

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE  
TUESDAY, FEBRUARY 16, 2016 – FOLLOWING REGULAR MEETING  
COLUMBUS CITY HALL  
AGENDA**

1. Roll Call
2. Notice of Open Meeting
3. Approve Agenda
4. Citizens Comments on agenda items
5. Department Reports – written reports only
6. Phosphorus Study Report – Dave Arnott
7. CMOM presentation and Task Order – Dave Arnott
8. Consider Resolution 3-16, A Reimbursement Resolution for 2016 Bonds
9. Consider the application for a "Class B" Liquor and Fermented Malt Beverage license of La Tolteca Mexican Restaurant, LLC, 128 E James St, Lourdes Aranda agent.
10. Consider Resolution 7-16, Resolution to Amend the 2016 Budget
11. 2016 Haz-Mat Response Services Agreement
12. 5 Year Street Plan
13. Adjourn to closed session per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically to consider fire station space needs.
14. Reconvene to open session
15. Adjourn to closed session per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically to consider the Hydro Street site.
16. Reconvene to open session
17. Adjourn to closed session per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically to consider TIF #4 activity.
18. Reconvene to open session
19. Adjourn to closed session per 19.85(1)(c) personnel to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically employee promotions and the senior center director position plan.
20. Reconvene to open session
21. Adjourn



## CITY COUNCIL REPORT

FOR FEBRUARY 16, 2016 MEETING

### LEVEL OF STAFFING - AS OF 01/31/2016

36	Paid on Call Firefighters - Non-Probationary Members
3	Paid on Call Firefighters - Probationary Members
<u>1</u>	Fire Chief
40	Total Active Members
0	Vacant Firefighter Positions
0	Hiring Process
0	Eligibility List

Full staff level for active fire personnel is 40

1	Fire Inspector (retired firefighter not on active roster)
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## INCIDENT RESPONSES

### January 2016

Run #	Alarm Date	Alarm Time	End Time	Incident Location	City Incident	Rural Incident	Incident Type	# of F.F.
16-001	01/02	0629	0655	T South of Stark Rd		X	MVA	16
16-002	01/03	2144	2310	151 North of exit 120		X	MVA	16
16-003	01/04	1754	1825	532 Park Ave	X		CO check	10
16-004	01/05	0916	1130	Hwy 151 North of exit 115	X		MVA	11
16-005	01/05	2114	2155	550 River Road	X		EMS lift Assist	9
16-006	01/07	0227	0335	W2730 Hall Road		X	EMS Assist	5
16-007	01/08	1746	1815	N3436 Hwy T		X	EMS lift Assist	7
16-008	01/10	1244	1329	N1960 Stark Road		X	CO check	1
16-009	01/11	1943	2145	151 SB, South of 73 overpass		X	MVA roll over	12
16-010	01/15	1707	1713	151 SB, .75 miles north exit 120		X	Vehicle Fire	9
16-011	01/15	2309	0005	816 Warner Street	X		Smell of Natural Gas	8
16-012	01/16	1336	1400	Hwy 16/60		X	Car vs Deer	8
16-013	01/17	1005	1105	151 NB south of 115 exit		X	MVA	16
16-014	01/21	1635	1645	316 Waterloo St	X		EMS Assist	3
16-015	01/28	1718	1818	N2686 Mickelson Road		X	Mutual Aid Fall River FD	5

**Current Monthly Total: 15**

**Total Runs by Month:**

Jan	15	July
Feb		Aug
Mar		Sep
Apr		Oct
May		Nov
June		Dec

**Year to date total 15      Last Year at this time 11**

## **TRAININGS, MEETINGS, AND COMMUNITY ACTIVITIES**

**January 2016**

- 01/05      Monthly Department Driver Training  
Intro to Wildland Fires Class by DNR – Groh and Ramsey
- 01/11      Department Officers Meeting
- 01/12      Columbus Fire Department Monthly Meeting  
Semi Monthly Drill – Reading Smoke and Radio Communications
- 01/13      CPR Refresher – 6 Firefighters
- 01/18      CPR Refresher – 10 Firefighters  
Columbus/Fall River Disaster Preparedness Cmte. mtg.
- 01/19      Intro to Wildland Fires Class by DNR – Groh and Ramsey
- 01/20      DCARI class in Verona – Koehn and Fox  
Entry Level Firefighter Class @ MATC – Ramsey
- 01/21      Firefighter I Class @ MATC – Groh  
MABAS 135 Meeting in Poynette – C. Dykstra
- 01/25      Public Education at St. Jerome's for 4 & 5 year old girls in 4H - Fox
- 01/26      Semi Monthly Drill –Transitional Modern Fire Attack
- 01/27      Entry Level Firefighter Class @ MATC – Ramsey  
Columbia County Fire Association Meeting – Koehn, Kluetzman, and Kenevan
- 01/28      Fire Inspector Written Test @ MATC – Miller  
Firefighter I Class @ MATC – Groh

## ITEMS OF NOTE FOR JANUARY

Firefighters Ryan Rostad, Brian Lamont, and Marty Powers spent an entire Sunday adding reflective chevrons to the back of our squad. Chevrons are now required on all new fire vehicles. Our vehicles are grandfathered and chevrons are not required. However, for safety's sake, we plan to add them to our vehicles as time allows. We currently have three vehicles with them.



**Before**



**After**



**At Night**

Congratulations to the following who recently received state certifications...

Tom Galle and Frank Loyo for Firefighter 2  
Ken Womack for Driver/Operator-Pumper

*Randy Koehn*



Firefighter **Kenrick Womack** has been with the department since March 1, 2014.

Ken grew up in De Forest. He graduated from UW-Madison where he marched in the UW Band for two years. He works full time for Bunell and Associates in Brookfield. Bunell represents electrical manufacturers in Wisconsin and Upper Michigan. Ken is responsible for the western half of Wisconsin and Upper Michigan.

Prior to joining the Columbus Fire Department, he served as a volunteer Firefighter/EMT for the Village of De Forest from 1987 to 2001. He left De Forest Fire and EMS in order to spend more time with his family.

Ken and his wife Donna have two daughters; Kendra (24), who will be marrying Tyler Rauls of De Forest this May and Kayci (16), who is a junior at Columbus High School.

He enjoys doing anything outdoors such as campfires, hunting, fishing and spending time with family and friends.

Ken has the following professional certifications:

- Wisconsin Firefighter 1 & 2
- Wisconsin Driver/Operator-Pumper

*(Photo courtesy of Walcott Studio)*

240 North Water Street  
Columbus, WI 53925



**TO:** Columbus Area EMS District Board Members

**FROM:** Werner Biedermann

**DATE:** January 4, 2015

**SUBJECT:** December 2015 Monthly Report

During December Lifestar EMS responded to 66 emergency calls. It was the second busiest month of the year. We had no fire standby, mutual aid or requests for intercepts this month. Below is the breakdown by municipality.

