

**COLUMBUS COMMON COUNCIL – REGULAR MEETING**

**MONDAY, OCTOBER 17, 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 – 09/29/16, 10/04/16
2. Library Board – 08/30/16
3. Recreation Advisory – 07/18/16, 08/15/16, 09/15/16
4. Ad Hoc Committee on Financial Policies – 08/11/16

**Unfinished Business**

1. Take action to Reject bid for 2016 Crack Seal Project

**New Business**

2. Consider and take action to authorize a contribution of \$100,000 toward the purchase by the Library Board
3. Consider and take action to authorize the Mayor and City Clerk to sign offer to purchase and any other documents as negotiated by the Library Board.
4. Consider and take action to renew the 911 Joint Powers Agreement for 01/01/2017 – 12/31/2017 with Dodge County Sheriff's Department
5. Consider and take action to approve a development agreement between the City of Columbus and The Woods plat
6. Consider and take action on a claim regarding injury suffered in Hillside Cemetery
7. Consider and take action on the 2017 proposed budget for Eastern Columbia County Joint Municipal Court
8. Consider and take action on Purchasing Policy & Procedures
9. Consider Mayor Crombie appointment of Dave Carlson to the Gateway Architectural Review Committee
10. Adjourn to closed session per 19.85(1)(c) personnel to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically city staffing as affected by recent FLSA changes.
11. Consider and possible action on staff positions affected by FLSA changes.
12. Consider and take action on applications for Operator Licenses:
13. Consider and take action on claims in the amount of \$222,536.35
14. Report of City Officers – City Administrator, Mayor

**Adjourn**

**COLUMBUS COMMON COUNCIL - SPECIAL MEETING  
THURSDAY, SEPTEMBER 29, 2016 - 6:00 P.M.  
COLUMBUS CITY HALL – 2<sup>nd</sup> WARD ROOM**

The Columbus Common Council held a special meeting Thursday September 29, 2016 at 6:00 pm at Columbus City Hall.

The Council meeting was called to order by Mayor Crombie and notice of open meeting was noted as posted. Present: Mayor Crombie, Council members Melotte, Hendrickson, Reid, Rule, Thom and Traxler, City Administrator Vander Sanden, City Clerk Donahue, Finance Director/Treasurer Manley and City Engineer Lietha.

Vander Sanden updated the Council on the street selection for the 2016 Slurry Seal project which could be expanded since the crack sealing work will not be done this year. Lietha provided additional information on the review with PW Manager Clark of possible streets to consider with the additional funds not used for crack seal, and recommended Brookside Lane. Roads recommended for slurry seal are in the 7-15 year old range, with good utilities underneath and in fairly good shape. The streets will be closed to traffic for 6-8 hours to cure.

Council discussed notice to residents prior to the beginning of the work. Lietha will investigate the notice requirements in the contract and report back.

Motion by Thom second by Melotte to reject the recommendation for additional street to be slurry sealed with the 2016 project. Motion carried 6-0 roll call vote with Hendrickson, Melotte, Reid, Rule, Thom and Traxler voting 'Yes.'

Vander Sanden reviewed the 2017 budget review process and asked for input on the location of the workshops. Consensus of the Council was to hold all discussions on the 2017 budget at special Committee of the Whole workshops in the Council Chambers, with the initial meetings not televised and the final meetings televised with additional graphs and statistics up on the screen.

The meeting adjourned at 6:50 pm on a motion by Thom second by Melotte. Motion carried voice vote.

Anne Donahue  
City Clerk

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

The Columbus Common Council held a regular meeting on Tuesday October 4, 2016 at 6:30 pm at Columbus City Hall. The meeting was called to order by Council President Thom and notice of open meeting was noted as posted. Present: Council members Hendrickson, Melotte, Reid, Thom and Traxler, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media. Excused Mayor Crombie and Council member Rule.

Council President Thom led the Council in the pledge of allegiance. Motion by Traxler second by Melotte to approve the agenda. Motion carried voice vote.

Carolyn Frederick, HLPC, reported on the pavilion project - the elevator is in at the pavilion, work continues on the bathrooms, painting in the next few weeks, the work is on schedule and on budget.

Council President Thom presented the Consent Agenda. No items were asked to be removed from the Consent Agenda. Motion by Hendrickson second by Reid to approve the Consent agenda as presented. Motion carried voice vote.

Motion by Traxler second by Melotte to approve an amendment to the lease between the City and the Columbus Country Club. Motion carried voice vote.

Motion by Melotte second by Hendrickson to suspend the rules for immediate consideration of an ordinance. Motion carried voice vote.

Motion by Traxler second by Reid to waive the required readings of ordinances. Motion carried voice vote.

Motion by Hendrickson second by Melotte to adopt 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. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by Traxler second by Melotte to approve new rates for the rental of city park buildings as presented. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by Traxler second by Melotte to approve Task Order 2016-08 with Ruckert Mielke for the Kiwanis Lift Station Upgrade in the amount of \$39,023.00. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by Melotte second by Hendrickson to approve the purchase of a Kohler portable generator for emergency power to sewage stations from Total Energy Systems in the amount of \$29,697.00. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by TR second by RH to approve the budget line-item policy. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by Melotte second by Traxler to approve the duties of an ad hoc committee on a code of conduct. Motion carried voice vote.

Motion by Traxler second by Hendrickson to approve changing the next Council meeting to October 17, 2016 instead of October 18. Motion carried voice vote

Motion by Traxler second by Melotte to grant an operator licenses to Amanda M Sylvia, Shane M Coates, Jennifer L Meyer and Kathleen A Stansberry. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

Motion by Traxler second by Hendrickson to approve payment of claims in the amount of \$1,396,023.51. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

City Administrator Vander Sanden reported he has sent emails out to the Council to begin discussion of the schedule for budget work; attended along with other city staff a meeting with DOT on preliminary work on the HWY 89 2021 project. Vander Sanden offered congratulations to Nancy Olson who retired October 3 after 27 years with the Columbus Water & Light Department.

Items placed on file through the Consent Agenda:

Council Minutes – 09/20/16

ECCJMC – 09/27/16

HLPC – 09/14/16

Plan Commission – 08/18/16

Picnic License: The Mane Event, St Jerome Church, 1550 Farnham St, October 15, 2016

Resolution No 17-16, Public Power Week

Resolution No. 20-16, Fire Prevention Week

Resolution No. 21-16: Recognizing Wisconsin School Board Appreciation Week

The meeting adjourned at 6:56 pm on a motion by Traxler second by Hendrickson. Motion carried voice vote.

Anne Donahue  
City Clerk

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE  
TUESDAY, OCTOBER 4, 2016 – 7:05 PM  
COLUMBUS CITY HALL**

The Columbus Common Council held a Committee of the Whole meeting on Tuesday October 4, 2016 at 7:05 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: Council members Hendrickson, Melotte, Reid, Thom and Traxler, City Attorney Johnson, City Administrator Vander Sanden, City Clerk Donahue, interested citizens and the media. Excused Mayor Crombie, Rule.

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

Administrator Vander Sanden will arrange a meeting with the School District to discuss the parking issues around the elementary and middle school buildings and report back. Referred to a Committee of the Whole after the meeting.

The annual request of Dodge County Sheriff's Office to renew the 911 Joint Powers Agreement for 01/01/2017 – 12/31/2017 was referred to the next regular meeting of the Council, October 17, 2016.

City Attorney Johnson reviewed the draft of a development agreement between the City of Columbus and The Woods plat, which is a replat of "The Commons" area of Highland Ridge. The exhibits are in the process of finalizing. Referred to the next regular meeting of the Council October 17, 2016.

The claim regarding injury suffered in Hillside Cemetery was referred to the next regular meeting of the Council, October 17, 2016.

Administrator Vander Sanden reviewed with the Council the situation surrounding the statue of Christopher Columbus located at the interchange of STH 16 and STH 60. The DOT has informed the city the statue now sits on DOT land, which is contrary to information provided by the DOT at the time of the land exchange. Statue build in 1986 as a replica of the one at the Chicago Worlds Fair, built of painted fiber glass on a concrete base and has been on the site since 1988. Referred to the next tourism meeting.

The 2017 proposed budget for Eastern Columbia County Joint Municipal Court referred to the next regular meeting of the Council, October 17, 2016.

Administrator Vander Sanden presented points for the Council to consider for the contract for waste collection. Representatives from Pellitteri, Advanced Disposal, Waste Management and Columbia County spoke to their proposals. Henry St Maurice, Columbia County Board of Supervisors, spoke on behalf of the Columbia County Waste program. Referred to the next Committee of the Whole meeting, October 17, 2016.

The meeting adjourned to closed session at 8:19 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 the library. Motion carried 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

The meeting reconvened to open session at 8:55 pm on a motion by Traxler second by Hendrickson. Motion carried voice vote.

The meeting adjourned to closed session at 8:55 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 5-0 on a roll call vote with Hendrickson, Melotte, Reid, Thom and Traxler voting "Yes."

The meeting reconvened to open session at 9:45 pm on a motion by Traxler second by Melotte. Motion carried voice vote.

The meeting adjourned at 9:46 pm on a motion by Traxler second by Hendrickson. Motion carried voice vote.

Anne Donahue  
City Clerk

**Columbus Public Library  
Library Board Meeting  
Tuesday August 30, 2016  
Phyllis Luchsinger Callahan Meeting Room**

Peter Kaland called meeting to order at 5:00 PM. Present: Trina Reid, Kate Stover, Jenny Perkins, Nora Vieau, and Cindy Fesemyer.

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

**Board Minutes:** Pete moved and Jenny seconded a motion to accept the Board meeting minutes from July 19. Motion carried.

**Financial Secretary's Report:** The Farmers and Merchants Bank balance is \$7,260.62. The SCLS Foundation Fund balance is \$243,785.79. The Anchor Bank balance is \$34,089.76. Jenny moved and Trina seconded a motion to accept the report. Motion carried.

**Approval of Bills:** Pete moved and Jenny seconded a motion to accept the bills in the amount of \$6707.54. Motion carried.

**Director's Report:**

- Cindy requested a City's Mae Ward Fund fro \$475 to cover cost of shrubs and bushes planting in Davies Park by R4C
- Contract is signed for the \$100,000 challenge grant. December 31, 2017 is our match deadline
- Request was made to have the Board of Trustees attend a webinar from the Wisconsin Trustee Training together
- Thursday, November 17 at the Cambridge Winery in Cambridge, Mary Lou will be honored with the SCLS Foundation's Annual Cornerstone Award.
- Roofer will be contacted to fix leaky addition roof
- Cindy has meeting to discuss the switch of all neon lighting.
- WE energies is replacing gas line and digging is happening on Dickason for preparation to construction 2017
- We discussed fines, fees and stats

**President's report:** none

**Friends of the library:** Friends have purchased items for a slat wall to be placed in children's area. Fall Fest is September 17. Help is always needed on set up

**Correspondence:** none

**Committee Reports:** none

**Unfinished business:**

We discussed the steps being made to proceed with the Boundary Survey and Easement situation.

- Jenny moved and Kate seconded a motion to send the letter prepared by Pete to homeowners for easement
- Jenny moved and Nora seconded a motion to direct Cindy to request to be on the agenda for city council regarding easement

We discussed setting Board Term Limits. Pros and cons were brought forth: interest in community members, recruiting, continuity, stifling, new views, refresh.

**New Business:**

Request for Reconsideration of Library Resources: We discussed the book and the shelving situation. Cindy requested information from CCBC to support our placement of the book. Board members have invited the parent to attend the September 20 board meeting to listen and discuss the request.

New Overtime Law and 2017 Budget: We discussed the options we have to accommodate the new law taking affect December 1, 2016.

There being no further business, Jenny moved and Kate seconded a motion to adjourn the meeting. Motion carried.

Nora Vieau  
Temp. secretary

Recreation Advisory Committee  
July 18<sup>th</sup>, 2016 Meeting Minutes  
161 N Dickason Blvd / Community Center

**Call to Order at 6:30 pm**

**Present:** Regan Rule, Amy Jo Meyers, Adrian Shepard, Kristin Hansen, Todd Farrington, Michelle Wallace, Juan Guerrero, Josh Venden, Adam Carthew

**Notice of an Open and Posted Meeting**

**Motion to approve July 2016 Agenda by Kristin Hansen, 2<sup>nd</sup> by Michelle Wallace**

**Motion to approve June 2016 Meeting Minutes by Michelle Wallace, 2<sup>nd</sup> by Todd Farrington**

**Public Comments:** None

**Old Business**

Grant discussion: Nothing to report from Kaboom!. Amy Jo will touch base with them. A donation letter of intent was created and reviewed. Donation tiers were discussed. The Knights of Columbus and Lions Club have each committed \$1000.

Pavilion Rates: Comparing prices with similar venues. The elevator and bathrooms should be completed this month. Suggestion to raise the rates to \$1200 for non-residents and \$800 for residents. A decision to be made at the August meeting.

Columbus Courtside Organization (CCO) discussion: Motion by board member to do a side by side comparison of the ESYBL and the BDL. A contract will be drafted and presented the CCO once the Recreation Board makes a decision on the league. A parent meeting can then be planned to discuss future of the basketball program.

**New Business**

Halloween Freak Week planning: The city would like to organize some Halloween festivities for Saturday or Sunday: library story walk, arts/crafts, scavenger hunt, bon fire. The PTO should be having its annual dance on the Friday night.

Director Report

Motion to adjourn by Kristin Hansen, 2<sup>nd</sup> by Michelle Wallace.

Next meeting scheduled for August 8<sup>th</sup>, 2016 6:30pm

Minutes respectfully submitted by Kristin Hansen.

Columbus Recreation Advisory Committee  
August 15<sup>th</sup>, 2016 6:30pm  
161 N Dickason Blvd / Community Center

**Columbus Recreation Mission**

“The City of Columbus seeks to provide recreational activities and facilities that will build strong families and a community quality of life.”

**Call to Order at 6:30pm.**

**Present:** Amy Jo Meyers, Kristin Hansen, Todd Farrington, Adrian Shepard, Adam Carthew, Regan Rule, Josh Venden

**Notice of an Open and Posted Meeting**

**Motion to approve August 2016 Agenda by Todd Farrington, 2<sup>nd</sup> by Adam Carthew.**

**Motion to approve July 2016 Meeting Minutes by Todd Farrington, 2<sup>nd</sup> by Kristin Hansen.**

**Public Comments:** None

**Old Business**

Grant discussion- no notification from Kaboom yet

Pavilion Rates- Handout by Amy Jo on current rates. Discussed reasons for rate increase, i.e. new elevator, bathroom remodel, floor refinishing. Motion by Adrian Shepard to increase rates, 2<sup>nd</sup> by Adam Carthew.

Weekend Pavilion will change from \$400 to \$600 (residents); \$800 to \$1000 (nonresidents); \$100 to \$150 (non-profit residents); \$125 to \$175 (non-profit nonresidents). Deposits to remain the same. Amy Jo will bring to the city council.

Columbus Courtside Organization (CCO) discussion: Handout created by Adrian showing side by side comparison of ESYBL and BDL. The Recreation Board collectively decided to draft a contract between the CCO and the Recreation Department and enter the BDL. Amy Jo to send out contract for review. Meeting to be schedule with community and the CCO.

Halloween Freak Week: This event will be running jointly with the Columbus School PTO. There will be activities each night of the preceding week including arts/crafts, spooky walk, sock hop and bon fire.

A decorating contest will be held. The city will be divided into three districts with 1<sup>st</sup> and 2<sup>nd</sup> place winners for each. October 23<sup>rd</sup> deadline for judging.

**New Business**

Girls Basketball league: The Columbus Backcourt Club approached the city to work together for girls' basketball. 3<sup>rd</sup> will remain as is where they learn fundamentals and drills, 4<sup>th</sup>, and 5<sup>th</sup> graders will be entered in the ESYBL while the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders will be entering the SWBL league. The Backcourt Club will train the coaches. The Rec Dept will host one to two tournaments with the profits benefiting the Rec Dept. Amy Jo will organize fee collection, registrations, rosters, and practice time.

