

**COLUMBUS COMMON COUNCIL – COMMITTEE OF THE WHOLE  
TUESDAY, NOVEMBER 15, 2016 – FOLLOWING REGULAR MEETING  
COLUMBUS CITY HALL  
AGENDA**

1. Roll Call
2. Notice of Open Meeting
3. Approve Agenda
4. Citizens Comments on agenda items
5. Department Reports – written reports only
6. Convene to closed session per ss 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require specifically to consider TIF #4 funding request from Fromm development project.
7. Reconvene to open session
8. Consider alternatives for installation of utility extensions to TIF #4 and other benefited properties and potential financing options.
9. Request of Countryside Ford for an additional driveway access on Transit Road
10. Resolution 23-16, A Resolution to Recognize the Creation of Funds #250: Tourism Commission and to Approve Commitment and Assignment of Fund Balances for a Specific Fund Held by the City of Columbus
11. Resolution 24-16, A Resolution to Recognize Various Budget Amendments to the 2016 Operating Budgets – Multiple Funds
12. City contracts for services – 2017 & 2018
13. State Trust Fund Loan – process/resolution (1149 W James St property purchase and City contribution for 251 W James St property purchase)
14. Traffic Flow Changes – Columbus Middle School
15. Consider move of Council Meeting from Tuesday, Dec. 6<sup>th</sup> to Monday, Dec. 5<sup>th</sup> (Holiday Train)
16. 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 administrator.
17. Adjourn



## CITY COUNCIL REPORT

FOR NOV 15, 2016 MEETING

### LEVEL OF STAFFING - AS OF 10/31/2016

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

Full staff level for active fire personnel is 40

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

Oct 2016

Run #	Alarm Date	Alarm Time	End Time	Incident Location	City Incident	Rural Incident	Incident Type	# of F.F.
16-148	10/01	0548	0600	Hwy 151, north of Exit 118		X	False Report of MVA	9
16-149	10/01	1311	1350	James & N Lewis	X		MVA	6
16-150	10/01	1503	1525	Hwy 151	X		Cancelled en route	10
16-151	10/01	1538	1638	100 APC Way	X		Natural Gas Leak	6
16-152	10/01	2248	2340	628 Chapel St	X		CO Alarm	7
16-153	10/09	0007	0035	633 W James, #108	X		EMS Lift Assist	4
16-154	10/10	1420	1545	W1551 Duborg Rd		X	Setup Landing Zone	7
16-155	10/11	1609	1630	405 S Bird St, Sun Prairie	X		Mutual Aid to Sun Prairie FD	5
16-156	10/11	2201	2301	200 Fuller St	X		Fire Alarm	17
16-157	10/11	2343	0010	200 Fuller St	X		Fire Alarm	10
16-158	10/15	0058	0210	Hwy 151 MM 113		X	MVA	5
16-159	10/15	2341	0010	100 APC Way	X		Fire Alarm	11
16-160	10/16	0011	0215	N3401 Oxbow Rd		X	Lighting Strike	15
16-161	10/16	0317	0345	100 APC Way	X		Fire Alarm	2
16-162	10/17	1900	1905	James & Ludington	X		MVA – Cancelled	8
16-163	10/20	0851	0945	1580 W James St	X		Odor Investigation	3
16-164	10/20	1113	1230	100 Block S Dickason Blvd	X		Nat. Gas Leak	6
16-165	10/20	1921	2017	151 NB, 116 MM	X		Car/Deer Accident	10
16-166	10/22	1140	1255	W11883 County D		X	Combine Fire	13
16-167	10/24	1711	1850	Hwy 73 North of DE		X	MVA	11
16-168	10/26	0910	0926	Hwy 73 @ Hwy 151		X	MVA	2
16-169	10/27	2145	2205	Hwy 151, 116 MM		X	Car vs Deer	11
16-170	10/30	1237	1332	110 Stuart St	X		Fire Alarm	7
16-171	10/31	0324	0410	W460 Sydow Road		X	Smoke Alarm	8
16-172	10/31	1610	1710	110 Continental Dr	X		Pallet Fire	13

**Current Monthly Total: 25**

## Total Runs by Month:

<b>Jan</b>	<b>15</b>	<b>July</b>	<b>21</b>
<b>Feb</b>	<b>16</b>	<b>Aug</b>	<b>22</b>
<b>Mar</b>	<b>19</b>	<b>Sep</b>	<b>14</b>
<b>Apr</b>	<b>11</b>	<b>Oct</b>	<b>25</b>
<b>May</b>	<b>12</b>	<b>Nov</b>	
<b>June</b>	<b>17</b>	<b>Dec</b>	

**Year to date total**      **172**      **Last Year at this time**      **136**

## **TRAININGS, MEETINGS, AND COMMUNITY ACTIVITIES** **October 2016**

- 10/01      Firefighter I Class @ Rio - Ramsey
- 10/02      CFD Pancake Breakfast
- 10/03      Firefighter I Class @ Rio - Ramsey
- 10/04      Department Drivers Training
- 10/05      Entry Level Firefighter Class @ Portage – Harmon & Sampson  
Fire Inspector Class @ Fitchburg - Carl
- 10/07      Entry Level Firefighter Class @ Portage – Harmon & Sampson  
Public Education – CES 2<sup>nd</sup> Graders - Carl
- 10/10      Monthly Officers Meeting
- 10/11      Monthly Department Meeting  
Semi-monthly Department Drill – Safety Stand Down  
Ladder Raise – Columbus HS Engineering Class  
Public Education – Red Bud Pre-School - Carl
- 10/12      Entry Level Firefighter Class @ Portage – Harmon & Sampson  
Fire Inspector Class @ Fitchburg – Carl  
Public Education – Columbus Pre-School – Carl & C. Orange  
Public Education – Red Bud Daycare - Carl
- 10/13      Public Education – Columbus Pre-School – Carl & Ramsey  
Public Education – At Home Again - Carl
- 10/14      Public Education – CES Kindergarten - Carl
- 10/17      Firefighter I Class @ Rio – Ramsey

10/18 Training Committee Meeting

10/19 Entry Level Firefighter Class @ Portage – Harmon & Sampson  
Public Education – Konkel’s Daycare - Carl

10/20 MABAS Division 135 Meeting @ Wyocena – C. Dykstra

10/22 Fire Inspector Class @ Fitchburg - Carl

10/24 Firefighter I Class @ Rio – Ramsey

10/25 Entry Level Firefighter Class @ Portage – Harmon & Sampson  
Semi-monthly Department Drill – RIT Training

10/25-27 State Fire Inspector Conference @ Wis. Dells – Carl & Hazeltine

10/26 Fire Inspector Class @ Fitchburg – Carl  
Hosted Columbia County Fire Meeting

10/27 Rural Fire Group Meeting

10/29 Firefighter I Class @ Rio – Ramsey  
Spoke at American Legion District Mtg. @ Kestrel Ridge - Koehn  
Trick or Treating at Fire Station

## **FIRE INSPECTIONS**

**OCTOBER**

**87 Inspections**

## ITEMS OF NOTE FOR OCTOBER

October is always a busy month at the fire department with Fire Prevention Week always falling during the month. The activities begin with our annual pancake breakfast on the 2<sup>nd</sup> and ends with Trick or Treating on the 29<sup>th</sup>. In between, our public education coordinator, Sue Carl, reaches out to several hundred children from pre-school to elementary school, teaching them about fire safety. The materials provided to these children are provided by contributions from local businesses through the National Fire Safety Council. In addition, fire department personnel witness fire drills at all the area schools during the month. With all these activities, we have well over 2500 contacts with citizens about fire prevention and safety.

Two of our fire inspectors, Scott Hazeltine and Sue Carl, attended the State Fire Inspectors Conference at Wisconsin Dells.

Columbus Community Hospital donated \$1030 to the department from proceeds from their A Walk in the Park event in late September.

Enbridge, Inc. donated another \$1000 to the department. This is in addition to the pickup truck that they donated to the department earlier this year. Here is the bottom line on what was spent on putting the truck in service...

### Expenses

2009 Chevy Silverado from Enbridge	0.00	
Cap, bed liner, bed slide	2815.00	
Lights/radio/wifi installation	4507.29	
Graphics	<u>675.00</u>	
		\$7997.29

### Income

Sale of 2001 Chevy Suburban	4750.00	
Sale of bed cover that came with the Silverado	281.00	
Sale of old light bar from Suburban	62.25	
Donation from Enbridge toward Silverado expenses	<u>1000.00</u>	
		<u>\$6093.25</u>

**Net Expense to Upgrade to a Newer Vehicle** \$1904.04

*Randy Koehn*



Firefighter **Daryl Hoffman** has been with the department since 1988.

Daryl and his wife, Cheryl, have two children, daughter Kelli (19) who is attending Moraine Park in Beaver Dam for nursing, and son Scott (15) who is a sophomore in high school. He also has three step-daughters and two grandchildren.

Daryl has been employed as a truck driver with Estes Express Lines for almost 12 years.

Bowling is a big part of his leisure time. He has been to the national bowling tournament 29 years. He enjoys watching his children's sporting events as well as the Badgers, Packers, and Brewers. He looks forward to family vacations and also goes on road trips to farm/toy truck shows.

He is a Wisconsin Certified Firefighter 2 and was previously an EMT for 10 years.

*(Photo courtesy of Walcott Studio)*



Firefighter **Todd Hornbacher** has been with the department since 1991.

He was originally from Ames, Iowa, and attended Union College in Lincoln, Nebraska, before moving to Columbus. He worked as an electrician for several companies before starting his own company, Haywire Electric and Security. He previously was an EMT for the local ambulance service in Columbus.

He married his wife, Julie, in 1991, and they are the co-owners of Julie's Java House and the co-founders of the NICC Foundation. They have three children... Nicholas Schultz, who is also on the fire department, Savannah, who is social worker for Dodge County, and Noah, who is working with Todd as an electrician.

In his free time, Todd enjoys boating, snowmobiling, and spending time with his family.

Todd has the following professional certification:

- Wisconsin Firefighter 1

*(Photo courtesy of Walcott Studio)*

240 North Water Street  
Columbus, WI 53925



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

**FROM:** Werner Biedermann

**DATE:** November 2, 2016

**SUBJECT:** October 2016 Monthly Report

Lifestar responded to 57 911 calls this month. We also responded to two intercepts, one for Rio EMS and the other for Cambria EMS. Lifestar also provided standby for two fire responses by Columbus Fire Department and one for Fall River Fire Department. Below is the breakdown by municipality.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Total
Calamus	1	3	1	0	2	0	1	2	2	0	0	0	12
Columbus City	30	21	42	21	23	22	35	38	43	33	0	0	308
Columbus Town	2	4	5	1	2	2	3	4	3	7	0	0	33
Elba	3	1	5	6	2	5	2	5	4	3	0	0	36
Fall River	8	6	6	12	12	9	22	15	6	7	0	0	103
F. Prairie	4	0	1	4	0	4	3	1	0	3	0	0	20
Hampden	1	2	2	2	0	2	2	1	1	1	0	0	14
Portland	1	1	0	1	0	1	2	1	4	1	0	0	12
Otsego	0	3	0	0	1	1	1	1	1	1	0	0	9
York	0	0	2	1	0	2	0	2	2	1	0	0	10
Totals	50	41	64	48	42	48	71	70	66	57	0	0	557
Fire Standby	1	0	1	1	0	0	2	3	0	3	0	0	11
Intercepts	2	0	3	2	2	0	0	1	2	2	0	0	14
Mutual Aid	0	0	0	0	1	0	0	2	2	0	0	0	5

All calls were within the response guidelines.

Training was an update on billing procedures and on the new DaneCom communications system. Dane County is implementing a digital trunking radio system that requires us to reprogram our radios. This programming has been completed. The new system goes on line on or about 15 November.

Lifestar handed out Halloween candy at the Columbus Fire Department.



# COLUMBUS POLICE DEPARTMENT

159 S. Ludington St.  
Columbus, WI. 53925  
920-623-5919 (Main)  
920-623-5930 (Fax)



November 10, 2016

Mayor Crombie,  
Members of the Common Council:

**RE: POLICE DEPARTMENT ACTIVITY REPORT**

This is the written report for the police department covering recent activity and current events.



# COLUMBUS POLICE DEPARTMENT

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## PERSONNEL

The department is fully staffed. The positions are broken down below.

Current Staffing overview:

	Authorized by Budget	Actual
<u>Sworn Officers</u>		
Full-time police officers:	10	10
(Position breakdown)		
Patrol Officer	6	6
Sergeant	1	1
Lieutenant	2	2*
Chief	1	1
<u>Clerical</u>		
Office Manager (full-time)	1	1
Clerk (full-time)	1	1
<u>Adult, School Crossing Guards (part-time)</u>		
Regular	N/A	6
Substitute	N/A	3

**NOTE:** N/A indicates that the budget doesn't specify a set amount of positions (e.g. regular, full-time vs. part-time) as long as the total amount of positions doesn't exceed the approved amount of funds

\* One lieutenant is on restricted physical duty due to a medical condition as of 09/13/2016 until further notice.



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Employee	Date of Hire	Years of Service with CPD
Chief Daniel Meister	2/1/2010	6.7
Lieutenant Dennis Weiner	2/8/2008	8.7
Lieutenant Roger Witthun	12/17/2001	14.9
Officer Randy McDaniel	7/11/2016	.3
Officer Matt Schultz	12/23/2002	13.9
Officer Kelly Towne	2/2/2004	12.7
Officer Eric Nofsinger	8/20/2013	3.3
Officer Ben Ziegler	10/28/2013	3
Officer Kayla Damrow	3/14/2014	2.6
Office Manager Erika Kellar	2/4/1999	17.8
Police Clerk Bonnie Langsdorf	9/30/2006	10.1

### NEW HIRE

Raymond Parr was hired as our new sergeant to fill the vacancy in that position. Sgt. Parr comes to us from northern Wisconsin. He has over 19 years of law enforcement experience – most recently with the Cameron, WI. Police dept.



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## FACILITIES

I have obtained some quotes regarding the cost to repair the crack in the front wall of the public safety building and the crack in the foundation wall of the basement. That information has been submitted to the city administrator.

