



# Common Council Meeting Agenda

Tuesday, January 21, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

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## Roll Call

## Pledge of Allegiance

## Notice of Open Meeting

## Approval of Agenda

## Public Comment

## Consent Agenda

1. Special Committee of the Whole, Council, and Committee of the Whole Minutes 01/07/2025; Special Committee of the Whole, and Council Minutes 01/14/2025.
2. Mayoral Appointments to Tourism Commission.

## New Business

3. Consider and take action regarding Resolution 2-25: Preliminary Resolution Declaring Intent to Levy Special Assessments under Municipal Police Powers Pursuant to Sec. 66.0703, Stats. (CoW 1/7/25)
4. Consider and take action on the Beautification Advisory Board's Proposed Mural at 125 N. Dickason Blvd. (CoW 1/7/25).
5. Consider and take action on the City of Columbus Purchasing Policy & Procedures Update (CoW 1/7/25).
6. Consider and take action on the Disposal of Assets Policy Update (CoW 1/7/25).
7. Consider and take action on the 2025 Fee Schedule (CoW 1/7/25).
8. Consider and take action on Zoning and Subdivision Code Amendment Request for Proposals (CoW 1/21/25).
9. Consider and take action on Cardinal Heights Final Plat (CoW 1/21/25).
10. Consider and take action on ORD.2025-1 Zoning Map Amendment of Cardinal Heights Plat (CoW 1/21/25).
11. Consider and take action on Three Party Design Engineering Services Contract with WI DOT, Fehr Graham, and City of Columbus related to Tower Drive (Faith Drive to CTH K) (CoW 1/21/25).
12. Consider & take action on claims in the amount of \$2,759,286.01.

## Report of City Officers – City Administrator, Mayor

## Adjourn

\*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



## Special Committee of the Whole Meeting Minutes

Tuesday, January 07, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Mayor Joe Hammer called the meeting to order at 6:30pm. Members present included Mayor Joe Hammer, Alderperson Sarah Motiff, Alderperson Trina Reid, Alderperson Michael Lawson, and Alderperson Ryan Rostad.

### ABSENT

Council President Amy Roelke, and Alderperson Molly Finkler were excused.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

Motion made by Alderperson Motiff, Seconded by Alderperson Rostad to approve the agenda. Voting Yea: Mayor Hammer, Alderperson Motiff, Alderperson Reid, Alderperson Lawson, and Alderperson Rostad. Motion carried by unanimous voice vote.

### Public Comment

None.

### New Business

#### 1. Discussion of the Eastern Columbia County Joint Municipal Court 2025 Budget:

Mayor Hammer explained that the City of Columbus is part of the Eastern Columbia County Joint Municipal Court system, and this is an annual review and approval of their budget that is required from all of the participating municipalities. Alder Motiff reviewed the budget and feels it should move forward. There was an increase in the judges wages and decreases in some of the annual expenses. Alder Lawson agreed that the budget should be approved as presented. After review, the Committee agreed to move forward to the regular Common Council meeting of January 7, 2025, for approval.

#### 2. Discussion regarding purchase of Fire Department Command Truck:

Chief Hazeltine had put a bid out for a new Fire Department Command truck and received a favorable one from Napleton. The quote is for a 2025 Chevy Silverado, and the vehicle is on hold pending council approval. The graphics and installation quote of some equipment which includes a topper and a Roll-Out tray, is presented from Belco who provided such services on the last city pickup. Hazeltine sent out bids in August, 2024, including one to Ewald who has the State Bid for Dodge and Ford, but he never received a quote back from Ewald by the requested date.

Alder Rostad questioned why three bids were not received for the graphics. Hazeltine shared that Belco has done work for us in the past, but he will secure two more quotes if Committee would like. Amundson shared that the quote for the truck could be separate from the quote for graphics and equipment installation in order to get the truck ordered. Alder Motiff stated that although \$11,000 is

not an insignificant amount, she did not feel it was necessary to secure two additional bids for the graphics and equipment installation. Alder Reid agreed that it would be nice to have the additional quotes but does not want to delay the truck purchase.

Napleton shared they would allow \$2,500 for the trade-in, so Hazeltine is recommending taking it to Wisconsin Surplus for auction instead, removing the radio first.

Committee agreed to move forward the purchase of the Command Truck to the January 7, 2025, Common Council meeting, but requested additional quotes for the graphics/detailing to be brought to a future meeting.