Budget: Community program money to fund Freak Week.

Director Report: Amy Jo to plan a Mother/Son roller skating night in the pavilion before the floors are refinished. The following day will be open to the community.

Fall Sports: The Challenger Sports has been very successful. Plan to expanding the program in 2017. Working with the schools on gym time for basketball and volleyball practices.

Motion to adjourn meeting at 8:35 pm by Kristin Hansen, 2<sup>nd</sup> by Todd Farrington.

Next meeting scheduled for September 12<sup>th</sup>, 2016, 6:30pm

Minutes respectfully submitted by Kristin Hansen

Recreation Advisory Committee September 15<sup>th</sup>, 2016 6:30pm  
Meeting Minutes  
161 N Dickason Blvd / Community Center

Columbus Recreation Mission

"The City of Columbus seeks to provide recreational activities and facilities that will build strong families and a community quality of life."

Call to Order at 6:30 pm

Members Present: Kristin Hansen, Michelle Wallace, Adrian Shepard, Todd Farrington, Adam Carthew, Amy Jo Meyers, Regan Rule

Notice of Open and Posted Meeting

Motion to approve September 2016 Agenda by Kristin Hansen, 2nd by Michelle Wallace  
Motion to approve August 2016 Meeting Minutes by Todd Farrington, 2nd by Michelle Wallace

**Public Comments:**

Three community members expressed their concern over last year's boys basketball program. They shared their experiences of their sons being discouraged and "bullied" by coaches.

**Old Business:**

Grant Update: no update. A local dentist, Knights of Columbus, and the 4th of July Committee have committed support.

Pavilion Rates:

On Sept 20th the suggested rates and list of expenditures to go to city council.

Halloween Freak Week Planning:

Monday- Library and Story Walk

Tuesday- Cookie and Crafts

Wed- Open

Thursday- Sock Hop

Friday- Bon fire, DJ \$100/4 hours

Saturday- Trick or Treat 5pm-8pm

**New Business:**

Columbus Courtside Discussion- Members of the CCO joined the meeting to discuss drafted contract with the Recreation Dept. Changes to be made and a new draft distributed for review later. Last year's issues were acknowledged and the CCO feels going with the BDL will make a successful boys' basketball program. A coaches/parent meeting to be scheduled to encourage transparency with guidelines and agreements. The CCO has verbally agreed to assist the Recreation dept host a tournament.

Budget Update- Above projected revenues and expenditures. A drift will be provided at the next meeting.

**Director's Report:**

Adult enrichment programs being offered.

Halloween decorating contest

Motion to adjourn meeting by Adrian Shepard, 2nd by Todd Farrington

Minutes respectfully submitted by Kristin Hansen

**Columbus Ad Hoc Committee of Financial Policies  
Thursday, August 11, 2016 – 6:00 PM  
2<sup>nd</sup> Ward Meeting Room, City Hall**

The Columbus Common Council Ad Hoc Committee on Financial Policies held a meeting on Thursday August 11, 2016 at 6:00 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: Council members Hendrickson, Melotte, Reid, Rule, Thom and Traxler, City Administrator Vander Sanden, City Clerk Donahue, Finance Director Manley, Interested citizens and the media. It was determined the quorum was met. Motion by Traxler second by Hendrickson to approve the agenda. Motion carried voice vote.

Discussion of the City Budget Expense Line Guideline continued from the previous meeting. The final edits will be incorporated into the document for the Committee of the Whole meeting September 6, 2016.

Discussion of the Purchasing Policies and Procedures continued. The final edits will be incorporated into the document for the next ad hoc meeting.

The meeting adjourned at 7:15 pm on a motion by Traxler second by Rule. Motion carried voice vote.

Anne Donahue  
City Clerk

**CITY OF COLUMBUS - WATER & ELECTRIC UTILITIES  
TREASURER'S REPORT - SEPTEMBER 2016**

<b>GENERAL FUND - ACCOUNT #1310</b>		
CASH ON HAND - BEGINNING OF MONTH:	\$	1,036,540.00
Receipts	\$	1,282,897.27
Interest Earned:	\$	154.03
	<i>Sub-total:</i>	\$ 2,319,591.30
Disbursements	\$	(1,299,099.52)
Cash on Hand - Month End:	\$	<b>1,020,491.78</b>

*NOTE: Conventional utility accounting standards recommend a balance equal to two month's worth of bills - approximately \$1,400,000.00.*

<b>WATER &amp; LIGHT PAYROLL - ACCOUNT #1311</b>		
CASH ON HAND - BEGINNING OF MONTH:	\$	1,000.00
Receipts	\$	56,538.60
	<i>Sub-total:</i>	\$ 57,538.60
Disbursements	\$	(56,538.60)
Cash on Hand - Month End:	\$	<b>1,000.00</b>

*NOTE: Balance to cover biweekly payroll plus \$1,000. Separate account provides "clean" picture of payroll account.*

<b>CW&amp;L RESERVE FUND - ACCOUNT #1251</b>		
CASH ON HAND - BEGINNING OF MONTH:	\$	384,776.86
Receipts:		
F&M Bank/CDAR and Interest Earned - Matured 09/22/2016	\$	72,395.97
F&M Bank/CDAR and Interest Earned - Matured 09/15/16	\$	120,273.92
Interest Earned on Reserve Fund - Account #1251:	\$	-
	<i>Sub-total:</i>	\$ 577,446.75
Disbursements:		
Re-invested with F&M Bank - CDAR; 13 week; Maturity Date 12/22/16	\$	(192,184.00)
Interest earned transferred to General Checking	\$	(895.75)
Cash on Hand - Month End:	\$	<b>384,367.00</b>

*MATURED - F & M Bank/CDAR 1 Year Certificate of Deposit - .55% - Due: September 22, 2016 - \$72,000.00  
MATURED - F&M Bank/CDAR 13 Week Certificate - .30% - Due: September 15, 2016 - \$120,184.00*

*F&M Bank/CDAR 1 Year Certificate of Deposit - .70% - Due: June 15, 2017 - \$192,183.00  
NEW - F&M Bank/CDAR 13 Week Certificate - .30% - Due: December 22, 2016 - \$192,184.00*

<b>2016 - 2017 CONSTRUCTION ACCOUNT - ACCOUNT #1257</b>		
CASH ON HAND - BEGINNING OF MONTH:	\$	446,386.55
Interest Earned:	\$	306.23
Deposits	\$	-
	<i>Sub-total:</i>	\$ 446,692.78
Disbursements:		
Withdrawal	\$	(186,471.99)
Cash on Hand - Month End:	\$	<b>260,220.79</b>
F & M Bank - Reserve Savings Acct. at .25%		

<b>2016-2017 CONSTRUCTION - CDARS - ACCOUNT #1257</b>		
CASH ON HAND - BEGINNING OF MONTH:	\$	2,500,000.00
Receipts:		
Interest Earned:	\$	-
	<i>Sub-total:</i>	\$ 2,500,000.00
Disbursements	\$	-
Cash on Hand - Month End:	\$	<b>2,500,000.00</b>

*F&M Bank/CDAR - 26 Week Certificate of Deposit - .70 % - Due: December 15, 2016 - \$305,000  
F&M Bank/CDAR - 1 Year Certificate of Deposit - .70% - Due: June 15, 2017 - \$2,195,000*

**CITY OF COLUMBUS - WATER & ELECTRIC UTILITIES**  
**TREASURER'S REPORT - SEPTEMBER 2016**

MRB PRINCIPAL & INTEREST - LGIP #5 - ACCOUNT #1255		
CASH ON HAND - BEGINNING OF MONTH:	\$	279,576.89
Interest Earned:	\$	92.91
Receipts	\$	45,000.00
	<i>Sub-total:</i> \$	324,669.80
Disbursements	\$	-
Cash on Hand - Month End:	<u>\$</u>	<u>324,669.80</u>

*NOTE: Transfers of \$45,000 are made monthly to accrue sufficient funds to make May 1 and November 1 principal & interest payments.*

CW&L DEPRECIATION - LGIP #6 - ACCOUNT #1266		
CASH ON HAND - BEGINNING OF MONTH:	\$	321,420.55
Interest Earned:	\$	114.96
Receipts	\$	5,000.00
	<i>Sub-total:</i> \$	326,535.51
Disbursements	\$	-
Cash on Hand - Month End:	<u>\$</u>	<u>326,535.51</u>

*NOTE: Bond covenants require a "depreciation fund" with recommended balance of \$300,000 to cover plant renewals and replacements.*

E-3-P ENHANCED ENERGY EFFICIENCY PROGRAM - ACCOUNT #1313		
CASH ON HAND - BEGINNING OF MONTH:	\$	133,896.33
Interest Earned:	\$	-
Receipts	\$	7,404.91
	<i>Sub-total:</i> \$	141,301.24
Disbursements	\$	-
Cash on Hand - Month End:	<u>\$</u>	<u>141,301.24</u>

*Note: Interest paid semi-annually.*

Local Gov't. Investment Pool	0.43%	F&M Union Bank-Savings	0.25%
Farmers & Merchants Bank - Checking	0.15%	Anchor Bank - Savings	0.10%
Farmers & Merchants Bank - CDARS - 13 weeks	0.30%	Associated Bank - Savings	0.10%
Farmers & Merchants Bank - CDARS - 26 weeks	0.70%		
Farmers & Merchants Bank - CDARS - 52 weeks	.55% - 0.70%		

**TREASURER'S REPORT - SEPTEMBER 2016**

**CO-MINGLED CASH FUND (UNAUDITED)**

Cash on Hand - Beginning of Month:		\$	1,552,108.03
Receipts		\$	1,060,394.01
Disbursements		\$	(1,550,625.23)
<i>Cash on Hand - Month End:</i>		\$	<b>1,061,876.81</b>
Outstanding Disbursements/Checks Uncleared		\$	(17,573.46)
<i>Bank Balance - Month End:</i>	<i>(UNAUDITED)</i>	\$	<b>1,044,303.35</b>
<b>*Co-Mingled Cash includes:</b>			
General Fund		\$	58,713.17
Revolving Loan Fund		\$	729.31
Development Fees Fund		\$	(2,883.46)
Community Development Authority		\$	9,905.69
Library Fund		\$	148,855.69
CAAC (Pool) Fund		\$	(14,364.67)
Room Tax Fund		\$	30,138.71
Cable TV Fund		\$	201,943.63
Solid Waste Fund		\$	111,264.25
Hillside Cemetery Fund		\$	35,050.87
Special Revenue Fd - Parks		\$	2,792.29
Columbus Emergency Medical		\$	77,003.44
Debt Service Fund		\$	153,033.20
Capital Project Funds		\$	(173,140.16)
TIF #3		\$	438,716.00
TIF #4		\$	(6,151.60)
Sewer Utility Fund		\$	(26,828.43)
Trust Funds (Cash on Hand)		\$	(474.58)
<b>TOTAL:</b>	<i>(UNAUDITED)</i>	\$	<b>1,044,303.35</b>
<b><u>PAYROLL FUND</u></b>			
Cash on Hand - Beginning of Month:		\$	4,937.67
Receipts		\$	179,775.50
Disbursements		\$	(179,775.50)
<i>Cash on Hand - Month End:</i>	<i>(UNAUDITED)</i>	\$	<b>4,937.67</b>
<b><u>SAVINGS - FARMERS &amp; MERCHANTS BK</u></b>			
Cash on Hand - Beginning of Month:		\$	2,776,184.83
Interest Earned - .25%		\$	-
Disbursements/Withdrawals		\$	(200,000.00)
Deposits (W/L Reimbursed Costs - 2016 St. Projects)		\$	-
<i>Cash on Hand - Month End:</i>	<i>(UNAUDITED)</i>	\$	<b>2,576,184.83</b>
<b><u>INVESTED FUNDS</u></b>			
General Fund #100	\$	1,273,591.88	
Debt Service Fund #300	\$	26,366.08	
TIF #3 Fund #410	\$	201,691.46	
Capital Projects Fund #415	\$	777,725.47	
Sewer Utility Fund #600	\$	296,809.94	
	\$	<b>2,576,184.83</b>	
<b>Investment Total - General Fund:</b>			
General Fund (F&M Savings & LGIP)		\$	1,278,934.27
<b>TOTAL</b>		\$	<b>1,278,934.27</b>
<b>Investment Total - Funds:</b>			
Designated Investments Fund		\$	43,875.29
Community Development Authority		\$	69,588.55
Revolving Loan Fund		\$	284,057.50
Cemetery Perpetual Care Fund		\$	113,106.40
Library - Money Market Fund		\$	34,095.89
Debt Service Fund		\$	1,015,120.96
TIF #3		\$	391,415.62
Capital Projects Fund		\$	443,184.78
Sewer - Collection Main Replacement Fund-James Street Project		\$	444,116.89
Sewer - 2016 Street Projects		\$	267,315.94
Sewer Bond Redemption Fund		\$	79,127.01
Sewer Connection Fees Investment		\$	203,482.57
Sewer Pump Replacement Fund		\$	113,788.70
WWTP Replacement Fund		\$	1,618,846.39
<b>TOTAL</b>	<i>(UNAUDITED)</i>	\$	<b>5,121,122.49</b>
<b>GRAND TOTAL - DESIGNATED/UNDESIGNATED FUNDS</b>		\$	<b>6,400,056.76</b>

**CITY OF COLUMBUS**  
**INVESTMENTS - MONTH END - SEPTEMBER 2016**

<b>FUND:</b>	<b>(Face Value)</b>
	<b>SEPTEMBER, 2016</b>
<b>#100</b> <b>TREASURER'S CASH SUMMARY</b>	
LGIP	\$ 5,342.39
F&M UNION BK - SVGS	\$ 1,273,591.88
	<u>\$ 1,278,934.27</u>
<b>#200</b> <b>REVOLVING LOAN FUND SUMMARY</b>	
F&M UNION BANK - PASSBOOK	\$ 122,191.80
F&M UNION BANK - CDARS PROGRAM	\$ 161,865.70
	<u>\$ 284,057.50</u>
<b>#205</b> <b>COMMUNITY DEVELOPMENT AUTHORITY</b>	
F&M UNION BANK - PASSBOOK	\$ 69,588.55
	<u>\$ 69,588.55</u>
<b>#210</b> <b>LIBRARY/COUNTY FUND SUMMARY</b>	
ANCHOR BANK - MONEY MKT	\$ 34,095.89
	<u>\$ 34,095.89</u>
<b>DEBT SERVICE</b>	
<b>#300</b> F&M UNION BANK - CDARS-Restricted - CAAC	\$ 229,276.99
F&M UNION BANK - CDARS-Restricted-Gateway (2)	\$ 514,794.53
F&M UNION BK - SVGS	\$ 26,366.08
F&M UNION BANK - CDARS-Restricted-Gateway (1)	\$ 244,683.36
	<u>\$ 1,015,120.96</u>
<b>#410</b> <b>TIF DISTRICT #3</b>	
F&M UNION BK - SVGS	\$ 201,691.46
LGIP	\$ 189,724.16
	<u>\$ 391,415.62</u>
<b>#415</b> <b>CAPITAL PROJECTS FUND</b>	
F&M UNION BK - SVGS	\$ 443,184.78
	<u>\$ 443,184.78</u>
<b>#600</b> <b>WWTP REPLACEMENT FUND SUMMARY</b>	
F&M BK-CDARS PRGM	\$ 191,979.30
DMB COMMUNITY BANK - MONEY MARKET	\$ 1,011,885.81
OLD NATIONAL BANK-MONEY MKT	\$ 170,044.10
F&M UNION BK - SVGS	\$ 218,438.53
LGIP	\$ 26,498.65
	<u>\$ 1,618,846.39</u>
<b>#600</b> <b>COLLECTION MAIN SUMMARY</b>	
OLD NATIONAL BANK-MONEY MKT	\$ 226,590.33
F&M Bank - CDARS - Restricted - James Street	\$ 217,526.56
	<u>\$ 444,116.89</u>
<b>#600</b> <b>SEWER UTILITY - 2016 STREET PROJECTS</b>	
F&M UNION BK - SVGS	\$ 267,315.94
	<u>\$ 267,315.94</u>
<b>#600</b> <b>SANITARY SEWER UTILITY/PUMP REPLACEMENT</b>	
ANCHOR BANK-MONEY MKT	\$ 113,788.70
	<u>\$ 113,788.70</u>
<b>#600</b> <b>SEWER BOND REDEMPTION SUMMARY</b>	
F&M UNION BK - SVGS	\$ 79,127.01
	<u>\$ 79,127.01</u>
<b>#600</b> <b>SEWER CONNECTION FEES</b>	
F&M UNION BK - SVGS	\$ 203,482.57
	<u>\$ 203,482.57</u>
<b>VARIOUS</b> <b>GENERAL FUND - DESIGNATED FUNDS</b>	
Animal Rescue Fund	\$ 714.99
Beautification (Mae Ward)	\$ 3,214.23
Quincentennial Funds	\$ 3,569.75
Chaplain Program	\$ 51.01
City Hall Clock Tower Repairs (from HLPC)	\$ 1,532.02
Historic Preservation	\$ 2,568.56
Horsin' Around-Fireman's Park Playground Eq.	\$ 306.06
Police Dept. Equipment & Special Services	\$ 2,645.48
State Fire Dues - 2% Dues	\$ 28,266.58
Fire Department - Donations	\$ 1,006.61
	<u>\$ 43,875.29</u>
<b>#235</b> <b>HILLSIDE CEMETERY</b>	
F&M UNION BANK - CDARS PROGRAM	\$ 81,681.09
F&M UNION BANK - CDARS PROGRAM-LEGACY FUNDS	\$ 10,204.55
F&M UNION BANK - CDARS PROGRAM	\$ 21,220.76
	<u>\$ 113,106.40</u>
<b>GRAND TOTAL - INVESTED FUNDS:</b>	<u>\$ 6,400,056.76</u>