## FLEET

We have exceeded our line item budgeted expenses for fleet repair and maintenance. About half of the budgeted expenses for this item have gone towards one vehicle – the 2011 Ford Crown Victoria Police Interceptor. This comes with an aging fleet having two squad cars that have about 180,000 miles on them each.

CPD FLEET STATUS REPORT						
Fleet #	Year	Make/Model	Marked ?	Assigned to	Mileage	Mileage Date
101	2010	Ford Explorer (Non-police)	No	Chief/Admin.	72,416	10/21/16
251	2005	Ford Taurus (Non-police)	No	Admin.	92,360	10/21/16
191	2009	Ford CVPI *	Yes	Patrol	172,103	10/21/16
111	2011	Ford CVPI *	Yes	Patrol	184,802	10/20/16
141	2014	Ford Interceptor (SUV)	Yes	Patrol	91,393	10/21/16
142	2014	Ford Interceptor (SUV)	Yes	Patrol	69,627	10/21/16

\* NOTE: Ford CVPI was discontinued in 2012.

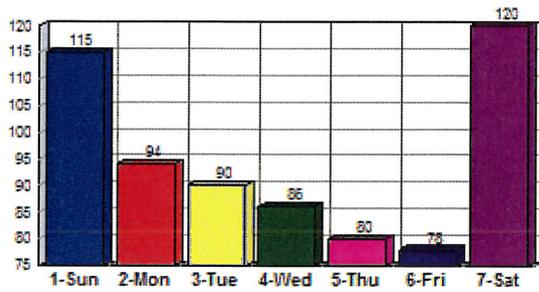


# COLUMBUS POLICE DEPARTMENT

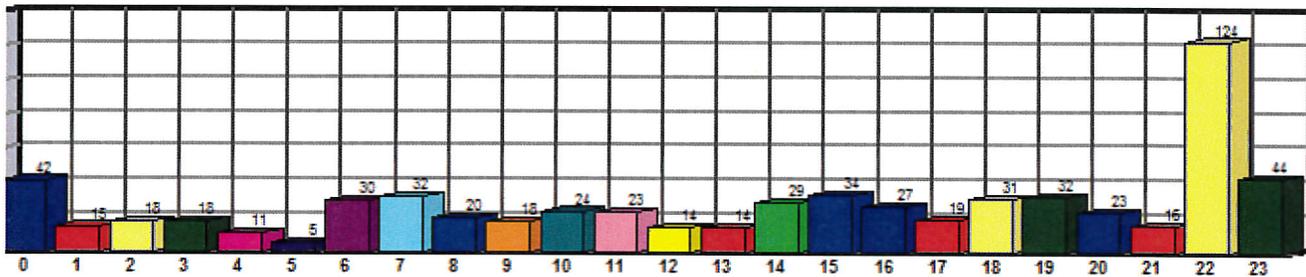
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## ACTIVITY/CALLS FOR SERVICE (Month of October 2016)

Calls By Day Of Week



Calls By Hour Of Day





# COLUMBUS POLICE DEPARTMENT

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October calls for service provide by the Columbia Co. Sheriff dispatch center.

10-16	DOMESTIC ABUSE	1
10-46	DISABLED VEHICLE	15
911 HANG UP	911 HANG UP	9
ACCIDENT	ACCIDENT	13
ALARM	ALARM ACTIVATION	9
ANIMAL BITE	ANIMAL BITE	1
ANIMAL	ANIMAL	6
BOND	BOND CONDITION/VIOLATION	1
CAR/DEER	CAR/DEER ACCIDENT	3
CHILD ABUSE	CHILD ABUSE	2
CIVIL	CIVIL COMPLAINT	1
CONTROLLED	CONTROLLED SUBSTANCE	2
CP	CIVIL PROCESS	3
DC	DISORDERLY CONDUCT	12
DRIVE	DRIVING COMPLAINT	21
EMS CALL	EMS CALL	20
EXTRA PATROL	EXTRA PATROL	8
FIRE	FIRE	8
FOLLOW UP	FOLLOW UP	2
FRAUD	FRAUD	3
GEN DELIVERY	GENERAL DELIVERY	1
GENERAL	GENERAL	34
HARASSMENT	HARASSMENT	3
HAZ RDWY	HAZARD ON THE ROADWAY	4
HOUSE WATCH	HOUSE WATCH	3
JUVENILE	JUVENILE COMPLAINT	5
K9	K9	1
KEEP PEACE	KEEP THE PEACE	1
LOST/FOUND	LOST/FOUND	4
MISS PERSON	MISSING PERSON	1
MUTUAL	MUTUAL AID	5
NOISE	NOISE	5
OW PERSON	OUT WITH A PERSON	5
OPEN DOOR	OPEN DOOR	2
ORD VIOL	ORDINANCE VIOLATION	4
PARKING VIOL	PARKING VIOLATION	3
RADAR	RADAR ENFORCEMENT	7
SECURITY	SECURITY	259
SEX OFFENSE	SEX OFFENSE	1
SPECIAL EVNT	SPECIAL EVENT	1
STRAY DOG	STRAY DOG	1
SUSPICIOUS	SUSPICIOUS	20
THEFT	THEFT	8
THREAT	THREAT	4
TRAF CONTROL	TRAFFIC CONTROL	2
TRAFFIC STOP	TRAFFIC STOP	108
TRESPASS	TRESPASSING	3
TRO/INJ VIOL	TRO/INJUNCTION VIOLATION	1
VANDALISM	VANDALISM	4
VEH LOCKOUT	VEHICLE LOCK OUT	7
WARRANT	WARRANT/WANTED PERSON	2
WELFARE	WELFARE CHECK	14

**Group Total: 663**



## **COLUMBUS POLICE DEPARTMENT**

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### **PATROL/INVESTIGATIONS**

Our department has been involved in several investigations regarding social media postings. It is unlawful to threaten, harass or cause a disturbance via social media postings and emails.

On October 20<sup>th</sup> we responded to a report of a natural gas line leak at the intersection of W. James St. and S. Dickason Blvd. An exposed pipe was accidentally severed causing a high pressure leak that could be heard and smelled at least one block away. Downtown traffic was blocked off for about one hour until WE Energies could shut off the line.

### **TRAINING**

We recently had one of our yearly firearm training sessions that was conducted at nighttime. Officers practiced in identifying and shooting at targets in low light/complete darkness situations with the aid of personal illumination devices.

We also had training in DAAT (Defense And Arrest Tactics) in which we focused on controlling violent/attacking subjects and ground defense fighting.

Officers also had refresher training on vehicle contacts/traffic stops during high risk situations.

In mid-November we are putting on active shooter/violent encounter training for city staff at city hall. .



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## EVENTS/PROGRAMS

On October 22<sup>nd</sup>, our department participated in a national drug take back event. Residents were encouraged to drop off their unused/unwanted medications at the drug drop box located inside the public safety building lobby. We disposed of 10 boxes containing about 171lbs of medications.

Officer Damrow handed out treats to Trick-or-Treaters at the police department during the City's official Trick-or-Treat event on October 29<sup>th</sup>.

Our department has been requested to assist with traffic and crowd control at the following events:

Canadian Pacific Holiday Train Event

Holiday Parade

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If you have any questions regarding this report, please contact me.

Respectfully submitted,

Daniel M. Meister  
Chief of Police

## Public Infrastructure Team Meeting – September 27, 2016

### CITY ADMINISTRATOR'S REPORT

CALL TO ORDER: 8:30 a.m.

#### ATTENDEES:

Patrick Vander Sanden, City Administrator

Eric Anthon, Superintendent, Columbus Water & Light

Anne Donahue, City Clerk

John Nehmer, Columbus Wastewater Treatment Plant

Kim Manley, Finance Director

Jenny Schultz (for Davis Clark, DPW)

Jason Lietha, City Engineer – Ruekert Mielke

#### SEWER

- **Infiltration/Inflow Project**
  - John Nehmer and crew are working on a project to further televise the collection system.
    - The televising will identify mains and manholes that need replacement
    - Many problems with the collection system have been addressed.
    - This can lead to a “lateral rehabilitation program”, particularly for the Main Street Basin & Meister Park area.
      - Examples: City of Franklin, WI: they have flow-monitoring of laterals to homes. Could lead to internal or external home inspections.
      - Columbus – maybe 30 homes in pilot project, looking for leaking laterals.
    - Needs: an ordinance to require homeowners to fix leaking laterals
    - Needs: Council presentation/Public Education on the project and benefits
    - Include project during budget workshop?
- **Other 2016 Projects**
  - Collection System
  - Holding off on sewer later repairs, will carryover to 2017
  - Clarifier work done, and done well
  - CMOM Program complete and proving useful, particularly in determining manufacturing discharges

- **Phosphorus** – Optimization report to study plant and process
  - Looking at chemicals to lower phosphorus levels
  - Deadlines: 12/31/17 – identify how we will achieve limits  
12/31/18 – Identify ‘trading’ partners
- **Fall River System**
  - Meeting upcoming to discuss status of Agreement Amendment
  - No longer hearing complaints on odor issues
- **Cross-Connections**
  - Progress being made on this project as some cross connections identified
  - In the second round of inspections, less cross-connections seen
- **Sludge**
  - Material still being hauled as the most cost-effective at this time
  - Still reviewing options
- **FUTURE:** Review Capital Improvements Plan/I&I Reduction/Facilities Maintenance

## STREETS

- **Street Work**
  - Punch List Items being compiled
  - Looking at restoration efforts along the project
  - Next spring will bring a full warranty inspection
  - Post-Mortem meeting with Council coming to discuss the highs and lows of the project
  - Slurry Seal – week of October 3<sup>rd</sup>
    - Discussing adding of addition roadway due to elimination of crack filling for this year
- **FUTURE STREET WORK**
  - 2017: James Street
  - 2018: Park Ave Jurisdictional Transfer (pending): Patrick plans to return this discussion to the Council for review
  - 2021 : Hwys 151 & 16 On/Off Ramps
  - 2021: On the DOT Schedule for Hwy 89 (Park Ave to Avalon Rd)

## **WATER & ELECTRIC**

- **2016**
  - W&L has addressed some critical needs with the work being done on the project streets (Charles, W. Prairie, Church, Mill & Birdsey). Mains are being replaced as well as needed laterals.
  - All seemed to have gone very well with the project
- **Lead Service Replacement**
  - Applied for DNR grant to assist with these costs. Will hear results next year.
  - Could Lead Lateral Replacements coincide with efforts to address I&I with sewer?
  - Potential Ordinance may be necessary to require lead laterals be replaced.
- **FUTURE**
  - Will always be working with City on projects that can address street and water utility infrastructure.
  - Looking at/working on James & Farnham.
  - Recent looping upgrades have been good for the entire system.

## **STORMWATER**

- Firemen's Park Storm Study begun.
- Middle School Storm Sewer – complete.
- Overall Stormwater Management
  - Recent Heavy Rains have been managed well due to proactive activity with the dam.

## **OTHER**

- GIS Mapping/Data Project, project underway
  - Wachtel working on the tree inventory.
  - GIS Users Group is in Verona (tomorrow). User groups are helpful to exchange experiences and ideas on the GIS mapping (Ruekert communities)
- Utility work, James Street: Jenny to look at WE Energies plan to cover patches along sidewalk due to new services. Cold patch will not be acceptable to Davis.

**ADJOURN: 10:35 am**

**NEXT MEETING: DECEMBER 2016**

November 10, 2016

Ms. Anne Donahue  
City Clerk  
City of Columbus  
105 North Dickason Boulevard  
Columbus, WI 53925-1565

Re: CountrySide Ford - Site Plan Driveway (**Site plan submittal November 4, 2016**)

Ruekert & Mielke Inc. (R/M) has completed our review along with City staff review for the project listed above. The site plan has been reviewed for compliance with local ordinances and required local permits. We offer the following comment from R/M and City staff. Please contact the City for clarification. Prior to permits being issued to complete site work, the following comments will need to be addressed or additional information be provided per the following letter. If you have any questions or comments, please let me know. If you wish to arrange a meeting to discuss, please contact the City Administrator.

### **General Plan Comments**

1. 86.191(c )(1) allow a maximum of two driveways per street frontage for commercial and industrial. The proposed plan will exceed the ordinance allowance.
2. 86.191(c )(2) driveway shall not exceed 32 feet for commercial. The proposed driveway is 52 feet in width.
3. Driveway culvert under proposed joint driveway will need to be RCP, not CMP material.
4. Grade detail on the culverts are deeper than grades shown on the ditch line. Water appears to be trapped in the ditch and will not drain.
5. Curb will be required on the apron in the City right-of-way.
6. An easement should be recorded to allow access rights for both parties.

There is a reduction in parking stalls, however, the site still meets the requirement.

Ms. Anne Donahue  
CountrySide Ford - Site Plan Driveway Review  
November 10, 2016  
Page 2

After final changes are made to site plans, please submit (4) full size plans, (2) half size plans and a digital copy. Once received, final signoff for site plan can occur.

Very truly yours,

RUEKERT & MIELKE, INC.



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

JPL:crp

cc: Patrick Vander Sanden, City of Columbus  
Jacob Henning, General Engineering  
Eric Drazkowski, Excel Engineering  
Eric Anthon, City of Columbus Water and Light  
Davis Clark, City of Columbus  
File



November 3<sup>rd</sup>, 2016

**Narrative Description – West Driveway Request**

Project: Countryside Ford  
SE corner of STH '60' and Transit Road  
Columbus, WI 53925  
Tax Parcel ID Number: 1185.B  
(Excel Job No. 1518820)(Keller job # P15150)

A request is being made to pave and regrade a third access, which is currently existing, onto Transit Road for the benefit of the Countryside Ford project. This access will involve the regrading and paving of the existing gravel entrance to the existing layout and the culvert will remain. Since this is an existing access the owner is requesting the internal connection to allow for flexibility for vehicle delivery trucks to access the site. This will allow trucks more options through the site and onto the roadway for safer maneuvering. A proposed access easement over this drive entrance is shown on the plans.

The owner owns both the north and south properties shown on the plans. The north property is zoned Industrial and the south property is zoned commercial.



# CITY OF COLUMBUS

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

## APPLICATION FOR PERMIT: DRIVEWAY OPENING

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. No partial applications will be accepted and final acceptance will be determined by City Staff.

Sec. 86.193 of the Columbus municipal code provides that no person shall install, alter, change, replace or extend across or through any sidewalk or curbing of any driveway without having first obtained a permit.