Columbus Contract Run Statistics for 2015

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Calamus	2	0	1	0	0	1	0	1	2	1	2	0	10
Columbus City	35	15	29	23	24	24	43	31	52	31	24	42	373
Columbus Town	3	3	1	6	1	5	2	2	2	2	3	4	34
Elba	0	1	4	0	2	1	4	1	2	5	1	3	24
Fall River	5	6	6	11	5	8	6	10	6	8	7	7	85
F. Prairie	3	0	4	1	1	4	2	7	3	2	1	4	32
Hampden	2	4	0	0	2	1	1	6	1	0	4	3	24
Portland	1	0	0	0	1	0	0	1	1	2	0	2	8
Otsego	0	1	0	0	0	0	0	1	0	0	0	1	3
York	0	2	0	0	3	1	1	2	2	1	3	0	15
Totals	51	32	45	41	39	45	59	62	71	52	45	66	608

We had two calls that were outside of our response guidelines. One was to a Portland township residence that took 3 minutes over the guideline which was due to the foggy early morning conditions that required a slower response speed.

The second call was to an Otsego residence that was mentioned in a local newspaper report. I received a call from the Columbia Emergency Management Director who asked for an investigation. The response time was 19 minutes, not the 30 minutes stated in the newspaper report. The page out information stated the fire number on County A with cross roads as highway 16 and Moore Road. The crew was in the ambulance when the page was received and had some static during the message. I listened to the message as it was replayed to me the following day and the highway 16 cross road was covered by static. The crew made an incorrect assumption the cross road was *Mohr* Road. Their GPS sent them to the intersection of A and Mohr Road much north of highway 16. When they realized that the fire numbers were out of sequence from that of the residence, they were ready to contact Columbia Dispatch when

they were stopped by a relative who was heading to the location of the emergency. The crew was at fault for not being more aware of the fact that Mohr and Moore Road are in the same area and are pronounced the same and should have gotten a clarification earlier from Columbia County Dispatch.

Lifestar is investigating what options are available to us to provide in the ambulance electronic mapping of calls. We have found that the GPS systems available from Garmin, Google Maps and others are not always helpful in the rural areas. The printed maps we have at the station are poster size and provide fire numbers to facilitate finding the location. However, we are limited to letter size maps in the ambulance. We have been in discussion with the Columbia County dispatch supervisor about having call locations transmitted to navigation aid software that we would place in our squad laptop computers. At this time this is not an option but could be in the future.

240 North Water Street  
Columbus, WI 53925



**TO:** Columbus Area EMS District Board Members

**FROM:** Werner Biedermann

**DATE:** February 3, 2016

**SUBJECT:** January 2016 Monthly Report

Lifestar responded to 50 911 calls during January. We also provided two intercepts, one for Pardeeville EMS and the other for Rio EMS. We also did one fire standby for Fall River Fire Department.

Columbus Contract Run Statistics for 2016

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Calamus	1	0	0	0	0	0	0	0	0	0	0	0	1
Columbus City	30	0	0	0	0	0	0	0	0	0	0	0	30
Columbus Town	2	0	0	0	0	0	0	0	0	0	0	0	2
Elba	3	0	0	0	0	0	0	0	0	0	0	0	3
Fall River	8	0	0	0	0	0	0	0	0	0	0	0	8
F. Prairie	4	0	0	0	0	0	0	0	0	0	0	0	4
Hampden	1	0	0	0	0	0	0	0	0	0	0	0	1
Portland	1	0	0	0	0	0	0	0	0	0	0	0	1
Otsego	0	0	0	0	0	0	0	0	0	0	0	0	0
York	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	50	0	0	0	0	0	0	0	0	0	0	0	50
Fire Standby	1	0	0	0	0	0	0	0	0	0	0	0	1
Intercepts	2	0	0	0	0	0	0	0	0	0	0	0	2
Mutual Aid	0	0	0	0	0	0	0	0	0	0	0	0	0

Training for the month was Mass Casualty Management and use of the MABAS system.

Lifestar provided Bloodborne Pathogen refresher training for the Fall River Fire Department.

Lifestar also provided CPR refresher for the Columbus Fire Department.

Lifestar has contacted our IT contractor to discuss how we can connect with the internet from within the ambulance while responding so we can utilize digital map resources on our tough book computers. We will be investigating the possibility of using the digital maps that the Columbia County dispatch center uses.

All responses were within the contract guidelines.



EMS Operations Year End Report  
2015  
Columbus Area EMS District

January 2016

Werner Biedermann, Station Supervisor

## Introduction

This report provides a summary of the Lifestar EMS operations for calendar year 2015. We have had a busy and rewarding year. In addition to responding to 911 calls, we have provided training to local groups and presentations of what EMS does. This yearend report explains our operations in some detail.

## Summary

Lifestar responded to 608 calls in 2015 which is up slightly compared to last year. We also responded to eleven fire standbys, twelve paramedic intercept calls and provided mutual aid five times to other services. The types of calls we respond to are relatively unchanged.

Note on document format. There are several spots in the report where there is a blank space between text and charts. This is not an indication of missing information. The empty space results from keeping information close to charts that the text is explaining.

## Detailed Report

The 2015 call volume was 608, up slightly compared to 2014 (596). The spread sheet below shows the EMS call volume by month and total for each EMS District member. The calls listed are only those for which we were paged out by the Columbia County Dispatch Center.

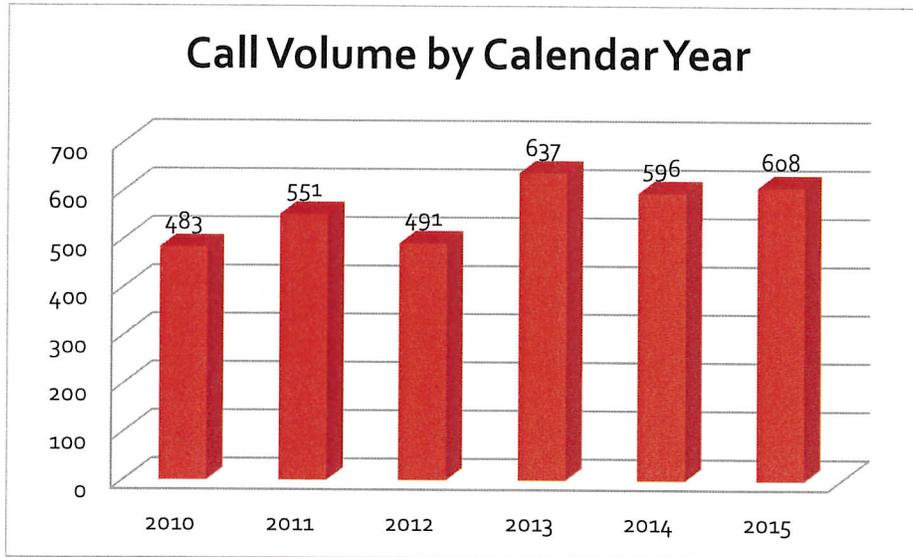
### 911 Call Break Down by Contract Entity