**CITY OF COLUMBUS**  
**GENERAL OPERATING FUND #100**  
**SEPTEMBER 2016**

<b>Revenues</b>	<b>ADOPTED 2016</b>		<b>ACTIVITY THRU</b>		<b>DIFFERENCE</b>		<b>COMMENTS:</b>
	<b>Budget:</b>		<b>09/30/2016:</b>		<b>(UNDER)OVER:</b>		
Taxes	\$ 2,384,066	\$	2,213,624	\$	(170,442)		
Intergovernmental Aid Payments	\$ 917,045	\$	350,410	\$	(566,635)		
Licenses & Permit Fees	\$ 84,450	\$	82,693	\$	(1,757)		
Municipal Fines & Forfeitures	\$ 52,000	\$	36,451	\$	(15,549)		
Public Charges for Services	\$ 43,580	\$	28,859	\$	(14,721)		
Intergovernment Charges	\$ 9,150	\$	12,990	\$	3,840		
Senior Center Revenue	\$ 12,974	\$	12,453	\$	(521)		
Recreation Program Revenues	\$ 26,000	\$	22,074	\$	(3,926)		
Park Shelter/Pavilion Rentals	\$ 18,000	\$	26,530	\$	8,530		
Interest On Investments	\$ 22,000	\$	16,297	\$	(5,703)		
Miscellaneous Revenue Sources	\$ 15,412	\$	237,563	\$	222,151		Claim-Chapel St. Water Tower
Interfund Transfer	\$ 95,972	\$	95,972	\$	-		
<b>TOTAL REVENUES:</b>	<b>\$ 3,680,649</b>	<b>\$</b>	<b>3,135,917</b>	<b>\$</b>	<b>(544,732)</b>		

<b>Expenditures</b>	<b>ADOPTED 2016</b>		<b>ACTIVITY THRU</b>		<b>DIFFERENCE</b>		
	<b>Budget:</b>		<b>09/30/2016:</b>		<b>(UNDER)OVER:</b>		
<b>GENERAL GOVERNMENT</b>							
City Council	\$ 33,617	\$	24,982	\$	(8,635)		
Historical Preservation	\$ 4,000	\$	4,570	\$	570		
Contingency Funds-Carry Over Projects	\$ 8,200	\$	8,200	\$	-		Library Study & Aquatic Ctr. Painting
Contingency Funds	\$ 30,000	\$	120,258	\$	90,258		Claim-Chapel St. Water Tower
Legislative Support/Codification	\$ 10,000	\$	12,649	\$	2,649		
Administration	\$ 332,187	\$	253,132	\$	(79,055)		
Elections	\$ 19,719	\$	11,185	\$	(8,534)		
Assessment of Property	\$ 13,600	\$	10,200	\$	(3,400)		
Professional Services - Attorney	\$ 85,000	\$	50,124	\$	(34,876)		
Professional Services - Audit	\$ 27,700	\$	22,630	\$	(5,070)		
City Hall - Operating Expenses	\$ 109,312	\$	67,271	\$	(42,041)		
City Hall - Capital Expense	\$ 10,000	\$	6,737	\$	(3,263)		
Bad Debt Allowance	\$ -	\$	-	\$	-		
Insurances	\$ 90,000	\$	120,221	\$	30,221		
Unemployment	\$ 5,000	\$	-	\$	(5,000)		
Building Permit Fees	\$ 57,000	\$	38,259	\$	(18,741)		
Payments To Others	\$ 190,375	\$	184,598	\$	5,777		
<b>TOTAL GENERAL GOVERNMENT:</b>	<b>\$ 1,025,710</b>	<b>\$</b>	<b>935,016</b>	<b>\$</b>	<b>(84,916)</b>		

<b>Expenditures</b>	<b>ADOPTED 2016</b>		<b>ACTIVITY THRU</b>		<b>DIFFERENCE</b>		
	<b>Budget:</b>		<b>09/30/2016:</b>		<b>(UNDER)OVER:</b>		
<b>PUBLIC SAFETY</b>							
Police Department - Administration	\$ 352,033	\$	255,183	\$	(96,850)		
Police Department - Patrol	\$ 569,826	\$	399,108	\$	(170,718)		
Police Department - Clerical Support	\$ 94,429	\$	69,701	\$	(24,728)		
Police Department - Animal Control	\$ 2,000	\$	1,512	\$	(488)		
Police Department - School Crossing	\$ 25,767	\$	16,198	\$	(9,569)		
Fire Department - Operational Costs	\$ 215,213	\$	154,623	\$	(60,590)		
Emergency Medical Services	\$ 95,500	\$	95,500	\$	-		
Emergency Management	\$ 8,435	\$	4,013	\$	(4,422)		
<b>TOTAL PUBLIC SAFETY:</b>	<b>\$ 1,363,203</b>	<b>\$</b>	<b>995,839</b>	<b>\$</b>	<b>(367,364)</b>		

**CITY OF COLUMBUS  
GENERAL OPERATING FUND #100  
SEPTEMBER 2016**

**Expenditures**

<b>PUBLIC WORKS</b>	<b>ADOPTED 2016 Budget:</b>	<b>ACTIVITY THRU 09/30/2016:</b>	<b>DIFFERENCE (UNDER)OVER:</b>
Udey Dam	\$ 5,285	\$ 3,066	\$ (2,219)
Street Lighting	\$ 95,500	\$ 67,498	\$ (28,002)
Municipal Garage/Vehicle Maintenance	\$ 101,705	\$ 54,328	\$ (47,377)
Administration	\$ 175,751	\$ 110,917	\$ (64,834)
Streets / Traffic Control	\$ 147,525	\$ 74,326	\$ (73,199)
Snow & Ice Removal	\$ 76,945	\$ 57,937	\$ (19,008)
City Building & Grounds Maintenance	\$ 63,330	\$ 46,328	\$ (17,002)
Forestry	\$ 101,870	\$ 68,667	\$ (33,203)
Weed Control	\$ 8,905	\$ 5,727	\$ (3,178)
Storm Sewers	\$ 13,110	\$ 9,689	\$ (3,421)
Recycling Center	\$ 18,279	\$ 9,370	\$ (8,909)
<b>TOTAL PUBLIC WORKS:</b>	<b>\$ 808,205</b>	<b>\$ 507,851</b>	<b>\$ (300,354)</b>

**Expenditures**

<b>HUMAN SERVICES/RECREATIONAL</b>	<b>ADOPTED 2016 Budget:</b>	<b>ACTIVITY THRU 09/30/2016:</b>	<b>DIFFERENCE (UNDER)OVER:</b>
Senior Center	\$ 116,885	\$ 65,057	\$ (51,828)
Recreation	\$ 108,895	\$ 89,502	\$ (19,393)
Parks	\$ 151,360	\$ 106,756	\$ (44,604)
Athletic Field Maintenance	\$ 16,391	\$ 13,691	\$ (2,700)
<b>TOTAL SVCS/RECREATIONAL:</b>	<b>\$ 393,531</b>	<b>\$ 275,006</b>	<b>\$ (118,525)</b>

**Expenditures**

<b>PROFESSIONAL SVCS - ENGINEERING</b>	<b>ADOPTED 2016 Budget:</b>	<b>ACTIVITY THRU 09/30/2016:</b>	<b>DIFFERENCE (UNDER)OVER:</b>
Planning & Other Development	\$ 15,000	\$ 5,644	\$ (9,356)
Other Svcs - Non-Infrastructure (mtgs)	\$ 9,000	\$ 6,589	\$ (2,411)
GIS Services	\$ 25,000	-	\$ (25,000)
Operating Expenses	\$ 500	-	\$ (500)
<b>TOTAL ENGINEERING:</b>	<b>\$ 49,500</b>	<b>\$ 12,233</b>	<b>\$ (37,267)</b>

<b>TRANSFER TO OTHER FUNDS:</b>	<b>ADOPTED 2016 Budget:</b>	<b>ACTIVITY THRU 09/30/2016:</b>	<b>DIFFERENCE (UNDER)OVER:</b>
Community Development Authority	\$ 20,000	\$ 20,000	\$ -
Hillside Cemetery	\$ 35,000	\$ 35,000	\$ -
<b>TOTAL INTERFUNDS TRANSFERS:</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>	<b>\$ -</b>

<b>TOTAL EXPENDITURES:</b>	<b>\$ 3,695,149</b>	<b>\$ 2,780,945</b>	<b>\$ (871,160)</b>
<i>Difference-Over (Under) Budget:</i>			
	<i>\$</i>	<i>(354,972)</i>	

<b>ASSETS:</b>		<b>YEAR END 2015:</b>	<b>UNAUDITED 09/30/2016:</b>
Certificate of Deposit - F&M Union Bank	0.30%	\$ 502,942.87	\$ -
L&GIP	0.41%	\$ 5,326.10	\$ 5,342.39
F&M Union Bank - Savings Account	0.25%	\$ 3,308,601.35	\$ 1,273,591.88
Designated Funds - Savings Account	0.25%	\$ 43,820.35	\$ 43,875.29
Cash on Hand	0.15%	\$ 394,508.18	\$ 58,713.17
<b>CASH AND INVESTMENTS:</b>		<b>\$ 4,255,198.85</b>	<b>\$ 1,381,522.73</b>

**CITY OF COLUMBUS  
GENERAL OPERATING FUND #100  
SEPTEMBER 2016**

<b>INDIVIDUAL ACCOUNT LINES:</b>	<b>BUDGETED:</b>	<b>ACTUAL:</b>	<b>DIFFERENCE:</b>	<b>COMMENTS:</b>
<b>DEPARTMENT: ADMINISTRATION</b>				
Legislative Support; Legal Notices	\$ 4,000.00	\$ 5,521.17	\$ (1,521.17)	Required notices published.
Legislative Support; Code Codification	\$ 3,000.00	\$ 4,974.62	\$ (1,974.62)	Required update to the City's Code of Ordinances as ordinances are adopted by the Council.
State: Manufacturing Assessment Fee	\$ 2,200.00	\$ 2,430.00	\$ (230.00)	Billed by State Directly
Insurances-Liability, Vehicle, Worker Comp, Etc.	\$ 90,000.00	\$ 120,221.36	\$ (30,221.36)	Will invoice non-General Fund Funds for their part of the insurance premium.
State: Weights & Measures Inspection	\$ 2,000.00	\$ 2,400.00	\$ (400.00)	Billed by State Directly
<b>DEPARTMENT: POLICE DEPARTMENT</b>				
Professional Services - Administration	\$ 1,000.00	\$ 1,762.40	\$ (762.40)	Professional services for hiring of a new officer who after the process was completed did not take the position. Process had to be done again when the current officer was hired.
Training - Support/Clerical Staff	\$ 800.00	\$ 1,060.25	\$ (260.25)	Training for new reporting system required by State. When budget was set in 2015 the cost was unknown or that training was needed.
<b>DEPARTMENT: EMERGENCY MANAGEMENT</b>				
Training	\$ 250.00	\$ 282.00	\$ (32.00)	New EMD Director Training
<b>DEPARTMENT: SENIOR CENTER</b>				
Marketing & Advertising	\$ 590.00	\$ 644.93	\$ (54.93)	Authorized for Fall Festival Advertising by Administrator
<b>DEPARTMENT: RECREATION</b>				
Part-Time Staffing	\$ 7,500.00	\$ 9,926.88	\$ (2,426.88)	Growth in summer camps & ice skating rentals
Supplies & Operating Expenses	\$ 2,500.00	\$ 4,108.06	\$ (1,608.06)	More programs & expenses.
Boys - Basketball	\$ 3,500.00	\$ 3,543.66	\$ (43.66)	Program is split between years (2016/2017) & more tournaments - increased referee pymts & concessions. Overage will continue thru year-end.
Cheer Squad	\$ 400.00	\$ 518.00	\$ (118.00)	Program is split between years (2016/2017) & unpaid uniform costs by users meant program paid for those uniforms.
Dues & Memberships	\$ 400.00	\$ 405.01	\$ (5.01)	Dues paid
Community Events	\$ 2,000.00	\$ 4,815.67	\$ (2,815.67)	Events that the recreation department does - in 2016 the Kaboom Grant dance was part of this line but wasn't originally budgeted - along with the Holiday Train & Decorating Contest. Is in the budget for 2017.
<b>DEPARTMENT: PARKS</b>				
Equipment Repair/Maintenance	\$ 3,000.00	\$ 4,821.67	\$ (1,821.67)	The litter lift was damaged, insurance claim filed - this cost was offset by insurance.
<b>DEPARTMENT: RECYCLING</b>				
Public Works - Dumpster/Disposal of Items	\$ 1,200.00	\$ 1,771.80	\$ (571.80)	Offset by Revenues from the dumpster program.