New Construction       Replacement       Exception  
 Single Driveway       Two Driveway openings (see Sec. 86.191 (b) & (c) for allowances)

APPLICATION FEE PAYABLE WITH APPLICATION: \$25.00.

### Applicant Information:

Name: Countryside Ford  
Address: 330 Transit RD.  
City: Columbus State: WI ZIP: 53925  
Phone: (H) (920) 623-5960 (C) (920) 319-1154  
Fax: (920) 623-5963 Email: Kg@countrysidegm.com

### Property Owner information (if different from Applicant):

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### Contractor Involved with project:

Name: Keller Inc  
Address: W204 N11509 Goldendale Rd  
City: Germantown State: WI ZIP: 53022  
Phone: (262) 250-9710 (C) (262) 894-8820  
Fax: \_\_\_\_\_ Email: du@tech@kellerbuilds.com



**CITY OF COLUMBUS**

105 N. DICKASON BOULEVARD \* COLUMBUS, WISCONSIN 53925-1585  
920.623.5900 \* FAX 920.623.5901 [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com)

**Site Information:**

**Address:** 330 Transit Rd. Columbus, WI 53925

**Zoning:**  Single Family     Duplex     Multi unit  
 Commercial     Industrial

**Attach site plan or map of property to show location of proposed driveway(s). Plan must clearly show all existing and proposed driveway(s), measurements (width), location, all street frontages and the location of all structures on the premises.**

**Conditions of permit issuance.** Conditions may be required by the common council if it finds them necessary to fulfill the purpose and intent of this chapter.

**Exceptions.** Exceptions from ordinance or standards for construction may be authorized by the Common Council. Notification will be provided to applicant when present on agenda for consideration by Common Council.

**Expiration.** The permit shall expire one year from the date of approval.

See Ch. 86-191 through 86-193 and the attached construction specifications for information on the requirements for driveways.

\*\*\*\*\*

**I certify that all the above statements and plans submitted with this application are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbus for the purposes of inspection as may be required by law.**

11/3/16  
Date

[Signature]  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner (if different from Applicant)

\*\*\*\*\*

Date Fees Paid \_\_\_\_\_ Date Submitted for consideration \_\_\_\_\_

Action taken    ( ) Approved    ( ) Conditions (attached)    ( ) Denied

Date of Action \_\_\_\_\_



**Keller**  
PLANNERS ARCHITECTS ENGINEERS

FILE CITIES  
Keller, Inc. 371 7th Ave SW  
PO Box 27000  
PHONE 651 744 2700 or 1-800-228-2244  
FAX 651 744 2700  
WWW.KELLERINC.COM  
Keller, Inc. 10000  
15777 Maplewood Dr  
Maplewood, MN 55127  
PHONE 651 744 2700  
PHONE 651 744 2700  
PHONE 651 744 2700  
FAX 651 744 2700  
www.kellerbuild.com

# COUNTRYSIDE FORD

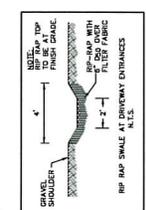
WISCONSIN

330 TRANSIT AVE, COLUMBUS, WISCONSIN

PROPOSED FOR:

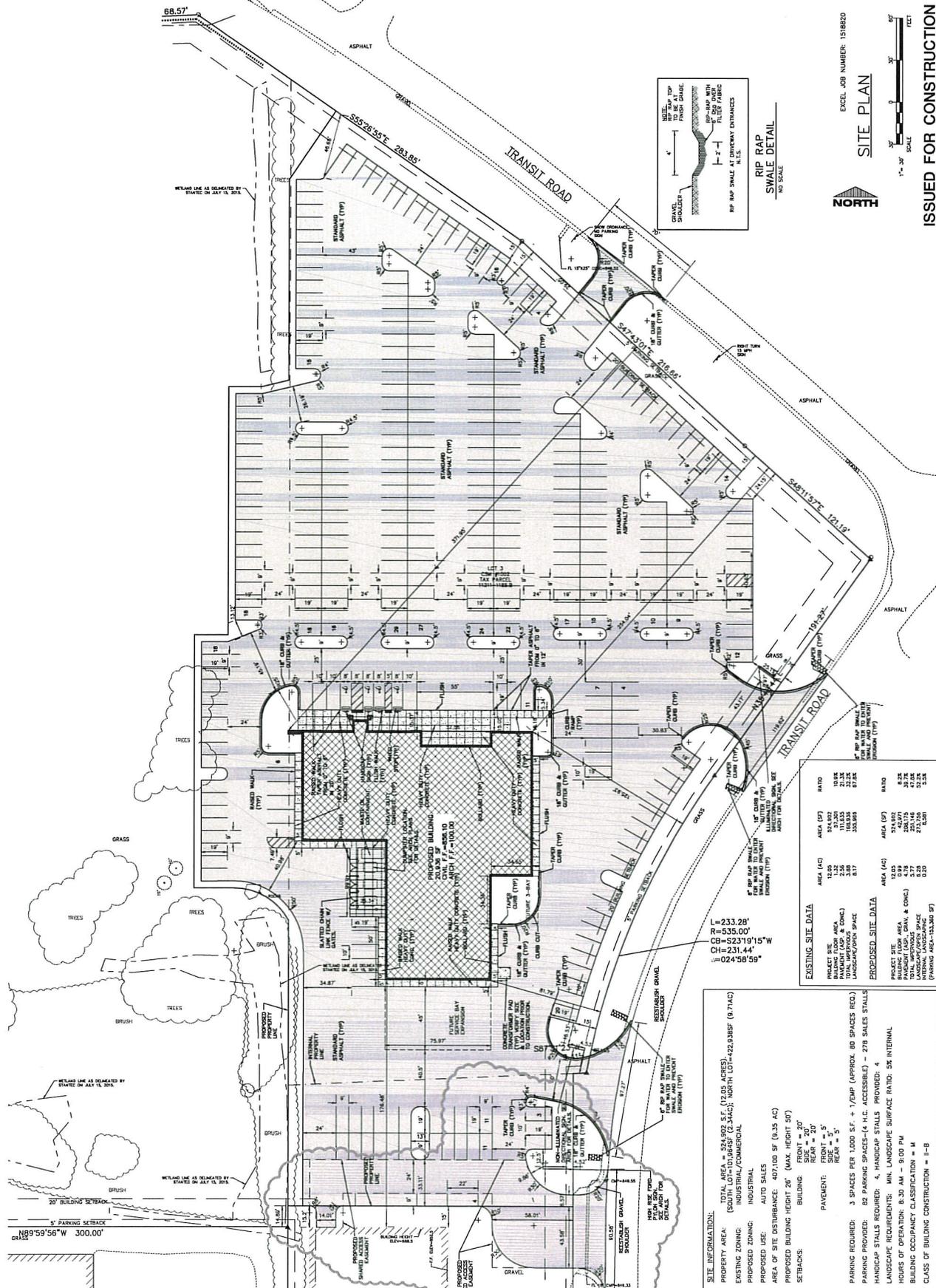
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EXCEL JOB NUMBER: 151820  
**SITE PLAN**  
DATE: MAY 31, 2016  
SHEET: C1.2

ISSUED FOR CONSTRUCTION



**EXISTING SITE DATA**

PROJECT SITE AREA (AC)	12.05	RATIO	
PROJECT SITE AREA (SF)	824,902	RATIO	
PAVEMENT (SQ. FT.)	111,050	RATIO	13.46%
TOTAL IMPERVIOUS SURFACE (SQ. FT.)	305,938	RATIO	37.21%
LANDSCAPE SPACE	3.89	RATIO	0.05%

**PROPOSED SITE DATA**

PROJECT SITE AREA (AC)	12.05	RATIO	
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**PROPOSED SITE DATA**

PROJECT SITE AREA (AC)
------------------------



**Keller**  
PLANNERS ARCHITECTS BUILDERS

FOFFICE  
12710 BROADWAY, SUITE 100  
MINNEAPOLIS, MN 55425  
PHONE 612.338.7400 FAX 612.338.7401  
WWW.KELLERUSA.COM

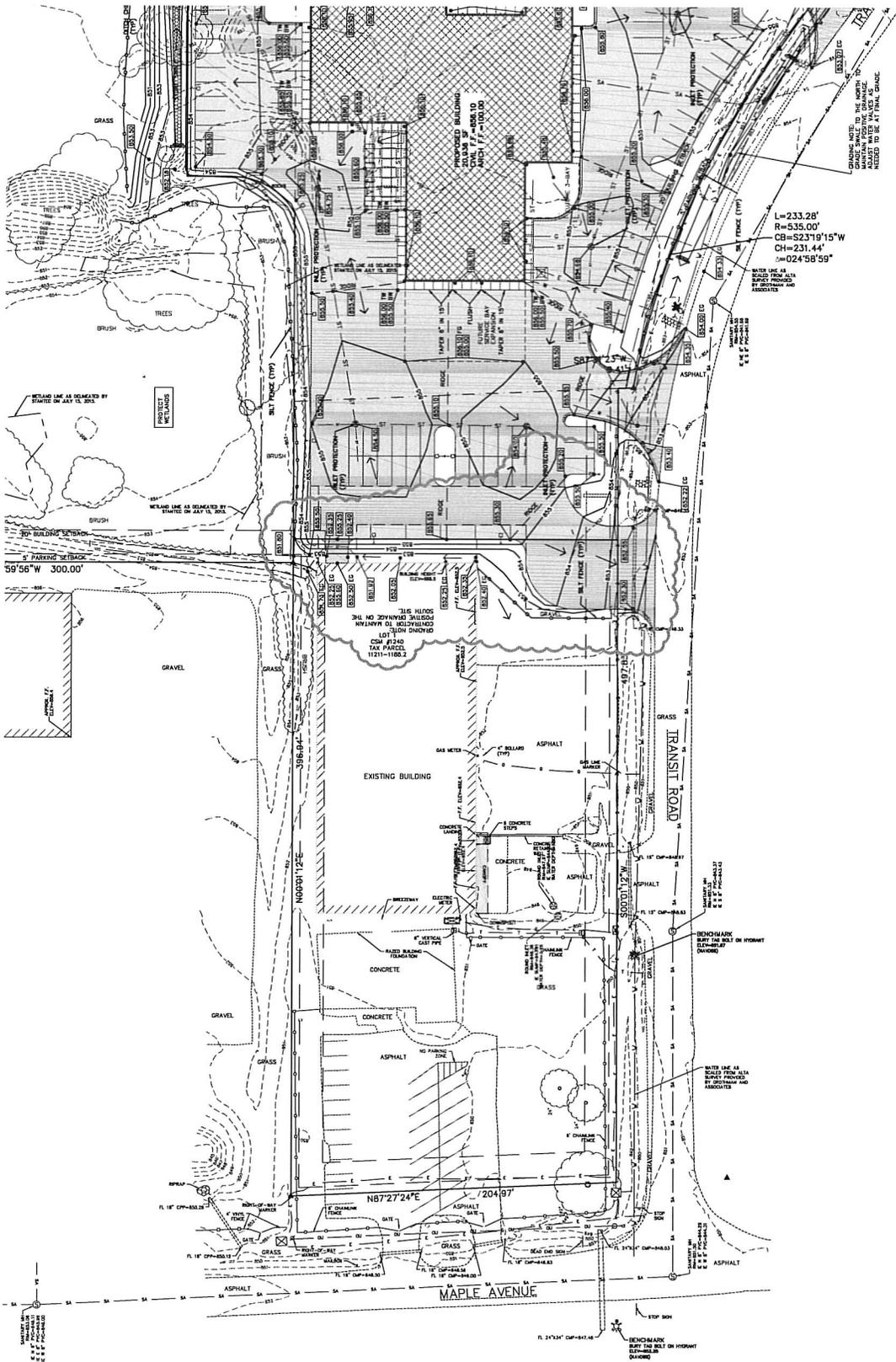
**COUNTRYSIDE FORD**  
WISCONSIN

PROPOSED FOR:  
330 TRANSIT AVE, COLUMBUS,

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DATE: MAY 31, 2016  
SHEET: C1.3C



EXCEL JOB NUMBER: 1518820  
**GRADING & EROSION CONTROL PLAN SOUTH**  
ISSUED FOR CONSTRUCTION



1" = 30' SCALE  
0 30 60 90 120 150 180 210 240 270 300 330 360  
FEET

PROJECT MANAGER: D. UTTECH  
ARCHITECT: S. KLESSIG  
DRAWN BY:  
EXPIRED: A. RUEDA  
SUPERVISOR: W. WALLANDER  
PRELIMINARY NO: P 15150  
CONTRACT NO: 383368  
DATE: MAY 31, 2016

## Anne Donahue

---

**From:** Anne Donahue  
**Sent:** Monday, October 31, 2016 6:25 PM  
**To:** 'Eric Drazkowski'  
**Cc:** 'Jason Lietha (jlietha@ruekert-mielke.com)'; Vander Sanden, Patrick; pjohnson@boardmanclark.com  
**Subject:** Countryside Ford  
**Attachments:** forms; Driveway Application .pdf

Eric,

Based on the documents you sent 10/26/16 for the Countryside Ford site it looks like you need the following:

To go to the Committee of the Whole of the Council for review and then to the Council:

- The 3<sup>rd</sup> driveway for one property
- The joint driveway with the property to the south
- The ingress/egress for the 2 properties over the joint driveway

This information would need to be here Friday this week to go to the departments for comments, then to the 11/15/16 Committee of the Whole, then the 12/06/16 Council meeting.

To go to the Plan Commission then to the Council:

- The new certified survey map
- The request to rezone for the part of the lot that would be attached to the Ford site

This information would need to be here by 11/14 for the rezoning and 11/22 for the CSM, both would go to the 12/15 Plan Commission then the 12/20 Council meeting

To go to the Zoning Board of Appeals:

- Variance to the rear yard setback for the existing building on the Maple Ave lot after the new lot line is created by the new CSM.

I noticed not all the sheets you sent have a revision date on them. Please make sure each page of the submittal is marked so we know it is part of the latest packet.

I had

Talked to Dave from Keller and sent to him the attached documents. I added the driveway permit to this email.

Please let me know if you have any questions.

Thanks Eric.

