

**COLUMBUS COMMON COUNCIL – REGULAR MEETING
TUESDAY, OCTOBER 4, 2016 – 6:30 PM
COLUMBUS CITY HALL
AGENDA**

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

Consent Agenda

1. Council Minutes – 09/20/16
2. ECCJMC – 09/27/16
3. HLPC – 09/14/16
4. Plan Commission – 08/18/16
5. Picnic License: The Mane Event, St Jerome Church, 1550 Farnham St, October 15, 2016
6. Resolution No 17-16, Public Power Week
7. Resolution No. 20-16, Fire Prevention Week

Unfinished Business

New Business

1. Consider and take action on an amendment to the lease between the City and the Columbus Country Club
2. Consider and possible action on ordinance to create a section of the City Code of Ordinances regarding school buses in the school zone
3. Consider and take action on new rates for the rental of city park buildings
4. Consider and take action on Task Order 2016-08 with Ruckert Mielke for the Kiwanis Lift Station Upgrade
5. Consider and take action on the purchase of Stand Alone Emergency Generators for the WWTP
6. Consider and take action on a budget line-item policy
7. Consider and take action on duties of an ad hoc committee on a code of conduct
8. Consider and take action on applications for Operator Licenses: Amanda M Sylvia
9. Consider and take action on claims in the amount of \$1,396,023.51
10. Report of City Officers – City Administrator, Mayor

Adjourn

**COLUMBUS COMMON COUNCIL – REGULAR MEETING
TUESDAY, SEPTEMBER 20, 2016 – 6:30 PM
COLUMBUS CITY HALL**

The Columbus Common Council held a regular meeting on Tuesday September 20, 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 Melotte, Reid, Rule, Thom and Traxler, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media. Excused Hendrickson.

Mayor Crombie led the Council in the pledge of allegiance. Motion by Rule second by Thom to approve the agenda. Motion carried voice vote. There were no citizen comments.

Mayor Crombie presented the Consent Agenda. No items were asked to be removed from the Consent Agenda. Motion by Rule second by Melotte to approve the Consent Agenda with the following changes: minutes of regular meeting of 09/06 to reflect Rule abstained for 2 motions, minutes of committee of the whole meeting of 09/06 to reflect the signs on W Prairie St referred to the next regular meeting. Motion carried voice vote.

Resolution 19-16, "Resolution of Commendation to Volunteers of Columbus Community hospital for 60 Years of Volunteering" was introduced and read. Motion by Traxler second by Melotte to approve Resolution 19-16: Honoring 60 Years of the "Volunteers of the Columbus Community Hospital". Motion carried voice vote.

Motion by Rule second by Melotte to approve Resolution #21-16 Resolution Authorizing Amendment to \$1,030,000 City of Columbus, Wisconsin Fixed Rate Industrial Development Revenue Bonds, Series 2010 (JJB Real Estate Development LLC Project) Issued on December 22, 2010. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Melotte second by Rule to approve an agreement with Quarles & Brady for the Substitution of Borrower Relating to Industrial Development Revenue Bonds, Series 2010 (JJB Real Estate Development LLC Project (the "Bonds")). Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Reid second by Melotte to accept the gift of fencing in Firemen's Park proposal from Columbus Baseball Organization. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Thom second by Rule to include in the 2017 budget the amount of \$2,775 to cover approximately 20% of the cost of the fencing. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Traxler second by Reid to approve new signage for the 100 block of W Prairie St. Motion carried voice vote.

Motion by Melotte second by Rule to approve Task Order 2016-09 with Ruckert-Mielke for the Transit Lift Access Road in the amount of \$11,288. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Traxler second by Thom to approve the award of the contract for 2016 Slurry Seal Project to Struck & Irwin Paving Inc. in the amount of \$36,106.74. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Thom second by Rule to approve the award of the contract for 2016 WWTF Filtration Building Electrical Upgrades to Hogen Electric Inc. in the amount of \$80,700. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Rule second by Reid to authorize a public safety clerk position and approve the job description as presented. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Thom second by Rule to approve request of Rite Way Bus Service for an amendment to their Conditional Use Permit for 140 Farnham St. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Rule second by Melotte to approve the certified survey map of 330 Transit Road subject to addressing items in the September 1, 2016 letter from the City Engineer. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Melotte second by Thom to approve Resolution No. 16 - Exemption from Columbia County Library Tax. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Traxler second by Thom to approve Resolution No. 18 - "Just Fix It" and forward a copy to our State Legislatures, Governor Walker and the League of Wisconsin Municipalities. Motion carried voice vote.

Motion by Rule second by Melotte to approve the Mayoral appointment of Larry Olson to the Water & Light Commission, term 10/01/2016 – 10/01/2021. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Motion by Reid to table consideration of an operator license for Juan Guerrero died for lack of second. Motion by Rule to grant an operator license to Juan Guerrero died for lack of second. Motion by Rule second by Thom to grant an operator license to Juan Guerrero. Motion carried 4-1 on a roll call vote with Melotte, Rule, Thom and Traxler voting 'Yes' and Reid voting 'No.'

Motion by Rule second by Traxler to approve payment of claims in the amount of \$ 288,754.23. Motion carried 5-0 on a roll call vote with Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

City Administrator Vander Sanden reported his primary focus now is to get a draft budget out for the end of the week, and then schedule meetings for review. A summary of the RFP for a waste collection vendor will be ready for the next Committee of the Whole meeting.

Thom encouraged interested persons to attend the Columbus school district's Legacy events, information is on the school website.

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Columbus Common Council
Regular meeting

Mayor Crombie reported the event hosted by the family and friends of Heather Miller-Koch was a nice success and thanked the fire and police departments for their participation.

Items placed on file through the Consent Agenda:

Council Minutes – 09/06/16

Senior Center Advisory – 08/04/16

Treasurer's Report – August 2016

The meeting adjourned at 6:59 pm on a motion by Traxler second by Rule. Motion carried voice vote.

Anne Donahue
City Clerk

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE
TUESDAY, SEPTEMBER 20, 2016 – 7:10 PM
COLUMBUS CITY HALL**

The Columbus Common Council held a Committee of the Whole meeting on Tuesday September 20, 2016 at 7:10 pm at Columbus City Hall. The meeting was called to order by Council President Thom and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Melotte, Reid, Rule, Thom and Traxler, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media. Excused Hendrickson.

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

The Department Reports from Lifestar, the Police Department and the Fire Department were accepted as submitted.

Bruce Zahn, President of the Columbus Country Club Board, asked the Council to consider renewing the lease between the City and the Columbus Country Club for another 20 year period. The Board would then borrow funds to do repairs to the buildings and grounds and purchase some equipment. City Attorney Johnson will draft an amendment to the agreement to grant an extension and provide annual reports during the first 2 years of the agreement for the next meeting.

Police Chief Meister presented a recommendation to change the parking restrictions in the area of the elementary and middle schools and amend the city ordinances to reflect the changes. Referred to the next committee of the whole meeting of the Council, October 4, 2016.

A recommendation to amend the city ordinances to allow for school buses to activate red lights while pulling away from school zone was referred to City Attorney Johnson to draft and then to the next regular meeting of the Council, October 4, 2016.

Discussion of the Columbus Courtside Organization agreement was tabled to the next committee of the whole meeting, October 4, 2016.

The recommendation from the Recreation Advisory Board on pavilion rental increase was referred to the next regular meeting of the Council, October 4, 2016 with some changes to the non-profit rates.

Task Order 2016-08 with Ruekert Mielke for the Kiwanis Lift Station Upgrade was referred to the next regular meeting of the Council, October 4, 2016.

The recommendation for the purchase of stand- alone emergency generators for the Waste Water Treatment Facility was referred to the next regular meeting of the Council, October 4, 2016.

Resolution No. 17 – Public Power Week was referred to the next regular meeting of the Council, October 4, 2016.

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Columbus Common Council
Committee of the Whole

Resolution No. 20 – Fire Prevention Week was referred to the next regular meeting of the Council, October 4, 2016. The Fire Department Pancake Breakfast will be held Sunday October 2, 2016 from 7:00 am - 12:30 pm at the Columbus Fire Station.

The repayment policy for special assessments will be modified in Section 5 and to include the criteria of what is assessable and referred to the next regular meeting of the Council, October 4, 2016.

The budget line-item policy will be modified in Section 1.0 and 5.0 referring to the current adopted purchasing policy and referred to the next regular meeting of the Council, October 4, 2016.

An ad hoc committee of 3 members of the Council, 3 residents with prior experience in government and the mayor to work on a Council Code of Conduct was referred to the next regular meeting of the Council, October 4, 2016.

The meeting adjourned to closed session at 9:06 pm on a motion by Traxler second by Melotte 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 purchase of land for economic development purposes. Motion carried 6-0 on a roll call vote with Crombie, Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

The meeting reconvened to open session at 10:03 pm on a motion by Traxler second by Melotte. Motion carried voice vote.

