

COLUMBUS COMMON COUNCIL – REGULAR MEETING
TUESDAY, JANUARY 19, 2016 – 6:30 PM
COLUMBUS CITY HALL
AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Notice of Open Meeting
4. Approve Agenda
5. Correspondence & Communications

Consent Agenda

1. Council Minutes – 01/05/16, 01/07/16
2. Cable Commission – 09/23/15
3. Senior Citizens Advisory – 12/03/15

Unfinished Business

New Business

1. Consider and take action to authorizing the use of the State Bad Debt Collection System for past due accounts.
2. Consider and take action on Amendment #1 to the Intergovernmental Agreement between the City of Columbus and the Columbus School District
3. Consider and take action on Resolution #1-16, "Resolution Authorizing Borrowing from WPPI Energy"
4. Consider and take action on applications for Operator Licenses: Shana Hoffman, Sheila Winter, Christopher Meier
5. Consider and take action on claims in the amount of \$ 2,113,880.18
6. Report of City Officers – City Administrator, Mayor

Adjourn

**COLUMBUS COMMON COUNCIL – REGULAR MEETING
TUESDAY, JANUARY 5, 2016 – 6:30 PM
COLUMBUS CITY HALL**

The Columbus Common Council held a regular meeting on Tuesday January 5, 2016 at 6:30 pm at Columbus City Hall. The meeting was called to order by Mayor Crombie and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Clark, Melotte, Reid, Royem, Rule and Thom, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media.

Mayor Crombie led the Council in the pledge of allegiance. Motion by Clark second by Thom to approve the agenda. Motion carried voice vote.

Mayor Crombie read the items on the Consent Agenda. No items were asked to be removed from the Consent Agenda. Motion by Rule second by Royem to approve the Consent Agenda as read. Motion carried voice vote.

Consideration of the City Budget Line-Item Policy was tabled to the new ad hoc Committee on Finance.

Motion by Melotte second by Rule to accept the new Letter of Credit for the Highland Ridge Addition #1 in the amount of \$18,156 and for the release of the current Letter of Credit. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Thom second by Royem to adopt 724-15, "An Ordinance to Repeal and Recreate Section 94-52 of the City Code of Ordinances Concerning the Imposition of a Room Tax". Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion Royem second by Thom to grant a "Class B" liquor license to Chef's Corner, LLC, at 158 E James Street, Columbus. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Thom second by Royem to suspend the rules for immediate consideration of Ordinance 725-15, "An Ordinance to Repeal and Recreate Section 6-44 (e) of the City Code of Ordinances Concerning Minimum License Use Requirement". Motion carried voice vote.

Motion by Royem second by Thom to waive the required reading of Ordinance 725-15, "An Ordinance to Repeal and Recreate Section 6-44 (e) of the City Code of Ordinances Concerning Minimum License Use Requirement". Motion carried voice vote.

Motion by Thom second by Royem to adopt Ordinance 725-15, "An Ordinance to Repeal and Recreate Section 6-44 (e) of the City Code of Ordinances Concerning Minimum License Use Requirement". Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Royem second by Thom to suspend the rules for immediate consideration of Ordinance 726-15, "An Ordinance to Repeal and Recreate Certain Provisions of the Columbus Code of Ordinances Regarding the Collection and Distribution of Room Tax". Motion carried voice vote.

Motion by Royem second by Thom to waive the required reading of Ordinance 726-15, "An Ordinance to Repeal and Recreate Certain Provisions of the Columbus Code of Ordinances Regarding the Collection and Distribution of Room Tax". Motion carried voice vote.

Motion by Royem second by Thom to adopt Ordinance 726-15, "An Ordinance to Repeal and Recreate Certain Provisions of the Columbus Code of Ordinances Regarding the Collection and Distribution of Room Tax". Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Royem second by Melotte to suspend the rules for immediate consideration of Ordinance 727-15, "An Ordinance to Repeal and Recreate Section 78.53 Regarding Fees in the City Columbus". Motion carried voice vote.

