Call to Order

2. Roll Call

3. Minutes of 10/7/26 committee meeting

4. Fire and Rescue Building Construction
   a. Review payment requests and possible action:
      i. Portzen Pay Application #1
      ii. Delta 3 Special Inspections
   b. Construction update and possible action:
      i. Progress report
      ii. City Council policy authorization
      iii. Access control devices: $1,935
      iv. Exterior siding: $88,358
      v. Ambulance bay heating: TBD
      vi. Main level vestibule: TBD

5. Chief's report

6. Update on possible raffle

7. Update on possible creation of a fire district

8. Next meeting: Wednesday Dec. 2, 2026, 4:00 p.m.

9. Future agenda items

10. Adjourn

Joint Fire Committee Minutes

Date: Wednesday Oct. 7, 2026
Place: Lancaster Fire & Rescue Building

Agenda:

1. **Meeting called to order** at 4 p.m.

2. **Roll Call**
   Present: Kaden Crapp, James Hibbard, Randy Oyen, John Tydrich (quorum); Matt Harper joins at 4:09 p.m.
   Staff: Jeff Boughton, Steve Braun, Nancy Burchett, Jackie Edge, Michael Kuchta, James McCartney, Larry Wagner
   Delta 3: Joe Bailie, Chris Smoody
   Portzen: Brandon Miles
   Other contractor representatives

3. **Fire Station renovation project:**
   a. **Construction update and possible action**. Bailie reported that DSPS is still reviewing revisions, but other plans are approved.
   Need to set up a process for change orders or project adjustments without causing extensive construction delays. City Council ultimately needs to decide, but will they give authorization for the Committee to grant initial or actual approval, to make decisions up to a certain dollar amount, to make decisions by email, or similar steps? Staff will put this on Oct. 19 agenda.
   Similarly, to provide clarity, need to set up a process in which requests from the departments, city, or towns are funneled through one person, who will forward them to Delta 3 and Portzen. (Subsequently, it was decided Larry Wagner will fill this role.)
   Discussion on handling exceptions to Buy America Build America requirements. Only 5% of a total project can be non-compliant. However, for example, there are no card-access systems that are BABA compliant. Subs will have to notify Portzen, who will have to request waivers from USDA.
   Portzen will begin sanitary next week, which will require closure of Washington Monday and/or Tuesday. Vehicle access will be available to the south (though Elm St. intersection will be barricaded). Panel and stud construction will take place after that.
   Work has uncovered some rotted conditions in soffit.
   Discussion about radiant v. in-floor heat in new bay. Portzen will get cost comparison; EMS says it will cover additional cost of boiler if necessary, and upgraded door access in upper level.
   Discussion of storage space: Will look into using north bay, putting trailer in alley, storing trailers at street shop, cleaning out basement to create enough to space, using empty airport hangar.

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b. **Review payment requests and possible action.** No pay applications are ready for review this meeting. Delta 3 requests that applications be submitted the week before the monthly committee meeting. Plymovent invoice will be included in November, in time to meet 2-month extension granted by Community Foundation.
Construction meeting ends 4:32 p.m.

4. **Minutes of 6/4/26 committee meeting.** Motion by Crapp, second by Tydrich; approved on voice vote

5. **Election of Chairperson.** Tydrich nominates Crapp, who accepts. Oyen second. Approved on voice vote.

6. **Chief's report.** Much of the building is being cleaned out to prepare for renovation work. Did not get requested $300,000 FEMA grant for SCBA, though smaller communities in region were successful. Will continue to cannibalize existing packs to keep an adequate supply, but will face a crunch in a few years.
Did get DNR grant for foam and defibrillator; will go to Community Foundation for turnout gear.
EMS got 95% grant for personal protective gear.

7. **Discuss raffle.** Comparisons of experiences of other groups; pros and cons of in-person events vs. just selling tickets individually or by mail; time required to organize, seek donations from businesses and others, purchase items, etc.; expected return on investment is not likely to affect anyone's taxes. Consensus: leave decision up to town boards; Kuchta will contact them to see if there is still interest.