The meeting adjourned to closed session at 10:04 pm on a motion by Traxler second by Rule 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 city staffing as affected by recent FLSA changes. Motion carried 6-0 on a roll call vote with Crombie, Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

The meeting reconvened to open session at 10:23 pm on a motion by second by. Motion carried voice vote.rr rm

The meeting adjourned at 10:23 pm on a motion by Traxler second by Rule. Motion carried voice vote.

Anne Donahue
City Clerk

**COURT COMMITTEE MINUTES
EASTERN COLUMBIA COUNTY JOINT MUNICIPAL COURT COMMITTEE**

MEETING: TUESDAY, SEPTEMBER 27, 2016; 5:30 PM

FALL RIVER

The Eastern Columbia County Court Committee held a meeting on Tuesday, September 27, 2016 at 5:30 PM at the Fall River Village Hall.

Present were the following: Chief Brent Van Gysel, Chairperson, Judge William Breunig, Clerk Karen Schmitt, Bookkeeper Marie Abegglen, Debra Wells, O'Connor, Wells & VanderWerff, David Hutchinson, Village of Poynette, James Olrick, Village of Rio, Jim Boomsma, Village of Randolph, Andrew Traxler, City of Columbus, Suzanne Miller, City of Lodi, Jeff Sloten, Village of Fall River

The meeting was called to order by the 2016 Court Chairperson, Chief Brent Van Gysel at approximately 5:30PM.

AGENDA

(1) 2015 Review by Deb Wells: As of December 31, 2015, the court has \$38,588.94 in its checking account. This is above the \$30,000.00 that was distributed in a payout last year. In 2015 the court made \$11,000.00 profit after everything was paid out.

Discussion: regarding payouts to all communities in the municipal court. After reviewing the audit with Debra Wells the board felt that it would be better to leave the 38,000.00 in the checking account and look at the numbers in 2017 for disbursement check back to the communities.

2) Clerk passed out a letter she had written to the board members showing 2015 wage comparisons for other court clerks in District 6 with similar or less caseloads (She currently has 3000-4000 citations) and asked that her wages be increased \$1.43 per hour.

Proposed 2017 Budget: Motion to increase the clerk's hourly wage by \$1.43/hr. for an annual wage of \$43,264.00 by Dave Hutchinson, seconded by James Olrick. All in favor with one "no" by Jim Boomsma. Motion carried.

3) Bookkeeper Salary: Proposed increase of \$308.00 annually. Motion to accept this increase by Hutchinson, seconded by Jim Boomsma. All in favored. Motion carried.

Discussion regarding sick leave for Clerk; In 2014 sick leave was addressed for Clerk and at the time it was believed that the Clerk would get 1 day per month. The clerk was unable to find this discussion and decision concerning it in the 2014 minutes. Chief Van Gysel asked that the board discuss the sick leave for Clerk position so it can be put in the minutes.

Several members remembered that they granted the Clerk 1 sick day per month but could not recall any of the details.

4) Sick Policy for Clerk: Motion by Jim Boomsma for one sick day a month prorated back to the beginning January 1, 2014 to present date (33days), clerk will be able to accumulate up to

a max of 120 days with a payout cap at 900 hours at the current wage upon leave. Seconded by Dave Hutchinson. 2 “yes”, 4 “no’s”. Motion failed.

Discussion regarding the language of the motion.

Motion by Jim Boomsma for one sick day a month prorated back to the beginning January 1, 2014 to present date (33days), clerk will be able to accumulate up to a max of 120 days with a payout of 50% of accumulated days upon retirement only. Seconded by Dave Hutchinson. Motion failed for lack of majority 2 “yes”, 4 “no’s”.

Motion by Jim Boomsma for one sick day a month prorated back to the beginning January 1, 2014 to present date (33 days), Clerk will be able to accumulate up to a max of 120 days. Seconded by Dave Hutchinson. All in favor. Motion carried.

Further discussion regarding payout of sick leave to clerk.

Motion was made by Jim Boomsma to pay 10% of accumulated days upon retirement of sick days. Seconded by Andy Traxler. 4 “yes”, 2 “no’s”. Motion carried.

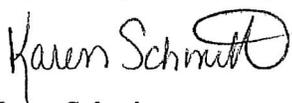
Chief Van Gysel asked if the board if they would like to discuss Judges salary/benefits for budget- board member advised that it was not on the agenda so they can’t, all the board members agreed, no discussion.

5) Arlington –Poynette PD has contacted the court with the future possibility of policing the Village of Arlington, thereby becoming a part of ECCJMC. The committee voted to table discussion until more information from Poynette and Arlington is received.

Motion by Dave Hutchinson to approve the budget with the new salary increases and the proposed 2017 budget figures. Seconded by Suzanne Miller. All in favor. Motion carried. The finalized budget is included with the minutes.

Motion to adjourn by Andrew Traxler, seconded by James Olrick. All in favor. Meeting adjourned at approximately 7:50pm.

Respectfully submitted,



Karen Schmitt

**Columbus Historic Landmarks and Preservation Commission
Monthly Meeting, Community Center/Recreation Building, 5:00 PM**

Date: September 14, 2016

Attendees:

Carolyn Fredericks

Beth Altschwager

Retta Kurth

Jan Ulrich

RuthAnn Hermanson

John Salzwedel

- 1. Call meeting to order**
- 2. Properly posted meeting**
- 3. Approve Agenda of September 14, 2016 Meeting**
Other: Resthaven Roof; Ulrich report
Motion: Kurth Second: Salzwedel Motion Approved
- 4. Approve Minutes of August 10, 2016 Meeting**
Motion: Salzwedel Second: Altschwager. Motion Approved
- 5. Treasurer Report-Attached:**
Motion: Salzwedel Second: Kurth. Motion Approved
- 6. CHLPC City budget summary – No change**
- 7. Old Business:**
 - A. 2017 Calendar:** Calendar is scheduled to go to the printer Sept. 15, 2016.
Kurth made a motion to pay Ulrich postage expense (HLPC Acct. # 187450).
Hermanson seconded it. Motion carried.
 - B. Pavilion ADA Project:**
 - 1) Progress update:** Concrete has been poured and installation is scheduled for the elevator.
 - 2) Fixtures/flooring show & tell:** Viewed and approved.
Hermanson gave a report on the condition of the stucco wall along Park Ave.
for future consideration.
 - 3) Fundraising events:** Fredericks will work with Hermanson in preparing a poster for distribution highlighting the elevator project and the need for a final push for funds. It was agreed that weekly updates be made available to local media outlets. Schirmacher will continue with the “Go Fund Me” option.
A booth at the Sept. 24 “Oddtoberfest” will be manned by Ulrich, along with the sale of her book.
 - 3) Donor plaques:** Ulrich will work with Salzwedel in researching a source for name tags. A custom made plaque is being considered for attachment of the tags.

8, New Business:

- A. Design Coalition billings/bills:** Bills were submitted from July (\$573.85) and August (\$534.70). Salzwedel made a motion to approve payment from the ADA account # 250968. Hermanson seconded it. Motion carried.
- B. McKee Associates bill:** A bill for \$94,687 was submitted (totals through 8/16/16). Hermanson made a motion to approve payment from ADA account #250968. Ulrich seconded it. Motion carried.
- C. Structural Integrity bill (Kurt Strauss):** Following discussion, it was decided to submit the bill to Insurance. If denied, HLPC will make payment from Water Tower Fund.
- D. Balance of Water Tower Fund:** Options were discussed.
- E. Chapel Street water tower:** The condition of the upper egress door to the catwalk area is in disrepair. Salzwedel made a motion to have Hermanson Masonry brick in the doorway, not to exceed \$1000. Ulrich seconded it. Hermanson abstained. Motion carried.
- F. New Member:** Tabled
- G. Other:**
- 1) **Resthaven roof:** Tabled
 - 2) **Ulrich Report:** Tabled

9. Council Liason report: Thom absent

10: Adjourn: Motion made by Altschwager, seconded by Hermanson. Motion carried. Meeting adjourned at 8:15 pm.

Respectfully Submitted,
Retta Kurth, Sec.
John Salzwedel

**CITY OF COLUMBUS
PLAN COMMISSION – REGULAR MEETING
THURSDAY, AUGUST 18, 2016 – 6:30 P.M.
COLUMBUS CITY HALL**

The Columbus Plan Commission held a regular meeting on Thursday, June 16, 2016 at 6:30 pm at Columbus City Hall. Present: Chair Crombie, members Monday, Parpart, Robbins and Traxler, City Administrator Vander Sanden and interested citizens. Excused: Crombie, Hansen and Zapotocny.

The meeting was called to order and notice of open meeting was noted as posted. The agenda was approved on a motion by Robbins second by Parpart. Motion carried voice vote. Motion by Robbins second by Monday to approve the minutes of 06/16/16. Motion carried voice vote. There was no unfinished business.

Motion by Robbins second by Monday to recommend to the Council approval of the certified survey map to combine 550 (tax parcel 1193.025) and 570 (tax parcel 1193.026) River Road subject to addressing the items of the review letter by City Engineer Lietha dated August 10, 2016. Motion carried 4-0 on a roll call vote with Monday, Parpart, Robbins and Traxler voting 'Yes.'

