# COLUMBUS COMMON COUNCIL – REGULAR MEETING
## TUESDAY, MARCH 1, 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
   a. DNR Lab of the Year Award – Columbus WWTP

**Consent Agenda**

1. Council Minutes – 02/16/16
2. HLPC – 02/10/16
3. Library Board – 01/19/16
4. W&L – 01/14/16
5. Ad Hoc Committee on Financial Policies- 1/07/16, 1/14/16
6. Picnic License: St Jerome Church – 1550 Farnham St, 04/09, 05/14, 06/11, 07/09, 08/13, 09/10, 10,08, 11/12, 12/10, 01/14/17, 02/11/17, 03/11/17
7. Change of Agent: Columbus Sentry Market, Mike Clark

**Unfinished Business**

**New Business**

1. Consider and take action on 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.
2. Consider and take action on a Task Order with Ruekert Mielke for preparation of a Capacity, Management, Operation and Maintenance program for the Wastewater facility.
3. Consider and take action on Resolution 3-16, A Reimbursement Resolution for 2016 Bonds
4. Consider and take action on Resolution 7-16, Resolution to Amend the 2016 Budget
5. Consider and take action on the 2016 Haz-Mat Response Services Agreement with Columbia County
6. Consider Plan Commission recommendation to allow the use of City Right-of-Way for required parking at the request of At Home Again, 110 Stuart Street
7. Consider and take action on pay increase for Senior Center part time employees
8. Consider and take action on applications for Operator Licenses: Lourdes Aranda, Alonso Aranda, Heather Caldwell, Chris Roelke, Brigette Roussel
9. Consider and take action on claims in the amount of $ 3,063,681.00
10. Report of City Officers – City Administrator, Mayor
11. 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.
12. Reconvene to open session
13. Consider and take action on an agreement relative to the City's held collateral within the Hydro Street Brewing Company business.

**Adjourn**

**COLUMBUS COMMON COUNCIL – REGULAR MEETING**
**TUESDAY, FEBRUARY 16, 2016 – 6:30 PM**
**COLUMBUS CITY HALL**
**AGENDA**

The Columbus Common Council held a regular meeting on Tuesday February 16, 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 and Rule, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media. Excused Thom.

Mayor Crombie led the Council in the pledge of allegiance. Motion by Royem second by Clark to approve the agenda as amended. Motion carried voice vote. There were no citizen comments for the Council.

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

Motion Royem by Melotte second by to approve Resolution 8-16, Preliminary Resolution Declaring Intent to Levy Special Assessments under Municipal Police Powers Pursuant to Section 66.0703, Stats. Motion carried 5-0 on a roll call vote with Clark, Melotte, Reid, Royem and Rule voting "Yes."

Motion by Reid second by Rule to approve the disposal of surplus Fire Department pagers. Motion carried 5-0 on a roll call vote with Clark, Melotte, Reid, Royem and Rule voting "Yes."

Motion by Clark second by Royem to approve the request from WDOT to gain access to Utility Easements for the 2016 Hwy 16 & 60 Intersection Project". Motion carried 5-0 on a roll call vote with Clark, Melotte, Reid, Royem and Rule voting "Yes."

Motion by Royem second by Clark o grant operator licenses to Sarah Bonson, Benjamin Keel and Kim Hackett. Motion carried 5-0 on a roll call vote with Clark, Melotte, Reid, Royem and Rule voting "Yes."

Motion by Clark second by Melotte to approve payment of claims in the amount of $216,315.21. Motion carried 5-0 on a roll call vote with Clark, Melotte, Reid, Royem and Rule voting "Yes."

City Administrator Vander Sanden reported there will be two James St meeting happening next week. The first one will be Monday February 22 at the Community Center sponsored by the City for local businesses, and the second one will be Thursday February 25 at the Columbus middle School sponsored by the DOT to review the entire project

Mayor Crombie thanked members of the Fire Department who added reflective chevrons to one of the firetrucks. Crombie also thanked the election clerks for their work at the polls today.

Items place on file through the Consent Agenda:

| | |
|---|---|
| Council Minutes – 02/02/16 | Investment Board – 05/05/15 |
| Senior Citizens – 01/07/16 | Treasurer's Report – January 2016 |

The meeting adjourned at 6:39 pm ion a motion by Royem second by Rule. Motion carried voice vote.

Anne Donahue
City Clerk

**COLUMBUS AD HOC COMMITTEE ON FINANCIAL POLICIES**
COLUMBUS CITY HALL
January 7, 2016

Council President Thom called the meeting to order at 8:43 p.m.

Roll Call: Reid, Rule, Thom, Melotte, Crombie. Also present: City Administrator Vander Sanden, Clerk Donahue, Finance Director Manley.

Thom announced that the notice for the meeting has been posted according to Wisconsin State Statutes.

Motion made by Rule, second by Melotte to approve the Agenda. Motion carried on a voice vote.

The Committee discussed various ways to review and address the City's financial policies. There are many policies and issues to discuss and the group thought that a review of existing policies would be helpful at the outset.

The Committee then reviewed a proposed schedule of meetings. Generally, if three members of the City Council can attend, meetings of the Ad Hoc Committee on Financial Policies would take place on the 2nd Thursday at 6 pm.

**Next scheduled meeting –Thursday, January 14, 2016 at 6 pm at City Hall (2nd Ward Room).**

Motion by Melotte, second by Rule to adjourn at 8:58 pm

Respectfully Submitted,

Patrick Vander Sanden, Secretary

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**COLUMBUS AD HOC COMMITTEE ON FINANCIAL POLICIES**
COLUMBUS CITY HALL
January 14, 2016

Mayor Crombie called the meeting to order at 6:00 p.m.

Roll Call: Rule, Thom, Melotte, Clark, Crombie. Also present: City Administrator Vander Sanden. Excused: Reid, Royem.

Crombie announced that the notice for the meeting has been posted according to Wisconsin State Statutes.

Motion made by Melotte, second by Thom to approve the meeting minutes for January 7, 2016. Motion carried on a voice vote.

Motion made by Thom, second by Melotte to approve the Agenda. Motion carried on a voice vote.

Election of a Chair for committee. Motion was made by Rule, second by Melotte to elected Alderman Thom as Chair of the Ad Hoc Committee on Financial Policies. Motion carried on a voice vote.

Vander Sanden distributed copies of the City Organizational Chart, to show the overall structure of the city organization. There was some updating needed and some members had specific questions about various aspects of the organization.

Review of audit comments/audit policies and procedures. The committee was given information on comments from the 2014 city audit and information from audits of other communities. There was comments and questions raised about the procedures and some of the terminology included in the audit comments.

Vander Sanden suggested that the city auditor from Baker Tilly be invited to the next meeting for further discussion, and to answer more specific questions.

The committee also had questions about the city's financial software and the fraud protections included in it.

Aside from the Baker Tilly representative, another issue the committee wants to discuss is reporting, what information is included and what the reports should look like.