**CITY OF COLUMBUS**  
**REVOLVING LOAN FUNDS - FUND #200**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
RLF; INTEREST ON LOANS	\$ 4,836	\$ 3,624	\$ (1,212)
RLF; INTEREST ON INVESTMENTS	\$ 300	\$ 334	\$ 34
<b>TOTAL INTEREST INCOME</b>	<b>\$ 5,136</b>	<b>\$ 3,958</b>	<b>\$ (1,178)</b>
RLF; SALE OF PROPERTY - HYDRO STREET	\$ -	\$ 14,825	\$ 14,825
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ -</b>	<b>\$ 14,825</b>	<b>\$ 14,825</b>
<b>TOTAL REVENUES:</b>	<b>\$ 5,136</b>	<b>\$ 18,783</b>	<b>\$ 13,647</b>

**EXPENDITURES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
RLF; OPERATING EXPENSES	\$ 250	\$ 18	\$ (232)
RLF; BAD DEBT EXPENSE - HYDRO STREET	\$ -	\$ 49,374	\$ 49,374
	<b>\$ 250</b>	<b>\$ 49,392</b>	<b>\$ (232)</b>
RLF; PROFESSIONAL SVCS; LEGAL SERVICES	\$ 4,000	\$ 1,832	\$ (2,168)
RLF; PROFESSIONAL SVCS; AUDIT	\$ 500	\$ 500	\$ -
<b>TOTAL GRANT ADMINISTRATION</b>	<b>\$ 4,500</b>	<b>\$ 2,332</b>	<b>\$ (2,168)</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 4,750</b>	<b>\$ 51,724</b>	<b>\$ (2,400)</b>

***Difference-Over (Under) Budget:*** \$ (386) \$ 32,941 \$ 11,247

**ASSETS:**

	YEAR END 2015:	UNAUDITED 09/30/2016:	
CASH ON HAND	\$ (19.61)	\$ 729.31	
F&M UNION BANK - CDARS PROGRAM	\$ 161,543.18	\$ 161,865.70	0.40%
SAVINGS ACCOUNT	\$ 97,831.71	\$ 122,191.80	0.25%
<b>TOTAL ASSETS:</b>	<b>\$ 259,355.28</b>	<b>\$ 284,786.81</b>	<b>Available for Loans</b>

**LIABILITIES:**

	RLF LOAN BALANCES AS OF 09/30/2016:		LOAN STATUS:
LOAN - KESTREL RIDGE GOLF MANAGEMENT	\$	130,315.70	CURRENT
	<b>\$</b>	<b>130,315.70</b>	
<b>NET ASSET/LIABILITY:</b>	<b>\$</b>	<b>154,471.11</b>	

**CITY OF COLUMBUS**  
**COMMUNITY ECONOMIC DEVELOPMENT - FUND #205**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:	COMMENTS:
CONTRIBUTION FROM CITY	\$ 20,000	\$ 20,000	\$ -	
CONTRIBUTION FROM SEWER	\$ 10,000	\$ -	\$ (10,000)	
CONTRIBUTION FROM W&L	\$ 5,000	\$ 6,000	\$ 1,000	
CONTRIBUTION FROM CABLE FUND	\$ 10,000	\$ 10,000	\$ -	
CONTRIBUTION FROM ROOM TAX	\$ 2,000	\$ 2,000	\$ -	
CONTRIBUTION FROM TIF #3	\$ 17,000	\$ -	\$ (17,000)	
ADAMS OUTDOOR ADVERTISING	\$ 12,000	\$ -	\$ (12,000)	
<b>TOTAL INTERGOVERNMENTAL AIDS</b>	<b>\$ 76,000</b>	<b>\$ 38,000</b>	<b>\$ (26,000)</b>	
ADMINISTRATIVE FEES	\$ 550	\$ -	\$ (550)	
CONTRACTED SERVICES	\$ 750	\$ 405	\$ (345)	BUSINESS LUNCHEON
<b>TOTAL PUBLIC CHARGES FOR SERVICES</b>	<b>\$ 550</b>	<b>\$ 405</b>	<b>\$ (895)</b>	
INTEREST INCOME	\$ 150	\$ 101	\$ (49)	
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 150</b>	<b>\$ 101</b>	<b>\$ (49)</b>	
<b>TOTAL REVENUES:</b>	<b>\$ 76,700</b>	<b>\$ 38,506</b>	<b>\$ (26,944)</b>	

**EXPENDITURES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:	COMMENTS:
PERSONNEL COSTS	\$ 66,075	\$ 40,707	\$ (25,368)	
PROFESSIONAL FEES	\$ 300	\$ 400	\$ 100	
POSTAGE	\$ 200	\$ 62	\$ (138)	
OPERATING SUPPLIES & EXPENSES	\$ -	\$ 292	\$ 292	
MARKETING, ADVERTISING, ETC	\$ 8,000	\$ 2,842	\$ (5,158)	
MILEAGE & EXPENSES	\$ 2,000	\$ 1,813	\$ (187)	
EDUCATION/TRAINING	\$ 1,500	\$ 1,140	\$ (360)	
WEBSITE DESIGN/SUPPORT	\$ 2,000	\$ 750	\$ (1,250)	
CONTINGENCY	\$ -	\$ -	\$ -	
<b>TOTAL OPERATING EXPENSE:</b>	<b>\$ 80,075</b>	<b>\$ 48,005</b>	<b>\$ (32,070)</b>	
<b>TOTAL EXPENDITURES:</b>	<b>\$ 80,075</b>	<b>\$ 48,005</b>	<b>\$ (32,070)</b>	

**Difference-Over (Under) Budget:** \$ 3,375 \$ 9,499 \$ (5,126)

ASSETS:	YEAR END 2015:	UNAUDITED - 09/30/2016:	
CASH ON HAND	\$ 20,751.17	\$ 9,905.69	0.15%
SAVINGS ACCOUNT	\$ 69,501.44	\$ 69,588.55	0.25%
<b>TOTAL ASSETS:</b>	<b>\$ 90,252.61</b>	<b>\$ 79,494.24</b>	

**CITY OF COLUMBUS**  
**AQUATIC CENTER - FUND #215**  
**SEPTEMBER 2016**

**Revenues**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
LOCAL TAX SUBSIDY	\$ 87,404	\$ 87,404	\$ -
<b>TOTAL CITY SUBSIDY:</b>	<b>\$ 87,404</b>	<b>\$ 87,404</b>	<b>\$ -</b>
POOL; DAILY ADMISSIONS	\$ 50,000	\$ 53,580	\$ 3,580
POOL; MEMBERSHIPS	\$ 36,200	\$ 33,432	\$ (2,768)
POOL; SWIMMING LESSONS	\$ 15,000	\$ 19,033	\$ 4,033
POOL; SWIM TEAM	\$ 4,000	\$ 1,190	\$ (2,810)
POOL; WATER AEROBICS	\$ -	\$ 215	\$ 215
POOL; CONCESSIONS	\$ 15,000	\$ 27,084	\$ 12,084
POOL; COUPONS/GIFT CERTIFICATES	\$ 900	\$ 55	\$ (845)
POOL; RENTALS	\$ 1,000	\$ 867	\$ (133)
POOL; MISCELLANEOUS	\$ 500	\$ 386	\$ (114)
POOL; DONATIONS	\$ 200	\$ -	\$ (200)
POOL; INTEREST EARNED	\$ 15	\$ 19	\$ 4
<b>TOTAL REVENUES:</b>	<b>\$ 122,815</b>	<b>\$ 135,860</b>	<b>\$ 13,045</b>
<b>TOTAL FUND REVENUE:</b>	<b>\$ 210,219</b>	<b>\$ 223,264</b>	<b>\$ 13,045</b>

**Expenditures**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
POOL; PERSONNEL COSTS	\$ 97,000	\$ 104,992	\$ 7,992
POOL; UTILITIES	\$ 37,100	\$ 32,685	\$ (4,416)
POOL; INSURANCES	\$ 5,119	\$ 5,119	\$ -
POOL; REPAIRS/MAINTENANCE	\$ 11,600	\$ 10,883	\$ (717)
POOL; PROFL SVCS/CONSULTANTS	\$ 1,000	\$ 3,427	\$ 2,427
POOL; OPERATING SUPPLIES	\$ 5,900	\$ 5,605	\$ (295)
POOL; SMALL ITEMS OF EQUIPMENT	\$ 1,100	\$ 712	\$ (388)
POOL; MARKETING/ADVERTISING	\$ 2,500	\$ 2,214	\$ (286)
POOL; TRAINING	\$ 1,500	\$ 2,077	\$ 577
POOL; CHEMICALS	\$ 26,500	\$ 20,995	\$ (5,505)
POOL; PERMITS	\$ 700	\$ 530	\$ (170)
POOL; CONCENSSION STANDS	\$ 13,000	\$ 18,296	\$ 5,296
POOL; UNIFORMS	\$ 1,500	\$ 2,911	\$ 1,411
POOL; SWIM TEAM CLOTHING	\$ 700	\$ 677	\$ (23)
POOL; CAPITAL EQUIPMENT	\$ 5,000	\$ 22,906	\$ 17,906
<b>TOTAL EXPENSES:</b>	<b>\$ 210,219</b>	<b>\$ 234,028</b>	<b>\$ 23,809</b>

**Difference-Over (Under) Budget:** \$ - \$ 10,764 \$ 10,764

ASSETS LISTING	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:
CASH ON HAND	\$ (20,819.24)	\$ (14,364.67)
<b>TOTAL ASSETS HELD:</b>	<b>\$ (20,819.24)</b>	<b>\$ (14,364.67)</b>

*Interfund Loan from General Fd:* \$ (188,230.16) Balance as of 12/31/2015(AUDITED)

**CITY OF COLUMBUS  
ROOM TAX - FUND #220  
SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
ROOM TAX COLLECTED	\$ 16,000	\$ 16,811	\$ 811
INTEREST INCOME	\$ 40	\$ 31	\$ (9)
<b>TOTAL INTEREST INCOME</b>	<b>\$ 16,040</b>	<b>\$ 16,842</b>	<b>\$ 802</b>

<b>TOTAL REVENUES:</b>	<b>\$ 16,040</b>	<b>\$ 16,842</b>	<b>\$ 802</b>
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**EXPENDITURES**

Account Title:	ADOPTED BUDGET 2016:	ACTIVITY THRU 07/24/2016:	DIFFERENCE (UNDER)OVER:
ROOM TAX; SHARE OF WEBSITE	\$ 3,250	\$ 365	\$ (2,885)
ROOM TAX; PRINT/PUBLISH COSTS	\$ -	\$ 1,750	\$ 1,750
ROOM TAX; CONTRIBUTION TO CDA	\$ 2,000	\$ 2,000	\$ -
ROOM TAX; SPECIAL EVENTS	\$ -	\$ 6,696	\$ 6,696
<b>TOTAL GRANT ADMINISTRATION</b>	<b>\$ 2,000</b>	<b>\$ 10,811</b>	<b>\$ 6,696</b>

<b>TOTAL FUND EXPENDITURES</b>	<b>\$ 2,000</b>	<b>\$ 10,811</b>	<b>\$ 6,696</b>
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<b>Difference-Over (Under) Budget:</b>	<b>\$ (14,040)</b>	<b>\$ (6,031)</b>	<b>\$ 7,498</b>
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ASSETS:	YEAR END 2015:	UNAUDITED 09/30/2016:
CASH ON HAND	\$ 19,288.01	\$ 30,138.71
<b>TOTAL ASSETS:</b>	<b>\$ 19,288.01</b>	<b>\$ 30,138.71</b>

**CITY OF COLUMBUS  
HILLSIDE CEMTERY - FUND #235  
SEPTEMBER 2016**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
<b>REVENUE (NOT PERPETUAL CARE)</b>			
Grave Lot Sales	\$ 7,700	\$ 8,600	\$ 900
Grave Staking	\$ 1,600	\$ 1,400	\$ (200)
Grave Monument Fees	\$ 600	\$ 800	\$ 200
Grave Openings	\$ 5,000	\$ 5,550	\$ 550
Miscellaneous Revenue	\$ 150	\$ 25	\$ (125)
Interest On Investments	\$ 25	\$ 64	\$ 39
<b>TOTAL GENERAL REVENUES:</b>	<b>\$ 15,075</b>	<b>\$ 16,439</b>	<b>\$ 1,364</b>
Tax Subsidy from City:	\$ 35,000	\$ 35,000	\$ -
<b>Total Taxes Received from City:</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>
<b>TOTAL REVENUES:</b>	<b>\$ 50,075</b>	<b>\$ 51,439</b>	<b>\$ 1,364</b>

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
Cemetery; PWKS Labor	\$ 4,550	\$ 3,460	\$ (1,090)
Cemetery; Secretary Salary	\$ 3,420	\$ 2,687	\$ (733)
Cemetery; Social Security	\$ 610	\$ 465	\$ (145)
Cemetery; Retirement	\$ 310	\$ 362	\$ 52
Cemetery; Health & Dental Insurance	\$ 920	\$ 750	\$ (170)
Cemetery; Life Insurance	\$ 20	\$ 9	\$ (11)
Cemetery; Lt Disability	\$ 35	\$ 16	\$ (19)
Cemetery; Utilities	\$ 1,500	\$ 582	\$ (918)
Cemetery; Property/Liability Insurance	\$ 200	\$ 169	\$ (31)
Cemetery; Repairs/Maintenance	\$ 5,000	\$ 1,455	\$ (3,545)
Cemetery; Software Support	\$ 600	\$ 600	\$ -
Cemetery; Monument Repair	\$ 5,000	\$ 5,670	\$ 670
Cemetery; Supplies/Publication Fees	\$ 450	\$ 180	\$ (270)
Cemetery; Mileage/Expenses	\$ 300	\$ 225	\$ (75)
Cemetery; Plantings	\$ 100	\$ 30	\$ (71)
Cemetery; Contract Labor/Mow	\$ 42,000	\$ 26,472	\$ (15,528)
Cemetery; Trees & Trimming	\$ 1,500	\$ -	\$ (1,500)
<b>TOTAL EXPENSES:</b>	<b>\$ 66,515</b>	<b>\$ 43,131</b>	<b>\$ (23,384)</b>

**Difference-Over (Under) Budget: \$ 16,440 \$ (8,307) \$ (24,747)**

<u>ASSETS LISTING</u>	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:	
CASH ON HAND (NOT PERP. CARE):	\$ 15,554.20	\$ 35,050.87	0.15%

<u>ASSETS LISTING</u>	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:	
<b>PERPETUAL CARE -</b>			
F&M UNION BANK - Perpetual Care	\$ 111,590.63	\$ 102,901.85	0.40%
F&M UNION BANK-Legacy	\$ 10,184.22	\$ 10,204.55	0.40%
<b>TOTAL PERPETUAL CARE FUNDS:</b>	<b>\$ 121,774.85</b>	<b>\$ 113,106.40</b>	

	YEAR 2015	YEAR 2016
PERPETUAL CARE FEES COLLECTED:	\$6,600.00	\$2,800.00 (\$400 - Columbarium)
INTEREST EARNED ON PERPETUAL CARE:	\$500.19	\$273.32

**CITY OF COLUMBUS**  
**TAX INCREMENTAL DISTRICT #3 - FUND #410**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
TIF #3; TAX INCREMENT	\$ 490,032	\$ 490,043	\$ 11
TIF #3; TAX ON COMPUTER	\$ 1,400	\$ 3,002	\$ 1,602
TIF #3; INTEREST EARNED	\$ 1,000	\$ 1,026	\$ 26
<b>TOTAL REVENUES</b>	<b>\$ 492,432</b>	<b>\$ 494,071</b>	<b>\$ 1,639</b>

<b>TOTAL FUND REVENUE</b>	<b>\$ 492,432</b>	<b>\$ 494,071</b>	<b>\$ 1,639</b>
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**EXPENSES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
TIF #3; PERSONNEL COSTS	\$ 18,161	\$ 14,262	\$ (3,899)
TIF #3; PROF'L SVCS - LEGAL	\$ 500	\$ -	\$ (500)
TIF #3; PROF'L SVCS - AUDIT	\$ 4,500	\$ 3,318	\$ (1,182)
TIF #3; OPERATING EXPENSES	\$ 200	\$ 245	\$ 45
<b>TOTAL OPERATING COSTS:</b>	<b>\$ 23,361</b>	<b>\$ 17,825</b>	<b>\$ (5,536)</b>

TIF #3; PYMTS TO GENERAL FD/SEWER:	\$ 109,588	\$ 109,588	\$ (0)
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TRANSFER TO CED FUND	\$ 17,000	\$ -	\$ (17,000)
TRANSFER FOR DEBT PAYMENTS DUE	\$ 218,735	\$ 195,539	\$ (23,196)
<b>TRANSFERS TO OTHER FUNDS:</b>	<b>\$ 235,735</b>	<b>\$ 195,539</b>	<b>\$ (40,196)</b>

JJB INCREMENT REPAYMENT	\$ 103,000	\$ 92,241	\$ (10,759)
525 INCREMENT REPAYMENT	\$ 15,750	\$ 13,727	\$ (2,023)
COLUMBUS COMMERCE CENTER	\$ 105,000	\$ 126,910	\$ 21,910
<b>TOTAL DEVELOPER INCENTIVE PYMTS:</b>	<b>\$ 223,750</b>	<b>\$ 232,878</b>	<b>\$ 9,128</b>