Agent for the owners, Mark Gerhardt of Badger Surveying and Mapping Service, was advised the owners will need to apply for a zoning variance to Sec. 114-71 of the municipal code which restricts residential development in the wastewater treatment overlay district.

City Administrator Vander Sanden reported the Ottery Brothers project is completed, Duffy Fleet Services is underway and Fromm Family Foods is planning an expansion.

The next regular Plan Commission meeting will be Thursday September 15, 2016. The meeting adjourned at 6:37 pm on a motion by Robbins second by Monday.

Anne Donahue
City Clerk

29

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: 9-29-16

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 10-15-16 and ending 10-15-16 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 St.
(Street) Town Village City

(c) Date organized 1856

(d) If corporation, give date of incorporation 1856

(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 Robert Morlino

Vice President Father Steven Kortendick

Secretary Dave Smith

Treasurer Susan Hodkiewitz

(g) Name and address of manager or person in charge of affair: Jamie Cotter

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.

(b) Lot _____ Block _____

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

(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: gym; school building

3. Name of Event

(a) List name of the event The Mane Event

(b) Dates of event October 15, 2016

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 Parish
(Name of Organization)

Officer [Signature] 9-27-16
(Signature/date)

Officer _____
(Signature/date)

Officer [Signature] 9/27/16
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 9/29/16

Date Reported to Council or Board 10/4/16

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.



CITY OF COLUMBUS

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

RESOLUTION NO. 17-16

Resolution Recognizing Public Power Week October 2-8, 2016 and How Columbus Water & Light Makes Our Lives Powerful All Year

WHEREAS, we, the citizens of Columbus, place a high value on local control over community services and therefore have chosen to operate a community-owned, locally controlled, not-for-profit electric utility and, as consumers and owners of our electric utility, have a direct say in utility operations and policies; and

WHEREAS, Columbus Water & Light has provided our homes, businesses, farms, social service, and local government agencies with reliable, efficient, and cost-effective electricity for over 100 years, employing sound business practices designed to ensure the best possible service at not-for-profit rates; and

WHEREAS, Columbus Water & Light is a valuable community asset that contributes substantially to the well-being of local citizens through energy efficiency, customer service, environmental protection, economic development, and safety awareness; and;

WHEREAS, Columbus Water & Light is a dependable and trustworthy institution whose local operation provides many consumer protections and continues to make our community a better place in which to live and work, as well as contributes to protecting the global environment;

NOW, THEREFORE BE IT RESOLVED: that Columbus Water & Light will continue to work to bring lower-cost, safe, reliable electricity to community homes and businesses just as it has since 1898, the year when the utility began to serve all the citizens of Columbus; and

BE IT FURTHER RESOLVED: that the week of October 2-8, 2016, be designated the 30th Annual Public Power Week in order to honor Columbus Water & Light for its contributions to the community and to make its consumer-owners, policy makers, and employees more aware of Columbus Water & Light's overall contributions to their well-being and how it makes their lives powerful: and

BE IT FURTHER RESOLVED: that our community joins hands with more than 2,000 other public power systems in the United States in this celebration of public power recognition that Columbus Water & Light is good for consumers, business, the community, and the nation.

Dated this _____ day of September, 2016.

Kelly Crombie, Mayor

Attest: _____
Anne Donahue, City Clerk



Fire Prevention Week – October 9-15, 2016

WHEREAS, the City of Columbus, Wisconsin, is committed to ensuring the safety and security of all those living in and visiting Columbus; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

WHEREAS, U.S. fire departments responded to 369,500 home fires in 2014, according to the National Fire Protection Association (NFPA); and

WHEREAS, U.S. home fires resulted in 2,745 civilian deaths in 2014, representing the majority (84 percent) of all U.S. fire deaths;

WHEREAS, in one-fifth of all homes with smoke alarms, the smoke alarms are not working; and

WHEREAS, three out of five home fire deaths result from fires in properties without smoke alarms (38 percent) or with no working smoke alarms (21 percent); and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, many Americans don't know how old the smoke alarms in their homes are, or how often they need to be replaced; and

WHEREAS, all smoke alarms should be replaced at least once every ten years; and

WHEREAS, the age of a smoke alarm can be determined by the date of its manufacture, which is marked on the back of the smoke alarm;

WHEREAS, Columbus first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Columbus residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2016 Fire Prevention Week theme, "Don't Wait – Check the Date! Replace Smoke Alarms Every 10 Years" effectively serves to educate the public about the vital importance of replacing the smoke alarms in their homes at least every ten years, and to determine the age of their smoke alarms by checking the date of manufacture on the back of the alarms.

THEREFORE, I, Kelly Crombie, Mayor of Columbus, do hereby proclaim October 9-15, 2016, as Fire Prevention Week throughout this city. I urge all the people of Columbus to find out how old the smoke alarms in their homes are, to replace them if they're more than 10 years old, and to participate in the public safety activities and efforts of the Columbus Fire Department during Fire Prevention Week 2016.

Dated this _____ day of October, 2016.

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

2016 AGENDA ITEM

MEETING DATE: September 20, 2016

AGENDA ITEM: Country Club Lease

DETAILED DESCRIPTION OF SUBJECT MATTER:

At the last Council Meeting on September 6th, Bruce Zahn, Columbus Country Club Board member, came to the Committee of the Whole to discuss the request of the Club to extend their lease with the City.

Attached is the City's lease with the Country Club. As Bruce alluded to, they are looking for a renewal for another 20 years. The primary interest in locking this up now is so that financing can be secured for the club to plan for and carry out needed improvements to the course and the grounds – the parking lot surface being among those needs for repair.

Bruce has said he will return to the Committee of the Whole on Tuesday night to discuss further and answer questions.

AMENDMENT TO LEASE AGREEMENT

This Amendment made as of the ____ day of October, 2016, by and between the City of Columbus, Columbia County, Wisconsin, a Municipal Corporation designated in this Amendment as “City” and the Columbus Country Club, Inc., a Wisconsin Corporation designated herein as “Lessee” and effective the 1st day of January, 2017.

WHEREAS, City and Lessee are parties to a Golf Course Lease Agreement dated January 1, 2002 (“the Agreement”); and

WHEREAS, pursuant to the terms of the Agreement, the City leases, demises and lets unto Lessee approximately 89.46 acres used by the Lessee as the Columbus Municipal Golfing Facility; and

WHEREAS, Lessee has requested from City that the original Agreement be extended for an additional 20 year period, and City, by its Common Council, agrees to extend the Lease for an additional period of time.

NOW, THEREFORE, for good and valuable consideration the receipt of which is hereby acknowledged, the parties do hereby agree as follows:

1. The Agreement is extended for an additional 20 year period beginning January 1, 2017 and concluding at midnight on December 31, 2036.
2. The section entitled Term and Rent shall be modified to clarify that the Lessee’s payments are made by a Payment In Lieu Of Taxes (“PILOT”) payment to the City of Columbus.
3. The parties understand that Lessee intends to make approximately \$200,000.00 of capital improvements to the property over the term of this Lease extension. A representative of Lessee shall make an annual report to the Common Council at its first meeting in April of each year on the status of the capital improvements. Once Lessee has made \$200,000.00 of capital improvements, the annual report shall no longer be required.

4. All other terms and conditions of the original Golf Course Lease Agreement dated January 1, 2002 remain in full force and effect unless modified by the terms of this Amendment.

CITY OF COLUMBUS

COLUMBUS GOLF CLUB, INC.

Date: _____

Date: _____

By: _____
Kelly Crombie, Mayor

By: _____

President

Date: _____

Date: _____

By: _____
Anne Donahue, Clerk

By: _____

Secretary

GOLF COURSE LEASE AGREEMENT

THIS LEASE AGREEMENT made as of the 1st day of January, 2002, by and between the City of Columbus, Columbia County, Wisconsin, a municipal corporation designated in this lease agreement as City, and the Columbus Country Club, a Wisconsin corporation designated herein as Lessee.

LEASE

WITNESSETH, That the City does hereby lease, demise and let unto said lessee the entire 89.46 acre premises now used as the Columbus municipal golfing facility and more particularly described as:

A parcel of land located in the NW ¼, Section 24, Town 10 North, Range 12 East, City and Town of Columbus, Columbia County, Wisconsin, commencing at a point on the northerly line 297 feet east of the northwest corner of said Section 24; thence south 657 feet; thence west 397 feet to the westerly line of said Section; thence south 1,863 feet; thence east 1,452 feet; thence north 1,681.05 feet; thence north 41 degrees, 56 minutes east 277.4 feet; thence north 87 degrees 38 minutes east 442.9 feet; thence north 0 degrees 28 minutes, 30 seconds west 665.25 feet to the northerly line of said Section 24; thence west along northerly line 1,773 feet to place of beginning of this description. Said described parcel contains 89.46 acres of land, more or less.