Columbus Contract Run Statistics for 2015

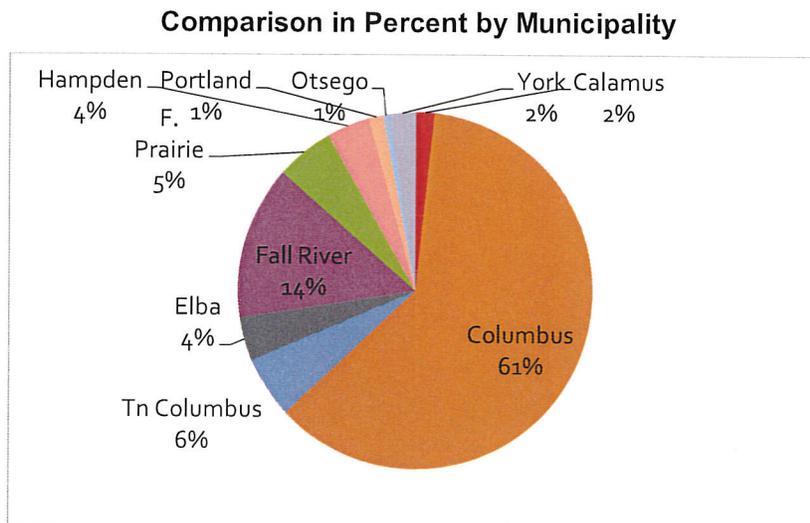
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Portland	1	0	0	0	1	0	0	1	1	2	0	2	8
Otsego	0	1	0	0	0	0	0	1	0	0	0	1	3
York	0	2	0	0	3	1	1	2	2	1	3	0	15
Totals	51	32	45	41	39	45	59	62	71	52	45	66	608
Fire Standby	0	1	1	1	1	0	1	2	2	0	2	0	11
Intercepts	0	1	1	1	0	1	2	3	3	0	0	0	12
Mutual Aid	0	0	1	1	0	0	1	1	0	0	1	0	5

We also provided EMS support for Columbus and Fall River Fire Departments eleven times this year. There were 12 requests for paramedic intercepts. These intercepts were for Cambria EMS, Pardeeville EMS, Oshkosh EMS, Randolph and Rio EMS. We also provided 5 mutual aid requests for area services.

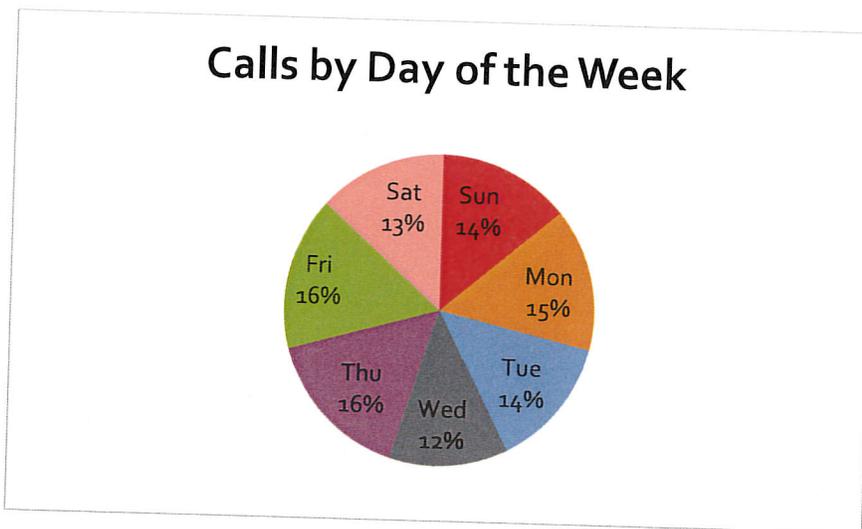
The following chart shows the call volume by year since our first year serving Columbus and the surrounding area. The first three years were significantly lower than the last three years. The last three year average is 614 calls.



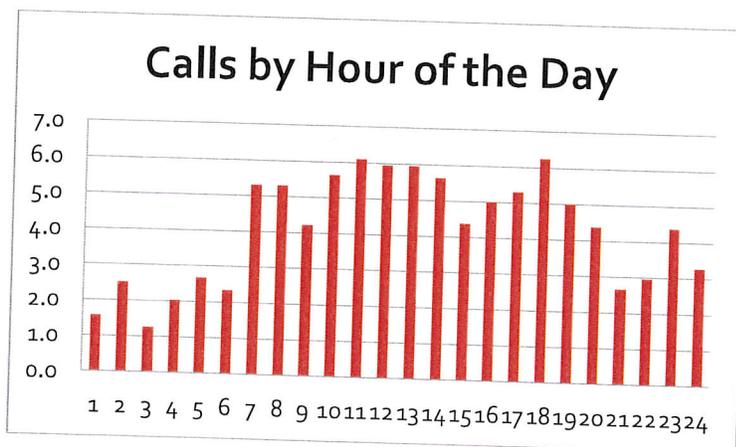
The next chart is a comparison of calls by municipality. The relative percentages have not changed much over the last two years.



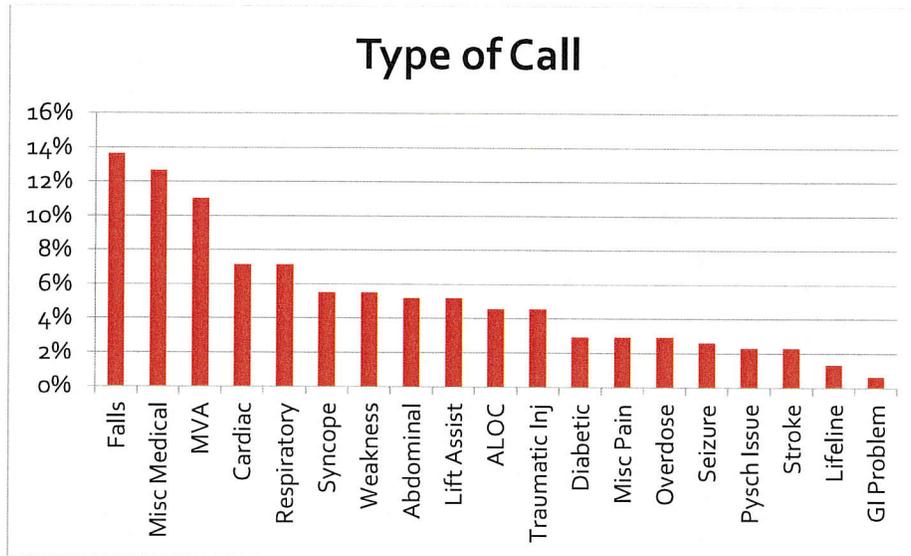
The pie chart below shows the call breakdown by day of the week in percent. In 2014 we saw Saturday the busiest day (16%) followed by Sunday and Friday at 15%. This past year, we saw the busiest days as Friday and Thursday (16%) followed by Monday (15%). This is the first year that one of the weekend days was not in the top three of busiest days. The difference from the busiest day to the slowest day is only four percent. This does not affect our staffing.



The next chart is a breakdown of calls by time of the day. The hours along the X-axis should be read in military hours in the following manner: Zero means the first hour of the day, midnight to 1:00am. The second labeled as One is 1:00am to 2:00am. This year our busiest hour was 5:00-6:00pm. Last year our busiest hour was 10:00-11:00am. We do not know why the busiest hour as well as the busiest day changes from year-to-year.