### **Adjourn**

Motion made by Alderperson Lawson, Seconded by Alderperson Rostad to adjourn the meeting at 6:41pm.

Voting Yea: Mayor Hammer, Alderperson Motiff, Alderperson Reid, Alderperson Lawson, and Alderperson Rostad. Motion carried.

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## Common Council Meeting Minutes

Tuesday, January 07, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Mayor Joe Hammer called the meeting to order at 6:41pm. Members present included: Mayor Joe Hammer, Alderperson Michael Lawson, Alderperson Sarah Motiff, Alderperson Trina Reid, and Alderperson Ryan Rostad.

### ABSENT

Alderperson Molly Finkler, and Council President Amy Roelke were excused.

### Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Motiff to approve the agenda. Motion carried on a unanimous voice vote.

### Public Comment

None.

### Consent Agenda

#### 1. Special Committee of the Whole, Council and Committee of the Whole Minutes of 12/17/2024.

Motion made by Alderperson Rostad, Seconded by Alderperson Lawson to approve the Consent Agenda. Motion carried on a unanimous voice vote.

### New Business

#### 2. Consider and take action on the Eastern Columbia County Joint Municipal Court 2025 Budget (CoW 1/7/25):

Motion made by Alderperson Rostad, Seconded by Alderperson Motiff to adopt the Eastern Columbia County Joint Municipal Court 2025 Budget as presented. Motion carried on a unanimous voice vote.

#### 3. Consider and take action on purchase of Fire Department Command Truck (CoW 1/7/25):

Motion made by Alderperson Rostad to approve the purchase of the City of Columbus Fire Department Command Truck at a total package purchase price not to exceed \$66,894.38. Alder Motiff questioned including the total package pricing but understood why the motion was stated as such. Attorney Johnson was questioned as to the wording of the motion. Johnson agreed with



Alder Rostad's motion, but it should be clarified that it is only for the purchase of the truck at this time, adding the vehicle type to motion. Verbiage should also be changed in order to approve the current truck quote, and not have to bring the additional quotes of graphics and equipment installation back to Council for approval as it would be assumed that the city would go with the lowest quote received for such. Motion died due to lack of a second.

Motion made by Alderperson Motiff, Seconded by Alderperson Reid to approve the purchase of the 2025 Chevy Silverado (from Napleton) for the Fire Department Command Truck in the amount of \$54,499.50.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid

Voting Nay: Alderperson Rostad. Motion carried on a 3-1 Roll Call vote.

**4. Consider and take action on job description for DPW Lead and authorization to fill vacancy (CoW 12/17/24):**

Amundson shared data from five area communities advertising for Public Works General Laborers/Crew Leaders and our proposed hourly wage range is comparable.

Motion made by Alderperson Motiff, Seconded by Alderperson Lawson to accept the job description for a Department of Public Works Lead and authorize staff to fill the vacancy.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid, and Alderperson Rostad.

Motion carried on a 4-0 Roll Call vote.

**5. Consider and take action on Resolution No. 1-25 accepting the 2025-2027 Strategic Plan (CoW 12/17/24):**

Motion made by Alderperson Lawson, Seconded by Alderperson Motiff to approve Resolution 1-25: A Resolution to Accept the 2025-2027 Strategic Plan.

Motion carried on a unanimous voice vote. Amundson will be presenting the approved 2025-2027 Strategic Plan at the Rotary Club's meeting on Wednesday, January 8, 2025.

**6. Consider & take action on claims in the amount of \$398,914.52:**

Motion made by Alderperson Motiff, Seconded by Alderperson Rostad to approve Claims in the amount of \$398,914.52.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid, and Alderperson Rostad.

Motion carried on a 4-0 Roll Call vote.

**Report of City Officers – Police Chief, City Administrator, Mayor**

Police Chief Weiner had nothing to report at this time.

Amundson thanked the staff committee of Amy Jo Meyers, David Bennett, and Susan Caine for their work this past year on the 2025-2027 Strategic Plan. He also thanked those who attended the Public Input Sessions and Council for their time and efforts. The work begins now with implementation of the plan. Amundson is organizing a staff retreat to specifically work on the key points in the plan. He also shared well wishes to the residents and the community for a great start to 2025.