PURPOSE

The purpose of this lease is to conduct the game or sport of golf, the operation of a club house including the operation of a dining room, the sale and furnishing of beverages and refreshments, the sale of golf and other sporting equipment and similar appliances, conducting parties and other social affairs and the doing and performing of things properly and customarily and usually done and performed in the conduct of the operation of a golf course and a country club house and not for any other purpose. The functions listed above shall be obligations of the Lessee under this lease.

TERM AND RENT

TO HAVE AND TO HOLD for the term of 20 years, to allow the lessee to undertake capital improvements amounting to not less than \$200,000 which shall be entirely paid off within the term of this lease, exclusively by the lessee without raising membership rates or other user fees by an annual average increase of more than three percent, for an annual rent to be determined as follows: The lessee shall pay to the City of Columbus no later than the first day of October of each year, an annual rent for the use of the golf course property which shall be set at one percent of the amount of the annual assessment of golf course property within the City of Columbus. The current assessment is \$45,000 per hole or \$405,000. However, during the term of this lease, the annual average increase shall not exceed three percent. The City Assessor shall annually notify the Board of Directors of the assessment level so that the Club may budget the annual rent. All payments due under the terms of this lease by the lessee shall be paid to the City Treasurer.

The term of this Lease shall commence on the date and year above written. This Lease supersedes Lease Agreement dated September 21, 1988, which agreement terminates.

The lessee agrees to pay said rent at the times and in the manner herein specified during the continuance of said term. In the event of failure to pay the rent or any part thereof, or failure to comply with any of the covenants or conditions, the City may, at its option, consider the lessee in default of the provisions of this lease.

DEFAULT

In the event of a default of this lease which does not affect the operation of the golf course or the safety of course users, the City shall notify the lessee of the default by written notice and shall provide the lessee not less than 60 days to correct said default. Failure of the lessee to correct the default within the said 60 days, or to make substantial progress in correcting a default which cannot be reasonably corrected within 60 days, may result in the termination of this lease by the Lessor at its sole discretion.

BREACH

In the event of a failure of the lessee to provide the golf services intended by this lease, or to meet the terms and conditions of this lease intended to provide safe operation of the golf course, a breach of this lease shall exist, and the City may without notice, take over the property to correct the problems and may or may not assume responsibility for the operation of the golf course.

A breach of the terms of this lease as herein defined, shall result in the cancellation of this lease and shall entitle the City to immediate possession of such premises without any further obligation on the part of the City to the lessee and shall authorize the City to enter upon said demised premises, or any part thereof, either with or without process of law, and if necessary, to eject the lessee or any person or persons occupying the leased premises, using such force as may be necessary so to do and to regain the premises and repossess and enjoy them as owner, without prejudice to any remedies which might otherwise be used for arrears of rent or enforcement of the covenants.

MEMBERSHIP

The lessee covenants and agrees to grant unto all residents of the City of Columbus, Wisconsin, the right and privilege of engaging in the game or sport of golf on said premises at all times while said golf course shall be in operation and open for business, upon payment by said residents of a membership fee or a daily greens fee, and upon the observance of said residents of all ground rules for said golf course as established by said lessee. The lessee may determine annually, the number of memberships to be sold. The benefits of membership may include voting rights, priority use of the golf course, reduced cost per use of the golf course, and other benefits as may be determined by the Country Club Board of Directors. Non-members of the Country Club who are residents of the City of Columbus and their guests may use the golf course upon payment of a daily greens fee, provided that space on the course is available at the time, in the judgement of the Country Club manager. Persons who are not residents of the City of Columbus may purchase Country Club memberships provided City residents have the first opportunity to purchase memberships. Non-

residents may also use the course by paying greens fees when space and time are available on the course. The Board of Directors may set higher rates for use of the facilities by non-residents. Greens fees shall not be increases in excess of an annual average of three percent.

PROFIT FROM OPERATIONS

No profits of the Club shall inure to the benefit of any officer, director, member, shareholder or employee of the Country Club, and any annual profits remaining following the payment of all just debts shall be used to prepay outstanding debt, to invest in additional capital improvements, set aside as a commitment to a future capital project, or if no such debt or additional improvements shall exist, shall be entirely paid to the City of Columbus general fund.

EDUCATIONAL PROGRAMS

The lessee further covenants and agrees to cooperate with the City and with Joint School District # 1 of said City, in permitting the use of said golf course during off-peak hours at the discretion of the Club Manager to reasonably accommodate any organized golf class consisting largely of residents of the City of Columbus and under the direction of a qualified teacher, whether or not organized by the public school system. Said class shall be for the purpose of instructing participants in the game or sport of golf. Provided however, that such instructional use shall not interfere with or prohibit the lessee from obtaining or keeping any license or permit from the State of Wisconsin required by said lessee in operating said golf course or its club house facilities.

SUBLET AND ASSIGNMENT

The lessee agrees not to sublet the premises above described or any part thereof, without the written consent of the City, nor shall the lessee assign this lease without the written consent of the City.

MAINTENANCE AND REPAIR

It is agreed between the City and the lessee that the lessee shall have exclusive use of the club house facilities and other improvements on said premises, subject to reasonable inspection of the premises by the City. The lessee agrees to make, at its own expense, all needful repairs to buildings and improvements, including water and sewer facilities and public roads, and to keep the premises in good condition and repair, normal use and deterioration from the elements alone excepted. The lessee will allow the City free access to the premises hereby leased for the purpose of making improvements to same or needful repairs to buildings, grounds, or public roadways on said premises in the event the lessee fails to do so.

The lessee shall maintain reasonable standards of maintenance of the property and buildings while this lease is in effect. Reasonable standards shall constitute compliance with any applicable public health standards, City building codes or standards established by the Occupational Safety and Health Administration. Failure to provide such reasonable standards of maintenance shall constitute a default of this lease agreement

OPERATING EXPENSES

The lessee agrees to furnish its own fuels for heating and cooking, and shall pay for all utility services used on or assessed against said premises. The lessee further agrees to pay all operating expenses of said golf course and clubhouse facility.

The lessee shall obtain a liquor license in accordance with City ordinance and shall obtain all licenses and permits required for the provision of public food services and required for restaurants. Failure to comply with the terms and conditions of any such license or permit shall constitute a default of this lease agreement.

CAPITAL IMPROVEMENTS

All capital improvement projects intended by the lessee to satisfy the terms and conditions of this lease shall be submitted by the lessee to the City of Columbus Planning Commission who shall then recommend the proposed capital improvement project to the City of Columbus Common Council which must then approve said project for inclusion within the terms of this lease, and such approval shall not be unreasonably withheld. Capital improvements shall include all major equipment and all improvements to the buildings or grounds which are expected to have a minimum useful life of at least three years. Capital projects of less than \$10,000.00 total cost, or which represent a response to emergency conditions, need not be submitted to the City for approval unless they are intended to extend the term of this lease. Emergency investments may be submitted for City approval after the fact.

Any outstanding balance on any capital improvement project or loan therefore which may remain at the end of the term of this lease, said project having been approved by the City of Columbus Common Council, and all said payments required by the lessee in accordance with the terms of this lease having been paid, said balance shall become the responsibility of the City of Columbus.

INSURANCE

The lessee agrees to keep the buildings and other improvements on said premises insured on a replacement cost basis against "All-Risk" or Special Loss basis. The policy or policies of insurance shall be issued in the name of the City of Columbus, Wisconsin, as owner and shall be held by the City. Any and all monies paid to the City pursuant to the provisions of any policy of insurance covering buildings or improvements on the leased premises shall be used to repair, restore or replace the same.

The lessee further agrees to carry a comprehensive general liability policy naming the City as additional insured as lessor and property owner, with minimum limits of \$300,000.00 each occurrence and \$300,000.00 general aggregate limit. The lessee shall also maintain an umbrella insurance policy with a minimum limit of \$1,000,000.00. The levels of fire and casualty insurance, general liability insurance and umbrella insurance shall be established by the lessee's insurance agent and adjusted periodically to adequately protect the lessee and the City. All insurance premiums shall be paid by the lessee, and failure to make said payments in a timely manner shall constitute a default of this lease.

NOTIFICATION OF MEETINGS

The lessee shall notify the Columbus City Clerk of all meetings of the Club members and Board of Directors. A representative of the City may attend any such meeting, but is not entitled to participate in said meeting as a member or director.

TERMINATION OF THIS LEASE

All improvements now on said premises and all improvements to be made on said premises in the future by the lessee or the City shall belong to the City and the lessee agrees and covenants that it will quietly and promptly yield and surrender said premises to the City at the termination of this lease.

AMENDMENT

This lease may be amended from time to time upon the mutual written consent of the City of Columbus Common Council and the Columbus Country Club Board of Directors, upon due consideration.

SEVERABILITY

If any Section, subsection, sentence, clause or phrase of this lease is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this lease.