The following chart shows a breakdown of the types of calls that Lifestar responds to. These calls are shown in percentage form based on 608 calls. Not included are the mutual aid, fire standby and intercepts.



The most common reason for calling the ambulance remains falls. Most of the falling patients are elderly. The reason for falling varies. Some reasons are stumbling, increasing weakness, and illnesses that cause difficulty in walking.

Miscellaneous medical calls became the second most common reason for our call volume. Types of calls that fall within this category is quite varied and includes but is not limited to, non-traumatic nose bleeds, urinary problems, nausea-vomiting, not feeling well and medication reactions. Motor vehicle accidents are third. The next three are cardiac related problems, respiratory problems and syncope (fainting).

A lot of attention recently has focused on long response times that exceed our contract guidelines based on a call to Otsego Township on December 3<sup>rd</sup>. This particular call was caused by a navigational error by the responding crew. The explanation for this situation was made in the December monthly report.

Let's take a look at the calls that exceeded the contract guidelines in 2015 and the reasons why. First, the contract states that Lifestar is expected to respond to the call location within six minutes for a call in the City of Columbus and 14 minutes for all other locations within our territory. One additional item to remember is that our time frame starts at the point that Columbia County dispatch sends the message that sets off the pagers that we carry. It does not start when the person requesting an ambulance dials 911.

The following chart details the sixteen calls that exceeded our contract guidelines. In the chart, the column that is titled "Time in Minutes" is the number of minutes that a Lifestar crew exceeded the contract response guidelines.

No.	Date	Location	Time in Minutes	Reason
1	3/8	Tn Col	5	Crew navigation error
2	4/12	Columbus	8	Second unit call was on highway 151 south of Columbus when the call came in
3	5/20	Portland	3	Wrong address given by dispatch
4	7/8	Columbus	4	Crew navigation error
5	7/13	Columbus	11	Crew had to navigate downed trees and power lines
6	7/13	Columbus	1	Crew had to navigate downed trees and power lines
7	7/13	Columbus	10	Crew had to navigate downed trees and power lines
8	7/13	Columbus	1	Crew had to navigate downed trees and power lines
9	8/2	F. Prairie	3	Crew navigation error, crew used a SMART phone for mapping
10	8/28	Portland	10	Law Enforcement instructed crew to wait until scene was made safe
11	9/19	Columbus	10	Law Enforcement instructed crew to wait until scene was made safe
12	10/3	Columbus	3	Crew navigation error
13	10/21	Portland	3	Far southeast Portland difficult to reach within 14 minutes. Crew did take extra time to find the fastest route.
14	11/30	Hampden	3	This call was outside of our territory
15	12/3	Otsego	5	Crew navigation error
16	12/21	Portland	1	Foggy weather required slower response speeds

Of the sixteen calls, four were due to navigation errors. This is less than 0.7% of our call volume. Each of the four crews that navigated improperly were sat down and interviewed to determine why their navigation did not take the most direct route. They are then given remedial training on determining the fastest route. One example was call #9 above. We have warned the crews not to use SMART phone

navigation aids or GPS units to find the locations. We have learned they don't always show the best or fastest routes. On call #12, the crew went to a North School street address instead of South School Street. If they would have looked at a map, they would have seen that there is a North and South section of the road.

The sixteen calls amounts to 2.6% of our call volume.

In fairness to the crews, all municipalities have issues within their boundaries that make navigation difficult at times. Some of these are:

- Roads and streets are broken like Breyer Road, Duborg Road and streets with multiple descriptors such as Sunset Street and Sunset Court.
- Building numbers are not readily visible and not in uniform locations
- Some residential numbers are out of order
- Certain roads are difficult to decipher from the page like Mohr and Moore

Lifestar does expect the crews to navigate properly, safely and to ensure they know where they are going for each call. We are investigating ways to provide electronic in-ambulance mapping whenever there is a request for us to respond. However, these systems are not inexpensive and can be quite elaborate to install and manage.

One last item on response time is the perception of the person requesting the ambulance has on time. During an emergency, waiting for someone to arrive, time seems to drag on for the caller. Numerous times when an EMS crew arrives, they are asked "what took you so long?" In actuality, the responses are quite quick.

There have had circumstances when a caller uses a cell phone to dial 911 and the call is picked up by a cell tower outside of Columbia County. This causes a delay as Columbia County dispatch gets the call information from another dispatch center. There is also an inherent delay for Dodge County and Dane County residents as their calls are picked up by their respective county 911 dispatch centers first. Those county dispatch centers then contact Columbia County to page out Lifestar.

In the 2014 yearend report, it was mentioned that we would study calls where the ambulance was at a scene for longer than 20 minutes. The analysis of calls for January and February indicated that for each call that exceeded the 20 minutes there were factors that influenced a longer time at the scene. Here are several factors that influenced the longer scene times:

- Several calls were for diabetics who were low on blood sugar. The patient is treated with EMS provided medications to get their condition corrected. If the patient refuses transport, the crew stays to ensure that the patient will get something to eat as the medication we provide (Dextrose 50% in water) is short acting and the patient can again become hypoglycemic.
- Some homes are harder to get a patient out of than others, especially if the patient is located on a second floor or the patient is obese. In a number of circumstances additional help from either the second ambulance crew or the local fire department is necessary to move the patient to the ambulance. In some situations, the crews have to deal with “hoarder homes” that make patient treatment and movement within the home a challenge.
- The patient and/or family are not cooperative with the EMS. Explaining what the crew wants to do and why extends our time on scene
- There are occasions that law enforcement is involved and requires information from the patient prior to departure
- Some procedures we perform can be difficult depending on the patient’s anatomy and attitude. One example is obtaining IV access for medication administration if the patient has veins that are difficult to find or cannulate. Some patients have to be informed of why some procedures should be done before they grant consent.
- If the patient is in cardiac arrest, we stay on scene to resuscitate and these efforts exceed 20 minutes. It is important to note that the procedures we follow in resuscitation are the same that the hospital emergency room would follow so we do it in the field and not delay initiating the procedures by transporting to the hospital ER first.

In conclusion, there was no indication that crews loiter on scene. Each call that was studied showed that there were good reasons for being on scene longer than 20 minutes.

Lifestar has been involved with these activities in the community.

- Provided EMS standby at the Columbus High School varsity football games
- Provided EMS standby at Fall River High School varsity football games
- Provided first aid and CPR training to two area residential facilities

- Was on standby during the 4<sup>th</sup> of July parade with three ambulances.
- Provided medical care at the July 4<sup>th</sup> Run-Walk sponsored by the Columbus Hospital.
- Participated in the Columbus-Fall River Disaster Planning Committee.
- Provided Bloodborne Pathogen training to the Fall River Fire Department.
- Halloween Trick or Treat at the Columbus Fire Station.
- Provided merit badge level first aid training for a Columbus based scout group
- Provided several “show and tells” in the community about EMS
- The Lifestar Columbus supervisor actively participated in both the Columbia and Dodge County EMS association meetings.
- Provided the training materials for the Columbus Police Department with the items and medication needed to perform on scene Narcan administration to opiate overdose victims.
- Participated in the Table Top disaster drill held at Columbus City Hall on a train derailment.