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

**RESOLUTION NO. 23-16**

**A RESOLUTION TO RECOGNIZE THE CREATION OF FUND #250;  
TOURISM COMMISSION AND TO APPROVE COMMITMENT AND  
ASSIGNMENT OF FUND BALANCES FOR A SPECIFIC FUND HELD BY  
THE CITY OF COLUMBUS.**

*WHEREAS*, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54, which changes the terminology used for fund balance reporting on balance sheets of Governmental Funds; and

*WHEREAS*, the Council adopted the original Resolution 22-11 on the 20<sup>th</sup> day of December, 2011 but since that time additional Funds have been created,

*WHEREAS*, to comply with GASB 54 the Council needs to recognize and commit/assign revenues, expenses and the respective fund balances for specific purposes as follows:

**Fund #250 – Tourism Commission**

This fund was created to segregate the activity of the Tourism Commission. Expenses pertaining to the activity within this fund shall be recorded within this fund. Revenues received/generated or from the Room Tax Fund transferred to this fund are committed to remain within this fund for the purpose of supporting any approved expenditures by the Tourism Commission.

*NOW, THEREFORE, BE IT RESOLVED* that the Common Council of the City of Columbus, State of Wisconsin, does hereby approve the additional fund as presented/described.

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

**CITY OF COLUMBUS**

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

Attest:

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

**RESOLUTION NO. 24-16**

**A RESOLUTION TO RECOGNIZE VARIOUS BUDGET AMENDMENTS TO THE 2016 OPERATING BUDGETS – MULTIPLE FUNDS.**

**Whereas,** the City Council has taken action to over the past year to expend or defer funds that were not initially placed within the 2016 budget approved on December 1, 2015, and

**Whereas,** this resolution will acknowledge the following:

<b><u>Account Number:</u></b>	<b><u>Title:</u></b>	<b><u>Type / Purpose /Action:</u></b>	<b><u>Amount:</u></b>
<b>GENERAL FUND</b>			
#100-511230-348	Contingency	AMENDMENT - Increase - Building Purchase/Library	\$ 100,000.00
	FUNDING SOURCE: Undesignated Funds-Borrowing to replenish Undesignated Funds		
#100-511230-348	Contingency	AMENDMENT – Increase - Chapel St. Water Tower Metal Band	\$ 7,159.00
	FUNDING SOURCE: Amend the following budget lines to reduce budgeted amounts:		
#100-511970-348	Unemployment	Current: \$5,000.00	Amended: \$ 3,600.00
#100-519800-351	Payment/Enerpac	Current: \$190,000.00	Amended: \$184,225.00
		<b>TOTAL:</b>	(\$ 7,175.00)

**AQUATIC CENTER**

#215-555210-810	Capital Equipment	AMENDMENT – Increase - Pool Heater	\$ 17,906.09
	FUNDING SOURCE: General Fund - #100-511230-345 / Contingency; Special Projects		

**CAPITAL PROJECTS**

#415-513000-607	Park Improvement	DEFERRED - Rest Haven Roof	\$ 20,000.00
	FUNDING SOURCE: Carry Over funds from 2016 to the 2017 Capital Projects Budget		
#415-513000-610	Fire Department	AMENDMENT – Increase – Purchase Building	\$ 700,000.00
	FUNDING SOURCE: Borrowing for reimbursement to Capital Projects Fund		

**Now Therefore Be It Resolved,** that the City Council of the City of Columbus does hereby recognize and authorize the amendments as listed.

Dated \_\_\_\_ of \_\_\_\_\_, 2016.

**CITY OF COLUMBUS**

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

Attest:

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

Published: \_\_\_\_\_

# 2016 AGENDA ITEM

Committee of the Whole Meeting Date: November 15, 2016

Council Meeting date: December 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

### Award of Hillside Cemetery Internment Services

Internment Services for Hillside Cemetery in the City of Columbus for calendar years 2017 & 2018. This work is for normal service involving routine Burials and Cremations.

An advertisement for solicitation of bids was placed in the Columbus Journal October 15 and October 22, 2016. A total of 1 bid was received and opened October 31 at 12:00 pm by Davis Clark and Carolyn Fredericks.

The Bid Tabulation is attached.

Internment services for Hillside Cemetery were performed by Meitner Land Service at a cost of:

- \$530 – regular burial
- \$275 – cremation
- \$200 – extra after 5 pm, Sunday, or Holidays
- \$100 – extra for Saturday burial
- \$100 – per hour for exploratory openings

## LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and City website
2. Bid Tabulation Sheet
3. Contract

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED? \_\_\_\_\_ YES  NO

FUNDING SOURCE: Meitner Sends Bill to Funeral Home directly

DEPARTMENT: N/A

ACCOUNT NUMBER: N/A

## MOTION REQUESTED OF COUNCIL:

Award contract for internment services Hillside Cemetery to best qualified bidder, Meitner's Land Service, LLC for years 2017 and 2018: \$530 regular burial/ \$275 cremation, after 5PM, Sundays & Holidays \$200 extra, Saturday \$100 extra and exploratory openings \$100 per hour.

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473315 Price: \$39.48 Ad ID: Prop. Cem. Inter. serv.-Columbus

*Retain this portion for your records.*

*Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN }  
Columbia County }

ss.

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

PCJR

**REQUEST FOR PROPOSAL  
HILLSIDE CEMETERY INTERNMENT SERVICES-  
CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Internment Services at Hillside Cemetery for 2017 through 2018. This work is for normal service involving routine opening and closing of regular burials and cremations at Hillside Cemetery. Bid specifications are on line at [www.cityofcolumbus.com](http://www.cityofcolumbus.com), or you may pick up a copy at the Department of Public Works, 229 E School St., Columbus, WI. Call Carolyn Fredericks at Public Works 920-623-5908, with any questions. Deadline for submittal of bid is October 31, 2016 at 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473315 WMAXLP

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

(Seal)

(Signed)

*Shawn Du*

(Title)

Principal Clerk

Subscribed and sworn to before me on

*10/24/16*  
*[Signature]*  
Notary Public, Wisconsin

My Commission expires February 25th, 2018

*February 5, 2019*

## ADDENDUM A

### Internment Services for Hillside Cemetery

**Meitner's Land Service L.L.C.**

**2017/2018 prices**

- |                                  |                     |
|----------------------------------|---------------------|
| 1. Regular Burial                | \$530.00            |
| 2. Cremation                     | \$275.00            |
| 3. Evening Burial (after 5:00PM) | \$200.00 additional |
| 4. Saturday Burials              | \$100.00 additional |
| 5. Exploratory Openings          | \$100.00 per hour   |

Bid Tabulation for: Internment services

Monday, October 31, 2016  
12:00PM

Davis R. Clark  
Carolyn Fredericks

	Company Name	Regular Burial	Cremation	after 5PM, Sunday, Holidays	Saturday Burial	Notes
1	Meitner's Land Service	\$530.00	\$275.00	\$200. extra	\$100. extra	Exploratory \$100. per hour
2						
3						
4						
5						
6						
7						
8						
9						

## **AGREEMENT TO PROVIDE INTERNMENT SERVICES FOR HILLSIDE CEMETERY**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **Meitners Land Service, LLC** herein called "Contractor".

### **RECITALS**

1. City desires to contract for internment services for the City of Columbus, Hillside Cemetery
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted on December 5, 2016.

### **AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide all services as specified in the Bid Specification dated 2017 & 2018; including the following:
  - a. Contractor shall commence work after notified by the evening of the day preceding the funeral. Grave can be opened the day of the funeral no later than four hours before scheduled burial.
  - b. Contractor shall close grave same day as the funeral.
  - c. Contractor is responsible for cleanup of the grave site, which will include removal of excess material to designated location in Hillside Cemetery.
  - d. Contractor is responsible to fill in settled graves, seed, fine rake, and mulch seeded area.
  - e. Contractor will top dress those graves under his responsibility that show signs of further settling.
  - f. Contractor shall be responsible to clean up, fill dirt, and seed winter burials five working days before Memorial Day of each year.

3. **COMPENSATION:** After each service Contractor shall provide to the Department head requesting the service an invoice, including a written record setting forth labor hours, equipment hours and supplies used. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made within 45 days of receipt of invoice.
4. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.
5. **PROOF OF INSURANCE:** Contractor shall provide to city written proof of all required insurance coverage.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated:

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie/Mayor OR  
Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**

# 2016 AGENDA ITEM

Committee of the Whole Meeting Date: November 15, 2016

Council Meeting date: December 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

### Award of Hillside Cemetery Mowing Contract

The Hillside Cemetery bid for mowing was advertised in the Columbus Journal and on the City's website. The solicitation brought two bids. The bid tab is attached.

The request for proposal for 2017 & 2018 included mowing and trimming only.

## LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and City website
2. Bid Tabulation sheet
3. General Conditions
4. Turf Maintenance Specifications
5. Contract
6. Addendum A

NUMBER OF ATTACHMENT PAGE(S) 9

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IS FUNDING REQUIRED?  X  YES   NO

FUNDING SOURCE: General Fund

DEPARTMENT: Hillside Cemetery

ACCOUNT NUMBER: 235-577800-550

## MOTION REQUESTED OF COUNCIL:

Award contract for mowing Hillside Cemetery to best bidder, Duane's Lawn Care for  
2017----- \$1500.00 per mowing & trimming  
2018----- \$1537.50 per mowing & trimming

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473311 Price: \$36.78 Ad ID: Req prop - Turf Maint Cemetery

*Retain this portion for your records.  
Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN

Columbia County

ss.

PCJR

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

**REQUEST FOR PROPOSAL  
TURF MAINTENANCE-HILLSIDE CEMETERY  
CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Turf Maintenance Services for 2017 thru 2018. This work is for normal mowing and trimming of Hillside Cemetery. Bid specifications are on line at [www.cityofcolumbus.com](http://www.cityofcolumbus.com), or you may pick up a copy at the Department of Public Works, 229 E. School St., Columbus, WI. Call Carolyn Fredericks Public Works 920-623-5908 with any questions. Deadline for submittal of bids is October 31, 2016 at 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473311 WMAXLP

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

(Seal)

(Signed)

(Title)

Principal Clerk

Subscribed and sworn to before me on

10/24/16

Notary Public, Wisconsin

My Commission expires February 25th, 2018

February 5, 2019

BID TABULATION

Monday, October 31, 2016  
12:00p.m.

HILLSIDE CEMETERY MOWING

Davis Clark  
Carolyn Fredericks

	COMPANY	Aggregate Bid		
1	Signature Landscape	2017 ...\$1,597.41	2018...\$1,646.64	
2	Duanes Lawn Care	2017 ...\$1,500.00	2018...\$1,537.50	
3				
4				
5				
6				
7				

## GENERAL CONDITIONS

The General Rules and Conditions will apply to the **Turf Maintenance of Hillside Cemetery**. Contractors or their authorized representatives are expected to fully inform themselves of the site conditions, requirements and specifications before submitting proposals (contact the City of Columbus, Department of Public Works Director at 920-623-5908). Failure to do so will be at the contractor's own risk and he cannot secure relief on the plea of error.

**PROPOSALS:** Proposals shall be made in accordance with the instructions. This proposal is for Turf Maintenance of approximately 35 acres at Hillside Cemetery, Lewis Street, Columbus, Wisconsin. Failure to execute proposals, as required, may, at the discretion of the City, be cause for rejection.

**BLANKS, CORRECTIONS:** all blanks on any contract document shall be filled in with typewritten figures or ink. Any erasures or corrections shall be dated and initialed.

**SUBMISSIONS:** Proposals shall be submitted in a sealed envelope in accordance with the instructions on the proposal cover sheet. Each proposal shall be addressed to the Department of Public Works Director, and shall bear on the face of the envelope the name of the bidder and a statement that it is a sealed bid to be opened October 31, 2016. Proposals received prior to the time of opening will be securely kept, unopened. No proposal received after October 31, 2016, 12:00 P.M. will be considered. No responsibility will be attached to the Public Works Director for the premature or non-opening of a bid not properly addressed and identified in the provided envelope, except as otherwise provided by law.

**FACSIMILE TRANSMITTALS:** Facsimile transmitted proposals will not be accepted by the City of Columbus.

**EXECUTION:** Proposals shall be signed and signature notarized. If the Contractor is a corporation, the proposal shall bear the name of the corporation, signed by an officer authorized to bind the corporation.

**WORDS AND FIGURES:** Where amounts are given in both words and figures, the words will govern.

**TAXES:** The City of Columbus does not pay Federal Excise Tax or Sales Tax. The tax exemption number CES-04378. A copy of the tax exemption form is available upon written request.

**AWARDING THE CONTRACT:** The City reserves the right to award the contract (on its form) to the firm that offers the proposal which best fits the needs of the City.

**CITY RIGHT TO ACCEPT OR REJECT:** The City of Columbus reserves the right to accept any proposals, any part of a proposal, or any combination proposals, which may be deemed to be in the best interest of the City. The City of Columbus further reserves the right to reject any or all proposals.

**INVOICES:** Mail all invoices to:

Mr. Davis R. Clark  
Director of Public Works  
City of Columbus  
229 E. School Street  
Columbus, WI 53925

**TERMINATION OF CONTRACT:** The City of Columbus reserves the right to terminate the whole or any part of this contract, upon written notice to the contractor, in the event of default by the contractor. Default is defined as failure of the contractor to perform any provision of this contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the City may procure, upon such terms and in such manner as the City may deem appropriate, supplies or services similar to those so terminated. The contractor shall be liable for any excess cost for such similar supplies or services unless acceptable evidence is submitted to the City that failure to perform the contract was due to causes beyond the control and without the fault or negligence of the contractor.

**CONTRACT TERM:** This Agreement shall be for a two (2) year term commencing January 1, 2017 and ending December 31, 2018.

**METHOD OF PAYMENT:** The Contractor shall invoice the City of Columbus on the first of each month for the work performed the previous month. Invoices submitted in a timely manner will be paid within 30 days. Invoices will be reviewed for services performed.

**EXTRA WORK:** Contractor shall not be entitled to any compensation for the performance of any work not specified in this Agreement, unless prior to the performance of such work, contractor shall have received the written authorization from the Director of Public Works to perform such work and the additional compensation therefore shall have been agreed to in a writing executed by both parties.