8. **Discuss creation of fire district.** Tydrich had talked with a Towns Association attorney who felt that, given the ownership arrangements of the building and apparatus, it was in the towns' best interest to form a fire district. Grant County has different models of fire protection: joint fire districts with intergovernmental agreements; private fire companies; or, like Lancaster, city-owned departments that contract services.
Differences would be in governance: New board would make final decisions; right now, city has final authority. It is unknown how board would be selected.
There appears to be flexibility in how to structure a district. It appears that district could borrow money and that districts are exempt from municipal tax levy limits, which could free up general fund levy dollars for individual municipalities.
Seems to be in the towns' court to move this along. All town boards would need to begin with a resolution. If the towns do move forward with a district, the City would need to decide if the proposed arrangement serves city residents as well as the current structure does. Lancaster could decide simply to serve only the city and let the towns choose a new approach that they think works best for them. Any change also likely would mean unwinding current ownership structures.

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9. Discuss timeline of future apparatus purchases. Members reviewed scheduled CIP purchases through 2035, and more detailed purchase plans distributed by Braun. Braun said there is some wiggle room, but the department is in its current situation because earlier decisions backed up purchases. His recommendations:

- New SCBA will need to be purchased no later than 2028, with or without grant funding.
- Tanker 5 decision can wait till 2028; it is in good shape and likely has a few additional years left. However, delaying it much beyond that can risk catastrophic problems.
- The 1986 ladder truck passed its inspection and is good for another 5 years. Will definitely want to replace it then, rather than push it an additional 5 years.
- Recommendation will be to replace two trucks (#7 and #10) with one new heavy rescue vehicle in 2032.

10. Next meeting: Wednesday Nov. 4, 2026, 4:00 p.m.

11. Future agenda items. Updates on construction, payments, fire district research, raffles.

12. Adjourn. Motion by Tydrich, second by Hibbard to adjourn at 5:22 p.m.

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TO OWNER/CLIENT:

City of Lancaster, WI
206 S. Madison Street
Lancaster, Wisconsin 53813

PROJECT:

Lancaster Fire & Rescue Station Renovation & Upgrade
312 North Washington Street
Lancaster, Wisconsin 53813

APPLICATION NO: 1
INVOICE NO: 1
PERIOD: 06/18/26 - 10/01/26
PROJECT NO: 26-16
CONTRACT DATE: 6/18/2026

FROM CONTRACTOR:

Portzen Construction, Inc.
205 Stone Valley Drive
Dubuque, Iowa 52003

VIA ARCHITECT/ENGINEER:

Joe Bailie (Delta 3 Engineering)

CONTRACT FOR: Owner Contract

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1.	Original Contract Sum		$3,023,000.00
2.	Net change by change orders		$(362,190.00)
3.	Contract Sum to date (Line 1 ± 2)		$2,660,810.00
4.	Total completed and stored to date (Column G on detail sheet)		$76,856.00
5.	Retainage:		
	a. 5.00% of completed work	$3,842.80	
	b. 0.00% of stored material	$0.00	
	Total retainage (Line 5a + 5b or total in column I of detail sheet)		$3,842.80
6.	Total earned less retainage (Line 4 less Line 5 Total)		$73,013.20
7.	Less previous certificates for payment (Line 6 from prior certificate)		$0.00
8.	Current payment due:		$73,013.20
9.	Balance to finish, including retainage (Line 3 less Line 6)		$2,587,796.80

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	$0.00	$0.00
Total approved this month:	$0.00	$(362,190.00)
Totals:	$0.00	$(362,190.00)
Net change by change orders:	$(362,190.00)	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Portzen Construction, Inc.