<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 592,434</b>	<b>\$ 555,830</b>	<b>\$ (36,604)</b>
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**Difference-Over (Under) Budget:** \$ 61,759

ASSETS LISTING	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:	
CASH ON HAND	\$ 138,027.13	\$ 438,716.00	0.15%
F&M BANK - SVGS	\$ 551,305.47	\$ 201,691.46	0.25%
LGIP	\$ 189,145.92	\$ 189,724.16	0.41%
<b>TOTAL ASSETS HELD:</b>	<b>\$ 878,478.52</b>	<b>\$ 830,131.62</b>	

LIABILITIES:	BALANCE AS OF 09/30/2016:
ADVANCE TO GENERAL FUND	\$ (485,411.82)
ADVANCE TO SEWER UTILITY FUND	\$ (183,596.66)
	<b>\$ (669,008.48)</b>

**CITY OF COLUMBUS**  
**TAX INCREMENTAL FINANCING DISTRICT #4 - FUND #412**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
TIF #4; TAX INCREMENT	\$ -	\$ -	\$ -
TIF #4; TAX INCREMENT - COMPUTERS	\$ -	\$ -	\$ -
TIF #4; MISCELLANEOUS INCOME	\$ -	\$ -	\$ -
TIF #4; INTEREST EARNED ON INVESTMENTS	\$ -	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOTAL FUND REVENUE**      **\$ -      \$ -      \$ -**

**EXPENSES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
TIF #4; PROF'L SVCS - ENGINEERING	\$ -	\$ 1,004	\$ 1,004
TIF #4; PROF'L SVCS - LEGAL	\$ 500	\$ 136	\$ (364)
TIF #4; PROF'L SVCS - AUDIT	\$ -	\$ 714	\$ 714
TIF #4; OPERATING EXPENSES	\$ -	\$ 150	\$ 150
<b>TOTAL OPERATING COSTS:</b>	<b>\$ 500</b>	<b>\$ 2,004</b>	<b>\$ 1,504</b>

**TOTAL GENERAL EXPENSES**      **\$ 500      \$ 2,004      \$ 1,504**

**Difference-Over (Under) Budget:**      **\$ 2,004**

<u>ASSETS LISTING</u>	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:	
CASH ON HAND	\$ (4,525.76)	\$ (6,151.60)	0.15%
<b>TOTAL ASSETS HELD:</b>	<b>\$ (4,525.76)</b>	<b>\$ (6,151.60)</b>	

**DUE TIF #4 FROM DEVELOPERS:**

Duffy Ventures, LLC	\$ 560.00
Ottery, LLC	\$ 1,450.45
B2 Enterprises/Richard Sheard	\$ 200.00
	<b>\$ 2,210.45</b>

**CITY OF COLUMBUS**  
**CAPITAL PROJECTS - FUND #415**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
Tax Revenues	\$ 72,265	\$ 72,265	\$ -
T.R.I.P. FUNDS - MILL STREET	\$ 17,000	\$ -	\$ (17,000)
T.R.I.P. FUNDS - CHARLES STREET	\$ 14,000	\$ -	\$ (14,000)
GRANT FUNDS - SAFE ROUTES	\$ 20,000	\$ 2,035	\$ (17,965)
INTEREST INCOME	\$ 197	\$ 1,870	\$ 1,673
<b>TOTAL REVENUES</b>	<b>\$ 123,462</b>	<b>\$ 76,170</b>	<b>\$ (47,292)</b>

<b>TOTAL FUND REVENUE</b>	<b>\$ 123,462</b>	<b>\$ 76,170</b>	<b>\$ (47,292)</b>
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**EXPENSES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
MISC; BANK FEES/CHARGES	\$ 100	\$ 34	\$ (66)
AUDIT/ACCOUNTING FEES	\$ 750	\$ 500	\$ (250)
<b>TOTAL OPERATING COSTS:</b>	<b>\$ 850</b>	<b>\$ 534</b>	<b>\$ (316)</b>

PUBLIC WORKS - STORM SWR	\$ 15,000	\$ 321	\$ (14,679)
POLICE DEPT; SQUAD LEASES	\$ 18,512	\$ 18,512	\$ -
FIRE DEPT; PROPERTY ACQUISITION	\$ -	\$ 10,000	\$ 10,000
GRANT - SAFE ROUTES	\$ 20,000	\$ 2,035	\$ (17,965)
PARK; RESTHAVEN ROOF	\$ 20,000	\$ -	\$ (20,000)
STREETS; 2016 STREET PROJECTS	\$ 1,943,821	\$ 1,290,210	\$ (653,611)
STREETS; JAMES STREET-STATE REIMBURSED COSTS	\$ -	\$ 264,976	\$ 264,976
ENGINEERING - HWY. 89/FARNHAM STREET	\$ -	\$ 5,052	\$ 5,052
ENGINEERING - JAMES STREET	\$ 49,100	\$ 53,338	\$ 4,238
<b>TRANSFERS TO OTHER FUNDS:</b>	<b>\$ 2,066,433</b>	<b>\$ 1,644,445</b>	<b>\$ (421,988)</b>

<b>TOTAL GENERAL EXPENSES</b>	<b>\$ 2,067,283</b>	<b>\$ 1,644,979</b>	<b>\$ (422,304)</b>
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**Difference-Over (Under) Budget:** \$ 1,943,821 \$ 1,568,809

ASSETS LISTING	ACTUAL 12/31/2015:	ACTUAL 09/30/2016:	
CASH ON HAND	\$ 41,453.53	\$ (173,140.16)	
F&M BANK - SVGS	\$ 1,701,732.16	\$ 443,184.78	0.25%
<b>TOTAL CASH AVAILABLE:</b>	<b>\$ 1,743,185.69</b>	<b>\$ 270,044.62</b>	

**DESIGNATED FUNDS:**

PUBLIC WORKS - SALE PROCEEDS REMAINING	\$ 4,512.19
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<b>JAMES STREET PROJECT COSTS - REIMBURSE-ABLE BY STATE:</b>	\$ 264,976.18
<b>JAMES STREET PROJECT COSTS - NOT REIMBURSE-ABLE BY STATE:</b>	\$ 260,233.16
<i>(Funds needed to reimburse Capital Projects Fund cash for James Street costs)</i>	

**PROJECT ONLY COSTS - 2016 STREET PROJECTS:**

Paid Project Costs thru Pay Request #4:	\$ 1,171,036.21	Funds in Savings:	\$ 443,184.78
Engineering, Legal Costs	\$ 119,173.79	Due from: Water Utility	\$ 37,517.00
<b>PROJECT COSTS THROUGH 09/30/2016:</b>	<b>\$ 1,290,210.00</b>	<b>Funds Available:</b>	<b>\$ 480,701.78</b>
(city only)			

**CITY OF COLUMBUS**  
**SEWER UTILITY - FUND #600**  
**SEPTEMBER 2016**

**REVENUES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
<b>PUBLIC CHARGES FOR SERVICE</b>			
Residential Sales	\$ 840,000	\$ 568,471	\$ (271,529)
Commercial Sales	\$ 320,000	\$ 206,214	\$ (113,786)
Industrial Sales	\$ 28,000	\$ 16,666	\$ (11,334)
Public Authority Sales	\$ 22,000	\$ 16,251	\$ (5,749)
Sales to the Town of Elba	\$ 9,000	\$ 6,122	\$ (2,878)
Sales to The Village of Fall River	\$ 130,000	\$ 71,095	\$ (58,905)
<b>TOTAL CHARGES FOR SERVICE:</b>	<b>\$ 1,349,000</b>	<b>\$ 884,818</b>	<b>\$ (464,182)</b>
<b>OTHER REVENUE SOURCES</b>			
Collection/Hauler Fees Collected	\$ 20,000	\$ 24,959	\$ 4,959
Miscellaneous Revenues	\$ 500	\$ 17,000	\$ 16,500
Interest on Investments	\$ 20,000	\$ 12,269	\$ (7,731)
<b>TOTAL MISCELLANEOUS REVENUES:</b>	<b>\$ 40,500</b>	<b>\$ 54,228</b>	<b>\$ 13,728</b>
<b>TOTAL REVENUES:</b>	<b>\$ 1,389,500</b>	<b>\$ 939,046</b>	<b>\$ (450,454)</b>

**EXPENDITURES**

Account Title:	ADOPTED Budget 2016:	ACTIVITY THRU 09/30/2016:	DIFFERENCE (UNDER)OVER:
Administration	\$ 53,430	\$ 50,177	\$ (3,253)
Plant Operations	\$ 272,940	\$ 164,851	\$ (108,089)
Collection System	\$ 127,450	\$ 34,556	\$ (92,894)
Lift Stations	\$ 24,401	\$ 14,810	\$ (9,591)
Treatment Plant	\$ 104,430	\$ 75,169	\$ (29,261)
Buildings & Grounds	\$ 50,415	\$ 31,238	\$ (19,177)
Bio-Solids Processing	\$ 60,728	\$ 20,839	\$ (39,889)
Billing, Collection & Accounting	\$ 152,375	\$ 101,540	\$ (50,835)
Capital Expenses/Engineering	\$ 40,000	\$ 120,530	\$ 80,530
Debt Service	\$ 320,384	\$ 320,384	\$ -
<b>TOTAL EXPENSES:</b>	<b>\$ 1,206,553</b>	<b>\$ 934,095</b>	<b>\$ (272,458)</b>

***Difference-Over (Under) Budget:*** \$ (182,947) \$ (4,951) \$ 177,996

**ASSETS:**

		YEAR END 2015:	UNAUDITED 09/30/2016:
Cash On Hand	0.15%	\$ (411.88)	\$ (26,828.43)
Sewer Bond Redemption Fund	0.25%	\$ 53,930.21	\$ 79,127.01
Sewer - Connection Fees	0.25%	\$ 186,246.51	\$ 203,482.57
Sewer - 2016 Street Projects-F&M Svgs.	0.25%	\$ -	\$ 267,315.94
<b>Replacement Funds:</b>			
Pump, Motor Replacement	0.25%	\$ 113,449.52	\$ 113,788.70
Treatment Plant Replacement-Restricted Fds	.25%-.40%	\$ 1,623,595.21	\$ 1,618,846.39
Collection/Main Replacement-James Street	.25%-.40%	\$ 1,166,972.51	\$ 444,116.89
<b>CASH AND INVESTMENTS:</b>		<b>\$ 3,143,782.08</b>	<b>\$ 2,699,849.07</b>

# 2016 AGENDA ITEM

MEETING DATE: October 17, 2016

AGENDA ITEM: Rejection of Crack Sealing Bid

**DETAILED DESCRIPTION OF SUBJECT MATTER:**

This is a bit of a house-keeping item. City Engineer Jason Lietha recommends that an action to reject the bids for the 2016 Crack Sealing Project be taken to effectively close that project.

Attached is the paperwork from that project. You will recall that the recommendation from Jason and DPW Director Davis Clark was to utilize funds from the crack filling and put it in the slurry seal program. Ultimately some of these funds will cover the unexpected increase in the slurry seal bid, but the rest of them will be carried over to 2017 for street maintenance activities – which will be discussed with the 2017 City Budget.

**ACTION REQUESTED OF COUNCIL: Motion to reject bids for the 2016 Crack Filling Program in Columbus**

August 26, 2016

Mr. Patrick Vander Sanden  
City Administrator  
City of Columbus  
105 North Dickason Boulevard  
Columbus, WI 53925

Re: City of Columbus – 2016 Crack Sealing Program and 2016 Slurry Seal Program  
Recommendation of Award

Dear Mr. Vander Sanden:

Bids for the above projects were opened on August 16, 2016, and August 22, 2016, respectively at City Hall and are summarized below.

2016 Crack Sealing Program

CONTRACTOR	BASE BID
Fahrner Asphalt Sealers, LLC	\$14,741.00

2016 Slurry Sealing Program

CONTRACTOR	BASE BID
Struck & Irwin Paving, Inc.	\$36,106.74

We reviewed the documentation submitted by the apparent low bidders and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidders.
3. Low bidders have successfully completed similar projects.

On these bases, comparison with City budget, and discussion with City staff, we recommend the following for each project:

1. 2016 Crack Sealing Program: Reject the bid and apply allocated budget to the 2016 Slurry Sealing Program.

Mr. Patrick Vander Sanden  
Re: Recommendation of Award  
August 26, 2016  
Page 2

2. 2016 Slurry Sealing Program: Award to Struck & Irwin Paving, Inc. in the amount of \$36,106.74. Budget allocated for Crack Sealing Program should be applied to Slurry Seal Program.

Our review did not include an evaluation of bidder's current financial condition or their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed draft Notice of Award for the 2016 Slurry Sealing Program.

Bids remain subject to acceptance for 60 days, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Very truly yours,

RUEKERT & MIELKE, INC.



Jason P. Lietha, P.E. (WI, MN)  
Vice President/Office Manager  
[llietha@ruekert-mielke.com](mailto:llietha@ruekert-mielke.com)

AWB:jpl  
Encl: Notice of Award  
cc: File



**MEMORANDUM**

October 12, 2016

**TO:** Patrick Vander Sanden, Administrator  
**FROM:** Kim Manley, Finance Director/Administrator  
**SUBJECT:** Financing - \$100,000 Contribution to Columbus Public Library

I would recommend that if the City Council authorizes the \$100,000 contribution to the Library that it also authorize the use of undesignated funds for the contribution with the understanding that it will be reimbursed at the time the City borrows dollars for the Countryside Ford property. Both are considered taxable purposes so could be combined under one loan.

Because the size of the loan is too small to do a general obligation bond the source of the loan is recommended to be the Wisconsin State Trust Fund. It is also a benefit to the City because the State Trust Fund also contributes a portion of the interest paid on each loan back to public school library program in the loan recipient's municipality or area.

If this is approved, a budget amendment should be created and approved via resolution at the next Council meeting recognizing the use of the \$100,000 from the undesignated fund balance and the intent to reimburse it upon borrowing.

Kim Manley,  
Finance Director/Treasurer

**City of Columbus**

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



## Assets & Beneficiaries

[School Trust Funds](#) > [Common School Fund](#)

### School Trust Funds

- Common School Fund
- Normal School Fund
- University Fund
- Agricultural College Fund

## Common School Fund

This Fund is as old as Wisconsin. The framers of our state Constitution established this permanent "school fund" and required that its income be applied exclusively *"to the support and maintenance of common [public K-12] schools ... and the purchase of suitable libraries and apparatus therefor."*

This [Summary of Trust Assets](#) provides an overview of the origins, investments, earnings, and distributions of all four Trust Funds, including the Common School Fund.

### BCPL State Trust Fund Loan Program

- Application Process
- Current Interest Rates
- Loan Application Request Forms
- Sample Documents

### Principal

The Fund was established with proceeds from the sale of the 16th Section of each township—nearly 1 million acres of land granted by the federal government to Wisconsin when it became a state. Like other states joining the union at that time, Wisconsin received another grant from Congress of 500,000 acres of land for the purpose of making "internal improvements." Wisconsin's early leaders petitioned Congress for permission to dedicate these lands for public education, as well. Except for about 5,200 acres that remain in trust, all of the lands from these original grants were sold to establish the Fund.

### School Trust Lands

- Timber Management
- Land Transactions
- Public Access
- Interactive Ownership Map
- Submerged Logging
- Upcoming Timber Sales
- Public Land Ownership
- Surplus BCPL Property for Sale

The principal continues to grow, however, because the state's constitution provides that the Fund receives clear proceeds of all fees, fines and forfeitures (including unclaimed and escheated property) that accrue to the state. In addition, the principal of the Fund is used to provide loans to Wisconsin's school districts and municipalities for public purpose projects through the [State Trust Fund Loan Program](#).

### Beneficiaries

In April of each year, available net earnings are forwarded to the Department of Public Instruction for distribution as public school library aid. These monies are the sole source of state funding for public school libraries and for many school districts is the only money available to them for library books, newspapers and periodicals, web-based resources, and computer hardware and software.