**INSPECTION OF WORK:** All work and materials furnished by the Contractor shall be open to inspection by the Director of Public Works at all times. Inspection or failure to inspect by the City shall not relieve the Contractor of any responsibility or liability with respect to materials or workmanship furnished hereunder nor constitute acceptance thereof by the City. If, upon such inspection, any work or materials are found to be not up to an acceptable standard, Contractor shall be so advised in writing by the City. Contractor's failure to remedy such situation with ten (10) days (or such other reasonable period acceptable to the City) or failure to perform the future work hereunder in an acceptable manner shall be grounds for the City to terminate this Agreement without further liability to the Contractor.

**CONTRACTOR'S EMPLOYEES:** Contractor shall employ one or more competent superintendents who, on behalf of the contractor, shall have complete charge of all the work to be performed under this Agreement. Contractor shall advise the Director of Public Works in writing of the name, address and telephone number (day and night) of its designated superintendent(s). Any employee of the Contractor adjudged by the City of Columbus as unskilled or unfit for reasons such as improper attire, indecent language, and disregard for the safety and property of others, shall be removed by the Contractor promptly upon written notice thereof by the City of Columbus (Director of Public Works.)

**LIENS AND CLAIMS:** Contractor agrees to, and does hereby indemnify and save harmless, the City of Columbus, its employees and agents, from all claims, demands, causes of action or suits of any nature whatsoever arising out of the services, labor, equipment and materials furnished by the contractor, or its subcontractors, if any, under this Agreement, or costs (including but not limited to, attorney's fees) or charges arising out of or in connection with any act or representation of Contractor, its agents or employees.

**INSURANCE:** The Contractor shall obtain, pay for, and maintain during the life of this Contract such Worker's Compensation and Employer Liability, Commercial General Liability and Commercial Automobile to hold the City harmless during the life of this Contract from claims for damages for bodily injury, including accidental death, as well as for claims for property damage which may arise from operations under this contract, whether such operations be by itself or any sub-contractor, or by anyone

directly or indirectly employed by either of them, in the form, and with the limits not less than set forth below.

Contractor and its surety shall indemnify and save harmless the City, its officials and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by an person, persons, or property on account of the operations of said contractor; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amounts arising or recovered under the Worker's Compensation Law; or any other law, ordinance, order or decree.

Contractor shall furnish the City with certificates of insurance covering each of the several items of insurance specified below. Such certificates shall state that the insurance will not be canceled or materially altered without ten (10) days written notice.

Worker's Compensation and Employers Liability – Statutory; Any Proprietor, Corporate Officer and Partnerships will be included.

Commercial General Liability

Aggregate	\$1,000,000
Each Occurrence	\$ 500,000

Commercial Automobile Liability (Owned, non-owned and hire vehicle)

Combined Single Limit	\$ 500,000
Umbrella Liability	\$1,000,000

**INJURY TO PERSONS AND DAMAGE TO PROPERTY:** to the fullest extent permitted by law, Contractor shall defend and save the City of Columbus its employees and agents, harmless from all claims for injuries to, or death of, any and all persons, and for loss of or damage to property or the loss of the use thereof, arising under or by reasons of Contractor's performance under this Agreement; and whether caused in whole or in part by the Contractor's negligent act or omission, or that of a subcontractor, if any, or that of anyone employed by them or for whose acts the Contractor's or its subcontractor's employees.

**SUBCONTRACTORS:** The Contractor shall notify the Director of Public Works, in writing, of the identity of all subcontractors proposed for any part of the work and shall not utilize any subcontractor which is not approved by the City. Contractor will provide in its contract with its subcontractors that said subcontractors shall have the same insurance and indemnity obligations in favor of the City of Columbus as Contractor is required to have in favor of the City pursuant to this Agreement, and Contractor shall provide the City with evidence acceptable to the City of such insurance coverage's prior to any work being done by said subcontractors. As condition to any partial, progress or final payment pursuant to this Agreement and in forms acceptable to the City of Columbus, contractor shall provide appropriate partial and final waivers of lien by such subcontractors to the City of Columbus

**NON- ASSIGNMENT:** The Contractor agrees not to assign or sublet the work, or any part thereof, not any monies to become due hereunder without first obtaining the Director of Public Works written consent.

## DETAILED TURF MAINTENANCE SPECIFICATIONS

### HILLSIDE CEMETERY

#### SCOPE

The specification provides for the turf maintenance of Hillside Cemetery (approximately 35 acres)

##### A. REMOVAL OF LITTER, DEBRIS, AND GARBAGE

1. The removal and disposal of organic landscape waste and debris, generated by landscape maintenance operations shall be the responsibility of the Contractor.
2. Excess clippings will be removed from headstones, sidewalks, and roads by means of mechanical blowing or sweeping.
3. Fall Leaves: The initial leaf drop should be mowed and mulched into the grass. Once the leaves drop completely and they carpet turf to the extent they would hamper growth of the turf, leaves should be removed with a bagger.

##### B. LAWN CARE

1. Mower Blades will be sharp at all times to provide a quality cut and prevent tearing of grass blades.
2. Mowing equipment and patterns shall be employed to permit recycling of clippings where possible and present a neat appearance.
3. Finished turf shall be cut at a height of 2 ½" - 3" as conditions dictate. During drought periods, the City may determine that a particular weekly mowing may not be necessary. The date of the first mowing and the frequency of all mowing after October 1<sup>st</sup> will be mutually agreed upon by the Director of Public Works and the Contractor.
4. Weed Trimming around monuments, cemetery markers, headstones, between headstones, trees, plant beds, all buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass will be trimmed. This operation does not need to be performed with every mowing, generally every other mowing.
5. Newly seeded graves will require special care. Do not drive over newly seeded graves and disrupt grass seed. New grass sprouts will not be cut, until grass seed has had a chance to develop.
6. Headstones which are laid in the ground are not to be driven over with mechanical mowing equipment.

**AGREEMENT TO PROVIDE TURF MAINTENANCE SERVICES  
AT HILLSIDE CEMETERY  
FOR THE PERIOD COVERING 1-1-17 through 12-31-18**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **Duane's Lawn Care, Inc. Beaver Dam, WI 53916**, herein called "Contractor".

**RECITALS**

1. City desires to contract for turf maintenance services at the municipal cemetery known as Hillside Cemetery.
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted of December 5, 2016.

**AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide the following services:
  - a. Routine mowing of the property (approximately 26 times per year).
  - b. Weed trimming around all headstones (approximately 13 times per year).
3. **COMPENSATION:** After each month of service Contractor shall provide to the Director of Public Works an invoice, including a written record setting forth labor hours, equipment hours and supplies used. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made within 45 days of receipt of invoice.
4. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.

5. **PROOF OF INSURANCE:** Contractor shall provide to city written proof of all required insurance coverage.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated: .

**CITY OF COLUMBUS**

By: \_\_\_\_\_

Kelly Crombie/Mayor OR

Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**

## ADDENDUM A

For the Period Covering 1-1-17 through 12-31-18

### Duane's Lawn Care

Labor and equipment for mowing/trimming:

2017: \$1500.00 per occurrence

2018: \$1537.50 per occurrence

---

# 2016 AGENDA ITEM

**Committee of the Whole Meeting Date:** November 15, 2016

**Council Meeting Date:** December 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

### Award of Contract Municipal Electrical Service

Electrical Services for the City of Columbus for calendar years 2017 & 2018. This work is for normal service involving routine Electrical repairs on the city's facilities.

An advertisement for solicitation of bids was placed in the Columbus Journal October 15 and October 22, 2016. A total of 3 bids were received and opened October 31 at 12:00pm by Davis Clark and Carolyn Fredericks.

The Bid Tabulation is attached.

SNS Electric, Inc. received the 2017 & 2018 agreement for electrical services. Standard rate paid was \$65 per hour; Off Hours Rate \$97.50 per hour; and a 20% markup over cost for material.

## LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and the City website
2. Bid Tabulation Sheet
3. Contract

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED?  X  YES \_\_\_\_\_ NO

FUNDING SOURCE: General Fund

DEPARTMENT: Requesting Department

ACCOUNT NUMBER: Repairs/Maintenance

## MOTION REQUESTED OF COUNCIL:

Award contract for Electrical Services to the best qualified bidder, SNS Electric, Inc for years 2017 & 2018 at a cost of \$65.00 Standard rate per hour, \$97.50 per hour off hour's rate, and 20% mark up for parts and supplies

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473304 Price: \$36.00 Ad ID: Req. proposal - Electrical

*Retain this portion for your records.*

*Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN }  
Columbia County }

ss.

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

PCJR

**REQUEST FOR PROPOSAL  
ELECTRICAL- CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Electrical Services for 2017 through 2018. This work is for normal service involving routine electrical repairs on the city's facilities. Bid specifications are on line at [www.cityofcolumbus.com](http://www.cityofcolumbus.com), or you may pick up a copy at the Department of Public Works, 229 E School St., Columbus, WI. Call Carolyn Fredericks at Public Works 920-623-5908, with any questions. Deadline for submittal of bids is Monday, October 31, 2016 at 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473304 **WNAXLP**

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

(Seal)

(Signed)

(Title)

Principal Clerk

Subscribed and sworn to before me on

10/24/16

Notary Public, Wisconsin

My Commission expires February 25th, 2018

February 5, 2019

**ADDENDUM A**

**For the period covering 1-1-17 through 12-31-18**

**SNS Electric, Inc.**

Standard Hourly Rate.....\$65 per hour

Off Hours Hourly Rate.....\$97.50 per hour

20% Mark Up on Material

Bid Tabulation for: Electrical Services

Monday, October 31, 2016

12:00PM

Davis R. Clark

Carolyn Fredericks

	Company Name	Standard Labor Rate	Off Hours Labor Rate	% Mark Up	Notes
1	SNS Electric, Inc	\$65.00	\$97.50	20%	Fall River
2	Hady Electric	\$79.00	\$118.50	15%	Watertown
3	HE & Security	\$70.00	\$105.00	20%	Columbus
4					
5					
6					
7					
8					
9					

**AGREEMENT TO PROVIDE ELECTRICAL SERVICES  
FOR THE PERIOD COVERING 1-1-17 through 12-31-18**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **SNS Electric Inc.**, herein called "Contractor".

**RECITALS**

1. City desires to contract for normal service and repairs to the City's Electrical systems.
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted of December 5, 2016.

**AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide the following services:
  - a. Routine electrical repairs to the following buildings: Library, City Hall, Parks Buildings, Community Center, Public Safety Building, Cemetery Office and Chapel, Fire Station, Aquatic Center, Public Works Facility, Wastewater Treatment Plant office, and Senior Center.
  - b. Respond to service call within three (3) hours from time of initial call.
3. **COMPENSATION:** After each service Contractor shall provide to the Department head requesting the service an invoice, including a written record setting forth labor hours, equipment hours and supplies used. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made within 45 days of receipt of invoice.

4. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.
5. **PROOF OF INSURANCE:** Contractor shall provide to city written proof of all required insurance coverage.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated:

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie/Mayor OR  
Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**

# 2016 AGENDA ITEM

**Committee of the Whole Meeting Date:** November 15, 2016

**Council Meeting Date:** December 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

### Award of Contract Municipal HVAC Service

HVAC Services for the City of Columbus for calendar years 2017 & 2018. This work is for normal service involving routine HVAC repairs on the city's facilities.

An advertisement for solicitation of bids was placed in the Columbus Journal, October 15 and October 22, 2016. A total of 1 bid was received and opened October 31, 2016 at 12:00pm by Davis Clark and Carolyn Fredericks.

The Bid Tabulation is attached.

TAS Heating and Cooling received the 2017 & 2018 agreement for HVAC services. Standard rate paid was \$70.00/ hour; Off Hours Rate \$100.00/ hour; and a 15% markup over cost for material.

## LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and City website
2. Bid Tabulation Sheet
3. Contract

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED?  YES  NO

FUNDING SOURCE: General Fund

DEPARTMENT: Requesting Department

ACCOUNT NUMBER: Repairs/Maintenance

## MOTION REQUESTED OF COUNCIL:

Award contract for HVAC Services to the best qualified bidder, TAS Heating & Cooling, for years 2017 & 2018 at a cost of \$70.00 Standard rate, \$100.00 off hour's rate, and 15% mark up for parts and supplies.

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473306 Price: \$36.00 Ad ID: Req. Proposal - HVAC Columbus

*Retain this portion for your records.  
Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN }  
Columbia County }

ss.

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

PCJR

**REQUEST FOR PROPOSAL  
HVAC- CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Heating, Ventilation, and Air Conditioning Services for 2017 through 2018. This work is for normal service involving routine HVAC repairs on the city's facilities. Bid specifications are on line at [www.cityofcolumbus.com](http://www.cityofcolumbus.com), or you may pick up a copy at the Department of Public Works, 229 E School St., Columbus, WI. Call Carolyn Fredericks at Public Works 920-623-5908, with any questions. Deadline for submittal of bids is October 31, 2016, 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473306 WNXALP

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

(See)

(Signed)

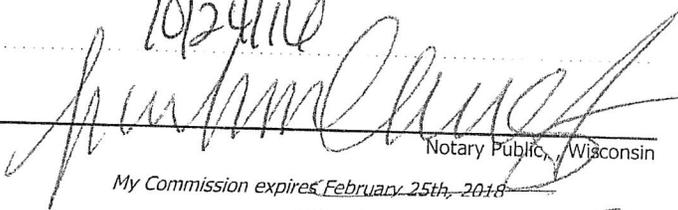


(Title)

Principal Clerk

Subscribed and sworn to before me on

10/24/16



Notary Public, Wisconsin

My Commission expires February 25th, 2018

February 5, 2019

**ADDENDUM**

**For Agreement Year 1-1-17 through 12-31-18**

**TAS Heating and Cooling**

Standard Work Week Rate M-F 7am to 5pm..... \$70.00/ hour

Off Hours, Weekends, and Holiday Rates..... \$100.00/ hour

15% Mark up on material

---

Bid Tabulation for: HVAC services

Monday, October 31, 2016  
12:00PM

Davis R. Clark

Carolyn Fredericks

	Company Name	Standard Labor Rate	Off Hours Labor Rate	% Mark Up	Notes
1	TAS Heating & Cooling	\$70 per hour	\$100 per hour	15%	
2					
3					
4					
5					
6					
7					
8					
9					

**AGREEMENT TO PROVIDE HEATING, VENTILATION AND AIR  
CONDITION SERVICES  
FOR THE PERIOD COVERING 1-1-17 through 12-31-18**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **TAS Heating & Cooling**, herein called "Contractor".