IN WITNESS WHEREOF the City of Columbus, Wisconsin, has caused these presents to be signed by its Mayor and countersigned by its City Clerk, and sealed with its official seal; and the lessee has caused these presents to be signed by its President and Secretary, all on the day and year first above written.

CITY OF COLUMBUS

By: Michael S. Eisenga
Michael S. Eisenga, Mayor

By: Anne Donahue
Anne Donahue, Clerk

COLUMBUS COUNTRY CLUB

By: Bruce R. John
President

By: William D. Dady
Secretary

CITY OF COLUMBUS

ORDINANCE _____

AN ORDINANCE TO CREATE ARTICLE XI OF CHAPTER 98 AND TO CREATE SECTION 98-315 OF THE CITY CODE OF ORDINANCES REGARDING USE OF CERTAIN WARNING LIGHTS ON SCHOOL BUSES

The Common Council of the City of Columbus, Columbia County, Wisconsin do hereby ordain as follows:

1. Article XI – School Bus Regulations is hereby created.
2. Section 98-315 is hereby created as part of Article XI to now read as follows:

Section 98-315 Use of Flashing Red or Amber Warning Lights. As authorized by Section 349.21(1) of the Wisconsin Statutes, all school bus operators may use flashing red or amber warning lights in all residential or business districts when pupils or other authorized passengers are to be loaded or unloaded at a location in which there are no traffic signals, and if activated, shall keep the warning lights activated until the bus is safely back in the flow of traffic. This provision applies if pupils or other authorized passengers must cross the street or highway before being loaded or after being unloaded, and when pupils or other authorized passengers are loaded or unloaded where the curb and sidewalk are laid on the same side of the road as the passengers are being picked up or let out.

3. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
4. **Effective Date.** This Ordinance shall take effect immediately upon its passage and publication.

Adopted this ___ day of _____, 2016.

CITY OF COLUMBUS

By: _____
Kelly Crombie, Mayor

By: _____
Anne Donahue, City Clerk



Columbus Police Department

159 S. Ludington St.
Columbus, WI. 53925

920-623-5919 (Main)
920-623-5930 (Fax)

September 15, 2016

Mayor Crombie
Members of the Common Council,

Currently the school buses stop in front of the Columbus Middle and Elementary Schools to drop-off and pickup students. Some concerns have been raised by school and Riteway Bus Co. staff about possible collision with cars when the buses are pulling away from their stops at the schools.

In an effort to increase bus safety, I am looking at the possibility of the buses being able to activate their red flashing stop lights and sign just prior to pulling away from their parked areas at the schools. They would then deactivate the lights after safely pulling into traffic. This would only be done when they are finished dropping-off or picking up students and still have passengers on the bus.

It would appear that current state statute below does not allow for this under these particular circumstances. However, it is possible under state statute 349.21 that a city can enact an ordinance allowing for the school buses to do this.

The students do not have to cross a street/highway when being unloaded or loaded at the schools. They are parked next to a sidewalk that adjoins the school grounds. So, I'm not sure if 349.21 would apply.

I would suggest a review by the city attorney to clarify this and request that we amend our ordinance to allow for this if possible.

346.48 Vehicles to stop for school buses displaying flashing lights.

(1) The operator of a vehicle which approaches from the front or rear any school bus which has stopped on a street or highway when the bus is equipped according to s. 347.25 (2) and when it is displaying flashing red warning lights, shall stop the vehicle not less than 20 feet from the bus and shall remain stopped until the bus resumes motion or the operator extinguishes the flashing red warning lights. The operator of any school bus which approaches from the front or rear any school bus which has stopped and is displaying flashing red warning lights shall display its flashing red lights while stopped. This subsection does not apply to operators of vehicles proceeding in the opposite direction on a divided highway.



Columbus Police Department

159 S. Ludington St.
Columbus, WI. 53925

920-623-5919 (Main)
920-623-5930 (Fax)

(2)

(a)

1. Except as provided in par. (b), the operator of a school bus equipped with only flashing red warning lights as specified in s. 347.25 (2) shall actuate the lights at least 100 feet before stopping to load or unload pupils or other authorized passengers, and shall not extinguish the lights until loading or unloading is completed and persons who must cross the highway are safely across.

2. Except as provided in par. (b), the operator of a school bus equipped with flashing red and amber warning lights as specified in s. 347.25 (2) shall do all of the following when stopping to load or unload pupils or other authorized passengers:

a. Actuate the flashing amber warning lights at least 300 feet before stopping in a 45 miles per hour or greater speed zone or at least 100 feet before stopping in a less than 45 mile per hour speed zone.

b. At the point of loading or unloading, bring the bus to a stop, extinguish the flashing amber warning lights, and actuate the flashing red warning lights.

c. After loading or unloading is completed and persons who must cross the highway are safely across, extinguish the flashing red warning lights.

3. Where the curb and sidewalk are laid on one side of the road only, the operator shall use the flashing red or flashing red and amber warning lights when loading or unloading passengers from either side.

(b) **School bus operators shall not use the flashing red or amber warning lights in:**

1. Special school bus loading areas where the bus is entirely off the traveled portion of the highway.

2. Residence or business districts when pupils or other authorized passengers are to be loaded or unloaded where a sidewalk and curb are laid on both sides of the road, **unless required otherwise by municipal ordinance enacted under s. 349.21 (1).**

(bm) Except as provided in par. (b) 2. or unless prohibited by municipal ordinance enacted under s. 349.21 (2), a school bus operator shall use the flashing red or amber warning lights as provided in par. (a) in a zone designated by "school" warning signs as provided in s. 118.08 (1) in which a street or highway borders the grounds of a school when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds.

(c) When a school bus is being used on a highway for purposes other than those specified in s. 340.01 (56) (a) and (am), the flashing red or amber warning lights shall not be used, and all markings on the front and rear of the bus indicating it is a school bus shall be removed or completely concealed; except that any time a motor vehicle is equipped as provided under ss. 347.25 (2) and 347.44 and is transporting children for any purpose, the school bus markings may remain unconcealed and the flashing red or amber warning lights may be used as provided in this section and when so used, sub. (1) applies to operators of other motor vehicles.



Columbus Police Department

159 S. Ludington St.
Columbus, WI. 53925

920-623-5919 (Main)
920-623-5930 (Fax)

349.21 Authority to regulate school bus warning lights.

(1) The governing body of any town, city, village or county may by ordinance provide for the use of flashing red or amber warning lights by school bus operators in a residence or business district when pupils or other authorized passengers are to be loaded or unloaded at a location at which there are no traffic signals and such persons must cross the street or highway before being loaded or after being unloaded.

(2) The governing body of any town, city, village or county may, by ordinance, prohibit the use of flashing red or amber warning lights by school bus operators when pupils or other authorized passengers are loaded or unloaded directly from or onto the school grounds or that portion of the right-of-way between the roadway and the school grounds in a zone designated by "school" warning signs as provided in s. 118.08 (1) in which a street or highway borders the grounds of a school.

History: 1973 c. 93; 1987 a. 125; 2013 a. 96.

Sincerely,

Daniel M. Meister
Chief of Police

2015 AGENDA ITEM

Committee of the Whole Meeting Date: September 20th, 2016

DETAILED DESCRIPTION OF SUBJECT MATTER:

Recreation Committee would like to raise rental rates on the Fireman's Park Pavilion

LIST ALL SUPPORTING DOCUMENTATION ATTACHED: Rental agreement draft, Current Rental agreement, Committee Recommendation, 2015 & 2016 Pavilion expenses

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED? _____ YES X__ NO

FUNDING SOURCE: _____

DEPARTMENT: Recreation

ACCOUNT NUMBER: _____

MOTION REQUESTED OF COUNCIL: _____

2015 AGENDA ITEM

Committee of the Whole Meeting Date: October 4th, 2016

DETAILED DESCRIPTION OF SUBJECT MATTER:

Recreation Committee would like to raise rental rates on the Fireman's Park Pavilion

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

- Rec. Committee recommendation, Current Rental agreement draft, Proposed Rental agreement (1)

NUMBER OF ATTACHMENT PAGE(S) 3

IS FUNDING REQUIRED? _____ YES NO

FUNDING SOURCE: _____

DEPARTMENT: Recreation

ACCOUNT NUMBER: _____

MOTION REQUESTED OF COUNCIL: _____

September 29th, 2016

The Recreation Advisory Committee would greatly appreciate the support of the City Council members, on our request to raise the rental rates for the Fireman's Park Pavilion.

We have made the following changes per council suggestions:

- Residents of Columbus have an increase of \$100, from \$400 per day to \$500 per day
- Non-residents would have an increase of \$200, from \$800 per day to \$1000 per day
- Non-Profit Resident would have a \$100 increase from \$100 to \$200 per day
- Non-Profit Non-Residents would have a \$100 increase from \$125 to \$225 per day

I realize that council requested a third tier for nonprofits. I feel that adding this may cause some confusion and wonder if Council would allow staff to decide on nonprofits for a case by case situation. I would be more than happy to elaborate more at the Council meeting.