Mayor Hammer shared condolences to the family of Shirley Banetzke who served the city with her time and talents on the Hillside Cemetery Board and the Community Center Advisory Board. She will be greatly missed. Hammer announced there are openings on both the Cable Commission and Community Center Advisory Board for anyone willing to serve, and check out our city's website for the latest information on city meetings.

**Adjourn**

Motion made by Alderperson Motiff, Seconded by Alderperson Lawson to adjourn at 7:00pm. Motion carried on a unanimous voice vote.

\*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



## Committee of the Whole Meeting Minutes

Tuesday, January 07, 2025 at 6:40 PM

Columbus City Hall – 105 N. Dickason Boulevard

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### Roll Call

Mayor Hammer called the meeting to order at 7:01pm. Members present included Mayor Joe Hammer, Alderperson Sarah Motiff, Alderperson Trina Reid, Alderperson Michael Lawson, and Alderperson Ryan Rostad. ABSENT: Council President Amy Roelke, and Alderperson Molly Finkler were excused.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Motiff to approve the agenda with the change to move Item #9: Discussion and direction related to stormwater funding to follow Item #3: Discussion regarding preliminary Resolution for Special Assessments for Brookside Lane. Motion carried on a unanimous voice vote.

**Committee Minutes for File** included Library (11/19/2024), and PFC (11/16/2024).

**Department Reports for File** included Treasurer's Report (11/2024).

**Public Comment:** None.

### New Business

#### 3. Discussion regarding preliminary resolution for special assessments for Brookside Lane:

Engineer Leitha shared that this Resolution would mark the beginning of the process for the Brookside Lane public works improvements project with the intent to levy Special Assessments for lots abutting both sides of Brookside Lane west of Avalon Road and abutting the cul-de-sac on the west end of Brookside Lane. A Public Information Meeting is scheduled for Monday, January 20, 2025 at the Columbus Community Center beginning at 6:30pm. Committee agreed to move forward to the January 21, 2025 Common Council meeting.

#### 4. Discussion and direction related to stormwater funding:

As requested at the December 17, 2024 Committee of the Whole Meeting, the committee continued discussion regarding stormwater funding. Alder Motiff would like to see a stormwater fee enacted and the repeal of Ord. 782-23 in order to start increasing stormwater funding. Alders Lawson and Reid agreed, adding details they would like to see addressed such as rate differentials between residential and commercial. Committee members agreed to move forward with Public Information Meetings and to review Chapter 104 of the City Code at a future Common Council meeting.

#### 5. Discussion of Beautification Committee's proposed mural at 125 N. Dickason Blvd:

Sherry Culhane presented the Beautification Advisory Board's Mural Project designed for the exterior courtyard wall of the Community Center. She also exhibited a small version of the design developed by herself and Laura Weichert. The costs of the project supplies will be covered by

Beautification Advisory Board funds and the mural should last at least 10 to 15 years. It will be painted by volunteers. Amundson shared that the rental of a scissor lift would be acceptable rather than scaffolding, and Volunteer Waivers have already been discussed with Beautification. Committee agreed to move approval forward to the January 21, 2025 Common Council meeting.

**6. Discussion regarding Façade Grant Application for 139 N. Ludington Street:**

Mike Kornmann, Community and Economic Development Director, shared that the project at 139 N. Ludington Street was already completed when the Facade Grant Application was received and reviewed by CDA (Community Development Authority). This is inconsistent with the policy of submitting information prior to the project starting. The property owner has adjacent properties to be updated, therefore the CDA is recommending approval of the grant application and reimbursement at 50% of the program guidelines. Committee members discussed the grant application policy and decided to deny the CDA's recommendation and not move the request forward to council.

**7. Discussion of the City of Columbus Purchasing Policy & Procedures update:**

Treasurer Larson shared that the City's Purchasing Policy and Procedures update would bring the construction project bidding requirements into alignment with State Statutes and increase the Department Heads and Administrator's responsibilities. It is recommended to increase the lowest purchasing limit authorization from \$1,500 to \$5,000; then, increase the current \$5,000 level to \$25,000 to match State policy (bidding requirements, construction, etc.). Over \$25,000 purchases would go to Common Council for approval, which can be adjusted. Anything over \$1,500 goes to Amundson for approval. These changes are warranted due to inflation and the implementation of miViewPoint accounts payable workflow.