**RECITALS**

1. City desires to contract for normal service and repairs to the City's HVAC systems.
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted on December 5, 2016.

**AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide the following services:
  - a. Routine HVAC repairs to the following buildings: Library, City Hall, Parks Buildings, Community Center, Public Safety Building, Cemetery Office and Chapel, Fire Station, Aquatic Center, Public Works Facility, Wastewater Treatment Plant office, and Senior Center.
  - b. Respond to service call within three (3) hours from time of initial call.
3. **COMPENSATION:** After each service Contractor shall provide to the Department head requesting the service an invoice, including a written record setting forth labor hours, equipment hours and supplies used. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made within 45 days of receipt of invoice.

4. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.
5. **PROOF OF INSURANCE:** Contractor shall provide to city written proof of all required insurance coverage.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated:

**CITY OF COLUMBUS**

By \_\_\_\_\_  
Kelly Crombie/Mayor OR  
Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**

## 2016 AGENDA ITEM

**Committee of the Whole Meeting Date:** November 15, 2016

**Council Meeting Date:** December 5, 2016

### DETAILED DESCRIPTION OF SUBJECT MATTER:

#### Award of Contract Municipal Plumbing Service

Plumbing Services for the City of Columbus for calendar years 2017 & 2018. This work is for normal service involving routine plumbing repairs on the city's facilities.

An advertisement for solicitation of bids was placed in the Columbus Journal October 15 and October 22, 2016. A total of 1 bid was received and opened October 31 at 12:00pm by Davis Clark and Carolyn Fredericks.

The Bid Tabulation is attached.

Wright Plumbing received the 2017 & 2018 agreement for plumbing services. Standard rate paid was \$70 per hour: Off hour rate was \$100 per hour and a 25% markup over cost for material.

### LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

#### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and City website
2. Bid Tabulation Sheet
3. Contract

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED?  YES  NO

FUNDING SOURCE: General Fund

DEPARTMENT: Requesting Department

ACCOUNT NUMBER: Repairs/Maintenance

### MOTION REQUESTED OF COUNCIL:

Award contract for Plumbing Services to the best qualified bidder, Wright Plumbing & Soil Testing for years 2017 & 2018 at a cost of \$70 per hour standard rate, \$100 per hour off hour's rate, and 25% mark up for parts and supplies.

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473307 Price: \$36.00 Ad ID: Req. proposal - Plumbing Service

*Retain this portion for your records.*

*Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN }  
Columbia County }

ss.

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

PCJR

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

**REQUEST FOR PROPOSAL  
PLUMBING SERVICES - CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Plumbing Services for 2017-2018. This work is for normal service calls involving routine plumbing repairs of the city's facilities. Bid specifications are on line at [www.cityofcolumbus.com](http://www.cityofcolumbus.com), or you may pick up a copy at the Department of Public Works, 229 E. School St., Columbus, WI. Call Carolyn Fredericks at Public Works 920-623-5908 with any questions. Deadline for submittal of bids is October 31, 2016 at 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473307  
WNAXLP

(Seal)

(Signed)

(Title)

Principal Clerk

Subscribed and sworn to before me on

10/24/16  
  
Notary Public, Wisconsin  
My Commission expires February 25th, 2018

February 5, 2019

**ADDENDUM A**

**For the Period Covering 1-1-17 through 12-31-18**

**Wright Plumbing & Soil Testing, Inc.**

Standard Work Week Rate M-F 7am to 5pm.....\$70 per hour

Off Hours, Weekends, and Holiday Rates.....\$100 per hour

25% Plus Cost

---

Bid Tabulation for: Plumbing services

Monday, October 31, 2016  
12:00PM

Davis R. Clark  
Carolyn Fredericks

	Company Name	Standard Labor Rate	Off Hours Labor Rate	% Mark Up	Notes
1	Wright Plumbing & Soil Testing	\$70	\$100	25%	
2					
3					
4					
5					
6					
7					
8					
9					

**AGREEMENT TO PROVIDE PLUMBING SERVICES**  
**For the Period Covering 1-1-17 through 12-31-18**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **Wright Plumbing & Soil Testing**, herein called "Contractor".

**RECITALS**

1. City desires to contract for normal service calls involving routine repairs with all city facilities.
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted on December 5, 2016

**AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide the following services:
  - a. Routine plumbing repairs to the following buildings: Library, City Hall, Parks Buildings, Community Center, Public Safety Building, Cemetery Chapel, Fire Station, Aquatic Center, Department of Public Works, Wastewater Plant office, and Senior Center.
  - b. Respond to service call within three (3) hours from time of initial call.
3. **COMPENSATION:** After each service Contractor shall provide to the Department head requesting the service an invoice, including a written record setting forth labor hours, equipment hours and supplies used. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made within 45 days of receipt of invoice.

4. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.
5. **PROOF OF INSURANCE:** Contractor shall provide to city written proof of all required insurance coverage.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated:

**CITY OF COLUMBUS**

By \_\_\_\_\_  
Kelly Crombie/Mayor OR  
Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**

# 2016 AGENDA ITEM

Committee of the Whole Meeting Date: November 15, 2016

Council Meeting Date: December 5, 2016

## DETAILED DESCRIPTION OF SUBJECT MATTER:

### Award of Contract Municipal Street & Park Tree Care Service

Tree Care Services for the City of Columbus for calendar years 2017 & 2018. This work is for normal service involving routine or emergency Tree Care for the City of Columbus.

An advertisement for solicitation of bids was placed in the Columbus Journal October 15 and October 22, 2016. A total of 2 bids were received and opened October 31 at 12:00pm by Davis Clark and Carolyn Fredericks.

Services to be performed by Sutton Tree Experts at the following cost:

1" to 10"	\$18.00 per inch
11" to 30"	\$25.00 per inch
31" to 40"	\$35.00 per inch
Above 41"	\$60.00 per inch

Stump Removal	\$7.50 per inch
Tree Trimming	\$7.50 per inch

## LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

### NAME OF DOCUMENT(S)

1. Advertisement Columbus Journal and City website
2. Bid Tabulation Sheet
3. Contract

NUMBER OF ATTACHMENT PAGE(S) 5

IS FUNDING REQUIRED?  YES  NO

FUNDING SOURCE: General Fund

DEPARTMENT: Forestry- Department of Public Works  
Forestry- Hillside Cemetery  
Forestry- Parks

ACCOUNT NUMBER: 100-555510-299  
235-577800-560  
100-555400-819

## MOTION REQUESTED OF COUNCIL:

Award contract for Tree Services to the best qualified bidder, Sutton Tree Experts for years 2017 & 2018 at a cost of: Tree and Stump Removal 1" to 10" \$18.00 per inch, 11" to 30" \$25.00 per inch, 31" to 40" \$35.00 per inch, above 41" \$60.00 per inch, Stump Removal \$7.50 per inch, and Tree Trimming \$7.50 per inch.

**Capital Newspapers Proof of Publication Affidavit**

Ad #: 2473308 Price: \$38.71 Ad ID: Req. prop. - Tree Serv. Coumbus

*Retain this portion for your records.*

*Please do not remit payment until you receive your advertising invoice.*

Mail to:

Columbus Dept of Public Works  
Dan Jensen  
229 E. School St  
Columbus, WI 53925

STATE OF WISCONSIN }  
Columbia County }

ss.

Pat Reifsnider

being duly sworn, doth depose and say that  
he (she) is an authorized representative of  
Capital Newspapers, publishers of

PCJR

Columbus Journal

a weekly newspaper of general circulation  
and that an advertisement of which the annexed is a true  
copy, taken from said paper, was published therein on  
October 15th, 2016  
October 22nd, 2016

**REQUEST FOR PROPOSAL  
TREE SERVICE- CITY OF COLUMBUS**  
The City of Columbus requests sealed bids for Tree Services for 2017 through 2018. This work is for normal service involving routine trimming and pruning, tree removal, stump removal, and associated services on city tree boarders and public grounds. Bid specifications are on line at [www.cityofcolumbuswi.com](http://www.cityofcolumbuswi.com), or you may pick up a copy at the Department of Public Works, 229 E School St., Columbus, WI. Call Carolyn Fredericks at Public Works 920-623-5908, with any questions. Deadline for submittal of bids is October 31, 2016 at 12:00 p.m. at the Department of Public Works.  
PUB. Columbus Journal 10/15/2016, 10/22/2016  
#2473308  
WNAXLP

LISA ANN CHRISTENSEN  
Notary Public  
State of Wisconsin

(Seal)

*[Handwritten Signature]*

(Signed)

(Title)

Principal Clerk

Subscribed and sworn to before me on

*10/24/16*

*[Handwritten Signature]*

Notary Public, Wisconsin

My Commission expires February 25th, 2018

*February 5, 2019*

**ADDENDUM A**

**For the Period Covering 1-1-17 through 12-31-18**

**Sutton Tree Experts, LLC**

Tree and Stump Removal Rates (per inch diameter):

1" to 10"..... \$18.00 per inch diameter

11" to 30"..... \$25.00 per inch diameter

31" to 40"..... \$35.00 per inch diameter

Above 41"..... \$60.00 per inch diameter

Stump Removal (per inch diameter).... \$7.50

Tree Trimming (per inch diameter)..... \$7.50

Bid Tabulation for: Tree Care services

Monday, October 31, 2016

12:00PM

Davis R. Clark

Carolyn Fredericks

	Company Name	Tree and Stump removal combined (per inch diameter)					per inch diameter	
		1" to 10"	11" to 30"	31" to 40"	Above 41"	Stump Removal	Tree Trimming	
1	K & B Tree and Lawn Care	\$19.75	\$28.25	\$33.00	\$67.50	\$8.50	\$8.50	
2	Sutton Tree Experts, LLC	\$18.00	\$25.00	\$35.00	\$60.00	\$7.50	\$7.50	
3								
4								
5								
6								
7								
8								
9								

## **AGREEMENT TO PROVIDE MUNICIPAL STREET & PARK TREE CARE SERVICE**

This Agreement is made between the **CITY OF COLUMBUS, A MUNICIPAL CORPORATION**, herein called "City", and **Sutton Tree Experts, LLC** herein called "Contractor".

### **RECITALS**

1. City desires to contract for street and park tree care service for the City of Columbus.
2. Contractor desires to provide said services on the terms and conditions set forth herein.
3. City enters into this agreement pursuant to motion of the Common Council adopted on December 5, 2016.

### **AGREEMENT**

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

1. **TERM:** The term of this agreement begins on date of signing and terminates on December 31, 2018, unless sooner terminated as set forth below.
2. **SERVICES:** Contractor shall provide all services as specified in the Bid Specifications for 2017 & 2018, including the following:
  - a. Stump removal to include the grinding of stumps and surface roots to no less than six (6) inches below ground level, removal of grindings, filling of stump hole with topsoil free of lumps and clods, seeding said topsoil, and fine raking.
  - b. Tree removal and trimming under this contract are located in the street border.
  - c. The Contractor shall dispose of all cuttings, trimmings, and chippings. Burnable wood can be given to the adjacent property owner, excluding brush, only if the owner requests the same.
  - d. Contractor shall commence work on a Tree Order within fifteen (15) calendar days after issuance and complete same within thirty (30) calendar days thereafter.
  - e. On-call emergency services to be provided within one (1) hour of receiving phone call.

3. **INDEPENDENT CONTRACTOR STATUS:** Contractor acknowledges that it is not an agent or employee of the City and is responsible for all costs and taxes related to the provision of services under this agreement, including without limitation, furnishing all required labor, tools and equipment to perform said services.
4. **COMPENSATION:** After each service performed, Contractor shall provide to the Department head requesting the service an invoice. City shall pay contractor based on rates set forth on Addendum A attached hereto. Payment shall be made with 45 days of receipt of invoice.
5. **PROOF OF INSURANCE:** Contractor shall provide to city a certificate of insurance of all required insurance coverage and naming the City of Columbus as additional or co-insured for services for performed.
6. **TERMINATION PRIOR TO END OF TERM:** Notwithstanding what is provided in Sec. 1 above, either party may terminate this agreement without cause upon delivery of 30 days written notice to the other. Alternatively, either party may terminate the agreement effective as of the next December 31 by delivering written notice to the other at least 90 days prior to the end of the year.
7. **HOLD HARMLESS AND INDEMNIFICATION:** Contractor shall hold harmless and indemnify City against all claims for personal injury or property damage arising out of Contractor's performance of this contract if any such injury or damage is caused by the negligence of Contractor, its agents or employees.
8. **ASSIGNMENT:** Contractor shall not assign its rights and obligations under this agreement without prior receipt of written consent of City.

Dated:

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Kelly Crombie/Mayor OR  
Patrick Vander Sanden/ City Administrator

Dated:

\_\_\_\_\_  
**CONTRACTOR**



**MEMORANDUM**

November 8, 2016

**TO:** Patrick Vander Sanden, Administrator  
**FROM:** Kim Manley, Finance Director/Treasurer  
**SUBJECT:** Board of Commissioners of Public Lands – State Trust Fund Loan

Patrick,

Attached is a copy of the loan application request form for the State Trust Fund loan program. It has been completed requesting money for the purchase of the building/land for the Fire Station and the contribution to the Library building (\$800,000).

Looking at the annual payment amounts it appears that the best thing for the City at this moment is to go long term. With the repayment option we can refinance these when the actual construction of the facilities start with no prepayment penalty.

The next step is me to send this document into the Board of Commissioners who will then forward the loan application, resolution and instructions on what the City will need to do next.

Kim Manley,   
Finance Director/Treasurer

KM  
CC: City Council Members  
Ehlers & Associates

**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)



Managing Wisconsin's trust assets for public education

Douglas La Follette, *Secretary of State*

Matt Adamczyk, *State Treasurer*

Brad D. Schimel, *Attorney General*

101 E. Wilson Street  
2nd Floor  
PO Box 8943  
Madison, WI 53708-8943

608 266-1370 INFORMATION  
608 266-0034 LOANS  
608 267-2787 FAX  
bcpl.wisconsin.gov

Jonathan Barry, *Executive Secretary*

## BCPL Loan Application Request Form Municipal General Obligation Loan

Date 11/08/2016

Municipality CITY OF COLUMBUS  
Please include type of municipality (e.g. Town of Newbold, Village of Prairie du Sac, Bayfield County, etc.)