**Next scheduled meeting –Thursday, February 11, 2016 at 6 pm at City Hall (2nd Ward Room).**

Motion by Rule, second by Melotte to adjourn at 6:45 pm

Respectfully Submitted,

Patrick Vander Sanden, Secretary

**Columbus Historic Landmarks and Preservation Commission**
**Monthly Meeting, Columbus Public Works Office, 5:00 PM**

**Date: February 10, 2016**

**Attendees:**
**Carolyn Fredericks** **Beth Altschwager** **Retta Kurth**
**Kris Schirmacher** **Gail Bostian** **John Salzwedel**
**Michael Thom, Council Liaison**

1. **Call meeting to order**

2. **Properly posted meeting**

3. **Approve Agenda of February 10, 2016 Meeting**
   (see Other)
   Motion: Altschwager Second: Kurth Motion Approved

4. **Approve Minutes of January 13, 2015 Meeting**
   Motion: Schirmacher Second: Altschwger Motion Approved

5. **Treasurer Report-Attached:**
   Motion: Schirmacher Second: Bostian Motion Approved

6. **CHLPC City budget summary** – No changes.

7. **Old Business:**

   A. **Resthaven project ideas – John:**
   **1) Roof – General Engineering report:** Reviewed by Davis Clark, Fredericks, and Salzwedel and considered the recommendations. State Historic Preservation Officer Chip Brown gave a "green light" on materials for the roof.
   **2) Next step on getting designs/bids:** Salzwedel will meet with contractors for bids. Tuck-pointing on chimney will also be considered.

   B. **Hanson photo opportunity – Mid-March when they return:**

   C. **2016 Calendar**: Calendars still available at specified locations.

   D. **Pavilion ADA Project:**
   **1) Bathroom/Storage Ideas from Design Coalition:** Copies of the design plans were distributed to members for discussion.
   **2) Design Coalition- preparing bid documents:**
   **3) Jack Sanderson – Grant $ - April deadline for August**: A general consensus was to go ahead with the project as set forth - thinking applying for a grant would only delay the project and be subjected to stipulations.

8, **New Business:**

A. **McDonald – Tremont Certificate of Appropriateness:** Application presented. Schirmacher made a motion to accept it. Salzwedel seconded it. The Motion carried.

B. **Carol Valley – signage – Certificate of Appropriateness:** No approval can be given until the permit has been paid. Fredericks will contact building inspector John Henning, who will follow up.

C. **Chef's Corner – Alex Drugg – signage – Certificate of Appropriateness:** A copy of the proposed sign was presented for approval. Bostian made a motion to OK the sign and application. Schirmacher seconded it. The motion carried.

D. **4th of July – Old fashioned Ice Cream Social on Sunday July 3rd with other groups and to focus history and uses of the building/fundraiser – Sheard & Weighrough:** It was agreed that CHLPC would not be an active participant, but may have a representative present to answer questions.

E **DOT – James Street project fencing by Governor Lewis Mansion:** Fredericks explained the proposed retaining wall and fencing consistent with time-period structures. There was no objection.

F. **Fredericks to do presentation at Kiwanis March 7th meeting on Part Projects:** Will highlight the Resthaven & Pavilion.

G. **Other:**

1) Schirmacher revealed that the Intensive Survey has been morphed into the National Register Nomination. Letters will be sent to landowners requesting details relating to the authenticity of historic features of their homes.

2) Fredericks shared a letter and postcard of historic Ludington St from a resident of CA. Fredericks will respond with gratitude.

9. **Council Liaison report**: Thom brought up the subject of an "island" structure on the Dickason St. boulevard. Discussion followed.

10: **Adjourn**: Motion made by Bostian,, seconded by Schirmacher. Motion carried. Meeting adjourned at 7:30 pm.

Respectfully Submitted,
Retta Kurth, Sec.

**Columbus Public Library**
**Library Board Meeting**
**Tuesday, January 19, 2016**
**Phyllis Luchsinger Callahan Meeting Room**

Peter Kaland called the regular meeting to order at 5:00 PM. Present: Trina Reid, Bill O'Donnell, Mary Lou Sharpee, Nora Vieau, Cindy Fesemyer, Jenny Perkins, Dan Stuntebeck and Kate Stover.

**Adoption of the Agenda:** Jenny moved and Dan seconded a motion to approve the Agenda as presented. Motion carried.

**Board Minutes:** Dan moved and Nora seconded a motion to accept the Board meeting minutes from December 15th. Motion carried.

**Strategic Planning**: na

**Financial Secretary's Report:** The balance at Farmers and Merchants Bank is $6,094.94. The SCLS Foundation Fund balance is $230,984.66. The balance at Anchor Bank is $34,062.22. Mary Lou moved and Trina seconded a motion to accept the report. Motion carried.

**Approval of Bills:** Pete moved and Kate seconded a motion to accept the bills in the amount of $6,697.88. Motion carried.

**Friends of the Library:** are holding officer elections tonight

**Director's Report:**

- Cindy said her staff evals are complete
- Cindy gave us an update on the James Street construction scheduled for 2017. As of now, the tentative construction schedule calls for the James St work, from the center of town to the traffic lights by Burger King, to be under way from June thru October, 2017.
- Cindy noted, '**Internet Computer Use**' for 2015 is down (6,907) from 2014 (7,588). This is due almost entirely to the fact that more people are bringing their own electronic devices to the library to take advantage of our faster connections. In 2014 '**Wireless Use**' was 17, 980. In 2015 it was 20, 968. And children's attendance at **library programs** doubled in the same period.
- Cindy distributed a couple of 'Root For Columbus' flyers
- We discussed fines, fees and stats

**Correspondence:**

- we received 2 thank you notes from staff for the Christmas gifts from the Board
- we received a thank you note from Dana Dykema for the library program, 'A Night With Santa'
- we received a $200.00 donation and thank you from Greg Younkin
- we also received a nice note from the Friends of the Library. The Board would like to thank the FOL for the note and for all their work which has made the library a much more user-friendly place over the past year.

**Committee Reports** :

**Building Ad Hoc Committee:** none

**Bldg & Grounds:** none

**Policy:** none

**Personnel:** none

**President's Report:** none

**Unfinished Business:** We discussed the parking lot easement between the lot adjacent to the Library and Spring St.

- Bill moved and Jenny seconded a motion to direct Cindy to obtain a proposal to survey of the library property and properties adjacent to the library. Motion carried.

**New Business**: none

There being no further business, Bill moved and Mary Lou seconded a motion to adjourn the meeting. Motion carried.

Bill O'Donnell, Secretary

COLUMBUS WATER & LIGHT
COMMISSION MEETING
JANUARY 14, 2016

CWL Commission President Poser called the CWL Commission meeting to order at 4:00 pm. Commissioners present: Poser, Lang, Sanderson, Crombie, Melotte and Andler. Excused Robbins. Also present at the meeting was CWL Sup't. Anthon, ESR Stieve and Jake Boness of the Columbus/Fall River Snowmobile Club (departed at 4:08pm).

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

The Agenda for the meeting was approved on a motion by Crombie, seconded by Melotte.