These activities allow our personnel to interface with the community in a non-emergency setting. Not only do we provide training or in the case of Halloween handing out candy, we are able to answer questions from the community about how we do things. Quite often during these times, we get compliments.

Lastly, Lifestar has developed an enhanced quality audit and feedback system that has provided great information to our crews for better performance. This system not only reviews our performance, but also takes the newest trends in the emergency medical field care and integrates them into our treatment plans. The system also permits us to study best practices among paramedics nationwide which are then shared so all Lifestar EMS providers can improve patient treatment. It has been a welcome addition.

Looking forward to 2016, we will continue to work on trying to provide the ambulance crews an accurate in-squad navigation aid. This project has many variables and we cannot for certain state that we will have an easy to use and accurate system in place this year. We are also planning to upgrade our cardiac monitors. These new monitors will enhance our ability to share cardiac information from the scene to the local emergency room. They will also have the capability to measure carbon monoxide that will be useful for not only patients but also during Fire Fighter rehabilitation on fire scenes. We also have plans to place our older small ambulance into reserve status and replace it with a new modular type similar to our large one.

We remain committed to performance excellence for the residents and municipalities of the Columbus Area EMS District.

*Werner E. Biedermann*

Werner E. Biedermann,  
Station Supervisor  
Lifestar Columbus

## Appendix 1

### Selected special notes from Monthly Reports

**January:** Training for the month was Stroke Assessments using the new national guidelines.

**February:** Lifestar requested the assistance of Medflight to transport a severely injured patient involved in an industrial accident. Two Lifestar employees trained a group of Tiger Cub Scouts in First Aid for their merit badge.

**March:** On 18 March both Lifestar ambulances responded to a multiple vehicle, multiple patient traffic accident in Elba township. Mutual aid was provided by Waterloo and Marshall EMS. Five patients were transported from the scene.

**April:** On April 5<sup>th</sup>, Lifestar had one ambulance on an interfacility transport and the second unit was sent to Columbus Nursing and Rehab for a transport to Columbus Hospital. While tending to that patient, a 911 call came for a Town of Columbus residence. Lifestar requested mutual aid. When the Columbia County dispatcher informed the caller of the approximate arrival time of that mutual aid ambulance, the caller stated they would drive the patient to the hospital instead of waiting.

**May:** Lifestar responded to 39 calls in May. We also responded for one Fire Standby with the Columbus Fire Department.

**June:** I attended the City of Columbus Table Top exercise concerning a derailment of highly flammable oil filled rail cars. This took place on June 22<sup>nd</sup>. During the evening of June 21<sup>st</sup>, a multiple vehicle, multiple patient traffic accident required four ambulances. In addition to two Lifestar ambulances, Beaver Dam EMS responded with two ambulances for mutual aid.

**July:** During the storm of July 13<sup>th</sup>, Lifestar received four calls for service within a 60 minute time frame. Each response was outside of the contract guidelines due to road obstructions. Three of the four were calls that a patient was not found. A fourth was for a patient home on hospice without power the patient's oxygen supply was interrupted. EMS assisted the patient in having a back-up supply attached to her oxygen delivery device.

**August:** In August, we also performed three intercepts. Two were for Rio EMS. One was for Oshkosh Fire EMS who was transporting a patient to UW when their ambulance had a mechanical problem. We were called to assist them and finish the transport. Lifestar attended the National Night Out activities held on August 4<sup>th</sup>.

**September:** On September 6<sup>th</sup>, Lifestar was called to a residence in York Township for a cardiac arrest. The patient was resuscitated and later transferred to St. Mary's CICU

**October:** On October 8, we responded to a patient in cardiac arrest. The patient was successfully resuscitated. Lifestar handed out Halloween candy in Columbus at the Columbus Fire Station.

**November:** Lifestar responded to a cardiac arrest patient and successfully resuscitated the patient.

**December:** The second call was to an Otsego residence that was mentioned in a local newspaper report. I received a call from the Columbia Emergency Management Director who asked for an investigation. The response time was 19 minutes, not the 30 minutes stated in the newspaper report.

## Appendix 2

### Brief Photo History of 2015



This photo was taken at the scene of motor vehicle accident. A car was found driven into a barn and the driver was missing.



As in every previous 4<sup>th</sup> of July parade Lifestar participated and staffed a third ambulance.



We have gotten many requests to do training and show and tell events to youngsters. The photo shows Lucy Vick working with Daisy Scouts on how the ambulance service helps people who are ill or sick.



Lifestar crews look forward to Halloween. Each year, the Columbus Fire Department allows us to hand out candy from within their station. The photo shows two Lifestar employees with a local family that came to Trick or Treat.



Lifestar participated in the Columbus National Night Out activities by having our ambulances on display and answering questions of the visitors. We especially enjoyed having the youngsters tour the ambulances.



Each year we are asked to visit one or both of the Cardinal Daycare Centers. This year we visited the one in Fall River. We give very low tech demonstrations to the children to let them know a little of what we do so they are not afraid if we are summoned to care for them or one of their relatives.



A huge topic during the year was how Lifestar would handle a patient suspected of having the Ebola virus. We worked with Columbus Hospital to perform a drill on managing such a patient that walked into their hospital. We used isolation equipment both on our person and the inside of the ambulance to avoid contamination.



Our third highest type of call is motor vehicle accidents. We work closely with both Columbus Fire and Fall River Fire Departments at these scenes. Here we are practicing patient extrication with Columbus Fire personnel.



In July Lifestar and Columbus Fire Department responded to an accident on highway 151 and the vehicle caught fire. The patient was removed from the smoking vehicle by heroic bystanders before flames engulfed the car.



During June, the table top drill was performed on responding to a railroad derailment in the city of Columbus that involved oil tankers. The photo shows the line-up of the people that would be responsible for managing the situation as it developed during the exercise.



Lucy Vick and Karen Biedermann worked with the local Tiger Cubs group and taught them first aid to enable the youngsters to get their first aid badge.

END OF REPORT

## PHOSPHORUS FEASIBILITY STUDY

### SUMMARY

The Columbus Wastewater Treatment Facility will be required to significantly reduce effluent phosphorus levels to the Crawfish River in the future. The compliance costs will be very high. A wastewater treatment facility upgrade would have a capital cost in the range of \$2,000,000 to \$6,000,000.

The new phosphorus requirements are based on a change the Wisconsin Department of Natural Resources is implementing to enforce water quality-based effluent limits for wastewater treatment facilities in the state. Presently, the limits for facilities are based on technology. There are several compliance alternatives available for the City to meet the new requirements. These include implementing new technology at the wastewater treatment facility, implementing a water quality trading program, and using a streamlined variance or individual variance. In addition, some combinations of the alternatives were considered. The purpose of this report was to evaluate the compliance alternatives with special emphasis on the feasibility of water quality trading.