### Changing conditions

What was for over 100 years a rich source of principal growth and public education support is being eroded as "clear proceeds" is redefined and governing bodies impose "surcharges" in lieu of fines. Today, the Common School Fund receives less than 10% of the revenue from a typical speeding ticket, for example.

We recognize our responsibility to sustain this constitutionally established form of public education financing and have built strong partnerships with the Fund's beneficiaries in this effort.

### Land Records

- Record Types
- Public Access
- Online Records

### More information

From the [Department of Public Instruction](#), a complementary perspective on the Common School Fund, library aids, and the benefit to public education.

### About

- Board and Meetings
- Staff Directory
- Public Records Policy Statement
- AA/EEO Policy Statement

### Publications



# DODGE COUNTY SHERIFF'S OFFICE

Dale J Schmidt Sheriff   Scott Smith Chief Deputy

September 22, 2016

TO:            City Mayors, Village Presidents, Town Chairpersons  
FROM:        Lieutenant Christine Churchill  
RE:            **911 Joint Powers Agreement**

Enclosed please find the 911 Joint Powers Agreement. Per Wisconsin Attorney General's Office a 911 Joint Powers Agreement needs to be executed and filed on a yearly basis. The agreement is effective January 1, 2017 through December 31, 2017.

To comply with Sec. 256.35(9), Wisconsin statutes, please sign the enclosed agreement and return to:

Shawn Rogers  
Dodge County Sheriff's Office  
124 West St.  
Juneau, WI 53039

Upon your request, with returned agreement, a final copy will be mailed to you. If you have any questions, please feel free to call me at (920)386-3224. Thank you.

**JOINT POWERS AGREEMENT  
COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Dodge County and the municipalities located within the boundaries of Dodge County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats., "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Dodge County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Dodge County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Dodge County and the City of Columbus, "municipality," as follows:

1. That effective January 1, 2017, this Agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2017.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Dodge County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 256.35(9)(c), Wis. Stats.

**DODGE COUNTY**  
(dispatching agency)

By: \_\_\_\_\_  
(County Clerk)

**City of Columbus**  
(participating agency)

By: \_\_\_\_\_  
(Chairman/Mayor/President/Clerk)

## **DEVELOPMENT AGREEMENT**

This Agreement, made and entered into this \_\_\_ day of October, 2016, by and between ACS RBHS, LLC (hereinafter “Developer”), the City of Columbus, (hereinafter referred to as “the Municipality”).

### **RECITALS**

**WHEREAS**, Developer is the fee simple owner of Lots 1 – 27 of the Woods at Highland Ridge Plat, as recorded with the Columbia County Register of Deeds on the \_\_\_ day of \_\_\_\_\_, 2016, in Volume \_\_\_ of Plats at page \_\_\_\_\_ as Document No. \_\_\_\_\_ (hereinafter “the Plat”); and

**WHEREAS**, Developer desires to develop the Plat; and

**WHEREAS**, the Lots of the Plat are currently zoned for residential purposes; and

**WHEREAS**, the applicable provisions of the Municipality’s Subdivision Ordinance require that provisions be made for the installation of public sanitary sewer facilities, water mains and water service laterals, the grading of public and private lands, erosion and storm water runoff control and street improvements required to serve the Plat; and

**WHEREAS**, this Agreement is made for the mutual benefit of the Developer and the Municipality in order that municipal code requirements will be fully complied with; and

**WHEREAS**, the Municipality will be injured in the event of the Developer’s failure to fully and completely perform all the requirements of this Agreement even if construction has not yet been commenced. Accordingly, the parties agree that the terms and provisions of this Agreement may be enforced by the Municipality even if construction has not begun; and

**WHEREAS**, the mutual promises, covenants, and obligations contained in the Agreement are authorized by state law and the Municipality’s Subdivision Ordinance; and

**WHEREAS**, the approval of the Plat is contingent upon the execution of this Agreement, and submittal of all documents required by this Agreement; and

**WHEREAS**, this Agreement currently contains the following exhibits and any

subsequent exhibits provided for under the Agreement, all of which are incorporated herein as if fully set forth:

- EXHIBIT A            The Woods at Highland Ridge Plat as recorded with the Columbia County Register of Deeds.
  
- EXHIBIT B            Specifications dated \_\_\_\_\_. Public Improvement Plans dated \_\_\_\_\_.
  
- EXHIBIT C            Construction Schedule and Estimate of Probable Costs.

**NOW, THEREFORE,** in consideration of the granting of approval for the development of the Property, the Developer agrees to develop the Plat complete with all improvements outlined herein, in accordance with terms and conditions of this Agreement and any applicable regulations of any governmental entity with jurisdiction and/or the ordinances, rules and requirements imposed by the Municipality.

#### **ARTICLE I - GENERAL CONDITIONS**

- A.    **Improvements.** Except as otherwise provided in this Agreement, the Developer shall construct at its own expense, those on-site and off-site improvements listed on Exhibit B and incorporated herein by reference (“the Improvements”). Developer’s obligation to complete the Improvements, shall be independent of any obligations of the Municipality contained herein and will not be conditioned on the commencement of construction on the Property or sale of any lots or Improvements on the Property.
  
- B.    **Contractors Engaged by Developer.**
  - 1.    The Developer agrees to engage Contractors/Subcontractors acceptable to Municipal Engineer (all future references to Municipal Engineer shall also include the right to designate entities and/or individuals to act in the Municipal Engineer’s place) for all construction included in this Agreement who shall perform such work to the standards of the Municipality and who shall comply with every requirement of the Municipality’s Code of Ordinances and standards in performing such work. The Developer shall furnish the Municipal Engineer with the names of all contractors and their subcontractors, with the classification of the work they will perform not less than seven (7) calendar days, prior to any work beginning.
  
  - 2.    The Developer acknowledges that the Wisconsin Department of Workforce Development may take the position that all infrastructure construction work

outlined in a Development Agreement is subject to prevailing wage as if the Municipality initiated the construction and the cost of the infrastructure project exceeded the prevailing wage thresholds. The fact that through a Development Agreement the Municipality can have a Developer assume the role that the Municipality would typically perform should not negate application of municipal prevailing wage laws. Thus, infrastructure improvements and additions are public works. Therefore, if the Department of Workforce Development or any other state agency requires the Municipality to obtain a prevailing rate wage determination the Developer shall take all steps necessary to file the application and also provide the Municipality with any and all records necessary to support the Developer's and the Municipality's position regarding the prevailing wage rate determination. Further, if the Municipality should incur a monetary penalty as a result of obtaining or being required to obtain a prevailing wage rate determination, the Developer shall indemnify and hold harmless the Municipality from any monetary penalties, including any reasonable attorney fees, for obtaining or appealing the prevailing wage rate determination.

- C. **Municipality Approval of Starting Dates.** The Developer agrees that no work shall be scheduled for the above mentioned Improvements without the Municipal Engineer's approval of starting date and schedule which shall be submitted by the Developer for approval by the Municipal Engineer a minimum of seven (7) calendar days before work is scheduled to begin. No building permits shall be issued until all necessary approvals have been made by the Municipality. The building permit may be issued with conditions regarding the timing of the installation of utilities to serve the site and the laying of an aggregate base course roadway with asphalt, curb and gutter.
- D. **Change Order to Work.** The Developer agrees that the Municipality shall not be responsible for any costs or changes related to this project except those specifically enumerated and agreed to in this or other written Agreements between the Municipality and the Developer. Any changes to the Exhibit B Improvements or any other change to the project plans shall be in writing, executed by both parties, and shall be attached as exhibits and incorporated herein.
- E. **Acceptance of Work.**
1. The Municipality shall inspect the Improvements as they are constructed and completed and, if acceptable to the Municipal Engineer, certify such Improvements as being in compliance with the standards and specifications of the Municipality. Inspections shall be full time services unless determined

otherwise by the Municipal Engineer. Such inspection and certification, if appropriate, will occur within 14 days of written notice by the Developer that Developer desires to have the Municipality inspect an Improvement. Before obtaining certification of any such Improvement, the Developer shall present to the Municipality valid lien waivers from all persons providing materials or performing work on the Improvement for which certification is sought. Certification by the Municipal Engineer does not constitute a waiver by the Municipality of the right to draw funds under the surety on account of defects in or failure of any Improvement that is detected or which occurs following such certification.

2. The Developer agrees that the dedication of right-of-way Improvements and the required public Improvements will not be accepted by the Municipality until all improvements pursuant to this Agreement have been installed, the Improvements have been inspected and approved by the Municipal Engineer and furthermore until all outstanding Municipal-incurred costs, including engineering, inspection charges and attorney fees indicated herein, have been paid in full and affidavits and lien waivers are received by the Municipality indicating that the Contractors and his/her suppliers have been paid in full for all work and materials furnished under this Agreement. The roadway, storm sewer, sanitary sewer and water main and the respective service laterals shall not be accepted until as built plans and a complete breakdown of all construction, engineering and administrative costs incurred by the Developer is submitted to the Municipal Engineer, Municipal Clerk, Public Works Director, and Water & Light Superintendent respectively. (This is necessary to aid in determining the Sewer and Water Utility's plant value.) Once all of these conditions have been met, the Developer shall request in writing that the City Council adopt a Resolution accepting any and all improvements constructed pursuant to this Agreement and the improvements shall be formally accepted upon adoption of such Resolution.
3. The Developer agrees to provide for maintenance and repair of all required public Improvements until such Improvements are formally accepted by the Municipality through Resolution of the City Council.
4. The Municipality will provide timely notice to the Developer whenever inspection discloses that an improvement does not conform to the standards and specifications shown on the plans and specifications or is otherwise defective. The Developer shall have 20 days from the issuance of such notice to correct or substantially correct the defect. The Municipality shall not declare a default under this Agreement during the 20 day correction period

on account of any such defect unless it is clear the Developer does not intend to correct the defect or unless the Municipality determines that immediate action is required in order to remedy a situation which poses an imminent health or safety threat.

5. The Municipality shall not issue building permits if there are any unpaid obligations owing by Developer at any time.

F. **Time of Completion.** All work specified herein will be completed in accordance with the construction schedule attached hereto as Exhibit C.

G. **Indemnification and Insurance Required of Private Contractors.** The Developer hereby expressly agrees to indemnify and hold the Municipality and its agents harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of work on the Property and elsewhere pursuant to this Agreement. The Developer further agrees to aid and defend the Municipality or its agents (at no cost to the Municipality or its agents) in the event they are named as a defendant in an action concerning the performance of work pursuant to this Agreement except where such suit is brought by the Developer. The Developer is not an agent or employee of the Municipality.

The Developer shall require all Contractors engaged in the construction of this project to comply with the Municipal requirements pertaining to damage claims, indemnification of the Municipality, and providing insurance coverages that are established by the Municipality. The Developer shall also require Contractors engaged in the construction of this project to provide a current Certificate of Insurance to the Municipal Clerk showing insurance for all statutorily required coverage and naming the Municipality as an additional insured.

H. **Guarantee of the Work.** The Developer agrees to guarantee and warrant all work performed under this contract for a period of 14 months from the date of substantial completion of the public improvements completed by the Developer under this Agreement against defects in workmanship or materials. If any defect should appear during this guarantee period, the Developer shall make required replacement or acceptable repairs of the defective work at its own expense. This expense includes total and complete restoration of any disturbed surface or component of the improvement to the standard provided in the plans and specifications, regardless of Improvements on lands where the repairs or replacement is required. The surety as identified in Section L shall remain in force for a period of time equal to 14 months after the date the public improvements for which the security is provided are

substantially completed. Upon substantial completion of the public improvements, the amount of the security the Developer is required to provide shall be an amount equal to 10% of the total cost of the completed public improvements. For purposes of this section, "substantial completion" means the time the binder coat is installed on roads to be dedicated or, if the required public improvements do not include a road to be dedicated, the time that 90% of the public improvements by cost are completed.

All guarantees or warranties for materials or workmanship which extend beyond the guarantee period shall be assigned by the Developer to the Municipality (as beneficiary).

The surety shall include paying for cost of any relocation of utilities that were initially installed pursuant to Developer's plans.

I. **Compliance With Law.** The Developer shall comply with all relevant laws, ordinances and regulations in effect at the time of this Agreement when fulfilling its obligations under this Agreement. When necessary to protect public health, the Developer shall be subject to laws, ordinances and regulations that become effective after approval of this Agreement.

J. **Specifications for Improvements.** The Developer shall install such of the following Improvements as required by Exhibits B and C:

1. **Grading, Erosion Control and Barricades:**

a. The Developer shall furnish, install, and maintain during construction and until the Improvements are accepted by the Municipality, all barricades and signs as specified by the Municipal Engineer at all points where new rights-of-away extend or intersect existing streets and all street ends. Signs and barricades shall be required, furnished, and installed so as to conform with the Manual of Uniform Control Devices.

b. The Developer shall obtain the approval of the Municipal Engineer for erosion and runoff control measures as required by the Municipal Ordinances prior to grading, utility installation or any other land disturbance activity. Separate approvals shall be obtained for each activity. The Developer shall adhere to conditions of the approval and grants the right-of-entry to the Property to designated personnel of the Municipality to inspect and monitor compliance with this

requirement. Erosion Control measures shall comply with the Wisconsin Construction Site Best Management Practice Handbook.

2. **Sanitary Sewer Facilities and Laterals:**

The Developer shall install four inch (4”) sanitary sewer laterals for each lot of the Plat. Developer shall insure that one lateral runs to each lot of the Plat. Each sanitary sewer connection to the sanitary main will require an “Inserta WYE” to be installed in the sewer main. All sanitary sewer laterals will require sanitary sewer locator boxes to be installed with boxes to be located at the right-of-way. No installation of underground utilities shall commence until plans and specifications have been approved by the Municipal Engineer and the State of Wisconsin Department of Natural Resources, in addition to the other approvals required by this Agreement. When required by the Municipal Engineer, the sanitary sewer shall be provided in locations, sizes, and depths necessary to serve future subdivisions and phases.

3. **Water Mains and Service Pipes:**

- a. The Developer shall install water service laterals to serve each lot of the Plat so that each lot of the Plat has an independent water service lateral, and also as required by the plans, specifications, and requirements of the Columbus Water & Light Department and approved by the State of Wisconsin Department of Natural Resources, in addition to the other approvals required by this Agreement. Developer shall install all laterals to service the lots in the Plat. All water service laterals two (2) inches in diameter and smaller shall be completed with a curb stop and box. All other water service laterals three (3) inches and larger shall be completed with a controlling valve and road box. All materials used shall conform to the Municipal Standard Specifications for Water Main Construction.
- b. Developer shall abandon and remove all water services in the streets or in the terraces of the Plat that are not going to be used to provide water service. As part of the removal, Developer shall have the corporation shut off at the main, the existing copper service removed and a brass cap installed at the end of the corporation shut off.

4. **Streets, Storm Sewers and Sidewalks:**

- a. The Developer shall install curb and gutter, and pavement on Red Bud

Trail and on the alley shown on the Plat, to the established standards and/or specifications of the Municipality pursuant to Exhibit B. Sidewalks five (5) feet in width shall be installed by the Developer along both sides of Red Bud Trail to Western Avenue and extend along both side of Avalon Road to Western Avenue and also extend along the south side of Western Avenue to connect Avalon Road with Red Bud Trail. Installation of sidewalk includes the installation of any and all ADA compliant sidewalk ramps, as required by the Municipal Engineer at Developer's sole expense. Surface asphalt shall be installed on Red Bud Trail and the alley no later than twelve (12) months following substantial completion as that term is defined in this Agreement. No construction shall begin until all plans for curb, gutter, pavement and sidewalks have been approved by the Municipality.