Visitor's Comments and Utility Communications: Boness presented the Commission with a memo and map with a proposed route, outlining the CFR Snowmobile Club's request to cross the Water Tower Property, on the north east side with a snowmobile trail. Boness explained that the trail is insured through the State of Wisconsin. The Commission requested that the proposed snowmobile trail cross Tower Drive on the south side of the water tower property adjacent to Associated Bank's property. Motion by Sanderson to approve the snowmobile trail route as presented by Boness. This motion died due to lack of a second. Motion by Melotte, second by Lang, for the snowmobile trail to cross on the south side of the water tower property adjacent to Associated Bank's property, motion carried. Next ESR Stieve explained WPPI's Economic Development Rate that is available for existing customers that expand within CWL's territory or for new customers that relocate to CWL's territory. In order for CWL to offer this to customers or potential customers, CWL would need to apply to the PSC for the appropriate tariff. Stieve was going to ask the WPPI Rates Department what steps would be necessary and if there were any costs associated with implementing this tariff prior to the next full electric rate case.

The Consent Agenda which consisted of the December 10th CWL Commission Meeting minutes, Monthly Treasurer's Report and Outage Report was approved on a motion from Crombie, seconded by Melotte.

**UNFINISHED BUSINESS:**

July 13th Wind Storm Review/Update: Anthon reported that CWL has been paid by EMC Insurance for the storm related charges. The funds that were used from CWL's Depreciation Account # 1266 to pay for mutual aid expenses have been replaced. In total, CWL was refunded $207,563.30 for storm related damages.

2016 CWL Borrowing/Bonding Discussion: Based on last month's presentation by Greg Johnson of Ehlers Associates the CWL Commission discussed the merits of obtaining revenue bonds for 15 years or 20 years. The 15 year bonds will save CWL approximately $600,000 in interest versus the 20 year bonds. The 20 year bonds do offer lower P&I payments for the length of the bond term. Anthon noted that the principal and interest (P&I) payments on the 15 year bonds would be less than the 2005 MRB P&I payments that were made prior to the refunding of the 05 MRBs. Also, Anthon commented that based on the projections by Ehlers, CWL's coverage ratio will be more than adequate to support the 15 year bonds. On January 12th, Anthon

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attended a meeting at City Hall with the City Council and Greg Johnson of Ehlers. Ehlers presented a 'draft' plan for borrowing for the City. Based on discussion at that meeting, Johnson suggested that the borrowing resolutions be acted on by the City Council no later than April 5th, in order for the funds to be available by June 1st. Therefore, the CWL Commission will need to finalize the CWL borrowing plan at the March CWL Commission Meeting. The CWL Commission directed Anthon to request that Ehlers prepare a borrowing plan that would show the effects of the electric department repaying their portions of the bonds in 15 years and the water department repaying their bonds over 20 years.

**NEW BUSINESS:**

Cash Disbursements/Accounts Payable Reports: The Commission reviewed the December Cash Disbursements Report. Checks numbered 18217-18282 and 35 wire and ACH transfers, totaled $907,325.27. The Commission reviewed the Accounts Payable Report and ordered paid 49 requests totaling $112,735.24. Motion by Lang, second by Melotte, to approve paying the 49 requests from the AP Report, and to transfer $3,250 from the Depreciation Account #1266 to General Checking Account #1310, and to transfer $2,738.00 from the James Street Account #1257 to General Checking Account #1310 motion carried. The December cost per kilowatt-hour was $0.07867. Reports were approved and placed on file.

2017 James Street Project Directional Boring Project Bid Approval: In preparation of the 2017 James Street Project, CWL will be working on installing underground electric services throughout the James Street corridor in 2016. JR Underground was the low bidder for the directional drilling project according to Anthon, at a cost of $91,750. Anthon also explained that Charter and AT&T will be using JR for their directional drilling needs and that those costs will be passed along to Charter and AT&T accordingly. Motion by Sanderson, second by Melotte, to approve JR Underground to perform the 2016 Directional Boring Project, motion carried.

Adoption of WPPI 0% Loan Resolution: As part of the 0% Loan for the AMI Metering System, WPPI asked that the CWL Commission and City Council approve the 0% Loan Resolution that was in this month's packet. Motion by Andler, second by Sanderson, to approve the WPPI 0% Loan Resolution, motion carried.

CWL Comp Time Policy Discussion: The CWL Commission discussed CWL's Comp Time policy and encouraged Sup't. Anthon to track and use comp time when possible in the upcoming year.

Adjourn to closed session under Wis. Stat. § 19.85(1) (c) to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (CWL Employee wage adjustments for 2016) Roll call vote, Poser aye, Sanderson aye, Lang aye, Crombie aye, Melotte aye and Andler aye, motion carried and the meeting convened to closed session.

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Motion by Crombie, second by Melotte to reconvene to open session. The meeting reconvened to open session.

Approve addendum to CWL Employee wage adjustments for 2016: Motion by Crombie, seconded by Lang, to approve the addendum to the 2016 CWL Employee Wages and Benefits proposal as presented, motion carried.

**REPORTS:**

Financial Report was given by Sup't. Anthon and placed on file.

Mayor Comments: The Mayor discussed the public information meeting that was held on January 13th to discuss the 2016 local street reconstruction projects.

Superintendent's Report:

- Anthon attended a public information meeting on the 2016 Local Street Projects last night at the Senior Center. This project will be bid for construction in late February.

- The CWL Administrative building sustained damage to the roof of the shop area on December 24th. Anthon has contacted Badgerland Commercial Roofing to make the repairs.

- Ruekert & Mielke made a presentation to City of Columbus Employees on a GIS System. Anthon explained that the City received a grant to help start the GIS program. Once the system is up and running CWL will be able to use the GIS system for the water and electric departments.

- Waupun Utilities (WU) is seeking an electric rate adjustment for the first time since 2012. It is anticipated that their average electric customer will see an increase of $1.56 per month. The proposal includes increasing the monthly meter charge from $7 per month to $14 per month. WU has also indicated that they will be promoting time-of-day pricing for their residential electrical customers.

- CWL Linemen Koenig and Severson began installing the Elster AMI Meters today on River Road.

Motion by Crombie, second by Sanderson to adjourn at 5:27 pm.

****Next Scheduled Meeting – Thursday, February 11th, 4:00 pm at Columbus Water & Light****

Respectfully Submitted,

Rolf Lang
CWL Commission Secretary

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# Application for Temporary Class "B" / "Class B" Retailer's License

*See Additional Information on reverse side. Contact the municipal clerk if you have questions.*

FEE $ 10.00/day

Application Date: _____

☐ Town ☐ Village ☑ City of COLUMBUS

County of COLUMBIA

The named organization applies for: *(check appropriate box(es).)*

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

**1. Organization** *(check appropriate box)* → ☐ Bona fide Club ☒ Church ☐ Lodge/Society ☐ Chamber of Commerce or similar Civic or Trade Organization ☐ Veteran's Organization ☐ Fair Association

(a) Name St Jerome Church

(b) Address 1550 Farnham *(Street)* ☐ Town ☐ Village ☒ City

(c) Date organized 1856

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President Bishop Morlino PO Box 44983 Madison wi 53744-4983

Vice President Father Kortendick 1550 Farnham Columbus

Secretary David Smith 320 W. Harrison Columbus

Treasurer Susan Hodkiewicz W2776 Sandersson Road Columbus

(g) Name and address of manager or person in charge of affair: Sy Weisensel 411 Dix Columbus

**2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:**

(a) Street number 1550 Farnham St in the gym

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? Part

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: Schoolgym

**3. Name of Event**

(a) List name of the event Bingo

(b) Dates of event See attached

## DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

St. Jerome Congregation *(Name of Organization)*

Officer [signature] 2-5-16 *(Signature/date)*

Officer [signature] 2-6-16 *(Signature/date)*

Officer _____ *(Signature/date)*

Officer _____ *(Signature/date)*

Date Filed with Clerk 2-8-16

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

# Additional Information

**May be Granted and Issued only to:**

(1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.