There is a lot of existing information on previous watershed studies conducted in the Upper and Lower Crawfish River Watersheds. Columbia County in particular has done a lot of work in the Lazy Lake subwatershed. Columbia County will be a valuable partner in any water quality trading program.

With a Water Quality Trading program, the City would receive credit for implementing agricultural conservation practices which reduce phosphorus discharge. The credits the City receives would make the effluent levels at the wastewater treatment facility less stringent. Practices to reduce runoff include nutrient management planning, cover crops, riparian buffers, improved tillage, grassed waterways, retention ponds, barnyard improvements, wetland restoration and streambank coordination. The results of this study indicate that that water quality trading is a feasible alternative for the City. Coordination with Columbia County was part of this project. The county feels trading is feasible for the City as well. Trading could be implemented as a stand-alone alternative or it could be used in combination with a wastewater treatment facility upgrade. In addition, the option of optimizing phosphorus removal at the treatment facility using existing technology combined with water quality trading was considered. This option would require reconfiguration of the current chemical dosing quantity and method.

Two technologies to be implemented at the wastewater treatment facility were also considered. Each technology was evaluated for two levels of treatment. The first level of treatment assumed no credits from water quality trading. The second level of treatment assumed part of the phosphorus reductions would come from a water quality trading program.

Wisconsin Act 378 allows for a streamlined variance program for municipalities facing costly phosphorus compliance costs. The Environmental Protection Agency (EPA) is reviewing the proposed variance program for approval. The EPA may not approve the variance program or

may request changes to the program. This variance program is a temporary compliance alternative to the City.

Another compliance alternative is an individual variance. This type of variance is not a streamlined variance program like the program proposed under Wisconsin Act 378. With this variance, Columbus would prove to the WDNR that attainment of water quality standards for phosphorus in the Crawfish River is not likely. This variance may be viable for Columbus because of the Rock River Total Maximum Daily Load rule making and the high levels of phosphorus present in the Crawfish River. This variance program is a temporary compliance alternative to the City.

A 20-year net present value (NPV) analysis was conducted for the various compliance alternatives. These alternative and the NPV costs are shown in Table 1 below.

**Table 1.** Summary of Compliance Alternatives and Net Present Value Costs

<b>Compliance Alternative</b>	<b>20 Year Net Present Value</b>
Water Quality Trading	\$2,968,815
Water Quality Trading with WWTF Optimization	\$1,779,790
Wastewater Treatment Facility Upgrade – Continuous Backwash Filter	\$5,850,000
Wastewater Treatment Facility Upgrade with Water Quality Trading – Continuous Backwash Filter	\$2,912,000
Wastewater Treatment Facility Upgrade – Membrane Disc Filter	\$3,203,000
Wastewater Treatment Facility Upgrade with Water Quality Trading – Membrane Disc Filter	\$3,148,000
WI Act 378 Variance Program with WWTF Optimization	\$766,486
Individual Variance with WWTF Optimization	\$244,000

The Individual Variance with WWTF Optimization is the recommended alternative to the City. There are unique circumstances which make this more viable for Columbus compared to other municipalities. There are several disadvantages with the variance program that the City should consider. These include the fact that WDNR may not approve this approach and that it is a temporary solution. However, the WDNR has indicated that there is time for Columbus to further investigate this variance. Even though it is a temporary solution, if the City used this alternative for even one permit term (5 years), this would allow time to further develop a permanent solution such as Water Quality Trading. It would also allow time for filter cost to decrease as they become more prevalent at wastewater treatment facilities.

The streamlined variance program under Wisconsin Act 378, although not approved by the EPA, is the second choice alternative for Columbus. This alternative would provide resources to Columbia County to reduce sources of phosphorus in the watershed. This alternative would be a temporary solution. This approach would allow time to further develop a permanent solution such as Water Quality Trading. It would also allow time for filter cost to decrease as these they become more prevalent at wastewater treatment facilities.

As a third option, Water Quality Trading with WWTF Optimization is feasible. There are an abundance of trading credits available in the watershed for such a program. There are numerous past studies that have been conducted that the City could use as a starting point for a Water Quality Trading program. In addition, Columbia County is ready to support such a program and is interested in working with the City.

The City is in the Rock River Basin which has an approved Total Maximum Daily Load rule in place. Columbus has mass limits in addition to water quality based limits in their wastewater treatment facility permit because of this rule. Columbus has to comply with the most stringent limits, which are the water quality based limits. Therefore there are excess credits the City has for the Total Maximum Daily Load-based limits. The City may be able to sell a portion of these credits to a downstream wastewater treatment facility in a point-source to point-source trading program.

# TASK ORDER 2016-01

## Wastewater - CMOM Program Development

This is Task Order No. 2016-01,  
consisting of 3 pages.

### Task Order

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In accordance with paragraph 1.1 of the Master Professional Service Agreement between City of Columbus (City) and Ruekert & Mielke Inc. (R/M) for Professional Services – Task Order Edition, dated March 16, 2010 ("Agreement"), City and R/M agree as follows:

#### 1. Specific Project Data and Background

- A. This task order includes the scope of services and associated cost to develop a Capacity, Management, Operation, and Maintenance (CMOM) program for the City's sanitary sewer collection system.
- B. In 2012, the State of Wisconsin finalized a requirement for each sanitary sewer collection system in the state to have a CMOM program in place by August 2016. The CMOM program will be administered by the Wisconsin Department of Natural Resources (WDNR).
- C. The purpose of the CMOM program is to reduce the risk of sanitary sewer overflows (SSOs) by establishing a formalized management system for municipal collection systems. This management system will result in more effective organizational communication and management, increased staff efficiency, comprehensive system maintenance, increased system capacity, and the establishment of clear goals for improvement. If the CMOM program is regularly utilized and maintained, it can be an asset to the City for years to come.
- D. The CMOM program is broken into eight components as outlined by the WDNR guidance document. These are: (1) Goals, (2) Organization, (3) Legal Authority, (4) Operation & Maintenance Activities, (5) Design & Performance Provisions, (6) Overflow Emergency Response Plan, (7) Capacity Assurance, and (8) Annual Self-Audit.

#### 2. Scope of Services for R/M

- A. Conduct an inventory of information related to the sanitary sewer collection system that can be integrated into the CMOM program. Review existing City information.
- B. Identify gaps in information that need to be addressed in order to fulfill the requirements laid out in the WDNR CMOM guidance document.

## TASK ORDER 2016-01

### Wastewater - CMOM Program Development

- C. Create content necessary to address each of the items discussed in the WDNR guidance document. This will include the creation of digital documents and spreadsheets to be referenced and used by wastewater staff. The documents will be organized in a digital folder structure that reflects the CMOM structure created by the WDNR. It is important to note that CMOM is not a written report, but rather a program that is the basis for the activities and maintenance of your sanitary sewer collection system going forward. The CMOM program presented will be unique to the City of Columbus. As such, we will work with the City to determine how and to what extent the information and content gaps can be filled.
- D. Conduct two (2) progress meetings with City staff to review the CMOM program information available, gaps that exist in the information, and the CMOM draft.