Motion by Clark second by Melotte to waive the required reading of Ordinance 727-15, "An Ordinance to Repeal and Recreate Section 78.53 Regarding Fees in the City Columbus". Motion carried voice vote.

Motion by Royem second by Clark to adopt Ordinance 727-15, "An Ordinance to Repeal and Recreate Section 78.53 Regarding Fees in the City Columbus". Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

The Council ad hoc Committee on Finance will meet for a noticed meeting if a minimum of 3 members of the Council are present, with all Council members eligible to attend ad hoc Committee on Finance meetings. The ad hoc Committee will review the claims packet and other city financial policies. Recommendations of the ad hoc Committee on Finance will be made at regular meetings of the Council.

Motion by Thom second by Reid to grant a conditional use permit to Rodney Cooley at 629 Chapel Street to operate a motor repair/welding shop as applied for. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Thom second by Royem to grant the request for an amendment to the conditional use permit of Badger Motor Cars, LLC to allow "Class B" liquor license at 336 N Spring St. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Clark second by Royem to approve the transfer of City-raised donations for the Pavilion project to the Historic Landmarks & Preservation Commission Pavilion ADA Project savings account in the amount of \$24,834.75, and to transfer future donated funds to the same account. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting "Yes".

Motion by Royem second by Melotte to approve the change of agent for Ultra Mart Foods, LLC, to Donald F Klug, Agent. Motion carried voice vote.

Motion by Clark second by Royem to grant operator licenses to Stephanie Smart and Kelsey M Goebel. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom

voting “Yes”.

Motion by Royem second by Rule to approve payment of claims in the amount of \$497,484.97. Motion carried 6-0 on a roll call vote with Clark, Melotte, Reid, Royem, Rule and Thom voting “Yes”.

City Administrator Vander Sanden reported following the review process the Ottery Trucking project has broken ground and the building should open in May. The 2016 Street projects are being designed and a Public Information Meeting will be held 01/13/16 at 4:30 pm at the Senior Center. The City’s GIS project will be under way this month and a ceremony will be held at the Senior Center January 7 from 4:30-6:00 honoring the City of Columbus as they receive the Investment in Infrastructure Achievement Award from Ruckert Mielke, Inc.

Mayor Crombie reported the City will deal with challenges for 2016 looking at facility needs and infrastructure needs, and will look at a fire station, community center and library study, and the planned updates to the park pavilion.

Items placed on file through the Consent Agenda:

Council Minutes – 12/15/15

HLPC – 12/09/15

Library Board – 11/17/15

W&L Commission – 11/12/15

The meeting adjourned at 6:52 pm on a motion by Royem second by Thom. Motion carried voice vote.

Anne Donahue
City Clerk

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE
TUESDAY, JANUARY 5, 2016 – 6:54 PM
COLUMBUS CITY HALL**

The Columbus Common Council held a Committee of the Whole meeting on Tuesday January 5, 2016 at 6:54 pm at Columbus City Hall. The meeting was called to order by Council President Thom and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Clark, Melotte, Reid, Royem, Rule and Thom, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media.

Motion by Royem second by Rule to approve the agenda with item #8, Broadway Theater Association Update, tabled. Hearing no objections, Chair Thom announced the agenda approved.

Eric Anthon, Superintendent Columbus Water & Light, presented information on an interest free load program through WPPI Energy for electric system projects. The CW&L Commission will be applying to the loan program in 2016. The utility would use the funds to purchase a new electric metering system at an estimated cost of \$261,721. Referred to the next regular meeting of the Council, January 19, 2016.

The report of the Quarterly Public Infrastructure Team Meeting of 12/04/15 was accepted as presented.

The use of the State Bad Debt Collection System for past due accounts was referred to the next regular meeting of the Council, January 19, 2016. .

The early payoff of the State Trust Fund Loan was tabled until after the ad hoc Committee on Finance meets to discuss the 2016 projects and financing plan.

Amendment #1 to the Intergovernmental Agreement for the Shared Use of Facilities between the Columbus School District and the Columbus Council was presented. The agreement includes the use of the Columbus Council chambers by the School Board for taping and broadcasting the School Board meetings as well as use of school properties and city athletic fields. Referred to the Cable Commission and the next regular meeting of the Council, January 19, 2016.