(2) State, county, or local fair associations, or agricultural societies.

(3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.

(4) Posts now or hereafter established of ex-servicemen's organizations.

(5) Chambers of commerce or similar civic or trade organizations.

**Application:**

(1) Filing: In writing, for each event, on Form AT-315.

(2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)

(3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)

b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

(4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.

(5) Publication: Not required.

**Fee:** Determined by the municipality, but may not exceed $10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

**Duration:** The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.

**Restrictions:**

(1) License may not be issued to individuals.

(2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.

(3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.

(4) License may cover either a specified area or the entire picnic grounds.

(5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)

(6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)

(7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)

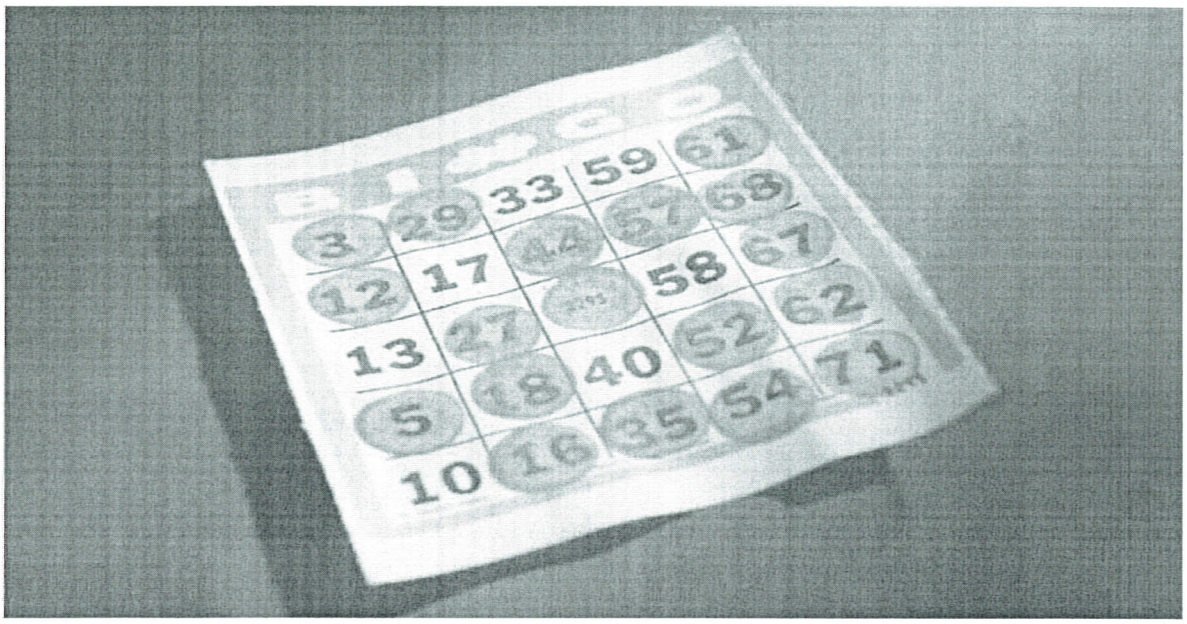
(8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)

(9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit.

(10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.

# St. Jerome's Church in Conjunction with Knight's of Columbus 1609



## Bingo Dates: All start times are 6pm

~~January 9, 2016~~

~~February 13, 2016~~

~~March 12, 2016~~

April 9, 2016

May 14, 2016

June 11, 2016

July 9, 2016

August 13, 2016

September 10, 2016

October 8, 2016

November 12, 2016

December 10, 2016

January 14, 2017

February 11, 2017

March 11 2017

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# AT-107a: SCHEDULE FOR SUCCESSOR OF AGENT

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a $10 change in agent processsing fee due with this form. The following questons must be answered by the Agent. The appointment must be signed by the President and Secretary or members of limited liability company. The apppointment must be approved by the licensing authority.

Columbus (Municipality) Wisconsin 2-17 (Date) 20 16

1. Name of agent Mike Clark

| | Yes | No | |
|---|---|---|---|
| 2. | X | | Are you of legal drinking age? |
| 3. | X | | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | | X | Have you ever been convicted of a federal law violation? |
| 5. | | X | Have you ever been convicted of a State law violation? |
| 6. | | X | Have you ever been convicted of a Local ordinance violation? |
| 7. | X | | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.? |

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my knowledge and belief.

Mike Clark (Signature of Agent)

150 Commerce Dr Columbus Wi 53925 (Address)

## SUCCESSOR AGENT

The undersigned appoints Mike Clark as agent in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee Mike Clark

Date 2-17 2016

By [signature] (Signature of President/Member)

(Signature of Secretary/Member)

I hereby accept appointment as agent for Columbus Sentry Market and assume full responsibility or the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date 2-17 20 16

Mike Clark (Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE. (See sec. 125.04(6), Wis. Stats.)

(Municipality) WI (Date) 20

(Signature of Official)

(Title)

Celebrate!
COLUMBUS

# CITY OF COLUMBUS

105 N. DICKASON BOULEVARD COLUMBUS, WISCONSIN 53925-1565
920.623.5900 FAX 920.623.5901 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

# TASK ORDER 2016-01

## Wastewater - CMOM Program Development

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

**Task Order**

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.

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: | Jason P Lietha |
| 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.<br>Columbus WI 53925 | Address: | 258 Corporate Drive<br>Madison WI 53714 |
| E-Mail: | pvandersanden@columbuswi.us | E-Mail: | 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

| STANDARD HOURLY RATES | | | STANDARD HOURLY RATES | |
|---|---|---|---|---|
| ENGINEERING SERVICES | | | SCADA SERVICES | |
| Engineer 9 | $220.00 | | Senior SCADA Analyst | $165.00 |
| Engineer 8 | 175.00 | | | |
| Engineer 7 | 165.00 | | SURVEYING SERVICES | |
| 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 | | CONSTRUCTION REVIEW SERVICES | |
| 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 | | ADMINISTRATIVE SERVICES | |
| Engineer Technician 1 | 85.00 | | Certified Public Accountant (Company CFO) | 165.00 |
| Environmental Coordinator | 131.00 | | Project Assistant | 67.00 |
| | | | Administrative Assistant | 67.00 |
| | | | | |
| LANDSCAPE ARCHITECT SERVICES | | | MISCELLANEOUS | |
| Senior Landscape Architect | 121.00 | | MILEAGE | |
| | | | For Engineers and Technicians | .54/mile |
| MUNICIPAL ECONOMICS & | | | For Construction Review Technicians | .58/mile |
| PLANNING SERVICES | | | 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 | | | |
| | | | | |
| IT/GIS TECHNICIAN SERVICES | | | 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.**

EHLERS
LEADERS IN PUBLIC FINANCE

# 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

---

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.