#### 3. Columbus Responsibilities

- A. City shall have those responsibilities set forth in Section II of Agreement, subject to the following:
- Review CMOM draft material in a timely manner as requested.
  - Provide any additional sanitary sewer collection system information as requested. This may require minor document modifications in order to fulfill CMOM program requirements.
  - Attend meetings.

#### 4. Times for Rendering Services

- A. Schedules are subject to change due to activities beyond the control of R/M. In general the tentative schedule is as follows:
- a. Complete by June 30, 2016.

#### 5. Payments to R/M

- A. City shall pay R/M for services rendered as follows on an hourly rate plus reimbursables per Exhibit A. The fee shall not exceed the below fee without authorization.

Category of Services	Compensation Method	Estimate of Compensation for Services
CMOM Services	Standard Hourly Rates	\$10,573.00

- B. The terms of payment are set forth in Section III and Exhibit A of the Agreement.

**TASK ORDER 2016-01**

**Wastewater - CMOM Program Development**

Terms and Conditions: Execution of this Task Order by the City and R/M shall make it subject to the terms and conditions of the agreement (as modified above), which Agreement is incorporated by this reference. R/M is authorized to begin performance upon its receipt of a copy of this Task Order signed by the City.

The Effective Date of this Task Order is February 16, 2016.

City of Columbus:

Ruekert & Mielke, Inc.:

By:

By:



Name:

Name:

Jason P. Lietha P.E.

Title:

Title:

Vice President/Madison Office  
Manager

DESIGNATED REPRESENTATIVE FOR  
TASK ORDER:

Name:

Patrick Vander Sanden

Name:

Jason P. Lietha PE

Title:

Administrator

Title:

Vice President/Madison Office  
Manager

Address:

105 N. Dickason Blvd.  
Columbus WI 53925

Address:

258 Corporate Drive  
Madison WI 53714

E-Mail:

[pvandersanden@columbuswi.us](mailto:pvandersanden@columbuswi.us)

E-Mail:

[jlietha@ruekert-mielke.com](mailto:jlietha@ruekert-mielke.com)

Phone:

920-623-5900

Phone:

608-819-2600

Fax:

920-623-5901

Fax:

608-819-2601

*Exhibit A*  
Ruekert & Mielke Inc.  
2016 Columbus Wisconsin Standard Rates

<u>STANDARD HOURLY RATES</u>		<u>STANDARD HOURLY RATES</u>	
<u>ENGINEERING SERVICES</u>		<u>SCADA SERVICES</u>	
Engineer 9	\$220.00	Senior SCADA Analyst	\$165.00
Engineer 8	175.00		
Engineer 7	165.00	<u>SURVEYING SERVICES</u>	
City Engineer 7	149.00	Professional Land Surveyor	119.00
City Engineer 7 (Meeting Rate)	74.00	Crew Chief / Surveyor	109.00
Engineer 6	151.00	Surveying Technician	79.00
Engineer 5	141.00		
Engineer 4	131.00	<u>CONSTRUCTION REVIEW SERVICES</u>	
Engineer 3	111.00	Construction Review Manager	135.00
Engineer 2	104.00	Senior Construction Review Technician	92.00
Engineer 1	91.00	Construction Review Technician 2	79.00
Senior Engineer Technician	126.00	Construction Review Technician 1	67.00
Engineer Technician 3	105.00		
Engineer Technician 2	95.00	<u>ADMINISTRATIVE SERVICES</u>	
Engineer Technician 1	85.00	Certified Public Accountant (Company CFO)	165.00
Environmental Coordinator	131.00	Project Assistant	67.00
		Administrative Assistant	67.00
<u>LANDSCAPE ARCHITECT SERVICES</u>		<u>MISCELLANEOUS</u>	
Senior Landscape Architect	121.00	<u>MILEAGE</u>	
		For Engineers and Technicians	.54/mile
		For Construction Review Technicians	.58/mile
<u>MUNICIPAL ECONOMICS &amp; PLANNING SERVICES</u>		For Survey Crews	.75/mile
Senior Economic Consultant	171.00	Nonbillable R/M truck mileage	.00/mile
Economic Consultant	125.00	Nonbillable mileage	.00/mile
Senior Planning Consultant	115.00		
<u>IT/GIS TECHNICIAN SERVICES</u>		Print reproductions	.30/sq. foot
Asset Management Consultant	160.00	Color copies	.30/page
IT/GIS Analyst 4	145.00	B&W copies	.10/page
IT/GIS Analyst 2	120.00	Color plots	2.50/sq. foot
IT/GIS Analyst 1	106.00	Scanning	.30/scan
IT/GIS Technician 2	95.00	Flow Probe	125.00/day
IT/GIS Technician 1	85.00	GPS equipment	125.00/day
		ATV fee	125.00/day
		Robotics equipment	125.00/day
		Road Tube Traffic Counter – day	50.00/day
		Road Tube Traffic Counter – week	150.00/week
		Turning Movement Traffic Counter	10.00/day

**Note: Overtime rates will be 120% of standard rate for construction review services.**



# Memo

**To:** Patrick Vander Sanden & Kim Manley, City of Columbus  
**From:** Greg Johnson, Senior Municipal Advisor  
**Cc:** Bridgette Keating, Quarles & Brady  
**Date:** January 29, 2016  
**Subject:** Reimbursement Resolutions

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Reimbursement resolutions are adopted to allow municipalities that pay capital costs with available cash to reimburse those expenditures when tax-exempt bonds are issued.

**Adopting a reimbursement resolution is not a final commitment to borrowing funds.** Separate approval is required to issue tax-exempt debt. For purposes of reimbursement, there are two types of expenditures: capital and preliminary.

## Reimbursement of capital costs

Capital costs are generally defined as the actual construction costs incurred, such as expenditures to install or repair public infrastructure. To reimburse capital expenditures the tax-exempt bonds must be issued not later than 18 months after the later date of:

- The date on which the expenditure is made, or
- The date the financed project is placed in service or abandoned, but in no event later than 3 years after the expenditure is made.

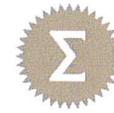
If a City issues \$5,000,000 or less of tax-exempt bonds during the calendar year a 3 year reimbursement period applies instead of 18 months for capital costs. This reimbursement period applies to capital costs only.

## Reimbursement of preliminary expenditures

Preliminary expenditures are generally defined as engineering, planning, surveying, soil testing, or similar costs incurred prior to the commencement of construction. Preliminary costs do not include land acquisition or site preparation.

The reimbursement period for capital costs **does not** apply to preliminary expenditures. Reimbursement of preliminary expenditures cannot exceed 20% of the issue price of the tax-exempt bonds.





### What happens if a reimbursement resolution is not adopted?

If a City does not adopt a reimbursement resolution and decides to issue tax-exempt debt for a project, capital expenditures made 60 days prior to the adoption of a resolution authorizing the issuance of bonds can be reimbursed with proceeds from the tax-exempt issue.