We feel these increases are reasonable and we will reevaluate a year from now.

Thank you for taking this into consideration.

Recreation Advisory Committee
Adrian Shepard, Chair
Kristin Hansen, Secretary
Adam Carthew
Todd Farrington
Michelle Wallace
Josh Venden
Juan Guerrero
Amy Jo Meyers, Director

Current

City of Columbus Facility Rental & Use Agreement

Name of User / Agent:	
Address:	Resident: Y / N
City:	State: Zip Code:
Phone # (best) :	Phone # (secondary):
Email:	
Facility Requesting:	Purpose:
Date(s) Requesting:	Approved by:

RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$400.00	\$200.00	\$400.00
Rest Haven	\$50.00	\$75.00	\$100.00
Concession	\$50.00	\$50.00	\$60.00

NON-RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$600.00	\$400.00	\$800.00
Rest Haven	\$100.00	\$125.00	\$150.00
Concession	\$100.00	\$75.00	\$100.00

NON-PROFIT RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$200.00	\$75.00	\$100.00
Rest Haven	\$50.00	\$50.00	\$75.00
Concession	\$50.00	\$25.00	\$50.00

NON-PROFIT NON-RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$300.00	\$100.00	\$125.00
Rest Haven	\$100.00	\$75.00	\$100.00
Concession	\$100.00	\$50.00	\$75.00

Proposed

City of Columbus Facility Rental & Use Agreement

Name of User / Agent:	
Address:	Resident: Y / N
City:	State: Zip Code:
Phone # (best) :	Phone # (secondary):
Email:	
Facility Requesting:	Purpose:
Date(s) Requesting:	Approved by:

RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$400.00	\$200.00	\$500.00
Rest Haven	\$50.00	\$75.00	\$100.00
Concession	\$50.00	\$50.00	\$60.00

NON-RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$600.00	\$400.00	\$1000.00
Rest Haven	\$100.00	\$125.00	\$150.00
Concession	\$100.00	\$75.00	\$100.00

NON-PROFIT RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$200.00	\$75.00	\$200.00
Rest Haven	\$50.00	\$50.00	\$75.00
Concession	\$50.00	\$25.00	\$50.00

NON-PROFIT NON-RESIDENT Rates are listed as "full day" rent

Building	Deposit	Rent Mon. - Thur.	Rent Fri. - Sun.
Pavilion	\$300.00	\$100.00	\$225.00
Rest Haven	\$100.00	\$75.00	\$100.00
Concession	\$100.00	\$50.00	\$75.00

2016 AGENDA ITEM

Committee of the Whole Meeting Date: September 20, 2016

Council Meeting Date: October 4, 2016

DETAILED DESCRIPTION OF SUBJECT MATTER:

Improvements to Kiwanis Lift Station – Pumps and valves replacement with the addition of an on-site, stand-by generator.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

NAME OF DOCUMENT(S) Task Order 2016-08
NUMBER OF ATTACHMENT PAGE(S)

IS FUNDING REQUIRED? X YES NO

REVENUE GENERATED: None
DEPARTMENT: Wastewater
ACCOUNT NUMBER: 600-181183

MOTION REQUESTED OF COUNCIL:

Approval Ruekert-Mielke Task Order 2016-08 to proceed with the design for this project.

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

This is Task Order No. 2016-08,
consisting of 6 pages.

Task Order

In accordance with paragraph 1.1 of the Master Professional Service Agreement between the City of Columbus (City) and Ruekert and Mielke, Inc. (R/M) for Professional Services – Task Order Edition dated April 6, 2010 (“Agreement”), City and R/M agree as follows:

1. Background

- A. The Kiwanis Park lift station is an important part of the City’s sanitary sewer collection system. The lift station serves the southwestern part of the City including Columbus Community Hospital and Columbus High School.
- B. The lift station is a duplex dry pit style design. A brick-clad CMU building encloses the pump control panel located on the first floor. Other electrical equipment is on the first floor room as well. This includes a transformer, disconnect boxes and switchgear. The pumps, valves, fittings and piping are located in the lower of the building. The pumps draw sanitary sewage from an adjacent wet well. The pump controls, wet well, piping, and building are in good condition and do not require attention as part of this project.
- C. The lift station pumps are very old. The backhead of the pumps is from the 1950’s. The pumps have a history of clogging. Clogging with very old pumps is common as the internal parts wear and tolerances between the rotating parts become out of specification. In addition, there have instances in the past where both pumps are needed to keep up with the incoming flow to the lift station. This indicates that the capacity of the pumps may need to be increased. As part of this project, the pumps will either be replaced entirely, or new a number of parts will be provided to essentially make the pump new.
- D. The lift station does not have a permanent emergency generator. In the past, City staff have used a portable generator to serve the station when utility power is not available. However, the City is also responsible for nine other lift stations. The emergency equipment to serve all lift station includes one portable generator and a few portable gas-powered pumps. The portable pumps are not very reliable since they can lose their prime and it can take 15-20 minutes to regain the prime. The City does have plans to purchase a new portable generator in the future. However, even with this second portable generator, there is still a lack of emergency response equipment for sanitary lift stations. The Wisconsin Administrative Code generally requires that only three lift stations can be served with a portable generator during utility outages. The lack of emergency generators to serve lift stations has been recognized by City staff.

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

- E. As part of this project, a permanent natural gas-powered generator would be provided in the upper room of the building. There is adequate space in the room. An automatic transfer switch would be provided in conjunction with the generator. The generator would be sized to accommodate future growth in the tributary area to the lift station. Several pieces of wall-mounted electrical equipment would have to be relocated in the room to make space for the generator. In addition, the exhaust fan in the room serving the lower pump room would be relocated. In addition, the exhaust fan will have to be relocated in the room. Several cut-in wall openings will be required for louvers. In addition, a temporary wall opening will be necessary to fit the generator inside the building.

2. Proposed Design

- A. With the proposed design the following issues would be addressed.
- i. The pumps would be updated with possible additional capacity. The pumps would not clog as often.
 - ii. Permanent emergency power with an automatic transfer switch would be provided. Utility staff would not have to worry about temporary pumping measures at this lift station during power outages.

3. Services of R/M

1. R/M proposes full engineering services for this project. We proposed to provide design, bidding and construction services. Formal contract documents using the EJCDC format would be used with this project for bidding and construction. Specifics of our proposed services are listed below.

Design

- Evaluate Pump Run Times and Past Quotations for Pump Replacement
- Identify Pump Improvements
- Develop System Curve for Lift Station
- Consider Future Growth of Tributary Area
- Design Generator Placement in Existing Building
- Design New Louvers and Wall Openings
- Provide Structural Coordination With Sub-consultant
- Conduct Drafting and Drafting Coordination
- Write Technical Specifications
- Obtain Wage Rate Requirements
- Write Contract and Front End Specifications
- Coordinate DNR Submittal and Approval If Necessary
- Conduct 90% Drawing Approval with City
- Conduct Internal QA/QC
- Provide Final Document Preparation for Public Bidding

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

Bidding

- Administer Public Bidding Documents with Electronic Plan Room
- Answer Bidders' Questions
- Issue Addenda
- Attend Bid Opening
- Review Bids and Prepare Bid Tabulation
- Make Formal Award Recommendation to City

Construction Related Services

- Administer Contract Execution (e.g. Insurance, Agreement, Bonding, etc)
- Issue Notice to Proceed
- Draft Preconstruction Meeting Agenda
- Attend Preconstruction Meeting
- Draft Preconstruction Meeting Minutes
- Review Submittals Such As Shop Drawings and Vendor Operation and Maintenance Manuals
- Attend Five Progress Meetings with Contractor and Conduct Five Inspections. Assume Meetings and Inspections are on Same Day. One Inspection Is For Start-Up and One Inspection Is For Final Inspection.
- Review and Negotiate Change Orders
- Review and Coordinate Contractor Pay Requests
- Answer Contractor Questions and Coordinate With Contractor
- Coordinate with City During Construction
- Attend Equipment Start Up and Provide Substantial Completion Inspection
- Conduct Punch List Inspection
- Write Punch List
- Assemble Project Closeout Documentation

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

3. City's Responsibilities

City shall have those responsibilities set forth in Section II of Agreement, subject to the following:

- i. City shall confirm attendance to meetings prior to attendance.
- ii. Allow access to Kiwanis lift station during design.
- iii. Provide timely review of plans.

4. Items Excluded

- A. The following items are excluded from the Scope of Services:
- Alternatives analysis.
 - Any grant application related to this project.
 - As-Built drawings other than contractor-submitted redlines.

5. Times for Rendering Services

- A. Schedules are subject to change due to activities beyond the control of Ruekert/Mielke. In general, the tentative project schedule is as follows:

Authorization to Proceed	9/20/16
Preliminary Design	11/15/16
Final Design and Advertise	12/03/16
Bids Due on Project	12/20/16
Start Construction	1/20/17
Final Completion	5/31/17
Project Closeout	6/16/17

6.