The meeting adjourned at 7:26 pm on a motion by Royem second by Rule. Motion carried voice vote.

Anne Donahue
City Clerk

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE
SPECIAL MEETING
THURSDAY, JANUARY 7, 2016 - 6:00 P.M.
COLUMBUS CITY HALL – 2nd Ward Room**

The Columbus Common Council held a special Committee of the Whole meeting on Thursday January 7, 2016 at 6:30 pm at Columbus City Hall. The meeting was called to order by Council President Thom and notice of open meeting was noted as posted.

Present: Mayor Crombie, Council members Melotte, Reid, Rule and Thom, City Administrator Vander Sanden, City Clerk Donahue and City Treasurer/Finance Director Manley, Water & Light Superintendent Anthon, City Engineer Lietha and Greg Johnson of Ehlers Associates. Excused: Clark and Royem.

Motion by Rule second by Melotte to approve the agenda as posted. Hearing no objection, Chair Thom announced the agenda approved. There were no citizen comments on agenda items.

Greg Johnson presented a review of options for financing street and sewer improvements, an evaluation of existing debt outstanding and options for future debt. There are three debt issues in the position to call in 2016 and 2017. No decision is needed at this time, but be aware of the call dates.

1. The State Trust Fund Loan – can be prepaid any time; can use funds on hand in the Debt Service Fund. Total to pay off is \$97,070, which will realize a future interest expense savings of \$6,142; prepayment can be done with regular payment in March 2016, and is recommended to be done.
2. 2007A General Obligation Bonds, callable 04/17/2017. Some TIF #3, some W&L, some Sewer, some Aquatic Center funds included in this bond. The TIF #3 fund, the water fund, the electric fund and the aquatic center fund could pay their portions on the call date. There is not an estimated savings by refunding the GO sewer debt with revenue bonds at this time.
3. 2007B General Obligation Bonds, callable 04/17/2017. All TIF #3 expenses, amount outstanding, \$820,000. The city could pay some down, could refinance and push the call date out further.

Johnson reviewed the method used to determine debt service capacity for both the general fund and the city's utilities. Johnson suggested policies for the Council to consider along with the schedule for new debt and refinancing of existing debt. Johnson advised the borrowing timetable is a 2 ½ month process from the initial resolution to the closing of the sale of the bonds.

Johnson explained reimbursement resolutions and timetables for adopting resolutions to allow the city and the utilities to reimbursement project costs from the borrowings.

Vander Sanden gave an update on the sewer costs for James Street for 2017 which are exceeding the estimates. The utility will use cash on hand in sewer for the 2016 projects.

Lietha gave an update of the 2016 street and utility projects. The plans are 70% completed at this time. A public information meeting will be Wednesday January 13, 2016 at 4:30 – 7:00 pm at the Senior Center.

The meeting adjourned at 8:35 pm on a motion by Rule second by Reid. Motion carried voice vote.

Anne Donahue
City Clerk

COLUMBUS CABLE COMMISSION MEETING
COLUMBUS CITY HALL
SEPTEMBER 23, 2015

Chairman Pete Kaland announced that we needed one more commissioner to arrive before a quorum would be reached.

The meeting was called to order at 5:15 pm. Members present: Peter Kaland, Trina Reid and Jack Sanderson. Also in attendance: Cable Coordinator Jesse Wilson, City Administrator Patrick Vander Sanden, Economic Development, City Clerk Anne Donahue and Marketing Assistant Dave Carlson. Excused: Jon Rappe.

It was reported that the City Clerk, as required by appropriate Wisconsin Statutes, had given proper public notice of the meeting.

Motion by Sanderson, second by Reid to approve the Agenda. Motion carried.

Motion by Sanderson, second by Kaland to approve the minutes from the January 26, 2015 meeting. Motion carried.