By: _____ Date: 10-6-2026

State of: Iowa
County of: Dubuque
Subscribed and sworn to before me this 6th day of October, 2026
Notary Public: Judy Zweibohmer
My commission expires: 08-11-2029

NOTARIAL SEAL IOWA
JUDY ZWEIBOHMER
COMMISSION NUMBER 785499
MY COMMISSION EXPIRES
08-11-2029

ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: $73,013.20

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: _____ Date: 10/14/2026

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

A		B	C	D	E	F	G		H	I
ITEM NO.	BUDGET CODE	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G / C)	BALANCE TO FINISH (C - G)	RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1 -										
1.1		Bonds	$21,186.00	$0.00	$21,186.00	$0.00	$21,186.00	100.00%	$0.00	$1,059.30
1.2		Mobilization	$6,955.00	$0.00	$2,000.00	$0.00	$2,000.00	28.76%	$4,955.00	$100.00
1.3		Management	$91,699.00	$0.00	$9,170.00	$0.00	$9,170.00	10.00%	$82,529.00	$458.50
1.4		Construction Fence	$1,500.00	$0.00	$500.00	$0.00	$500.00	33.33%	$1,000.00	$25.00
1.5		Temporary Facilities	$9,000.00	$0.00	$500.00	$0.00	$500.00	5.56%	$8,500.00	$25.00
1.6		Trash Disposal	$8,560.00	$0.00	$0.00	$0.00	$0.00	0.00%	$8,560.00	$0.00
1.7		Misc General Requirements	$14,967.00	$0.00	$0.00	$0.00	$0.00	0.00%	$14,967.00	$0.00
1.8		Final Cleaning	$10,700.00	$0.00	$0.00	$0.00	$0.00	0.00%	$10,700.00	$0.00
1.9		Slective Demolition	$26,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	$26,000.00	$0.00
1.10		Sitework	$35,000.00	$0.00	$6,000.00	$0.00	$6,000.00	17.14%	$29,000.00	$300.00
1.11		Asphalt	$23,120.00	$0.00	$0.00	$0.00	$0.00	0.00%	$23,120.00	$0.00
1.12		Concrete Pavement	$32,820.00	$0.00	$0.00	$0.00	$0.00	0.00%	$32,820.00	$0.00
1.13		Landscaping	$3,750.00	$0.00	$0.00	$0.00	$0.00	0.00%	$3,750.00	$0.00
1.14		Cast-in-place Concrete	$41,160.00	$0.00	$6,500.00	$0.00	$6,500.00	15.79%	$34,660.00	$325.00
1.15		Masonry	$23,903.00	$0.00	$0.00	$0.00	$0.00	0.00%	$23,903.00	$0.00
1.16		Structural Steel Supply	$14,125.00	$0.00	$0.00	$0.00	$0.00	0.00%	$14,125.00	$0.00
1.17		Structural Steel Install	$13,803.00	$0.00	$0.00	$0.00	$0.00	0.00%	$13,803.00	$0.00
1.18		Rough Carpentry	$110,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	$110,000.00	$0.00
1.19		Architectural Casework	$14,721.00	$0.00	$0.00	$0.00	$0.00	0.00%	$14,721.00	$0.00
1.20		Rigid Insulation	$3,600.00	$0.00	$0.00	$0.00	$0.00	0.00%	$3,600.00	$0.00
1.21		Insulation and Fire Proofing	$16,915.00	$0.00	$0.00	$0.00	$0.00	0.00%	$16,915.00	$0.00
1.22		Metal Wall and Roof Panels	$209,613.00	$0.00	$0.00	$0.00	$0.00	0.00%	$209,613.00	$0.00
1.23		Joint Sealants and Weather Barriers	$9,660.00	$0.00	$0.00	$0.00	$0.00	0.00%	$9,660.00	$0.00