- b. The Developer shall install and pay for, prior to issuance of building permits, traffic control signs and street name signs. The Developer shall also be responsible for the cost of all pavement markings within the Property.
- c. The Developer shall landscape all right-of-way and public land with topsoil, seed and mulch and trees as required by the Municipal Engineer. If any landscaping should die within one year of final acceptance of the street improvements the Developer shall be responsible for replacing the dead landscaping.

5. **Water and Light Utility:**

- a. The Developer shall pay municipal water and light utility costs of installation of electric distribution. This includes the Utility Crossing Conduit and all light poles and fixtures, as directed by the Municipality.
- b. Developer shall identify on the Plat and provide Columbus Water & Light with a ten (10) foot electrical easement overs lots 1 – 9 to allow for installation of electrical infrastructure on the Plat. This easement shall connect to the ten (10) foot utility easement located on Lot 14 of the Plat and shall be situated in a location acceptable to Developer and Columbus Water & Light.
- c. Developer shall provide a plan identifying the location of the electric service on each structure.

- d. Developer shall have its concrete contractor install six (6) inch conduit, ten (10) feet long, three (3) feet beneath the top of sidewalk in each electric service location to allow for installation of electric services.
- e. Developer shall have its concrete contractor install six (6) inch conduit, three (3) feet beneath and one (1) foot past each side of all driveway aprons to allow for installation of electric infrastructure.
- f. In the event the conduit is not installed in the correct locations, Municipality shall notify Developer and Developer shall be responsible for removing and re-installing the conduit, including the replacement of any sidewalk damaged, at developer's sole expense.

K. **Administration Charges.**

- 1. The Developer hereby agrees to pay all Municipal legal, engineering (including the expenses associated with updating the City's GIS system to include the new improvements), and administrative fees associated with the consideration and approval of the Development, this Agreement, and any other issues associated with this project. Said fees shall be payable to the Municipality within thirty (30) business days of the Municipal Treasurer providing copies of any billing statement to the Developer. If said fees are not paid by Developer in the time schedule set forth, in addition to any other remedies available to the Municipality in law or equity, the Municipality may revoke its acceptance of this Agreement, post stop work orders preventing further construction of required improvements and enjoin the Developer from further construction hereunder until said fees are paid. Any costs incurred by the Municipality in enforcing this obligation shall be paid for by the Developer at the same time and in the same manner as other fees referred to in this article.
- 2. Failure of the Developer to make the payments set forth in this section allows the Municipality to invoke the remedies set forth in paragraph 1 above, along with any other remedies available to the Municipality in law or equity.

L. **Surety.**

- 1. Contemporaneous with the execution of this Agreement, the Developer agrees to furnish the Municipality with either a performance bond or an

irrevocable letter of credit in the minimum amount of \$\_\_\_\_\_ to secure performance of this Agreement. The surety shall remain in full force and effect throughout all Improvements being constructed for the Plat and for 14 months following substantial completion (as that term is defined in Section H) of the Improvements.

The surety shall be in a form acceptable to the attorney for the Municipality, payable to the Municipality at any time upon presentation of (i) a sight draft drawn on the issuing bank in the amount to which the Municipality is entitled to draw pursuant to the terms of this Agreement; (ii) an affidavit executed by an authorized Municipality official stating that the Developer is in default under this Agreement; and (iii) the original of the surety. The surety shall not be cancelled or revoked by Developer without the written consent of the Municipality.

2. As work progresses on installation of Improvements constructed as part of the Agreement, the Municipal Engineer, upon written request from the Developer from time to time, is authorized to recommend a reduction in the amount of the surety as hereinafter provided. When portions of construction (water, sanitary sewer, street, sidewalk, greenway or other Improvements) are completed by the Developer, and approved by the Municipal Engineer, the Municipality may, upon submission of lien waivers by the Developer's contractors, reduce the amount of the surety.
3. Upon acceptance by the Municipality of the Improvements constructed as part of this Agreement, the Municipality agrees to reduce the surety to an amount deemed adequate by the Municipal Engineer to secure performance of the guarantee described in this Agreement, which amount shall not exceed 10% of the original amount.

M. **Developer's Designated Project Manager.** The Developer hereby appoints James Hartung as Project Manager. Said individual shall act as the Developer's representative during the construction phase of the installation of these Improvements. The Project Manager shall be available during construction hours on the job site or available by telephone.

## ARTICLE II - SUPPLEMENTAL GENERAL CONDITIONS

N. **No Vested Rights Granted.** Except as provided by law, or as expressly provided in this Agreement no vested rights in connection with this project shall inure to the Developer. Nor does the Municipality warrant by this Agreement that the

Developer is entitled to any other approvals required.

- O. **No Waiver.** No waiver of any provision of this Agreement shall be deemed or constitute a waiver of any other provision, nor shall it be deemed or constitute a continuing waiver unless expressly provided for by a written amendment to this default under this Agreement be deemed a waiver of any default or defaults of the same type. The Municipality's failure to exercise any right under this Agreement shall not constitute the approval of any wrongful act by the Developer or the acceptance of any Improvements.
- P. **Amendment/Modification.** This Agreement may be amended or modified only by a written amendment approved and executed by the Municipality and the Developer.
- Q. **Default.** A default is defined herein as a breach of, or failure to comply with, any of the terms of this Agreement by Developer. The Municipality reserves to itself the right to draw on the surety provided hereunder in addition to pursuing any other available remedies. Remedies shall include, but not limited to, stopping all construction in the Plat and prohibiting the transfer or sale of lots or not issuing building permits.
- R. **Entire Agreement.** This written Agreement, and written amendments, and any referenced attachments thereto, shall constitute the entire Agreement between the parties.
- S. **Attorney's Fees.** If the Municipality is required to resort to litigation, arbitration, or mediation to enforce the terms of this Agreement, and if the Municipality prevails in the litigation, arbitration, or mediation the Developer shall pay all of Municipality's costs including reasonable attorney's fees and expert witness fees. If the court, arbitrator, or mediator awards relief to both parties, each will bear its own costs in their entirety.
- T. **Time.** For the purpose of computing the commencement, abandonment, and completion periods, and time periods for Municipality action, such times in which war, civil disasters, act of God, or extreme weather conditions occur or exist shall not be included if such times prevent the Developer or Municipality from performing his obligations under the Agreement.
- U. **Severability.** If any part, term, or provision of this Agreement is held by the courts to be illegal or otherwise unenforceable, such illegality or unenforceability shall not affect the validity of any other part, term, or provision and the rights of the parties will be construed as if the part, term, or provision was never part of the Agreement.

V. **Benefits.** The benefits of this Agreement to the Developer are personal and shall not be assigned without the express written approval of the Municipality as set forth in Section AA of this Agreement. Such approval may not be unreasonably withheld, but any unapproved assignment is void. Notwithstanding the foregoing, the burdens of this Agreement are personal obligations of the Developer and also shall be binding on the heirs, successors, and assigns of the Developer. There is no prohibition on the right of the Municipality to assign its rights under this Agreement. The Municipality shall release the original Developer's surety if it accepts new security from any Developer or lender who obtains the property. However, no act of the Municipality shall constitute a release of the original Developer from his liability under this Agreement.

W. **Immunity.** Nothing contained in this Agreement constitutes a waiver of the Municipality's sovereign immunity under applicable law.

X. **Notice.** Any notice required or permitted by this Agreement shall be deemed effective when personally delivered in writing or three (3) days after notice is deposited with the U. S. Postal Service, postage prepaid, certified, and return receipt requested, and addressed as follows:

If to Developer: James Hartung, Member  
ACS RBHS, LLC  
353 Forest Grove Drive  
Suite 105  
Pewaukee, WI 53702

If to Municipality: City of Columbus  
Attn: City Administrator  
105 N. Dickason Blvd  
Columbus, WI 53901

Atty. Paul A. Johnson, City Attorney  
P. O. Box 256  
Lodi, WI 53555

Y. **Recordation.** The Municipality may record a copy of this Agreement or Affidavit indicating the existence of this Agreement in the Register of Deeds office. All cost of recording shall be paid by the Developer.





This Instrument was drafted by:  
City Atty. Paul A. Johnson  
P. O. Box 256, Lodi WI 53555  
F:\DOCS\W\53481\42\A2583892.DOCX

# 2016 AGENDA ITEM

MEETING DATE: October 4, 2016

AGENDA ITEM: Injury Claim in Hillside Cemetery

**DETAILED DESCRIPTION OF SUBJECT MATTER:**

Attached is information on a claim from an individual whose son received injuries from a fallen gravestone at Hillside Cemetery. The information explains the situation through the claimant's account of the incident and what damages they are seeking.

Also included is the denial of the claim from the City insurer.

Per the legal process the City Council needs to take action on this claim, and Atty Johnson can help assist us during this discussion on Tuesday night.

**ACTION REQUESTED OF COUNCIL: Review and discuss claim from incident at Hillside Cemetery.**

Milwaukee Claim Department



September 20, 2016

Ms. Anne Donahue  
City Clerk, City of Columbus  
105 N Dickason Blvd  
Columbus WI 53925-1565

Via Email and Mail

Re: Our Policyholder: City of Columbus  
Claim Number: 1241693  
Date of Loss: 5/25/2016  
Claimant: Tayton Stussy  
382 Chapin Street Unit 2  
Columbus WI 53925

Claimant's Parent: Amanda Davidson  
382 Chapin Street Unit 2  
Columbus WI 53925

Claimant's Attorney: Mr. Kenneth J. Quincey  
QBS Law SC  
130A Park Avenue  
Beaver Dam WI 53916

Dear Ms. Donahue:

Our investigation reveals that there appears to be no negligence against the City of Columbus for the injuries sustained by the claimant. We ask that you formally disallow the claim of Tayton Stussy and his parent Amanda Davidson.

We ask that the Notice of Disallowance be sent directly to both the claimant and his parent separately and carbon copied (cc) to their attorney. The Notice should be sent on the City's letterhead. Due to statutory requirements, the letters must come from the governmental body itself. The letters should be sent via certified or registered mail. The certified mail receipt *must indicate "restricted delivery"* to ensure that the claimant and his parent actually receive the letters directed to them.

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | milwaukee.claims@emcins.com | www.emcins.com

Employers Mutual Casualty Company  
EMCASCO Insurance Company  
EMC Reinsurance Company

Illinois EMCASCO Insurance Company  
Dakota Fire Insurance Company  
EMC Property & Casualty Company

Union Insurance Company of Providence  
Hamilton Mutual Insurance Company  
EMC Risk Services, LLC

EMC Underwriters, LLC  
EMC National Life Company (affiliate)



Ms. Anne Donahue  
September 20, 2016  
Page Two

The letters should read as follows:

**YOU ARE HEREBY NOTIFIED** that pursuant to § 893.80, Wisconsin Statutes, the claim you filed against the City of Columbus dated August 9, 2016 is disallowed.

**YOU ARE HEREBY NOTIFIED** that no action on the claim may be brought after six (6) months from the date of service of this Notice of Disallowance upon you.

We ask that the City provide us with a copy of the Notices. When the City receives confirmation of the certified mail or registered mail receipts, please email us copies of the notification cards. We can then diary the 6 month deadline for the claimant and his parent to file suit.

If you have any questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Arlene V. Chambers". The signature is fluid and cursive, with the first name being particularly prominent.

Arlene V. Chambers  
Senior Claims Adjuster  
EMC INSURANCE COMPANIES  
855-495-1800, ext. 3920; direct dial 262-717-3920  
Fax: 888-992-6125  
[Arlene.V.Chambers@emcins.com](mailto:Arlene.V.Chambers@emcins.com)

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**NOTICE OF CIRCUMSTANCES AND INURY  
AND CLAIM FOR DAMAGES**

**TO:** Ms. Anne Donahue  
Clerk of the City of Columbus  
105 N. Dickason Boulevard  
Columbus, WI 53925

**CLAIMANT:** Amanda Davidson, personally, and  
for and on behalf of her minor son,  
Tayton Stussy  
382 Chapin Street, Unit 2  
Columbus, WI 53925

**THE ABOVE-NAMED PARTY,  
PLEASE TAKE NOTICE:**

1. Amanda Davidson is an adult resident of the State of Wisconsin, residing at 382 Chapin Street, Unit 2, Columbus, Columbia County, Wisconsin.
2. She is the mother of Tayton Stussy, age 3, born January 18, 2013 who resides with her.
3. On May 25, 2016 said Tayton Stussy was injured as a result of the negligence of the City of Columbus, Wisconsin, through its agents and employees.
4. On said date, Tayton Stussy accompanied his mother, Amanda Davidson and his grandfather, Steven Davidson to the City of Columbus Cemetery also known as the Hillside Cemetery located on north Lewis Street in the City of Columbus for the purpose of placing American flags on the graves of Armed Forces veterans as part of the celebration of Memorial Day.
5. After having placed several flags on grave sites, the minor Tayton Stussy was standing next to his mother when, without any warning a grave headstone fell on his legs resulting in a fracture of his left leg as well as other injuries.

The subject headstone was extremely heavy and consequently Tayton's grandfather, Steven Davidson was unable to lift the headstone off of Tayton's legs by himself. A neighbor heard the screams and commotion that followed and came to the scene. Steven Davidson and the neighbor were then able to lift the headstone enough so that Tayton could be pulled out from under the headstone.

Tayton was then carried by his mother and taken to the Columbus Community Hospital where he was initially treated before being transferred to the University of Wisconsin-Madison hospital where he was treated for the next two days. He has returned for further treatment and is continuing to treat for his injuries.

6. Upon information and belief, the said cemetery is owned by the City of Columbus and the City of Columbus is therefore expected to maintain the cemetery in a safe condition so as to prevent injuries to individuals properly on the cemetery grounds.
7. The City of Columbus, its employees and agents were negligent in failing to maintain the cemetery in a safe condition and as a result of that negligence the aforementioned Tayton Stussy was injured and his mother incurred substantial expenses for his treatment in the past and will continue to incur expenses for future treatment. Further, the minor Tayton Stussy has experienced and will continue to experience substantial pain and suffering, past and future disability and past and future loss of enjoyment of life.

In addition to the aforementioned Notice of Circumstances and injury, the following constitutes the Claim for Damages:

1. As previously described the minor, Tayton Stussy has been treated at the Columbus Community Hospital as well as the University of Wisconsin Hospital along with treatment at Dean Clinic in Sun Prairie and Dean Orthopedic Clinic in Madison. Thus far the bills that have been received by Amanda Davidson, the mother of Tayton Stussy are as follows:

<u>Provider</u>	<u>Dates of Service</u>	<u>Amount</u>
Columbus Community Hospital	5/25/16	\$ 3,839.30
Madison Radiologists	5/25/16	\$ 296.00
UW Physicians/Medical Foundation	5/25/16 to 5/26/16	\$ 3,031.00
UW Children's Hospital	5/25/16 to 5/27/16	Awaiting bills
Dean Clinics		Awaiting bills
Prescription Medication		Awaiting bills
Medical Mileage		To be determined
<b>TOTAL MEDICAL EXPENSES</b>		<hr/> To be determined
Wage Loss:		To be determined
Miscellaneous Items		To be determined
<b>TOTAL SPECIAL DAMAGES</b>		<hr/> <hr/> To be determined

2. In addition to the above it is expected that further bills will be received thus increasing the amount of those bills as being part of this Notice of Claim.
3. That as a direct and proximate result of the aforementioned negligence of the City of Columbus its employees and agents as well as others, Tayton Stussy sustained injuries and damages with a value substantially in excess of the statutory limit for claims as prescribed in Wisconsin Statutes Section 893.80(3), and accordingly, limits his claim for these damages to the statutory maximum of \$50,000.00. This also includes the claims of his mother, Amanda Davidson for the expenses she has incurred on behalf of Tayton Stussy.

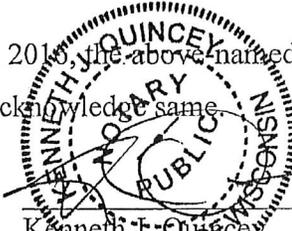
Amanda Davidson, being duly sworn upon oath, deposes and states that she has read the contents of this Notice of Circumstance, Injury and Claim for Damages, and she swears to same, and affirms and verifies the truthfulness of the factual representations contained therein.