7. Payments to R/M

- A. City shall pay R/M on an hourly basis for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Estimate of Compensation for Services</i>
Design	Standard Hourly Rates	\$18,047.00
Bidding	Standard Hourly Rates	\$1,983.00
Construction Related Services	Standard Hourly Rates	\$12,465.00

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

Reimbursable (Including Subconsultants)	Standard Rates	\$6,528.00
	TOTAL =	\$39,023.00

- B. The terms of payment are set forth in Section III and Exhibit A of the Agreement.
- C. Terms and Conditions: Execution of this Task Order by 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 City.

TASK ORDER 2016-08
2016 KIWANIS LIFT STATION UPGRADE

The Effective Date of this Task Order is September 15, 2016.

City of Columbus:

Ruekert and Mielke, Inc. :

By:

By:



Name:

Name: Jason P. Lietha

Title:

Title: Office Manager

**DESIGNATED REPRESENTATIVE FOR
TASK ORDER:**

Name:

Name: Jason Lietha

Title:

Title: Office Manager

Address:

Address: 258 Corporate Drive, Madison WI
53714-2407

E-Mail
Address:

E-Mail jlietha@ruekert-mielke.com

Phone:

Phone: 608.819.2600

Fax:

Fax: 608.819.2600

2016 AGENDA ITEM

Committee of the Whole Meeting Date: September 20, 2016

Council Meeting Date: October 4, 2016

DETAILED DESCRIPTION OF SUBJECT MATTER:

Purchase of a portable generator for providing emergency power to sewage pump stations.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

NAME OF DOCUMENT(S)

Total Energy Systems Quote	\$29,697.00
Wolter Power Systems Quote	\$30,393.00
B and M Technical Services Quote.....	\$31,802.00
Cummins NPower Quote.....	\$82,490.00

NUMBER OF ATTACHMENT PAGE(S) 13

IS FUNDING REQUIRED? X YES _____ NO

REVENUE GENERATED: None

DEPARTMENT: Wastewater

ACCOUNT NUMBER: 600-577210-810

MOTION REQUESTED OF COUNCIL:

Approve the purchase of the Kohler portable generator from Total Energy Systems



"Proven Provider of Critical Power"

To: Ruekert & Mielke, Inc.
Attn: Patrick Wohlers
Re: 30REOZK4 Mobile Genset

Phone 262-542-5733
pwohlers@ruekert-mielke.com

From: Bill Konrad
Industrial Generator Sales
Total Energy Systems
8525 N. 87 Street
Milwaukee, WI 53224
P: 920-425-3267 F: 414-357-6278
wkonrad@totalenergysystems.com

GENERATOR SET

* → **Kohler Model: 30REOZK\$**

This Diesel generator set equipped with a 4D5.6 alternator operating at 120/240 volts three phase is rated for 30 kW/37.5 kVA.
Output amperage: 90

Configuration

- Qty **Generator**
- 1 30REOZK Diesel Tier 4 Final EPA Certification
- 1 Nameplate Rating, Standby 130C
- 1 UL2200 Listing
- 1 Alternator, 4D5.6
- 1 Heavy Duty Air Intake
- 1 Cooling, Unit Mounted Radiator
- Controller**
- 1 Controller, DEC3500
- 1 Electronic Governor
- Breaker 1**
- 1 LCB, 150 AMP, Field Adjustable
- Enclosure**
- 1 Sound Enclosure, Steel – 67 dBA at 23 ft.
- 1 Duplex Weather Proof Receptacle w/20A Circuit Breaker
- 1 Stainless Steel Hdw
- Sub-Base Fuel Tank**
- 1 77 gallons – 24 Hour
- Miscellaneous**
- 1 Block Heater. 700W, 120V, 1Ph w/Valves
- 1 Battery Charger, Float 12V-6 AMP
- 1 Flexible Fuel Lines
- 1 Battery Rack & Cables
- 1 Local Emergency Stop Switch
- 1 Lit Kit, Production
- 1 Warranty, 5 Year
- 1 Killark VP10477-S39 Plug - Installer
- 1 25 Ft. Type G Portable Power Cable - Installed



Total Energy Systems, LLC

Job Name: City of Columbus.
SAP: 0026237541
Version 1.0
Quote: 0416bk16
04/28/2016
Page 2

Trailer

1	5700# Torflex Axle
1	Single Axle Flat Deck
1	Electric Breaks
1	Electric Breakaway Kit
1	Tongue Mounted Cable Box
2	Safety Chains
1	7000# Tongue Jack
2	7000# Rear Stabilizer Jacks
1	DOT Lighting Package
1	2 5/16" Adjustable Coupler
1	Adjustable Lunette Eye Coupler
1	7 Pin Trailer Plug
1	Paint Color Gloss Black

DISTRIBUTOR START-UP

1. Start-up, must be scheduled a minimum of 10 - 14 days prior to requested start-up date. Contact the Service Department at 1.888.548.1400 ex 3301 or service@totalenergysystems.com for date and time.

SERVICE ITEMS INCLUDED WITH THIS QUOTE:

Lubricating Oil
Antifreeze - 50/50 Mix
Battery
Start Up Service

One (1) day reserved, during normal business hours, for inspection, engine prep work and initial engine start up

Training session will be provided at the conclusion of the system start up.

2. Contractor shall coordinate and schedule start-up and shall be responsible for **ADDITIONAL field service costs** if start-up cannot be completed in time allowed as a result of incomplete installation.

* Normal business hours are M-F 8:00AM to 4:30PM.
After hours Start ups are available for an additional charge. Standard published rates apply.

BASE PRICE WITHOUT OPTIONS: \$29,679.00

Quotation is firm for 60 days.

Lead Time: 10 to 11 weeks after approved submittals.

FOB Job Site (Customer Unload)

Price does not include any applicable taxes or installation.



CLARIFICATIONS

1. Total Energy System's proposal is based on meeting the functional intent and system requirements of the job description.
 2. No specifications or drawings were provided for the project prior to providing the above equipment.
 3. Unless specifically listed in our Bill of Material, equipment not indicated is assumed to be supplied by others. We reserve the right to correct any errors or omissions.
-
-

OFFER ACCEPTANCE

I hereby authorize Total Energy Systems LLC to use this form as a bona fide purchase order of the equipment shown on Offer Number: 0416bk16 to the terms and conditions.

Proposed by:

Company: Total Energy Systems
Print Name: Bill Konrad
Title: Industrial Generator Sales

Accepted by:

Company: _____
Print Name: _____
Title: _____
Signature: _____
Date: _____
PO Number: _____



PLEASE NOTE:

- A. Quotation is firm for 60 days
- B. Off-loading, installation, insulation, etc. of all associated equipment is not included, unless otherwise stated.**
- C. NETA Testing, if required, is not included and will be completed by others.
- D. Fuel, fuel piping plans, installation and permitting of tanks or piping, if required, is not included.
- E. Quotation meets functional intent of specifications, either verbal or written, unless otherwise noted.
- F. State and/or local permits, where applicable, are not included and must be purchased by owner or installing contractor.
- G. Videotaping of training is not provided due to liability reasons. An approved operational DVD is available upon request and at an additional cost.

TERMS AND CONDITIONS:

TERMS: Payment is: 30% at submittal drawing approval, 60% when equipment is delivered/received to site and 10% at start-up acceptance of system. **Unless alternative terms are agreed upon prior to acceptance.**

CREDIT CARD PAYMENTS: Credit card payments are subject to a processing fee of up to 3%.

GENERAL: Stenographical and clerical errors are subject to correction. Orders resulting from quotations become contracts. Any agreement or other understanding, supplementing or modifying the conditions of the contract resulting from our acceptance of an order will not be mutually binding unless made in writing.

LIABILITY: We accept orders under the condition that we are not to be liable for losses or delays caused by strikes, accidents, fires or any other cause beyond our control. Damage resulting from improper storage or handling prior to placing products in service will not be considered our liability. We will not assume any responsibility, expense or liability for repairs made without our written consent. We assume no contingent liability for losses sustained by any purchases through the use of any of the products described.

RETURNED MATERIAL: No material may be returned without first obtaining written approval, and no claim will be allowed nor credit given for material returned without such written approval. It is your duty to inspect goods within ten days after receipt.

SHIPMENT: Our responsibility ceases with the delivery of merchandise in good order to transportation companies. Claims for shortage or damage in transit must be made by the customer against the carrier. In the absence of definite shipping instructions, we reserve the right to ship all material, upon completion, by any public carrier, which in our opinion is satisfactory.

TAXES: State and local sales and use taxes and excise taxes, where applicable, are in addition to quoted prices and will be billed unless the purchaser promptly certifies that the goods are for resale or are otherwise exempt.

GUARANTEE: As outlined by appropriate manufacturer.

CANCELLATION: All orders cancelled after submittal approval are subject to cancellation charges of 50% submitted by factory to Total Energy Systems.