The goal is to match up procedures with the purchasing policy authorization limits and permissions, differentiating when a purchase order is required versus a regular purchase. Ideally, the budgeting process is outlining what we want to purchase next year, what type of expenses we are going to have, and whether they fit into the budget rules. Larson asked for direction from Council if they are comfortable with the increased purchase level amounts. Committee agreed to move forward to the January 21, 2025 Common Council meeting with the final changes suggested by committee members made to the policy.

**8. Discussion regarding Disposal of Assets Policy update:**

Treasurer Larson is requesting guidance on changes needed to the Disposal of Assets Policy. Historically, the disposal income has stayed in the fund which purchased the original asset, and the income is normally used to purchase a replacement of the trade-in/sold asset. This process will continue under the revised policy presented, but will allow the Administrator flexibility to set up tracking for the approval and use of fund by department, not just asset replacement. The Treasurer will report the balance in the revenue account - Disposal of Fixed Assets - created for the sale proceeds to the Council as part of the monthly Financial Report. Committee agreed to move forward to the January 21, 2025 Common Council Meeting.

**9. Discussion of the 2025 Fee Schedule:**

A first draft copy of the updated Fee Schedule was presented to the Committee members. The most significant areas of change are in building permit fees and park reservation fees. The Annexation fees will also be reviewed. An updated draft copy will be presented at the January 21, 2025 Common Council meeting per committee.

**Adjourn**

Motion made by Alderperson Lawson, Seconded by Alderperson Motiff to adjourn at 8:26pm. Motion carried on a unanimous voice vote.

\*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



## Special Committee of the Whole Minutes

Tuesday, January 14, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Mayor Joe Hammer called the Special Committee of the Whole meeting to order at 6:30pm. This meeting was held in a Zoom format. The following members were present: Council President Amy Roelke, Mayor Joe Hammer, Alderperson Sarah Motiff, Alderperson Trina Reid, and Alderperson Ryan Rostad.

Alderperson Michael Lawson arrived at 6:31pm. Alderperson Molly Finkler was excused.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Motiff to approve the agenda.

Voting Yea: Council President Roelke, Mayor Hammer, Alderperson Motiff, Alderperson Reid, Alderperson Lawson, and Alderperson Rostad. Motion carried.

### Public Comment

None.

### New Business

#### 1. Discussion of changing location of February 18, 2025, Spring Primary Election:

Clerk Caine shared her reasoning for the request to hold the February 18, 2025 Spring Primary in Council Chambers in City Hall instead of the Community Center. The Spring Primary is normally a low turnout election and there will only be one race listed on the ballot. This move will save on election expenses and allow Caine to continue valuable training for her Chief Inspectors and Election Inspectors. The Town of Merton has agreed to loan six polling booths for the City's use. Curbside voting will also be available, as usual. Committee agreed to move forward to the January 14, 2025 Common Council meeting.

### Adjourn

Motion made by Alderperson Motiff, Seconded by Council President Roelke to adjourn at 6:35pm.

Voting Yea: Council President Roelke, Mayor Hammer, Alderperson Motiff, Alderperson Reid, Alderperson Lawson, and Alderperson Rostad. Motion carried.

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## Common Council Meeting Minutes

Tuesday, January 14, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Mayor Joe Hammer called the meeting to order at 6:35pm. Members present included: Mayor Joe Hammer, Alderperson Michael Lawson, Alderperson Sarah Motiff, Alderperson Trina Reid, Council President Amy Roelke, and Alderperson Ryan Rostad.

### ABSENT

Alderperson Molly Finkler was excused.

### Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Motiff to approve the agenda.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid, Council President Roelke, and Alderperson Rostad. Motion carried.

### Public Comment

None.

### New Business

#### 1. Consider and take action on changing location of February 18, 2025, Spring Primary Election to City Hall, Council Chambers:

Motion made by Council President Roelke, Seconded by Alderperson Lawson to approve changing the location of the February 18, 2025 Spring Primary Election from the Community Center to Council Chambers in City Hall.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid, Council President Roelke, and Alderperson Rostad. Motion carried on a unanimous voice vote.

### Adjourn

Motion made by Alderperson Rostad, Seconded by Alderperson Reid to adjourn at 6:39pm.

Voting Yea: Alderperson Lawson, Alderperson Motiff, Alderperson Reid, Council President Roelke, and Alderperson Rostad. Motion carried.