Motion made by Sanderson, second by Reid to table the item related to the Election of Officers. This will be discussed next meeting

NEW BUSINESS

Vander Sanden asked if the Commission could discuss item #4 from New Business so that Economic Development & Marketing Assistant Dave Carlson could discuss the item and then leave the meeting due to another appointment. The group was ok with that.

~~Vander Sanden proposed to the Commission that in the next year, Dave Carlson could focus a portion of his time to city marketing and tourism through the use of the cable channel and city website. Dave has a background in television as a former reporter and spent many years as a public information officer in different agencies. Vander Sanden said that his skills could be helpful by teaming them up with Cable Coordinator Jesse Wilson to produce videos about community events, informational items and promotion of the community to outsiders. Sanderson said he understands and agrees with the idea but would like to see more detail broken down on what kind/how many/how long videos will be.~~

The Commission then discussed item #3 of New Business, which is the purchase of a new video projector for the City Council Chambers. Clerk Donahue has been working with vendors on pricing and the estimated cost to get a new projector is \$3022.71 from one vendor. Another quote is pending. Discussion occurred on the benefits of the projector versus a flat screen television. Motion was made by Sanderson, second by Reid to proceed with the purchase of a projector at a cost not to exceed \$3600. Motion approved.

The Commission reviewed the 2016 Cable Budget. Within the context of the request to add the contribution to the Economic Development/Community Development efforts to create promotional videos, a request was made to create an additional line item for that specific contribution. Motion was made by Sanderson, second by Reid to recommend the 2016 Cable Budget as presented. Motion carried.

Unfinished Business:

Cable Coordinator Contract. Kaland mentioned that he reviewed the proposed contract and provided some feedback to the City Administrator. Specifically he was interested in changing the wording so that the entire contract need not be reviewed for future increases. Vander Sanden told the Commissioners that if they have further concerns or questions about the proposed contract they should let him know. The contract will be put before the City Council at an upcoming meeting.

Next scheduled meeting –Monday, October 19, 2015 at 5 pm at City Hall.

Motion by Reid, second by Sanderson to adjourn at 6:47 pm

Respectfully Submitted,

Patrick Vander Sanden
Fill-In Secretary

**Minutes of the
Columbus Area Senior Citizens Advisory Board
Columbus Area Senior Center
December 3, 2015**

- I. Call to Order at 9:01 AM by Chair Gessler
- II. Roll Call: Council Liaison Royem absent. Gessler, Solie, Weiner, Heiniger, Ballweg, Smith, Parpart and Lueders present.
- III. Notice of Open and Posted meeting: Yes
- IV. Approvals:
 1. Agenda: Motion Parpart, 2nd Heiniger. Agenda approved
 2. Prior meeting minutes: Motion Solie, 2nd Weiner. Minutes approved
- V. Comments/suggestions of citizens present: Comment that the new carpet looks very nice.
- VI. Comments/suggestion box: Comment regarding how bingo prizes are awarded. After board discussion, it was decided to limit patrons to 2 prizes for bingo. If some won 3 or more times, the patron has the option to give the prize to a non-winner, or to donate to the food pantry.
- VII. Old Business
 1. WASC reaccreditation progress report: Director Lueders continues to review and update sections
 2. Building maintenance & repairs: Covered in director's report.
 3. Maintenance agreement copier – report on value: Current value of copier \$9165. It is paid in full.
- VIII. New Business
 1. Discussion regarding any new ideas for 2016
 - a. Programs: Wii bowling mentioned as a possibility.
 - b. Events: Discussion on the possibility of sponsoring some daytrips.
Director Lueders will explore partnering with some other area Senior Centers for daytrips.
- IX. Upcoming Events
 1. Holiday Party – Friday, December 4 (committee report): 45 have paid so far. Board would like to see a follow-up survey of attendees to see if they

preferred the smaller, less expensive party this year compared to catered party in past years.

- X. Director's report for the month of November: Attached
- XI. Comments & suggestions from advisory board members for director: None
- XII. Adjourn. Motion Solie, 2nd Weiner. Meeting adjourned at 9:42AM.