Dated at Beaver Dam, Wisconsin, this 9<sup>th</sup> day of August, 2016.

*X Amanda Davidson*  
 Amanda Davidson, personally and  
 for and on behalf of her minor son,  
 Tayton Stussy

STATE OF WISCONSIN    )  
   ) ss.  
 COUNTY OF DODGE        )

Personally came before me this 9<sup>th</sup> day of August, 2016, the above-named Amanda Davidson, to me known to be the person executing this document and acknowledge same.

  
 Kenneth J. Quincey  
 Notary Public, State of Wisconsin  
 My commission is permanent.

QBS Law, S.C.  
 130A Park Avenue  
 Beaver Dam, WI 53916  
 Phone: (920) 885-9266 Ext. 11  
 Fax: (920) 885-2345

RECVD. DATE 8-9-16  
DATE 8-11-16  
TIME 3:50 AM/PM AM  
SIG. AMM

**EASTERN COLUMBIA COUNTY JOINT MUNICIPAL COURT**

*641 S Main Street  
Fall River, WI 53932  
(920) 484-6320  
FAX: (920) 484-6321*

September 28, 2016

Dear Board Members:

Please indicate below whether your respective community has approved or disapproved the 2017 proposed budget and return this letter to me via mail or email at [eccjmc@gmail.com](mailto:eccjmc@gmail.com).

Thank you for your cooperation in this matter.

Very truly yours,

Karen Schmitt  
Court Clerk

Encl.

**Circle One:** Columbus, Fall River, Rio, Randolph, Cambria, Pardeeville, Lodi, Poynette  
Town of Columbus, Village of Dane, Town of Lodi

\_\_\_\_\_ City Council

\_\_\_\_\_ ~~Village Board~~

\_\_\_\_\_ ~~Town Board~~

**APPROVED** \_\_\_\_\_

**DATE APPROVED:** \_\_\_\_\_

**DISAPPROVED** \_\_\_\_\_

**DATE DISAPPROVED:** \_\_\_\_\_

**EAST COL CTY JT MUN COURT  
PROPOSED BUDGET 2017**

	BUDGET 2014	ACTUAL 2014	BUDGET 2015	ACTUAL 2015	BUDGET 2016	2016 JAN-JUNE	PROPOSED 2017
Income							
CITATION INCOME	81,067.42	83,300.78	80,000.00	79,089.45		49,486.43	80,195.12 2 yr ave.
INTEREST INCOME						0.00	
WARRANT FEES						0.00	
MISC COURT FEES (VOIDED CHECKS)							
RETURN CHECK REVENUE						0.00	
MISC. INCOME							
TOTAL	10,500.00	11,399.78	11,300.00	12,014.60		6,743.80	11,371.55
<b>TOTAL INCOME</b>	<b>91,917.42</b>	<b>94,700.56</b>	<b>91,300.00</b>	<b>91,104.05</b>	<b>91,632.00</b>	<b>56,230.23</b>	<b>91,566.67</b>
Expense							
Payroll Expenses							
Judge's Wage	14,000.04	14,000.00	14,800.00	14,533.36	15,096.10	7,548.00	15,096.10
Clerk's Wage	38,209.60	38,209.60	39,520.00	39,520.00	40,310.00	20,155.20	43,264.00
Clerk Assistant							
Bookkeeper	7,170.80	7,228.00	7,444.84	7,441.20	7,592.00	0.00	7,800.00
FICA Matching	4,637.40	4,253.49	4,725.01	4,704.37	4,819.00	2,119.24	5,045.33
Pension Plan Expense	3,159.55	3,759.65	3,826.96	3,806.44	3,665.00	1,828.47	5,061.24
Total Payroll Expenses	<b>68,776.59</b>	<b>67,450.74</b>	<b>70,316.81</b>	<b>70,005.37</b>	<b>71,482.00</b>	<b>31,650.91</b>	<b>76,266.67</b>
LIFE INSURANCE	625.00	671.62	635.00	883.08	700.00	493.38	1000.00
TOTAL BANK FEES & SERVICE CHARGES	100.00	52.86	100.00	50.00	100.00	20.00	100.00
TOTAL LEGAL & ACCOUNTING	3,500.00	3,500.00	3,500.00	3,600.00	3,800.00	0.00	3,900.00
WORKMAN'S COMP INS	400.00	390.00	400.00	401.00	400.00	372.00	400.00
BONDING INSURANCE/EXPENSES	450.00	0.00	0.00	0.00	450.00	3 yr -1,038.00	0.00
COMPUTER PROGRAMS/MAINTENANCE	500.00	0.00	750.00	856.45	700.00	2,930.94	
OFFICE EQUIPMENT	500.00	1,478.96	500.00	0.00	5,000.00	1,047.90	
OFFICE SUPPLIES/PRINTING FEES	1,800.00	1,402.50	1,800.00	1,141.23	1,800.00	648.04	
MISC OFFICE EXPENSES	500.00	148.56	250.00		500.00		
TOTAL	<b>3,300.00</b>	<b>3,030.02</b>	<b>3,300.00</b>	<b>1,997.68</b>	<b>8,000.00</b>	<b>4,626.88</b>	<b>3,000.00</b>
TELEPHONE/INTERNET EXPENSE	2,100.00	1,723.50	2,100.00	2,077.06	2,100.00	985.10	2,100.00
POSTAGE	2,100.00	1,775.40	2,100.00	1,511.11	2,100.00	681.40	2,000.00
JUDGE EDUCATION & SEMINARS							



# Purchasing Policies and Procedures

OCTOBER 2016

**Purpose:** The purpose of this policy is to establish uniform standards and procedures to be followed by all City Departments, Boards, Commissions and the City Council in the purchase of all supplies, materials equipment, and contractual services.

**Policy:** The purchasing standards and procedures set forth herein are designed to:

1. Attain maximum economy in municipal operations to ultimate advantage of local taxpayers; and
2. Provide equal opportunity for qualified vendors to serve the City's needs.
3. Use local businesses when practical and competitive.

## A. Purchase Authority

In general, all supplies, materials, equipment and contractual/professional services shall be included in the budget. When approval of the City Administrator is specified in this policy, the term means City Administrator for all departments.

## B. Authorization Policies and Limits

Although included in the annual budget, certain material, equipment, and contractual services may require additional approvals before actual purchase. Authorization to purchase supplies, material, equipment, contractual services must receive the following approvals prior to purchase:

1. Department Head may authorize purchases that do not exceed \$1,000 if the source of funding has been identified in the budget. The City Administrator must approve all purchases in excess of \$1,000 but less than \$10,000. Purchases in excess of \$10,000 require City Council approval.
2. Purchasing for construction projects shall follow requirements of State Statutes.
3. Each department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein. No department may make charges against budget accounts of other departments.
4. The City Administrator is responsible for determining if an item is budgeted, adequate funds are available and proper purchasing procedures are followed.

### **C. Purchase Orders**

A Purchase Order must be prepared for the following purchases:

1. Any purchase of goods or services.
2. Any purchase from a source determined by formal bid, bid waiver or formal quotation.
3. Any capital outlay item.
4. When a vendor requires a purchase order.

Exclusive of the above requirement, a department head may request a purchase order be prepared at any time they feel it is best or prudent to do so.

### **D. Vendor Payments**

The department ordering goods or services is responsible for the accuracy of expense accounts used and that the purchases are within budget parameters.

All applicable quotation forms, vendor invoices, purchase requisitions and purchase orders, approved by the department head or designee must be forwarded to the City Treasurer's office for payment and processing.

### **E. Purchasing Procedures**

1. Construction Projects:
  - a. Purchases for construction projects in excess of \$15,000. For public construction projects the City shall follow statutory bidding procedures.
  - b. Purchases for construction projects in excess of \$5,000. Expenditures within the range of \$5,000 and \$15,000 for public construction projects and the purchase of construction goods require a class 1 notice under Chapter 985.

2. Purchases in excess of \$10,000 (for non-construction projects):

All purchases of non-construction goods in excess of \$10,000 require formal bidding procedures and approval of the City Council. Purchases for professional services in excess of \$10,000 require the approval of the City Council.

3. Purchases in excess of \$1,000 but less than \$10,000:
  - a. If item is already budgeted the Administrator may authorize purchase.
4. Purchases in excess of \$500 but less than \$1,000:
  - a. The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.

- b. In the event a department head feels that a purchase should be made from one certain vendor rather than through quotes, a recommendation to do so is directed to the City Administrator who may waive this requirement. In the case of a documented emergency, see the current City Budget Expense Line Policy.

5. Purchases less than \$500:

Purchases in this category can best be described as day to day purchases need to perform a job or service. Department heads are responsible for the purchases made by personnel within their department. They may delegate this purchasing authority to subordinates, but they still bear responsibility for these purchases.

6. Petty Cash:

Petty cash funds are established to pay for infrequent purchases that require immediate payment. The City Hall, Police Department, Fire Department, Senior Center, Aquatic Center (while in season) and Public Works/Recreation Department are authorized to maintain a petty cash fund in an amount not to exceed \$250. Receipts are required for all expenditures of these funds.

A formal policy shall be created for the handling of daily deposits and the reconciling of the petty cash funds. This policy shall be on file with the City Finance Director/Treasurer. Deposits shall be made on a regular basis with a gap no longer than one day.

The City Finance Director/Treasurer will maintain a record of the policies and assist, when necessary, in the testing and auditing of these procedures.

7. Purchases of a repetitive nature:

It is not always practical to obtain competitive quotations for purchases that are repetitive in nature. The market should be annually tested including local vendors/businesses by the department head to determine if the current supplier is the most economically.

8. Joint Purchasing:

These requirements may be waived by the City Administrator when purchasing items through State or joint purchasing systems is beneficial to the City.

## DISPOSAL OF FIXED ASSETS

### F. Disposal of Fixed Assets – residual value over \$2,000

The purpose of this policy is to insure that fixed assets (assets with a residual value at the time of their liquidation over \$2,000) are disposed of in a uniform and systematic manner. This process guarantees the taxpayers of Columbus that the City has taken all reasonable steps to maximize any return for the original investment. It is the responsibility of the Council, the City Administrator, and Department Heads of the City to document this procedure and place the appropriate papers and files on record with the City Clerk's office.

1. The Department Head shall submit a written report to the City Administrator detailing the specifics of the item to be liquidated. Such information shall include the make, model, year built, condition, accessories, etc. and estimated fair market value of the item. Preferably a statement from a vendor that markets that type of equipment shall be obtained. The report shall also include the reason why the item should be disposed of or is no longer of any use to the department.
2. After receipt of the report, the City Administrator shall review the report for completeness and accuracy. They then shall communicate the report to other departments of the City to see if another City department has use of the item. If so, the item shall be transferred to the requesting department. The value of the item shall be reconciled with the City Treasurer and transferred from one department to the other's fixed asset list.
3. If no City department has use of the item, the City Administrator shall inform the Council that the item is being disposed of. The item shall be advertised for sale with a posted price, in an 'as is' condition with no guarantees as to working condition or any other expressed or implied warranties. Use of free advertising or nominal cost trade magazines, including the *League of Wisconsin Municipalities* or the *Association of Wisconsin Counties* can be used. After a reasonable period of time, if no offers are accepted, step 4 shall be followed.
4. Following step 3, the item shall be listed in a public auction for surplus city equipment. Such auctions can be conducted locally or in conjunction with other municipalities or county governments. A reserve bid may be set at the discretion of the City Administrator. A local auction or sale may be held if the item's transport cost to a public auction at a location outside of the city is prohibitive. The same terms of the sale applies in step 4 as in step 3.
5. If the item is not sold at a public auction, the City Administrator may accept offers from community non-profit organizations for a city donation of the item. Such offers must be in writing and state the intended purpose of the item and the community use.
6. If the item is not sold after step 5, the City Administrator may accept any offer from area organizations, businesses or private persons for what value can be achieved. Step 6 must be completed with a written record of the transaction by the City Administrator and place on record with the City Clerk. The City Treasurer shall be notified for any asset inventory reconciliation.

**G. Disposal of Fixed Assets – residual value under \$2,000**

1. The Department Head shall submit a written report to the City Administrator detailing the specifics of the item to be liquidated. Such information shall include the make, model, year built, condition, accessories, etc. and estimated fair market value of the item. Preferably a statement from a vendor that markets that type of equipment shall be obtained. The report shall also include the reason why the item should be disposed of or is no longer of any use to the department.
2. The report may include a request to dispose of the item. In that case, the method of disposal shall be outlined in the report. If the City Administrator finds the requests to be valid, he/she may authorize the disposal of the item. The value of the item shall be reconciled with the department's fixed asset list.
3. If the item has some remaining value but is of no use to the department, the City Administrator shall communicate the report to other departments of the City to see if another City department has use of the item. If so, the item shall be transferred to the requesting department. The value of the item shall be reconciled with the City Treasurer and transferred from one department to the other's fixed asset list.
4. If no City department has use of the item, the City Administrator shall inform the Council that the item is being disposed of. Depending on the value and useful life of the item it may be advertised for sale with a posted price, in an 'as is' condition with no guarantees as to working condition or any other expressed or implied warranties. Use of free advertising or nominal cost trade magazines, including the *League of Wisconsin Municipalities* or the *Association of Wisconsin Counties* can be used. After a reasonable period of time, if no offers are accepted, step 5 shall be followed.
5. Depending on the value and useful life of the item it may be listed in a public auction for surplus city equipment in an "as is" condition with no guarantees as to working condition or any other expressed or implied warranties. Such auctions can be conducted locally or in conjunction with other municipalities or county governments. A reserve bid may be set at the discretion of the City Administrator. A local auction or sale may be held if the item's transport cost to a public auction at a location outside of the city is prohibitive.
6. If the item is not sold at a public auction, the City Administrator may accept offers from community non-profit organizations for a city donation of the item. Such offers must be in writing and state the intended purpose of the item and the community use. The item shall be given in an "as is" condition with no guarantees as to working condition or any expressed or implied warranties.
7. Lastly, if the item is not donated or sold, it shall be disposed of in the appropriate manner for the type of item.

# 2016 AGENDA ITEM

MEETING DATE: October 17, 2016

AGENDA ITEM: Mayoral Appointment to Gateway Architectural Review Committee

**DETAILED DESCRIPTION OF SUBJECT MATTER:**

According to the covenants in the Gateway Business Park, certain building and other activities require the approval the Architectural Review Committee. This would be for new buildings, signage not governed by the city, etc. The Committee is comprised of 3 members: City, a representative from the then-owner of lot 1 (Enerpac/Accuant), and the "Declarant", who holds most of the interest in the Gateway lands, which is currently Curt Hanson.

Mayor Crombie wishes to appoint Economic Development Director Dave Carlson as Columbus' representative to this Committee.

**ACTION REQUESTED OF COUNCIL: Consideration of Mayoral Appointment.**

# 2016 AGENDA ITEM

Council Meeting date: October 17, 2016

SUBJECT: Approve Monthly Claims through October 11, 2016

ADMINISTRATION	\$	127,779.84
TREASURER	\$	-
PAYROLL	\$	79.00
	\$	<u>127,858.84</u>
AQUATIC CENTER	\$	-
CABLE	\$	-
CAPITAL PROJECTS	\$	32,568.37
CDA	\$	-
DEBT SERVICE	\$	33,777.95
FIRE DEPT.	\$	1,723.20
HISTORIC PRESERVATION	\$	-
LIBRARY	\$	3,075.04
POLICE DEPARTMENT	\$	1,465.86
PUBLIC WORKS/PARKS	\$	12,199.59
RECREATION DEPARTMENT	\$	-
SENIOR CENTER	\$	506.62
SEWER UTILITY	\$	<u>9,360.88</u>
TOTAL CLAIMS:	\$	222,536.35

## LIST ALL SUPPORTING DOCUMENTATION:

NAME OF DOCUMENT(S): Claims Packet through 10/11/16  
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 \$ 222,536.35