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## Agenda Item Report

**Meeting Type:** Common Council Meeting

**Meeting Date:** January 21, 2025

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**Item Title:** Mayoral Appointments to Tourism Commission

**Submitted By:** Joe Hammer, Mayor / Susan Caine, Clerk

**Detailed Description of Subject Matter - Mayor Hammer would like to recommend the following Appointments to the Tourism Commission:**

John Walcott

Julie Belschner

Patti Walker

Lisa Famularo

Amy Roelke – Council Appointee

Joe Hammer - Mayor

**List all Supporting Documentation Attached:** None.

**Action Requested of Council:** Consider presented appointments.

## RESOLUTION NO. 2-25

### PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWERS PURSUANT TO SECTION 66.0703, STATS.

The City of Columbus, Columbia County, Wisconsin, by its Common Council, hereby resolves as follows:

1. The City of Columbus Common Council hereby declares its intention to exercise its police power under Section 66.0703, Stats., to levy special assessments upon property in the Assessment District hereafter described, for benefits conferred upon such properties by reason of the following public work and improvements: Street replacement, utility improvements, installation of curb and gutter, driveway aprons, stormwater improvements, and restoration.
2. The Properties to be assessed lie within the following described Assessment District, all lying within the City of Columbus, Columbia County, Wisconsin:
  - a. the Lots abutting both sides of Brookside Lane west of Avalon Road and abutting the cul-de-sac on the west end of Brookside Lane.
3. The total amount assessed against the properties in the described Assessment District shall not exceed 100% of the administrative expenses and total costs of the improvements.
4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The Municipal Engineer, Ruekert & Mielke Inc., shall prepare a report which shall consist of:
  - a. Preliminary Plans and specifications for the improvements; and
  - b. Schedule of proposed assessments for all properties within the Assessment District.
6. When the report is completed, the Municipal Engineer shall file a copy of the report with the Municipal Clerk for public inspection.

7. All interested persons and owners of the property affected by this special assessment shall be provided with the notice and hearing requirements as set forth in sec. 66.0703(7)(a) Stats.
8. The assessment against any parcel may be paid in cash or in annual installments, the number of which shall be determined at the public hearing on the proposed assessments.

Dated this \_\_\_\_\_ day \_\_\_\_\_, 2025.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Joseph Hammer, Mayor

Attest: \_\_\_\_\_  
Susan L. Caine, Clerk



Project sponsored by the Beautification Advisory Board

Mural – Columbus Community Center exterior wall facing the entrance to City Hall

## **Artists**

- The design was developed by Laura Weichert and Sherry Culhane.
- A group of at least 4 local artists will be doing the actual work on a volunteer basis.

## **Timeline**

- Spring/summer 2025
- We would like to begin working on the mural during Red Bud Days (weather permitting) as a part of the Red Bud Days Celebration.
- Citizens can observe the mural taking shape.
- Watching the actual painting should increase interest and enthusiasm for this project as well as future projects.
- Total time for completion ~ 3 to 4 weeks

## **Cost**

- Cost of paint and supplies will be provided by the Beautification Advisory Board funds
  - ~ \$700 (paint and primer)
  - ~ \$500 (clear coat for protection of mural)

## **Description of process**

- Exterior Primer will be added to the wall.
- The design will be transferred to the wall using a grid system.

- The actual painting of the mural will be done using exterior acrylic paint, which is the preferred paint for outdoor murals.
- After the mural has dried sufficiently a layer of clear coat (Muralshield) will be added to protect against UV light and possible vandalism.

### **Maintenance of the Mural**

- The clear coat will provide the best protection against weather, possible vandalism and sunlight.
- The mural should last at least 10 to 15 years.
- Records will be kept of paint brands and colors should any of the mural need to be repaired.
- There is no need for any sort of regular maintenance or upkeep.

# Proposed Mural for 125 N. Dickason Blvd.

Item #4.