FOR A SPECIFIC PROJECT

RESOLUTION DECLARING INTENT

RESOLUTION NO. _____

**RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING**

**WHEREAS**, the _____, _____ County, Wisconsin (the "Issuer") plans to undertake _____
_____
_____
(the "Project");

**WHEREAS**, the Issuer expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

**WHEREAS**, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

**WHEREAS**, the _____ (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Issuer that:

**Section 1. Expenditure of Funds**. The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

**Section 2. Declaration of Official Intent**. The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed $_____.

**Section 3. Unavailability of Long-Term Funds**. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

**Section 4. Public Availability of Official Intent Resolution**. The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

**Section 5. Effective Date**. This Resolution shall be effective upon its adoption and approval.

Adopted and recorded _____, 20___

Approved _____, 20___

_____

_____
Chief Executive Officer
(e.g. President, Mayor, City Manager)

ATTEST:

(SEAL)

_____

_____
Clerk/Secretary

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: _____.]

DESIGNATE AN OFFICIAL
(Future Projects)

RESOLUTION NO. _____

RESOLUTION DESIGNATING OFFICIALS
AUTHORIZED TO DECLARE OFFICIAL INTENT UNDER
REIMBURSEMENT BOND REGULATIONS

WHEREAS, the Department of the Treasury has issued final regulations (Treas. Reg. Section 1.150-2) (the "Reimbursement Bond Regulations") that, for the purpose of determining whether interest on certain obligations of a state or local government is excluded from gross income for federal income tax purposes, permit the use of the proceeds of tax-exempt obligations to reimburse capital expenditures made prior to the date such obligations are issued only if the state or local government, within 60 days of the date of expenditure, declares its official intent to reimburse the expenditure with proceeds of a borrowing;

WHEREAS, the Reimbursement Bond Regulations require that if a current expenditure is to be permanently financed by a later issue of tax-exempt obligations a state or local government must declare its intention to reimburse itself for the expenditure from proceeds of a borrowing within 60 days from when the expenditure is made (the "Declaration of Official Intent");

WHEREAS, the Reimbursement Bond Regulations permit a state or local government to designate an official or employee to make Declarations of Official Intent on its behalf;

WHEREAS, the _____ (the "Governing Body") of the _____ (the "Issuer") deems it to be necessary, desirable and in the best interest of the Issuer to authorize an official (or officials) or employee (or employees) of the Issuer to make a Declaration of Official Intent on its behalf when the Issuer reasonably expects to reimburse itself from the proceeds of a borrowing for certain expenditures for a specific property, project or program which it pays from other funds prior to the receipt of the proceeds of the borrowing with respect to such expenditures;

WHEREAS, the Governing Body hereby finds and determines that designating an official (or officials) or employee (or employees) with the authority to make Declarations of Official Intent will facilitate compliance with the Reimbursement Bond Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Issuer, pursuant to Treas. Reg. Section 1.150-2(e)(1), that:

Section 1. Authorization to Declare Official Intent. The following officials or employees of the Issuer are hereby authorized and designated to make Declarations of Official Intent pursuant to the above-referenced Reimbursement Bond Regulations: _____
_____.

Section 2. Form of Declaration. Any such Declaration of Official Intent shall be made in substantially the form attached hereto.

Section 3. Public Availability. Any Declaration of Official Intent shall be maintained in the files of the Issuer and shall be made available for public inspection in compliance with applicable State law governing the availability of records of official acts of the Governing Body including Subchapter II of Chapter 19, Wisconsin Statutes (the "Public Records Law").

Section 4. Further Authorizations. The officials or employees authorized and designated above are each hereby further authorized to take such other actions as may be necessary or desirable to comply or evidence compliance with the Reimbursement Bond Regulations.

Section 5. Effective Date. This Resolution shall take effect immediately upon its adoption and approval.

Adopted, recorded and approved this _____ day of _____, 20__.

_____

_____
Chief Executive Officer
(i.e. President, Mayor, City Manager)

ATTEST:

_____

_____ (SEAL)
Clerk/Secretary

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: _____.]

NO. _____

DECLARATION OF OFFICIAL INTENT

This is a Declaration of Official Intent of the _____ (the "Issuer") to reimburse an expenditure with proceeds of a borrowing or borrowings authorized by the Issuer. This Declaration is made under and pursuant to Treas. Reg. Section 1.150-2. The undersigned has been designated as an official or employee authorized by the Issuer to make this Declaration of Official Intent pursuant to a Resolution adopted on _____, 20__. This Declaration of Official Intent is a public record maintained in the files of the Issuer and is available for public inspection pursuant to Subchapter II of Chapter 19, Wisconsin Statutes.

The undersigned hereby declares that it is the reasonable expectation of the Issuer to use proceeds of a borrowing or borrowings to be incurred by the Issuer to reimburse expenditures for the property, project or program or from the fund(s)/account(s) described below:

1. Project* description: _____

_____

_____

(Provide a general functional description of the property, project or program for which the expenditure to be reimbursed is paid, e.g. "__ building program", "highway capital improvement program", "hospital equipment acquisition", "combined utility improvement program", etc.)

OR

2. Identify fund(s)/account(s): _____

_____

(Provide a general functional description of the purpose of the fund or account from which the expenditure to be reimbursed is paid, e.g. "construction fund program" and "parks and recreation fund" and "highway fund".)

The maximum principal amount of the borrowing or borrowings to be incurred to reimburse expenditures for the above-described purposes is reasonably expected, on the date hereof, to be $_____.

The Issuer intends to reimburse itself from borrowed funds within eighteen (18) months, (3 years if the Issuer is a "small issuer") after the later of (a) the date the expenditure is paid or (b) the date the facility is placed in service, but in no event more than 3 years after the expenditure is paid.

No money from sources other than the anticipated borrowing or borrowings is, or is reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the

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* Each of the expenditures described must be one of the following: a capital expenditure (i.e. any cost which is properly chargeable to a capital account or would be so chargeable with a proper election), a cost of issuance for a bond, an expenditure relating to certain extraordinary working capital items, a grant, a qualified student loan, a qualified mortgage loan, or a qualified veterans' mortgage loan.

Issuer with respect to the expenditure, pursuant to the budgetary and financial circumstances of the Issuer as of the date of this Declaration.

Dated this ____ day of _____, 20__.

By: _____

Title: _____

[After adoption, please return a copy of this Resolution to Quarles & Brady LLP, Bond Counsel, at 411 East Wisconsin Avenue, 27th Floor, Milwaukee, Wisconsin 53202-4497, Attention: _____.]