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1.24		HM Door & Frames	$40,035.00	$0.00	$0.00	$0.00	$0.00	0.00%	$40,035.00	$0.00
1.25		Labor to install	$21,500.00	$0.00	$0.00	$0.00	$0.00	0.00%	$21,500.00	$0.00
1.26		OH Doors	$15,110.00	$0.00	$0.00	$0.00	$0.00	0.00%	$15,110.00	$0.00
1.27		Aluminum Frames Entrances & Glazing	$20,790.00	$0.00	$0.00	$0.00	$0.00	0.00%	$20,790.00	$0.00
1.28		Drywall	$74,900.00	$0.00	$0.00	$0.00	$0.00	0.00%	$74,900.00	$0.00
1.29		Tiling	$15,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	$15,000.00	$0.00
1.30		Tile Carpeting & Resilient Flooring	$58,100.00	$0.00	$0.00	$0.00	$0.00	0.00%	$58,100.00	$0.00
1.31		Painting	$70,234.00	$0.00	$0.00	$0.00	$0.00	0.00%	$70,234.00	$0.00
1.32		Acoustical Ceiling	$34,256.00	$0.00	$0.00	$0.00	$0.00	0.00%	$34,256.00	$0.00
1.33		Specialties	$11,200.00	$0.00	$0.00	$0.00	$0.00	0.00%	$11,200.00	$0.00
1.34		Elevator	$143,380.00	$0.00	$0.00	$0.00	$0.00	0.00%	$143,380.00	$0.00
1.35		Fire Suppression	$180,186.00	$0.00	$0.00	$0.00	$0.00	0.00%	$180,186.00	$0.00
1.36		Plumbing	$138,220.00	$0.00	$0.00	$0.00	$0.00	0.00%	$138,220.00	$0.00
1.37		HVAC	$858,142.00	$0.00	$31,000.00	$0.00	$31,000.00	3.61%	$827,142.00	$1,550.00
1.38		Electrical	$237,000.00	$0.00	$0.00	$0.00	$0.00	0.00%	$237,000.00	$0.00
1.39		VE Items and alternates	$362,190.00	$0.00	$362,190.00	$0.00	$362,190.00	100.00%	$0.00	$18,109.50
- Subtotals			$3,023,000.00	$0.00	$439,046.00	$0.00	$439,046.00	14.52%	$2,583,954.00	$21,952.30
2 Change Orders										
2.1 PCCO #001 VE Items										
2.1.1 PCO #001 CE #001 - VE Change Order										
2.1.1.1 -										
2.1.1.1.1		VE Items	($362,190.00)	$0.00	($362,190.00)	$0.00	($362,190.00)	100.00%	$0.00	($18,109.50)
- Subtotals			($362,190.00)	$0.00	($362,190.00)	$0.00	($362,190.00)	100.00%	$0.00	($18,109.50)
PCO #001 Subtotals			($362,190.00)	$0.00	($362,190.00)	$0.00	($362,190.00)	100.00%	$0.00	($18,109.50)
PCCO #001 Subtotals			($362,190.00)	$0.00	($362,190.00)	$0.00	($362,190.00)	100.00%	$0.00	($18,109.50)

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				FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
Change Orders Subtotals			($362,190.00)	$0.00	($362,190.00)	$0.00	($362,190.00)	100.00%	$0.00	($18,109.50)
Grand Totals			$2,660,810.00	$0.00	$76,856.00	$0.00	$76,856.00	2.89%	$2,583,954.00	$3,842.80

Delta 3 Engineering, Inc.
875 S. Chestnut Street
Platteville, WI 53818
608.348.5355

City of Lancaster
206 S. Madison Street
Lancaster, WI 53813

Invoice number 25773
Date 10/19/2026

Project **D25-116-2 Lancaster Fire and EMS Construction SI Inspections**

Professional services rendered through October 18, 2026.

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
USDA resident inspections and DSPS Special Inspections Services Fee					
SI Inspections	12,000.00	20.00	0.00	2,400.00	2,400.00
Total	12,000.00	20.00	0.00	2,400.00	2,400.00

Invoice total **2,400.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
25773	10/19/2026	2,400.00	2,400.00				
	Total	2,400.00	2,400.00	0.00	0.00	0.00	0.00

Thank you for your business.