Next Meeting: Thursday, January 7, 9:00 am at the Senior Center

**Respectfully submitted,
Brad Solie, Secretary**

AGENDA ITEM # _____

CITY OF COLUMBUS

FOR MEETING OF: Committee of the Whole - January 5, 2016

REQUEST FROM/DEPARTMENT: Finance Department

AGENDA ITEM: Discuss and consider authorizing the use of the State Bad Debt Collection System for past due accounts.

OVERVIEW OF THE REQUEST: The City invoices for various services throughout the year. There are from time to time accounts that become past due. Different avenues were explored to collect these funds. At a Treasurer's seminar earlier this year the presenter referenced a program through the State of Wisconsin besides the Tax Intercept Program (TRIP) which affords a greater ability to collect these past due amounts.

BACKGROUND OF REQUEST: There are 8 accounts where the invoices are now being refused or returned as undeliverable. These would be the accounts that would be transferred to this program. The State then becomes the debt collector and will continue collection procedures until the debt is taken care of. There is a fee from the State based on the amount collected.

PREVIOUS ACTION TAKEN (IF APPLICABLE): Multiple invoices sent, attempts to locate, certified mail.

DESCRIPTION AND SCOPE OF PROJECT/ITEM WITH KEY ISSUES NOTED: The Treasurer's office will follow the procedure as laid out by the State with each past due invoice. Then use the proper mechanism to input it's information into the State's program. The contract attached has been reviewed by the City Attorney. It is required by the State for the City to proceed.

BUDGET AND/OR FINANCING INFORMATION:

Current amount of past due invoices: \$3,951.34

Anticipated Fees: \$315 to \$450

No necessary adjustments to budget adopted as these outstanding amounts were held in the Accounts Receivable ledger account.

State Debt Collection Agreement

Introduction

This agreement between the CITY OF COLUMBUS, (hereafter referred to as "agency") and the Wisconsin Department of Revenue (hereafter referred to as "department") will set forth the requirements and expectations of both agencies relating to the department providing debt collection services for the agency under sec. 71.93 (8), Wis. Stats.

Statutory Authority

The department is authorized pursuant to sec. 71.93(8), Wis. Stats., to enter into a written agreement to have the department collect any amount owed to the government agency.

Duties of the Agency

1. Unless stated and agreed to separately, debt sent to the department for collection must be greater than \$50.00, and shall be reduced to a judgment prior to referral of the debt, unless the agency has provided the debtor with reasonable notice and an opportunity to be heard with regard to the debt.
2. The agency shall send unpaid debt to the department for collection when the debt is more than 90 days past due, unless the agency is negotiating a repayment agreement with the debtor, the debtor has filed bankruptcy, the debtor has objected to the basis of the debt and the agency is responding to the objection, or the agency has negotiated a waiver of the time period or debt type from the Secretary of the department.
3. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency's intention to refer the debt to the department for collection. The notice must state the nature and amount of the debt, identify the agency to whom the debt is owed, advise the debtor that collection costs will be assessed once the debt is referred to the department, and inform the debtor of the debtor's right to appeal. Any appeal periods must have expired and all disputes resolved prior to referral of debt to the department.
4. The agency shall send the following file updates in an electronic format:
 - a. New Debts: The agency shall furnish information using the department's prescribed file layout. Each debtor must have a unique agency identifier and each debt must have an agency debt number.
 - b. Debt Updates: Any non-monetary updates to the debt amount or recall of the debt must be transmitted to the department, using the department's prescribed file layout, within 24 hours of receipt. Changes to the balance may include estimated assessments replaced by actual information, debts reduced by compromise agreement, or administrative adjustments. Any payments must be remitted to the department for posting to the department's collection case. The agency is responsible for refunding the collection fee to the debtor, if appropriate, on recalled debts.