Celebrate COLUMBUS

# 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

January 27th, 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
Website: 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

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:** **March 1, 2016**

**AGENDA ITEM: ___ At Home Again Project**

**DETAILED DESCRIPTION OF SUBJECT MATTER:**
At Home Again, 110 Stuart Street, is an assisted living facility that has been in Columbus for a few years.

At the last Plan Commission meeting, they received approval to obtain a zoning variance to build a 2nd accessory structure to construct a memory care facility. City Zoning Code states that the Plan Commission provides final approval of a zoning variance such as this.

In addition to the 2nd building, the operators of At Home Again also have requested the City grant approval to the use of City right-of-way to address the parking requirements for the new space. This request requires Council approval. The Plan Commission approved a motion to grant the request at their meeting on February 18, 2016.

Attached is information on the project, which includes comments on their plans for parking. The sketches included also give you a visual perspective on the plan.

I have asked the At Home Again representatives to attend the meeting on Tuesday to provide further information and to answer questions.

**ACTION REQUESTED OF COUNCIL: Consideration of Plan Commission recommendation to allow At Home Again to use City Right-of-Way for additional parking spaces.**

February, 4, 2016

MIDWESTMODERN

**PROJECT INFORMATION:**

---

Owner: At Home Again Columbus LLC
Project Name: Memory Care Addition
Building Use: CBRF-CAN
Zoning: R4 Residential

Location: 110 Stuart Street
Architect: Midwest Modern, LLC
Purpose: Plan Commission/Common Council Narrative

---

**PREPARED FOR:**

Plan Commission/Common Council

To Whom It May Concern:

Midwest Modern, LLC is pleased to provide the following project narrative on behalf of its clients—the owners of At Home Again Assisted Living.

**PROJECT DESCRIPTION AND GOALS:**

At Home Again Assisted Living Facility is proposing an addition to their current building in order to provide a continuum of care option for its residents. The proposed building is a 10 unit memory care facility as well as a small storage building to store a bus used for resident transportation. Memory care is a distinct form of long-term skilled nursing that specifically caters to patients with Alzheimer's disease, dementia and other types of memory problems. The memory care building will feature individual apartments and will offer healthcare services, communal areas, shared meals and social activities in a home like environment for seniors. The addition will allow At Home Again to better meet dementia residents' needs and ultimately allow folks to get this type of specialized service without leaving the City of Columbus. Additionally, this added service will provide an improved environment for residents without dementia in their existing facility. Both buildings on the property will share management, and be licensed as a single operation with DHS.

The owner is also proposing to add additional space to 6 of the existing efficiency type units in the assisted living building. The two additions to the building fall within the required setbacks and the building and impervious ratio impact have been included in the ratios that follow.

Constraints on addition:

The current facility is situated to the south of a municipal water and sanitary sewer easement that bisects the approximately 1.96 acre property east/west. It would be preferred to add on to the existing building, however, the easement makes physically connecting to the existing building with an addition difficult and very costly, if not impossible. Therefore, it is proposed to build a second building on the property to the north of the easement. The building will function as an extension of the current building, will share some

amenities for services, and some staff. The main amenity that will be shared is that resident meals in the new facility will be prepared in the existing building, brought over in warming carts, and dispensed from a server in the new building.

**Current Parking Ratio:**

The current facility has 28 parking stalls and 32 units or a ratio of 7 parking stalls per 8 units. Currently, the only time the parking is at capacity is when there is a community event where public street parking is also used. Historically since the facility has been open less than 10% of residents have had their own cars. Currently, residents use 3 stalls, and the maximum staff use is 7 stalls. The remaining 18 stalls are for visitors and a bus used for resident transportation.

**Proposed Parking Ratio:**

The proposed site plan will have 20 on-site parking stalls, and the resident transportation bus will be stored in the new garage. It is proposed that 11 additional stalls be built by At Home Again in the adjacent right-of-way of the cul-de-sac. It is also proposed that the snow removal from these stalls will be performed by At Home Again. No changes are being proposed to the current design of the cul-de-sac except the addition of the parking stalls.

Almost all vehicle users that traverse the end of the cul-de-sac are visitors or staff to the At Home Again facility; therefore, backing from the new parking stalls should not have a significant traffic impact. Further, parking in the right-of-way will facilitate better maneuvering clearances for emergency and street maintenance vehicles as the vehicles that occasionally park there will not take up valuable turning radius space when parked in the cul-de-sac.

The new building will not have any residents that still drive, or have cars on-site. At Home Again will be adding a maximum of 3 additional staff for the new Memory Care addition at any time. This will bring the maximum staff for the site to 10, and will leave at least 10 visitor stalls on-site at all times which is more than sufficient. When additional parking is required the 11 additional stalls in the right-of-way will be used.

**Stormwater**

Per the State Stormwater Standards codified under NR 151, this site falls under the category of "redevelopment" and is subject to the requirements of NR151.121 through 151.128. The site was previously permitted in August 2010 as an "infill" development; under NR 151.121(5), redevelopment of sites that were previously permitted must meet either the standards that were effective at the time of the original development or the current standards for redevelopment, whichever is more restrictive. In both cases (infill development at the time of the original permit, and redevelopment at this time), the standard for such sites is to meet 40% TSS reduction. No rate control/detention, infiltration, or protective areas are required for this type of site.

As this site is not a subdivision, it does not appear subject to the City's stormwater management control requirements under Chapter 90.

For this site, the strategy for providing this storm water quality treatment will be to construct a bio-retention basin near the southeast corner of the cul-de-sac. Runoff from as much impervious site area as

possible (anticipated to be the parking areas and the roof drains from the fronts of the buildings) will be directed to this location for treatment. Due to site layout and elevation constraints, some impervious surface runoff will not be treated; to make up for this, the treatment for the captured areas will exceed 40% so that the site as a whole meets the standard. To prevent dysfunction of the bio-retention basin due to hydraulic overload, non-site runoff (such as that from the street and from the loading areas of the existing strip mall and apartment to the northwest) will be diverted around the basin.

The applicant requests the approval of the site plan as shown with two primary structures located on one lot as well as utilizing ROW for parking. With approval, the applicant will submit to the City of Columbus staff a site plan and storm water management plan for approval prior to issuance of a building permit.

In closing please consider the following figures in regard to building and impervious surface coverage ratios, and bulk standards. The total building area coverage ratio of 34.4% is well below the 40% allowable coverage for the site. Additionally, the proposed impervious surface area ratio of 52% is below the allowable threshold of 60% for the site. Last, the new building additions are not seeking any variance from setbacks.