For example, if a reimbursement resolution is not adopted, but a resolution authorizing the sale of bonds occurs on April 1, 2016, the City can reimburse capital costs incurred 60 days prior to April 1, 2016. This reimbursement period is not applicable to preliminary expenditures.

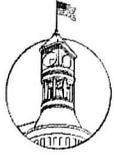
### Reimbursement Resolutions

There are two sample reimbursement resolutions that have been provided to the City. Both include the required content. A reimbursement resolution can be project specific (such as a reference specifically to the James Street project). As an alternative, the City Council can designate staff positions responsible for tracking expenditures for reimbursement for any capital projects going forward. City staff then fills out the Declaration of Official Intent attached to the Resolution. By designating staff positions to handle this responsibility, the City does not need to adopt a reimbursement resolution for every capital project and it ensures the appropriate authority is in place. Either form of resolution is acceptable – the City can choose which option best fits its needs.

### Recommendation

Ehlers recommends the City adopt one of the reimbursement resolutions. It will allow the City to reimburse itself for expenditures if tax-exempt debt is issued. Not adopting a reimbursement resolution only restricts the City's ability to reimburse itself if tax-exempt debt is issued. The reimbursement resolution is not committing the City to issuing tax-exempt debt – it just confirms the City has a reasonable intent to do so. If tax-exempt debt is not issued, costs will remain paid from cash on hand.





COLUMBUS

## CITY OF COLUMBUS

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105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565  
920.623.5900 FAX 920.623.5901 [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

TO: Columbus Journal  
FROM: Anne Donahue, City Clerk  
DATE: February 9, 2016  
RE: Notice for 02/13/16 paper. Please publish one time. Thank you.

The City of Columbus Committee of the Whole will meet on Tuesday, February 16, 2016 at approximately 7:15 P.M. at Columbus City Hall, 105 N. Dickason Blvd, to review and consider the application for a "Class B" Liquor and Fermented Malt Beverage license of La Tolteca Mexican Restaurant, LLC, 128 E James St, Lourdes Aranda agent. Final action regarding the application may be taken by the City Council at its meeting on March 1, 2016 at 6:30 pm. The application is on file in the office of the City Clerk and open to public inspection Monday through Friday, 8:00 AM - 4:30 PM, at 105 N. Dickason Blvd, Columbus, Columbia County, Wisconsin.

Anne Donahue, City Clerk



RESOLUTION NO. 7-16

**A RESOLUTION AUTHORIZING AN AMENDMENT TO THE ADOPTED  
2016 OPERATING BUDGET FOR THE CITY OF COLUMBUS.**

*WHEREAS*, the 2016 Operating Budget for the City of Columbus was adopted on December 3, 2015;

*WHEREAS*, the attached request was received from the Recreation Director to carry over funds from 2015 to 2016 after the adoption of said budget.

*NOW, THEREFORE, BE IT RESOLVED* that the Common Council of the City of Columbus, State of Wisconsin, does hereby approve the carryover of funds from the 2015 budget into the 2016 budget as presented/described below:

Acct. #100-474990-000; Recreation Donations      \$1,150.00

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

**CITY OF COLUMBUS**

\_\_\_\_\_  
Kelly Crombie, Mayor

Attest:

\_\_\_\_\_  
Anne Donahue, City Clerk

**City of Columbus**

105 N. Dickason Blvd. ♦ Columbus, WI 53925-1565  
920-623-5900 ♦ fax 920-623-5901 ♦ [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

January 27<sup>th</sup>, 2016

Council Members I would like to request that funds donated to the Recreation Department in 2015 (account number 100-474990-000; Recreation Donations) be carried over (amended) into the Recreation Department 2016 budget (account number 100-474990-000; Recreation Donations).

The Recreation Department received donated money in the amount of \$1150.00; the funds are to be spent on items for the Fireman's Park Ice rink. The following amounts were received in 2015:

Columbus / Fall River Rotary \$1000

Columbus Area Endowment \$100

Columbus Area Endowment \$50

Thank you for considering my request.

Amy Jo Meyers  
Recreation Director

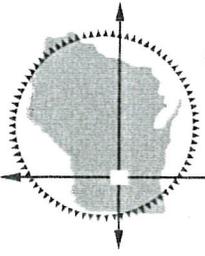
Mayor Crombie & City Alders –

The reason this was not included in the 2016 City Budget during budget discussions was that the transaction – (the Rotary Club donation and the two CAE donations, listed by Amy Jo above) did not coincide well with the needed purchase of the intended item, which is the ice skates for rental. The intent was to take care of this in 2015. However, the late start to winter and thus the annual construction of the Firemen's Park ice rink did not get set up until December which led to a delay in acquiring the skates, after the budget was approved. There was a thought that the donated fund could just be utilized in 2016 from the 2015 donation and deposit, and procedurally, we aren't able to do that without this budget amendment.

While the timing for all of this was not great, I appreciate the work by Amy Jo and the donations to make this happen.

Thank you,

Patrick Vander Sanden  
City Administrator



# COLUMBIA COUNTY

Accounting Office

608-742-9645  
FAX: 608-742-9846  
Email: [accounting@co.columbia.wi.us](mailto:accounting@co.columbia.wi.us)  
Website: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

400 DeWitt Street  
P.O. Box 473  
Portage, WI 53901

February 2, 2016

## To All Municipal Clerks:

The billing for your municipality's 2016 Haz-Mat coverage is enclosed. Please send checks to:

Columbia County Accounting Office  
Attention: Lois Schepp, Comptroller  
400 DeWitt Street  
P.O. Box 473  
Portage, WI 53901

Also enclosed is the local unit signature page from the 2016 Haz-Mat Agreement. Please complete the page as indicated, and return it with your remittance. Once all the municipal payments/signature pages are received, a copy of the 2016 Haz-Mat Agreement and signature pages will be emailed to you.

If you have any questions, please feel free to contact me at (608) 742-9646 at your convenience. Thank you in advance for your payment.

Sincerely,

Lois Schepp  
Comptroller

LS/cd

Enclosure(s)

2016 COST  
\$ 950.00

\_\_\_\_\_, referred to herein as a Local Unit, hereby consents to and agrees to be bound by the terms and conditions of this Agreement for HAZ-MAT Response Services between the City of Portage and County of Columbia, dated February 1, 2016, as a party hereto, a copy of said Agreement having been attached at the time of execution, and by this reference \_\_\_\_\_ is made a party to said Agreement upon acceptance at the Clerks' offices for the City of Portage and County of Columbia.

**CITY / VILLAGE / TOWN** of \_\_\_\_\_

By: \_\_\_\_\_  
Mayor / President / Chairman

\_\_\_\_\_  
Date

# 2016 AGENDA ITEM

MEETING DATE: February 16, 2016

AGENDA ITEM: 5-Year Street Plan

**DETAILED DESCRIPTION OF SUBJECT MATTER:**

As we have made a nice step toward addressing issues within the street network of the city, it is time to revisit the blueprint which guides the current and future decision-making relative to the streets.

Jason Lietha and I talked about the update to the 5-Year Street Plan, and he expressed a desire to have a discussion at the COW relative to the status the plan, and the work on updating it.