5. The agency agrees to adjust to zero any debts certified to the department's agency setoff system either through the Tax Refund Intercept Program (TRIP) application, state agency mainframe or CCAP. Through this agreement, the department will offset refunds to the agency's debts through the department's collection system.
6. Once debt is referred to the department for collection, the agency shall discontinue billing statements, demand letters, and active collection efforts. The agency shall direct all debtor calls or requests regarding collection of the debt to the department.
7. Once a debt is referred to the department for collection, the agency shall forward any payments received to the department for processing. Department collection costs must be paid even if the debtor sends full payment of the debt to the agency.
8. If the debt is compromised or settled, the agency shall contact the department to determine the amount of the department's collection costs that must be remitted to the department. The agency shall be responsible for any department collection costs remaining when the agency fails to consider department collection costs when accepting payments from the debtor or compromising debt.
9. Correspondence and telephone inquiries received that relate to the validity of the debt shall be forwarded to the agency for a timely response. The agency must have resources available to assist debtors and department collectors with debt-related issues.
10. If the agency fails to provide accurate and timely updates to the debt and the result is an overpayment of the debt, the debt shall be returned to the agency for a refund to the debtor. The agency shall refund the debtor the amount of overpayment received plus the department collection costs, if appropriate.
11. If a payment or refund setoff has been posted to a debt and it is later determined that the payment or refund setoff was in excess of the debt owed to the agency, it is the agency's responsibility to refund such excess to the debtor. If at the time of payment or refund setoff, the debtor had a debt with the agency but the agency did not adjust the debt to zero, it is the agency's responsibility to refund the administrative fee to the debtor.
12. Payments and refund setoffs that occur because of erroneous identification information provided by the agency may be corrected by the department and it is the agency's responsibility to pay any collection fees or amounts involved may be reversed.
13. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
14. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents and any other related information, which may be obtained from or furnished by the department. If a third party is used by the agency to manage the debts referred to the department, the third party must sign an agreement with the department and will be bound by the same confidentiality requirements. Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.
15. The agency shall review reports transmitted, reconcile accounts and notify the department within 60 days of any discrepancies.

16. The agency shall have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
17. The agency and the department can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Duties of the Department

1. The department shall take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:
 - a. Identify assets available for satisfaction of debts
 - b. Send demand letters
 - c. Subpoena records
 - d. Setoff refunds
 - e. Negotiate and monitor payment plans
 - f. Levy assets
 - g. Certify wages
2. The Secretary of the department may waive the referral of certain types of debts.
3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest under secs. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.
4. The department shall add an administrative fee to each debt referred for collection. The administrative fee is reviewed periodically and may be adjusted up or down to cover all costs to the department to administer this program.
5. The department shall apply payments made on delinquencies first in discharging costs, then penalties and interest, with the balance applied to principal. Once a payment or refund setoff has been posted, the agency shall be notified of such postings.
6. The department shall collect against debtors who owe multiple debts to various government entities. Proceeds collected apply first to debts owed to the department, then to debts owed for child support, then debts owed to state agencies, including the courts and the Legislature, in the order that the debts were referred, then to debts owed to authorities and local units of government in the order that the debts were referred.
7. The department shall send a Statement of Account to the debtor monthly as long as there is account activity, such as a payment or credit to the account. If there is no recent activity, a Statement of Account is sent at least once every six months. Interest is added to the account monthly.
8. The department may suspend collection action on an agency account temporarily if the debtor raises concerns that need to be addressed by the agency, such as the validity of the debt or whether the debt was previously paid. The debtors shall be advised that they must contact the agency, and department collection action will resume in 30 days unless the agency contacts the department to request additional time or recalls the debt.
9. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit with that agency.