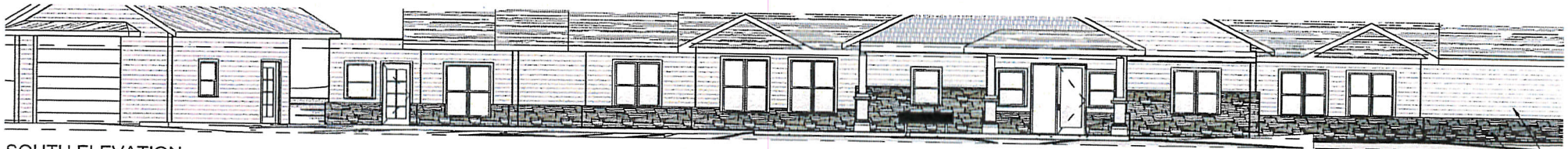
We hope you find that the proposed building and additional business and service to the community are as valuable to you as it is to us in your consideration of our creative strategies used to work with this challenging site.

Sincerely,

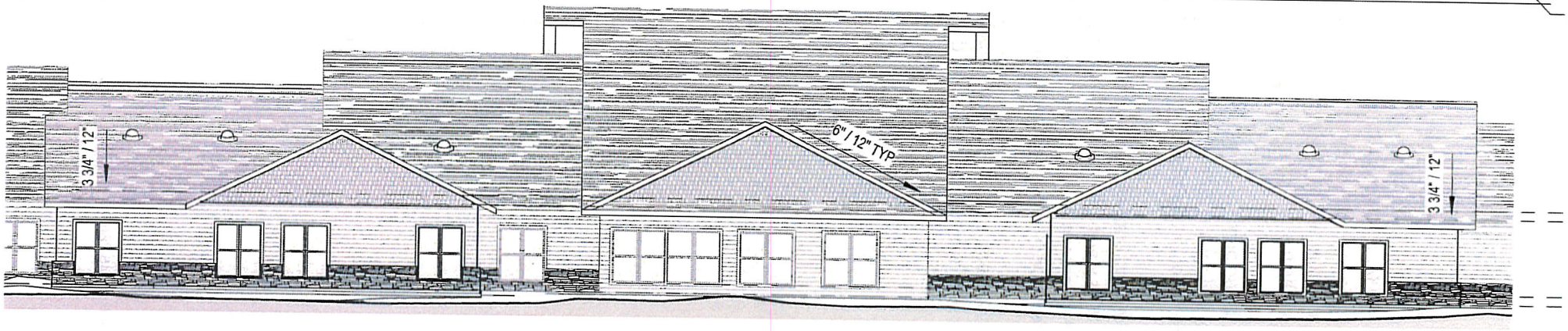
Kyle Dumbleton

Kyle Dumbleton, AIA, LEED Assoc.
Architect / Principal
Midwest Modern, LLC

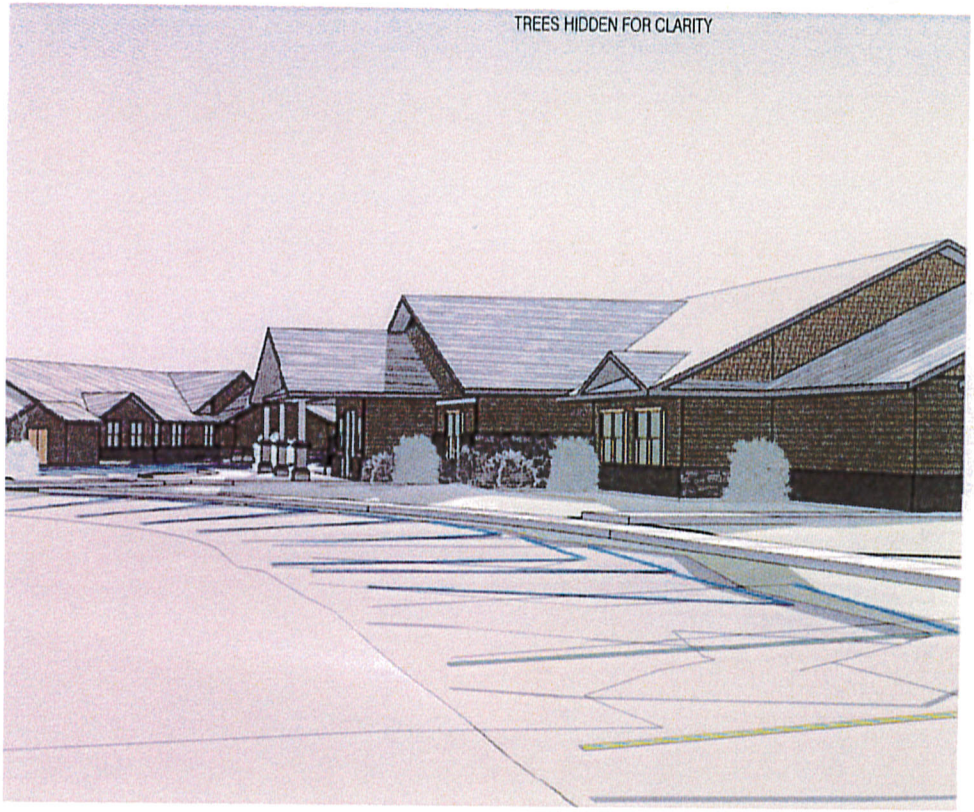
END

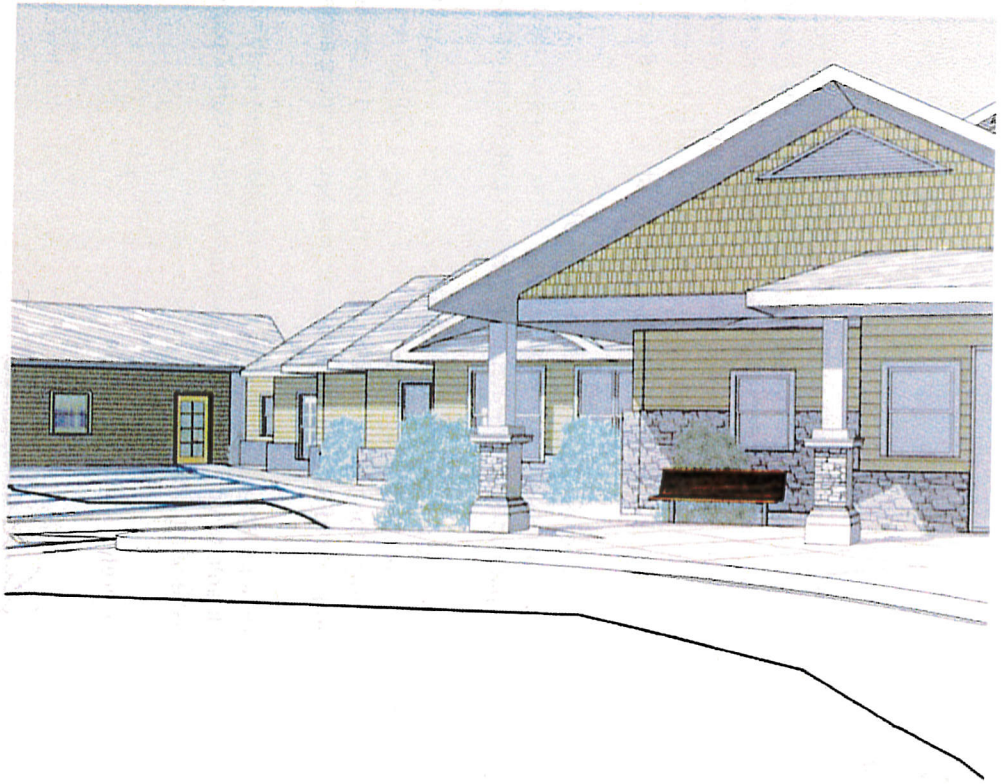


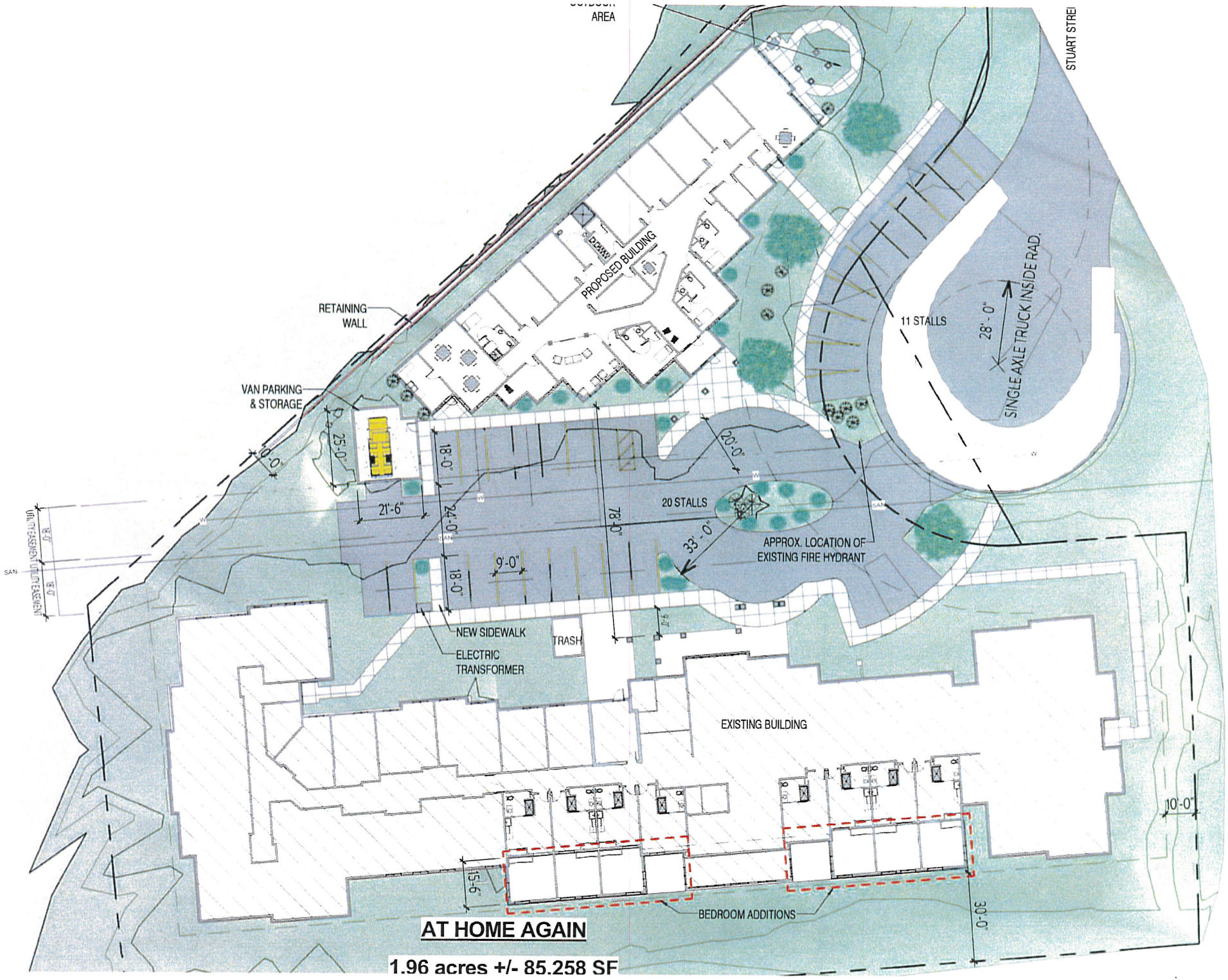
SOUTH ELEVATION
1/16" = 1'-0"




SOUTH ELEVATION
1/16" = 1'-0"






**AT HOME AGAIN**

**1.96 acres +/- 85.258 SF**

# 2016 AGENDA ITEM

**MEETING DATE:** **March 1, 2016**

**AGENDA ITEM:** **Pay Increase for Senior Center Part-time Employees**

**DETAILED DESCRIPTION OF SUBJECT MATTER:**
Since Cailin Lueders transfer from Senior Center Director to Confidential Administrative Assistant, the management of the Columbus Area Senior Center has fallen on the work of part-timers April Sturz and Christe Solie. Along with the help of Cailin when needed and super volunteer Dale Gessler, they have done a great job for the city.

I am asking the City Council to approve a temporary pay increase to April and Christe to recognize their extra efforts. They currently make $10/hr, but I would propose to increase it to $12/hr, retroactive to January 11th. They would return to their original wages after March 31st. The end date is an estimate of the time we will need to have a new Director in place and given some assistance in training from both employees.