County COLUMBIA

Municipal Mailing Address 105 N. DICKASON BLVD COLUMBUS, WI 53925

Head of Municipality MAYOR KELLY CROMBIE Phone # 920-623-5900  
Mailing Address 105 N. DICKASON BLVD COLUMBUS, WI 53925  
Email KCROMBIE@COLUMBUSWI.US

Municipal Clerk ANNE DONAHUE Phone # 920-623-5900  
Mailing Address 105 N. DICKASON BLVD COLUMBUS, WI 53925  
Email ADONAHUE@COLUMBUSWI.US

Finance Dir/Treasurer KIM MANLEY Phone # 920-623-5900  
Mailing Address 105 N. DICKASON BLVD COLUMBUS, WI 53925  
Email KMANLEY@COLUMBUSWI.US

Financial Advisor/Firm EHLERS & ASSOCIATES Phone # 262-796-6168  
Email GJOHNSON@EHLERS-INC.COM

Loan Purpose PURCHASE LAND FOR FIRE STATION & LIBRARY  
Loan Amount \$ 800,000.00  
Loan Term 20 Years

ESTIMATED DATE THAT FUNDS WILL BE NEEDED: 12/22/2016  
DATES OF NEXT TWO BOARD/COUNCIL MEETINGS: 11/15/2016 AND 12/06/2016

  
Clerk Signature

# 2016 AGENDA ITEM

MEETING DATE: November 15, 2016

AGENDA ITEM: Middle School – Traffic Flow Changes

## DETAILED DESCRIPTION OF SUBJECT MATTER:

Following a previous Committee of the Whole discussion on the topic, Alderman Hendrickson, Chief Meister, Jenny Schultz from DPW and Columbus Schools Superintendent Annette Deuman met on the Middle School grounds on November 3<sup>rd</sup> to review and view the proposed changes for parking and traffic flow.

I feel that everyone at the meeting felt the changes proposed are reasonable and would be a safety improvement. Those at the meeting could see the current hazards relative to parking in no parking areas, and congestion of traffic in others.

I think that the proposed changes that have been presented are still those that are favored for further exploration, but questions do remain about the transition. The group at the meeting had some thoughts, but all felt another Committee of the Whole conversation is in order to determine that.

Superintendent Deuman will be present Tuesday to assist in further discussing this issue. Attached is information relative to new signage and potential budget impacts for the change.

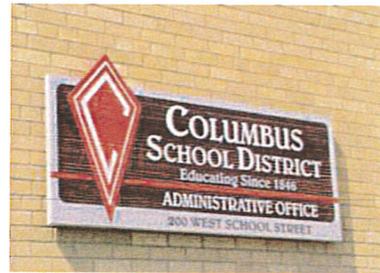
**ACTION REQUESTED OF COUNCIL: Further Consideration of Middle School Traffic Flow Changes.**

City of Columbus / Columbus School District

# Proposed Parking & Traffic Changes

September 2016

Prepared by: Chief Daniel M. Meister – Columbus Police Dept.  
9-12-2016



In 2011 and 2012, parking and traffic modifications were implemented around/near both the Columbus Elementary and Middle Schools. These changes were made to allow for safer student drop-off and pickup procedures. The most notable change was to the location and procedure for school buses and parents to drop-off and pick up their students. Buses now drop-off and pickup students on the public street in front of both schools. Parents have a dedicated drop-off/pick up line for the Elementary School. This line is off the public street and does not interfere with bus traffic.

However, Middle School parents do not have a dedicated drop-off/pickup area. Many use the 200 and 300 blocks of W. School Street and park illegally while dropping off or waiting for their students. This causes congestion and potential safety issues on that street. In an effort to prevent parents from doing this, we have identified some other, safer areas where these parents can drop-off/pick up their students who attend the Middle School...

**(See Photos A & B overall view. Affected areas are delineated with a yellow line).**

- Some parking would be made available in the 400 block of S. Dickason Blvd across from the Middle School. This would be posted for 30 minute parking only to allow for student drop-off or pick up. **(See Photo E).**
  - The current parking restrictions in the 500 block of S. Dickason Blvd. (Washington Park side) would be eliminated to allow for more parking during school hours and/or drop-off and pick up times. **(See Photo F).**
- A dedicated student drop-off/pick up traffic lane would be made in the 200 block of Richmond St. – next to the Middle School building. The current, painted parking stalls in that area would be removed to facilitate this new lane. There are three ADA accessible parking stalls in this area. Those stalls would be relocated about 50 feet to the south in the school district parking lot. Both school buildings are accessible from these stalls via sidewalks with ADA ramps. **(See Photos C, G, H & I).**
- The current parking restriction in the 200 block of Richmond St. (south side between parking lot entrance and Dickson Blvd.) would be relaxed to allow for about four more parking spaces. Parking would be restricted during the morning drop-off and afternoon pickup times though. **(See Photo H).**
- Current parking restrictions in the 200 block of W. School St. (north side of the road from S. Spring St. to about 150 feet east) would be changed to allow for two hour parking for school district office visitors only. This is due to the new district office entrance located on W. School St. near S. Spring St. All other restricted parking in this area would remain the same. **(See Photo D).**

The school district has indicated they would pay for the cost of new signage related to this proposal. New signs would be installed by Columbus Public Works Department. Any line painting or removal in the public streets would also be done by DPW personnel.

The below photos have been used in an attempt to portray the current parking/traffic situation in the areas that are affected by this proposal. The overhead photos show areas with yellow lines on them. These yellow lines refer to the areas that are described in this proposal.

Drawings depicting the proposed changes are not to scale.

PHOTO A

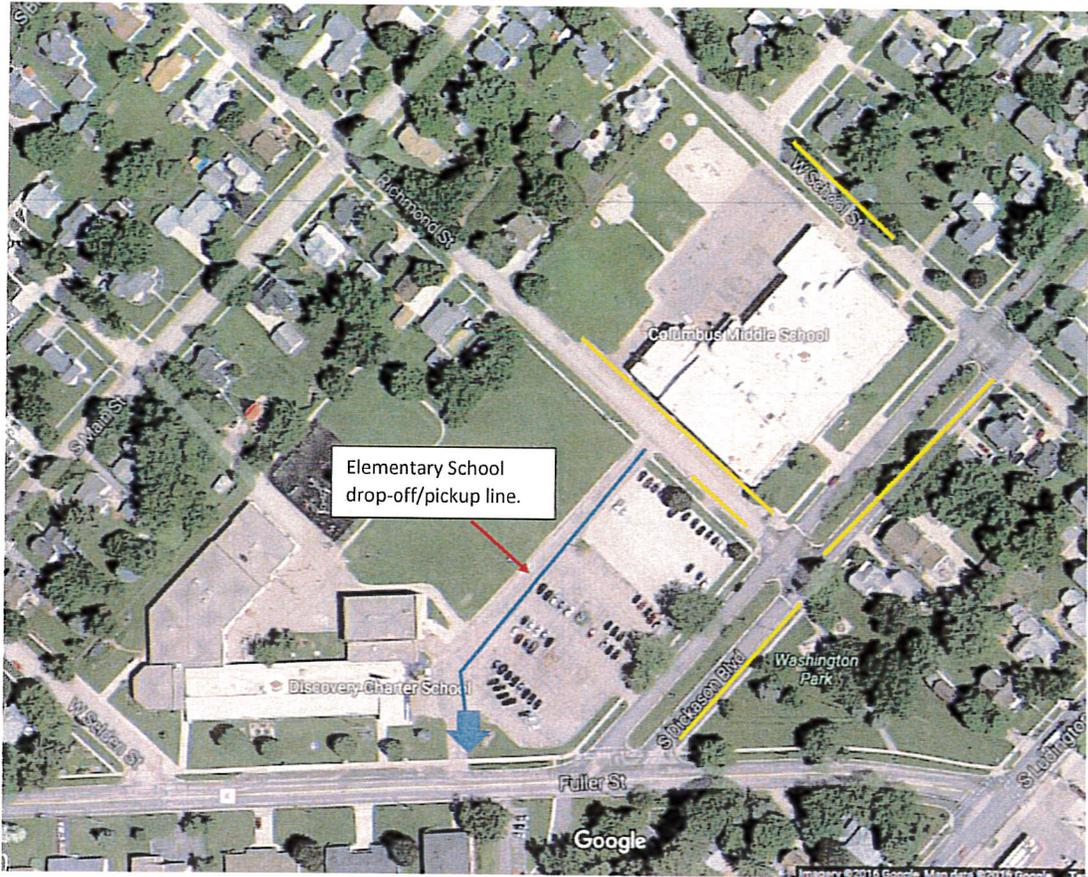
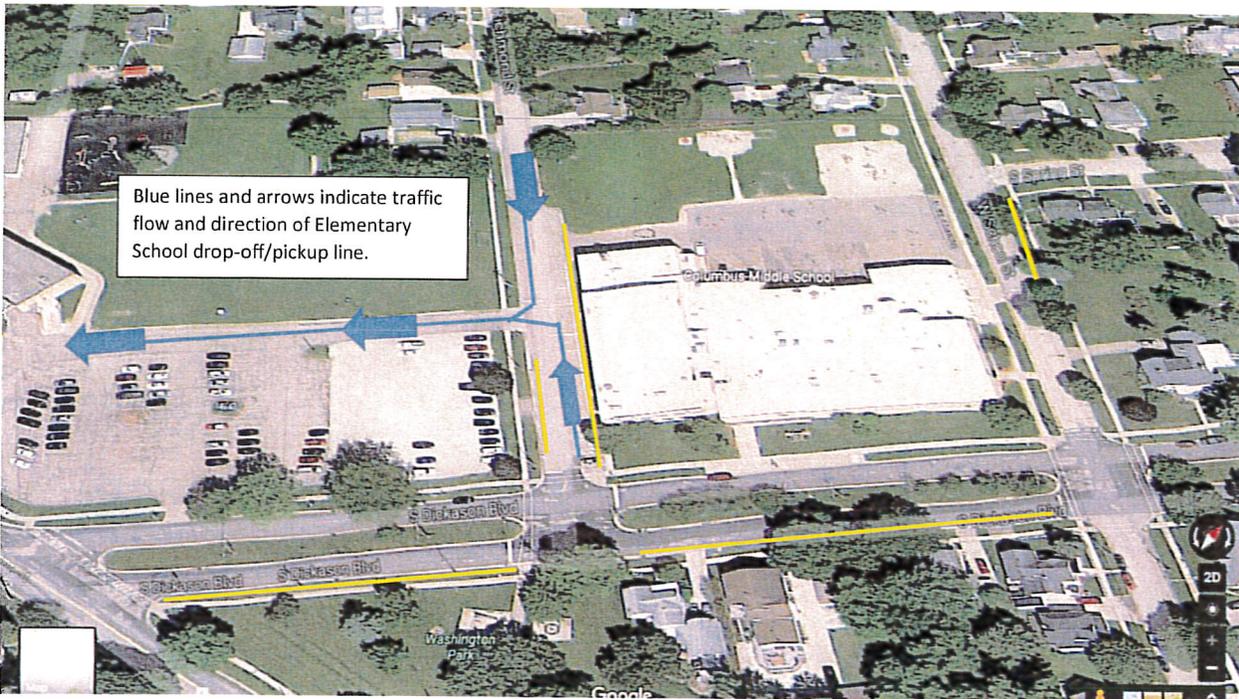
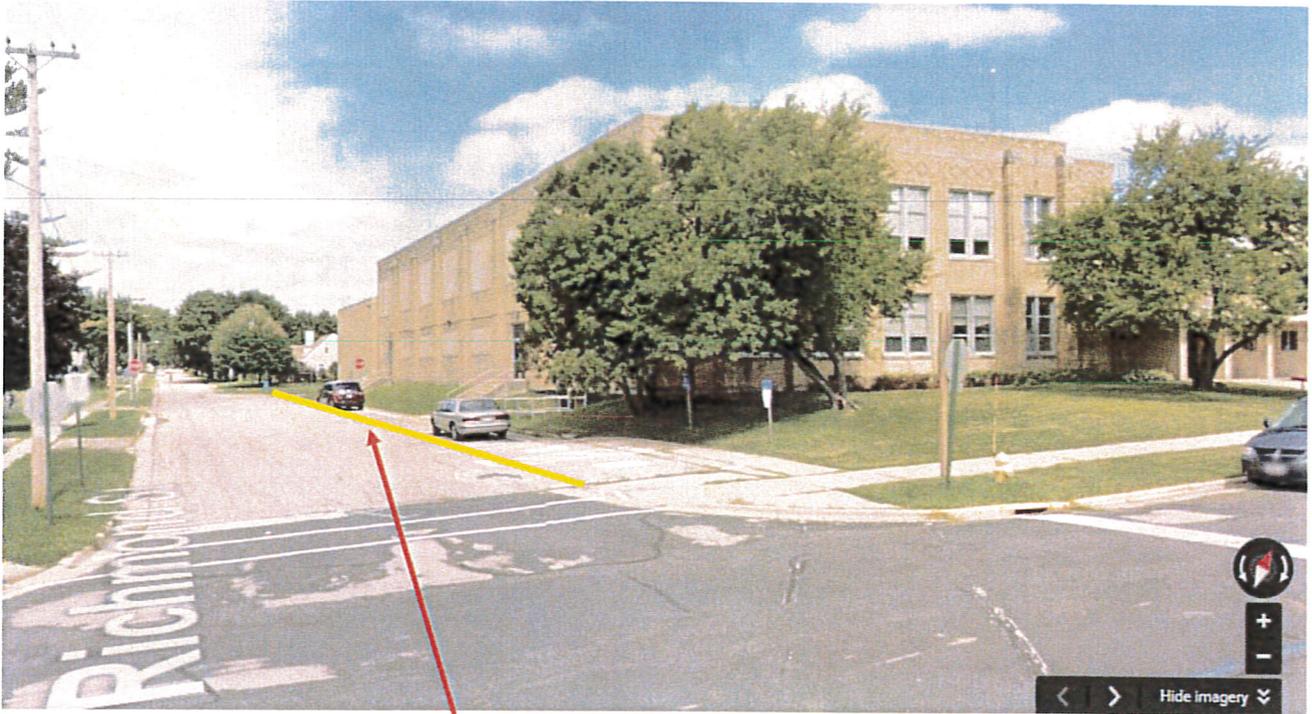


PHOTO B



NOTE: Photos A & B do not reflect current school parking lot configuration.