10. The department shall close out any debt with a balance that falls below \$20.00 and return the debt to the agency as too small to pursue.
11. The department shall pursue debt collection until the debt is collected in full or the department has determined the debt is uncollectible.
12. The department shall suspend collection action on debts if the debtor files bankruptcy. It is the agency's responsibility to pursue a bankruptcy claim, if appropriate. The agency has the right to recall a debt when bankruptcy has been filed if it wishes to pursue separately.
13. The department shall send the following update files:
 - a. Debt Response File - The department shall notify the agency whether the debt was accepted or rejected in the same manner as originally submitted by the agency.
 - b. Transaction File - The department shall post transactions to the debtor's account daily. On a monthly basis, a transaction file will be transmitted to the agency.
 - c. Return Debt File - On a monthly basis, the department shall notify the agency of any collection cases that have been determined as uncollectible
14. The department shall provide a collection performance report upon request by the agency.
15. Monthly, remittances shall be posted to the agency's PeopleSoft account or through electronic funds transfer (EFT) to the agency's bank account.
16. The department shall have collectors available to assist debtors and the agency staff with debt-related issues. The department will resolve any debtor disputes pertaining only to the department's collection process and any collections taken by the department.
17. The department shall have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
18. The Secretary of the department shall be the final authority in the resolution of any interagency disputes in regard to referral of debts.
19. The department and the agency can agree to other collection services, such as sending notices, providing the opportunity to be heard, and filing and managing bankruptcy claims.

Legal Requirements

This agreement is effective upon the signing below of the agency's and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. The terms of the agreement may be renegotiated upon 60 days notice by either party.

Wisconsin Department of Revenue

By _____

Dated _____

Agency Name: _____

By _____

Print Name: _____

Print Title: _____

Dated _____

AMENDMENT 1 to
CITY OF COLUMBUS
AND
COLUMBUS SCHOOL DISTRICT

INTERGOVERNMENTAL AGREEMENT FOR THE SHARED USE OF FACILITIES

CITY COUNCIL CHAMBERS – USE OF SPACE FOR FILMING MEETINGS

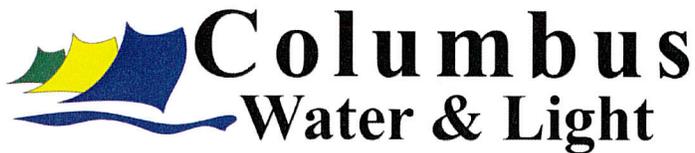
1. Currently, the City of Columbus utilizes the Council Chambers space for official meetings, which has the audio/visual infrastructure to fully film the proceedings. The City utilizes a private contractor as the Lead Cable Coordinator to manage the recording of the meetings for live broadcast and recorded re-broadcast on the City's cable access channel and for recorded streaming on the City of Columbus website.
2. The Columbus School District wishes to hold the meetings of the Board of Education in the Columbus City Council Chambers in order to fully utilize the audio-visual capabilities of the facility. The meetings would be broadcast live and rebroadcasted on the School District's public access channel.

PROCEDURE

1. City will provide, at the School District's cost, the training required by the Lead Cable Coordinator in order to prepare School District personnel on the utilization of the audio-visual equipment within the City Council Chambers.
2. Those School District personnel fully trained on the audio-visual equipment will then be responsible for filming the proceedings of the Columbus Board of Education.
 - a. The Columbus Lead Cable Coordinator, when available, will serve as a backup in filming the meetings of the Board of Education when needed at the time the fully trained School District personnel are not available
3. The School District personnel will serve as a backup in filming the meetings of the Columbus City Council and the Plan Commission when needed at the time the Lead Cable Coordinator is not available. The School District will perform this at no cost to the City.
4. In the event that a School Board of Education meeting conflicts with a City meeting also needing the Council Chambers, the City has precedence over use of the facility.

CONTACTS AND SCHEDULING

1. Scheduling for the use of the City Council Chambers will be managed by the City of Columbus through the City Administrator's Office and by the Superintendent's Office through the Columbus School District.



Shared strength through  WPPI Energy

950 Maple Avenue
PO Box 228
Columbus, WI 53925
Email: cwl@columbuswaterandlight.com

People You Know ... Service You Trust, Since 1896

Phone (920)623-5912
FAX (920) 623-5923
www.columbuswaterandlight.com

TO: Mayor Crombie & City Council Members
FROM: Eric Anthon, Sup't.
DATE: January 14, 2016
RE: WPPI 0 % Loan to Columbus Water & Light

At the January 5th Committee of the Whole meeting, I addressed the Mayor and Council to explain CWL's intention to borrow funds from WPPI for a new electrical metering system that would be deployed to all residences in Columbus.