If the situation occurs to where we do not have a new Senior Center Director on March 31st, I will come back to the Council to request an extension.

Due to having several weeks without a Senior Center Director, the extra cost of this pay bump will not have a negative effect on the Senior Center Budget for 2016.

**ACTION REQUESTED OF COUNCIL:** **Consider interim pay increase for Senior Center employees.**

# 2016 AGENDA ITEM

**Council Meeting date: March 1, 2016**

**SUBJECT: Approve Monthly Claims through February 23, 2016**

| | | |
|---|---|---|
| Administration | $ | 2,746,856.34 |
| Treasurer | $ | 153,021.79 |
| Payroll | $ | 111,762.32 |
| | $ | 3,011,640.45 |

| | | |
|---|---|---|
| CDA | $ | 265.10 |
| Library | $ | 1,229.77 |
| Police Dept. | $ | 1,066.43 |
| Senior Center | $ | 1,407.29 |
| Fire Dept. | $ | 1,716.47 |
| Recreation | $ | 1,096.78 |
| Hist. Pres. | $ | .00 |
| Cable | $ | 2,758.00 |
| CAAC | $ | 10.00 |
| WWTP | $ | 15,142.66 |
| DPW | $ | 27,348.05 |
| Total Claims | $ | 3,063,681.00 |

LIST ALL SUPPORTING DOCUMENTATION:

NAME OF DOCUMENT(S) Claims Packet through 02/23/2016

NUMBER OF ATTACHMENT PAGE(S) Available on website

IS FUNDING REQUIRED? X YES _____ NO
FUNDING SOURCE: 2016 Operating Budgets
DEPARTMENT: All
ACCOUNT NUMBER: Various

MOTION REQUESTED OF COUNCIL:

Approve payment of claims in the amount of $ 3,063,681.00