PHOTO C



All parking stalls on this side of Richmond St. would be eliminated. Instead, there would be a designated drop-off/pickup lane where the parking stalls were. Signs would be erected to indicate this and a solid, white line would be painted to designate the lane. The ADA parking stalls would be relocated to the adjoining school parking lot.

PHOTO D



PHOTO E

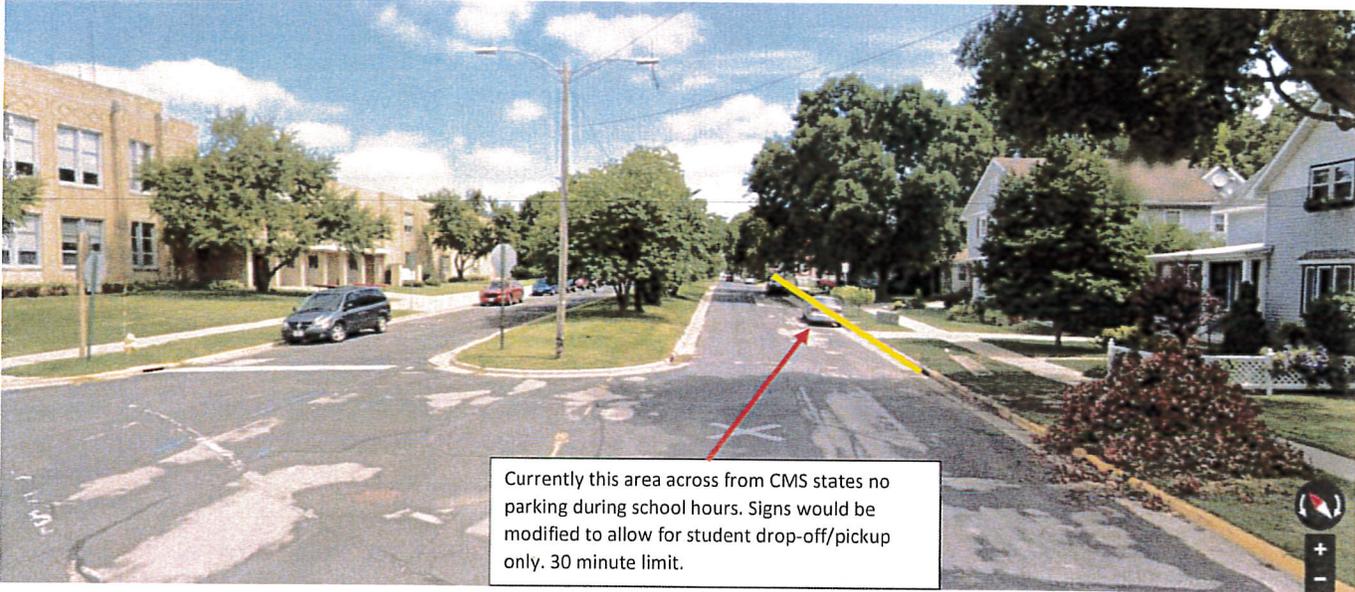


PHOTO F



This area across from CES / school parking lot restricts parking during the morning drop-off and afternoon pickup hours. We recommend removing this restriction entirely to allow for unrestricted parking. Current signs would just need to be removed. These signs would be used in the 200 block of Richmond St (parking lot side) between school drop off entrance and Dickason Blvd. (See Photo H).

PHOTO G

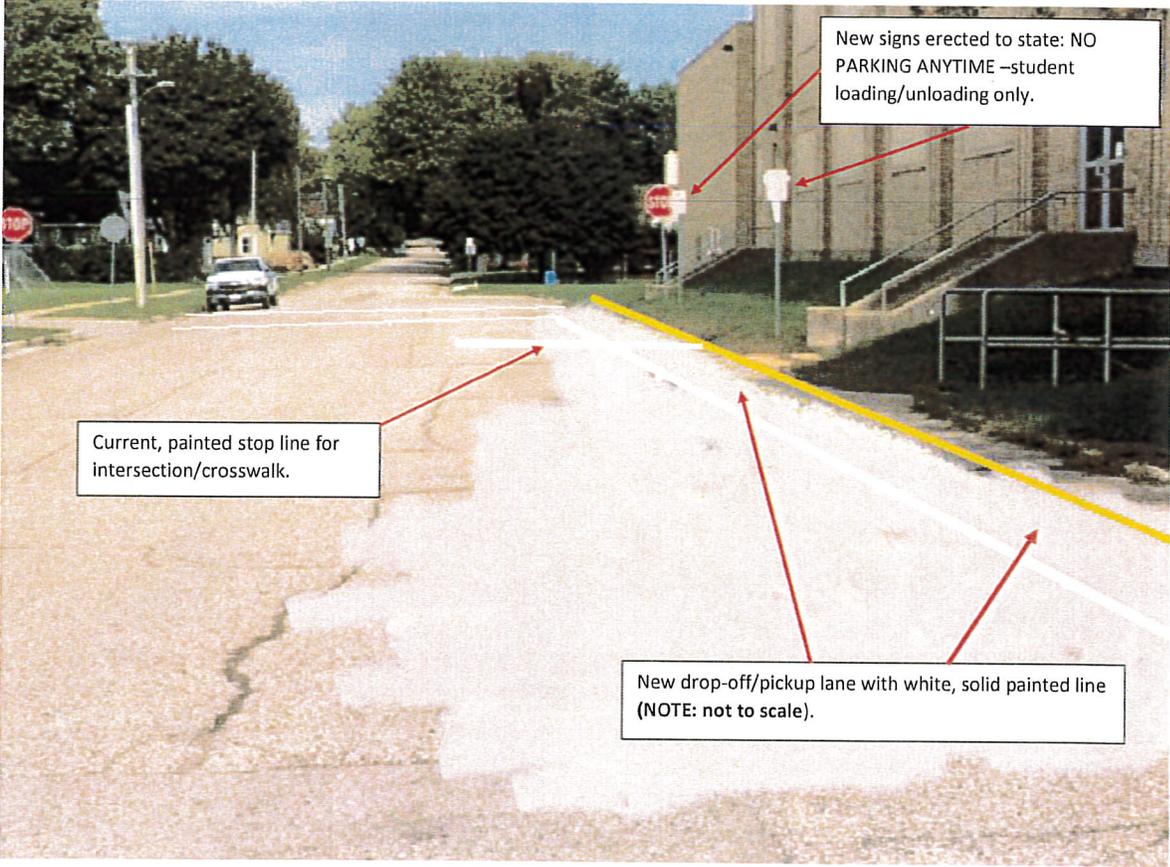
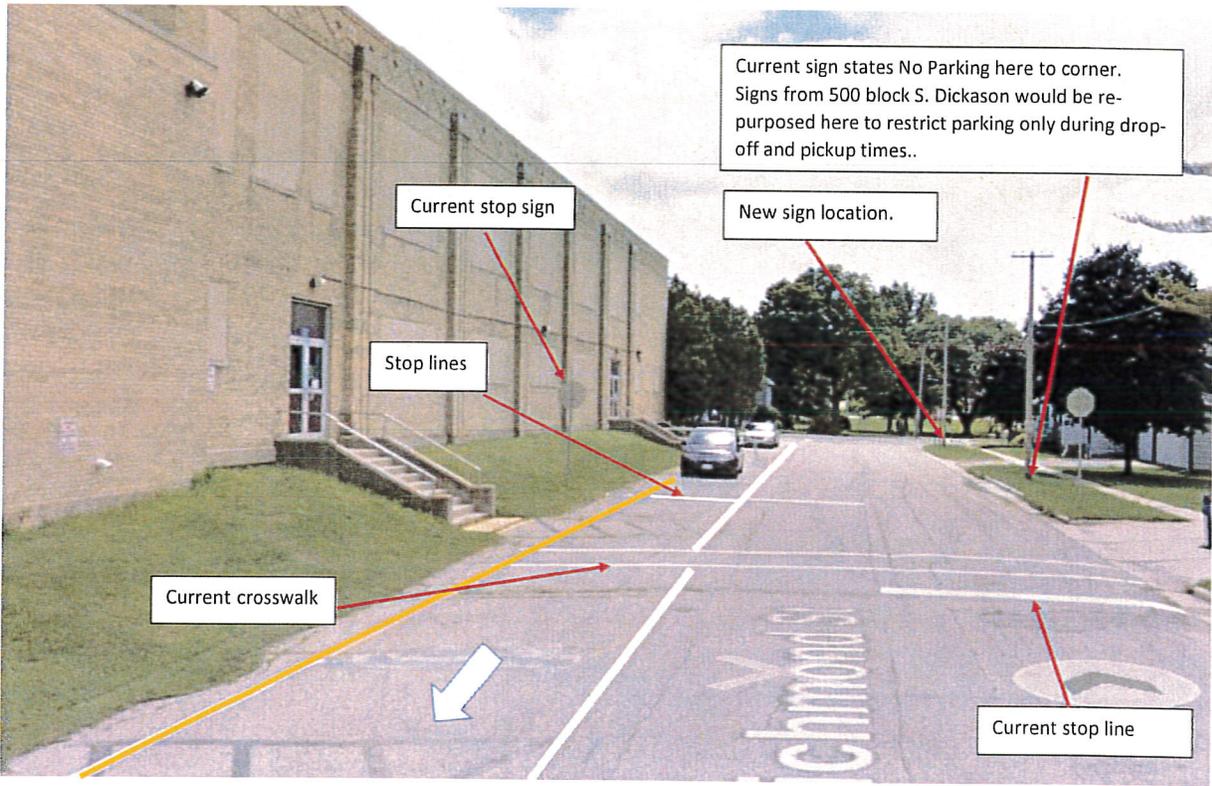
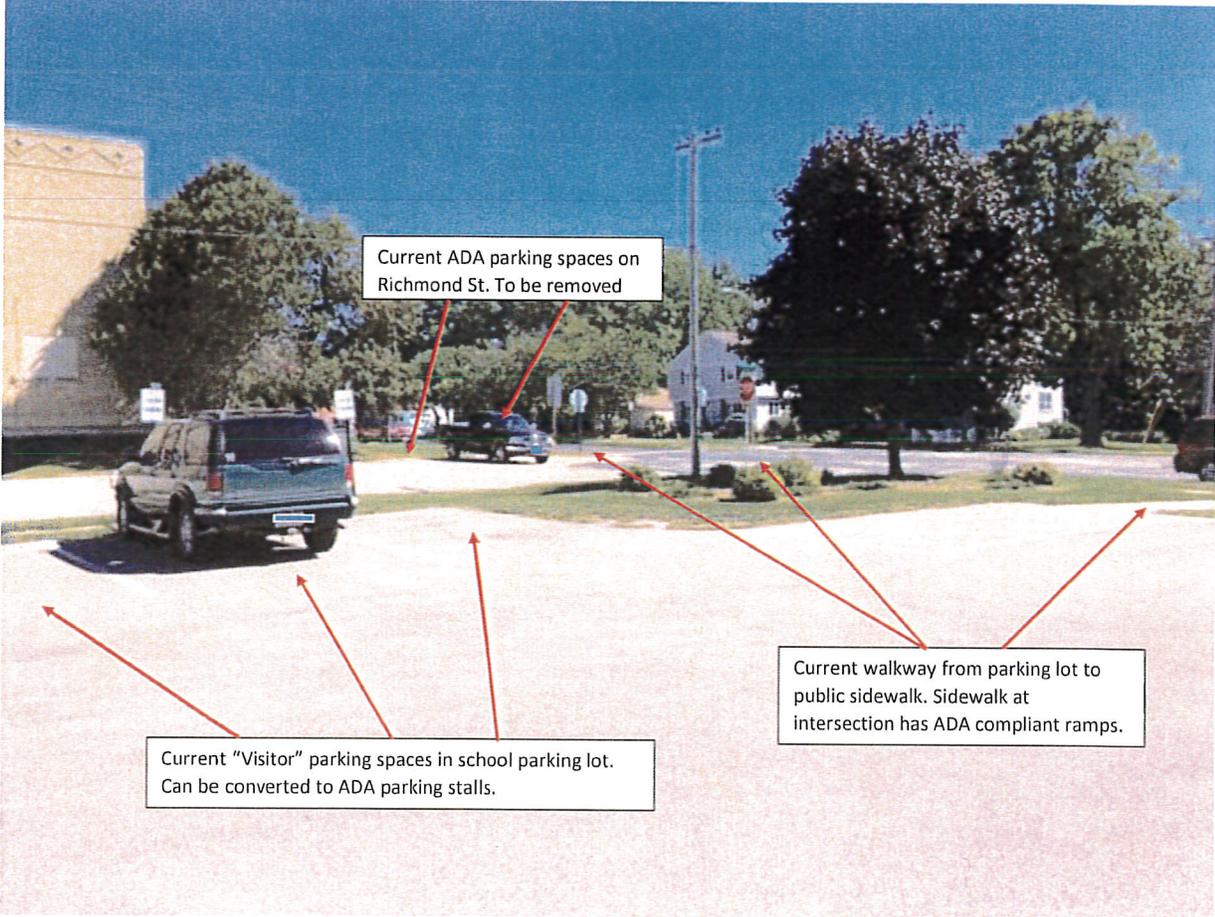


PHOTO H



Another view of the proposed loading/unloading lane on Richmond St (Looking east).

PHOTO I



## BUDGETARY IMPACT

The financial impact of this project is minimal. DPW would use existing personnel on regular time to install signs and paint lines. The painting of lines may not occur until spring of 2017 when DPW is doing other line painting projects.

As stated in the beginning of this proposal, the Columbus School District has indicated they would pay for new signage. It is estimated the project would require the following:

Seven (8) new signs

Four (6) sign tabs – added to existing signs.

Three (4) new sign poles.

These estimates do not include new signage for the relocated ADA parking stalls in the school parking lot. It is unknown if the School District will be able to re-use the current signs from Richmond St. Painting for these stalls will also be required in the parking lot.