2016 AGENDA ITEM

MEETING DATE: September 20, 2016

AGENDA ITEM: City Budget Expense Line Policy

DETAILED DESCRIPTION OF SUBJECT MATTER:

The Ad Hoc Committee on Financial Policies has met and prepared the attached document. This policy would provide clarification for the communication and accountability between City Staff and the Council pertaining to the spending within a current year's budget.

ACTION:

To discuss and consider adoption of the City Budget Expense Line Policy.

CITY OF COLUMBUS
City Budget Expense Line Policy
October 4, 2016

1.0 PURPOSE:

The annual City Budget, as adopted by the City Council, sets the expectation for expenses required to provide necessary public services to the residents of Columbus. A thorough and deliberative process is implemented each year in the effort to accurately assess the cost of delivering said services.

The purpose of this document is to provide clarification for the communication and accountability between City staff and the City Council on the ongoing expenditures within the annual “City Budget” meaning any Fund in which a budget is adopted. It shall also serve as a guide along with the current Purchasing Policies and Procedures to city staff to strive to adhere to the budget initiatives and priorities to the best of their abilities as stewards of the tax levy.

2.0 ORGANIZATIONS AFFECTED:

All City Departments, particularly the City Administrator.

3.0 INTENT:

THE INTENT OF THIS DOCUMENT IS TO IDENTIFY SPECIFIC EXPENDITURE TYPES AND THE PROCESS FOR WHICH INFORMATION IS DISEMMINATED TO THE CITY COUNCIL ON REQUESTS TO EXPEND FUNDS TO GO OVER BUDGET LINE-ITEMS OR TO PROVIDE REASONING FOR WHY LINE ITEMS HAVE GONE OVER BUDGET FOR THE CURRENT YEAR.

4.0 EXPENDITURE TYPES:

As stewards of these public resources, the City Council and City staff are partners in ensuring that expenses made throughout each year stay within the parameters set by the budget as adopted. The City Council and City staff recognize that circumstances, like emergencies, may cause certain budget lines to exceed the set budget, but in so doing must provide documented reasoning behind it. The City Council and City Staff also realize that there may be a need or opportunity for future spending efficiencies which may cause certain budget lines items to exceed the adopted budget. These items should be brought before City Council for review and approval prior to the expenditure.

1. NON-EMERGENCY EXPENSES EXCEEDING A BUDGET LINE:

The City Council adopted a Purchasing Policies and Procedures guideline which established “uniform standards and procedures to be followed by the City Departments, Boards, Commissions and the City Council in the purchase of supplies, materials, equipment and contractual services.” The Purchasing Policies and Procedures identifies the requirement to ensure funds are available prior to a current purchase/service but there are times when a Department Head recognizes that a future expense will exceed a budget line item. In accordance with the Purchasing Policies and Procedures prior to any action the Department Head must consult with the City Administrator beforehand. The City Administrator shall then forward the issue to the City Council for approval. The City Administrator and the Department head will be required to provide the necessary information and reasoning for why the proposed expense is necessary and was not anticipated when the annual budget was approved for the current year.

2. EMERGENCY EXPENSES:

For hazards that pose a threat to the lives, property or environment in the City of Columbus and that would create unexpected expenses causing an expense line to exceed the approved budget deemed an “Emergency” are defined as:

DECLARED STATE OF EMERGENCY: Depending on the scope of the natural disaster the Mayor declares whether or not the event creates a local state of emergency. If a local state of emergency is declared the City’s Emergency Management Plan shall be activated.

NOT DECLARED STATE OF EMERGENCY: If a local state of emergency is not declared, the City Administrator shall work with the appropriate Departments to address any public safety or health issue/concern, which would require immediate action to repair or response to prevent further public safety issues, health issues, damages or financial loss to the City or its residents. These actions shall be dealt with in a timely manner – immediate if deemed necessary for public safety – regardless of the adopted budget within a particular expense line.

When any type of emergency situation occurs the City Administrator or designated individual shall contact the City Council as soon as practical and provide them with a summary of the event and the current and potential expenses regarding the event. Updated reports shall be provided at each subsequent Council meeting or as often as necessary to keep the City Council informed and up to date.

Not more than 90 days after the event the City Administrator, Emergency Management Director or appropriate individual shall bring a full report to the Council on the effect of the event and the costs associated with the event.

OTHER EMERGENCY TYPE EVENTS: Events may arise where the situation does not pose an imminent public safety or health issue/concern or life threatening situation to the residents or staff of the City of Columbus, but the event or situation still needs to be dealt with in an immediate manner. The affected Department Head shall contact the City Administrator to request permission to correct the problem as soon as possible being mindful of the amount budgeted.

Once the scope of the “emergency” and the costs are better known the City Administrator will contact the City Council to provide them with information on the situation and the anticipated costs. If the expenditure would cause an expense line to go over budget the City Council would be required to approve said expense via a special emergency meeting, if determined necessary.

These types of events or situations shall be determined on a case by case basis by the City Administrator and the current Purchasing Policies and Procedures shall be referred to in regard to the dollar amount of the purchases as determined necessary.

5.0 REVIEW & APPROVAL

COUNCIL REVIEW & ACTION: The City Council shall be provided at each regular meeting of the Council with a list a/k/a the claims packet by department of invoices for services/purchases incurred by each Department Head and approved by the City Administrator in accordance with the current Purchasing Policies and Procedures for review and action. Capital projects costs, purchases or other expenses shall always be recorded in its own departmental report.

BUDGETARY REVIEW: In addition, the Council shall be provided with a Treasurer’s Report at the second regular meeting of each month. The Treasurer’s Report shall include the activity reported through the prior month end and shall compare budget to actual by departmental levels along with providing cash and asset balances for the prior month end. The report will also, for the General Fund, provide a list of any and all expense accounts that have gone over the budgeted amount along with an explanation. The report is intended to provide an overview of the financial status of the major City Funds, Sewer Utility and Tax Incremental Financing Districts.

The Funds listed below have been requested by the Council to be included in the monthly Treasurer’s Report but at any time the Council may request additional Funds be added to this list:

- General Fund #100
- Revolving Loan Fund #200
- Community & Economic Development Fund #205
- Aquatic Center Fund #215
- Room Tax Fund/Tourism #225
- Hillside Cemetery Fund #235
- Tax Incremental Financing District #3 #410
- Tax Incremental Financing District #4 #412
- Capital Projects Fund #415
- Sewer Utility Fund #600

2016 AGENDA ITEM

MEETING DATE: October 4, 2016

AGENDA ITEM: Ad Hoc Committee on Code of Conduct

DETAILED DESCRIPTION OF SUBJECT MATTER:

At the 9/20 COW meeting, the Council forwarded a proposal to create an Ad Hoc Committee on Code of Conduct. This was the recommended means to ultimately create a Code of Conduct for Elected Officials and members of city boards, committees and commissions. The Ad Hoc Committee would meet to review issues and create a code of conduct for the Council to eventually review and act upon.

The Regular Agenda has an item to cement the creation of the Ad Hoc Committee on Code of Conduct and to state the formal makeup of the committee. From my notes at the 9/20 COW discussion, here is what I recall:

- The Committee would have 7 members: the Mayor, 3 Alderpersons, and 3 residents who have had past experience as an elected official or governing body at the State, County or Local level.
- The City Council would review and approve candidates for the public seats on the committee

While I don't think that we need to approve the meeting time and place for the meetings, my suggestion is that the committee meet once per month at a time most convenient to all members. Administrator Vander Sanden will serve as the staff representative/assistant to the committee and City Attorney can be made available for legal questions.

ACTION REQUESTED OF COUNCIL: Consideration of the creation of the Ad Hoc Committee on the Code of Conduct

2016 AGENDA ITEM COMMON COUNCIL MEETING

Meeting date: October 4, 2016

DETAILED DESCRIPTION OF SUBJECT MATTER:

Approve New Operator Licenses for licensing period 7/1/16 – 6/30/18:

- Amanda M Sylvia

Approve Renewal Operator Licenses for licensing period 7/1/16 – 6/30/18:

-

MOTION REQUESTED OF COUNCIL:

Motion to grant operator license(s) for licensing period ending June 30, 2018.

2016 AGENDA ITEM

Council Meeting date: October 4, 2016

SUBJECT: Approve Monthly Claims through September 27, 2016

Administration	\$	269,735.22
Treasurer	\$	201,775.50
Payroll	\$	<u>145,203.33</u>
	\$	616,714.05

CDA	\$	681.00
Debt Service	\$	3,800.00
Library	\$	3,069.63
Police Dept.	\$	2,392.47
Senior Center	\$	691.15
Fire Dept.	\$	2,432.89
Recreation	\$	6,435.00
Hist. Pres.	\$.00
Cable	\$	3,701.31
Aquatic Center	\$	7,573.69
Capital Projects	\$	711,243.01
Sewer	\$	1,752.28
Public Works	\$	<u>35,537.03</u>
Total Claims	\$	1,396,023.51

LIST ALL SUPPORTING DOCUMENTATION:

NAME OF DOCUMENT(S) Claims Packet through 09/27/2016

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 \$ 1,396,023.51