The CWL Commission will be taking action at the January 14th, CWL Commission Meeting on a resolution similar to the one that is attached to this memo. I will attend the City Council Meeting on January 19th to brief the Council on the Commission's action on the resolution.

Action requested from City Council: Approve the WPPI 0% Loan Borrowing Resolution on behalf of the Columbus Water and Light Department. This loan will be used by CWL to procure a new residential electric metering system.

If you have specific questions or comments on this, please contact me to discuss. I can be reached at 623-5912 or eanthon@columbuswaterandlight.com.



COMMON COUNCIL
OF THE
CITY OF COLUMBUS

RESOLUTION NO. 1-16

RESOLUTION AUTHORIZING BORROWING FROM WPPI ENERGY

WHEREAS, the **City of Columbus, WI** (the “Municipality”) intends to **install electrical metering infrastructure** (the “Project”);

WHEREAS, in order to fund all or a portion of the Project, the Municipality intends to borrow from WPPI Energy (“WPPI”) an amount not to exceed two-hundred, sixty-one thousand, seven hundred twenty one Dollars (\$261,721) at an interest rate of zero percent (0%) over a ten (10) year term (the “Loan”); and

WHEREAS, the Loan will be evidenced and secured by a promissory note from the Municipality to WPPI (the “Note”) and a loan agreement by and between the Municipality and WPPI (the “Loan Agreement”, and together with the Note, the “Loan Documents”); and

WHEREAS, the **Common Council** of the Municipality has determined that funding of the Project, in whole or in part, through the Loan and executing and delivering the Loan Documents in substantially the form presented is necessary and in the best interest of the Municipality.

NOW, THEREFORE, BE IT RESOLVED by the **Common Council** of the Municipality that:

1. The Loan Documents, as presented to the **Common Council** of the Municipality, and all of the terms and conditions therein are hereby approved. The **Mayor, and City Clerk** of the Municipality, or officers authorized to act in their absence, are authorized on behalf of the Municipality to execute and deliver the Loan Documents in substantially their respective forms as presented to the **Common Council** of the Municipality. The **Mayor and City Clerk** and officers authorized to act in their absence are hereby authorized to prepare or to have prepared and to execute, file and deliver, as appropriate, all such other documents, affidavits, agreements or instruments as may be deemed necessary by those officials in order to effectuate the Loan as contemplated in this Resolution.

City of Columbus

105 N. Dickason Blvd. ♦ Columbus, WI 53925-1565
920-623-5900 ♦ fax 920-623-5901 ♦ www.cityofcolumbuswi.com



2. This Resolution shall be effective immediately upon its adoption and approval.

Adopted and approved by the **Common Council** of the Municipality this _____ day of _____, 2016.

Name: Kelly J. Crombie
Title: Mayor

Attest:

Name: Anne Donahue
Title: City Clerk

2016 AGENDA ITEM

Council Meeting date: January 19, 2016

SUBJECT: Approve Monthly Claims through January 11, 2016

Administration	\$	2,061,650.68
Treasurer	\$.00
Payroll	\$	65.00
	\$	<u>2,061,715.68</u>

CDA	\$	20.00
Library	\$	2,676.25
Police Dept.	\$	5,396.99
Senior Center	\$	843.66
Fire Dept.	\$	7,182.25
Recreation	\$	2,983.36
Hist. Pres.	\$.00
Cable	\$.00
CAAC	\$	181.00
WWTP	\$	12,941.14
DPW	\$	<u>19,939.85</u>
Total Claims	\$	<u>2,113,880.18</u>

LIST ALL SUPPORTING DOCUMENTATION:

NAME OF DOCUMENT(S) Claims Packet through 01/11/16

NUMBER OF ATTACHMENT PAGE(S) Available on website

IS FUNDING REQUIRED? YES NO

FUNDING SOURCE: 2015 & 2016 Operating Budgets

DEPARTMENT: All

ACCOUNT NUMBER: Various

MOTION REQUESTED OF COUNCIL:

Approve payment of claims in the amount of \$ 2,113,880.18