# Purchasing Policies and Procedures

~~OCTOBER 2022~~ JANUARY 2024

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

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

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

## A. Purchase Authority

In general, all supplies, materials, equipment and contractual services should be included in the annual budget authority approved by the City Council or governing body.:

## B. Authorization Policies and Limits

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

1. Department Head may authorize purchases that do not exceed ~~\$1,500~~ **\$5,000** if the source of funding has been identified in the budget. The City Administrator ~~must~~ **shall** approve all purchases in excess of ~~\$1,500~~ **\$5,000** but less than ~~\$15,000~~ **\$25,000**. Purchases in excess of ~~\$15,000~~ **\$25,000** require City Council or governing body approval: **except that the City Administrator may approve purchases in excess of \$25,000 where the Department Head complied with and completed the competitive bidding requirements, as outlined in Section E. herein, during the annual budget approval process and the item was approved in the current budget. Any purchase in excess of \$25,000 that was not secured by competitive bid and approved during the budget approval process requires approval of the City Council.**
2. Purchasing for public construction projects shall follow requirements of State Statutes (62.15(1)).
3. Each department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein. Department heads must provide accurate budget and expenditure information to the City Administrator to ensure the effective administration of this policy. No department may make charges against budget accounts of other departments without prior authorization.
4. The City Administrator is responsible for determining if an item is budgeted, adequate funds are available, and that proper purchasing procedures are followed.

## C. Purchase Orders

A Purchase Order must be prepared for the following purchases:

1. Any purchase of goods or services **greater than \$5,000**.



2. Any purchase from a source determined by formal bid, bid waiver or formal quotation.
3. Any capital outlay item **greater than \$5,000.**
4. When a vendor requires a purchase order.

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

#### **D. Vendor Payments**

The department ordering goods or services is responsible for the accuracy of expense accounts used and that the purchases are within budget parameters. All expenses must be coded to the appropriate expense category/expense line.

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

#### **E. Purchasing Procedures**

1. Construction Projects:
  - a. Purchases for construction projects in excess of ~~\$20,000~~ **\$25,000**. For public construction projects, the City shall follow statutory bidding procedures.
  - b. Purchases for construction projects in excess of ~~\$10,000~~ **\$5,000**. Expenditures within the range of \$5,000 and ~~\$20,000~~ **\$25,000** for public construction projects and the purchase of construction goods require a class 1 notice under Chapter 985.
  - c. For public construction projects that have been properly bid and formally awarded by the City Council, the City Administrator may fulfill legitimate pay requests within the approved project amount if recommended for payment by the City Engineer. Change Orders for public construction projects require City Council approval, unless authority is otherwise delegated by the City Council on a project-by-project basis.
2. Purchases in excess of ~~\$15,000~~ **\$25,000** (for non-construction projects):

All purchases of non-construction goods or services in excess of ~~\$15,000~~ **\$25,000** require formal bidding procedures and approval of the **City Administrator or City Council as outlined in Section B herein**. ~~Purchases for professional services in excess of \$10,000 require the approval of the City Council.~~

3. Purchases in excess of ~~\$1,500~~ **\$5,000** but less than ~~\$15,000~~ **\$25,000**:

If item is budgeted the City Administrator may authorize purchase subsequent to a request from the Department head. ~~Department heads must follow the purchasing procedures identified in paragraph 4 of this section.~~ **The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.**

**In the event a department head feels that a purchase should be made from a specific vendor due to proprietary equipment requirements, the item or service is only available from a single supplier, or it is impractical to receive multiple quotes, a recommendation to deviate from normal practices should be directed to the City Administrator who may waive this requirement. In the case of a documented emergency, see the current City Budget Expense Line Policy.**

4. ~~Purchases in excess of \$500 but less than \$1,500:~~

- a. ~~The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.~~
- b. ~~In the event a department head feels that a purchase should be made from a specific vendor due to proprietary equipment requirements, the item or service is only available from a single supplier, or it is impractical to receive multiple quotes, a recommendation to deviate from normal practices should be directed to the City Administrator who may waive this requirement. In the case of a documented emergency, see the current City Budget Expense Line Policy.~~

5. Purchases less than \$500 **\$5,000**:

Purchases in this category can best be described as day-to-day purchases needed to perform a job or service, however, they should still meet the goals and intent of this policy. Department heads are responsible for the purchases made by personnel within their department. They may delegate this purchasing authority to subordinates, but they still bear responsibility for these purchases.

6. Petty Cash:

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

Each Department utilizing petty cash shall submit a formal policy detailing the handling of daily deposits and the reconciling of the petty cash funds. This policy shall be submitted to and approved by the Treasurer and City Administrator. Deposits shall be made on a regular basis, with deposit frequency addressed in the approved petty cash policy.

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

7. Purchases of a repetitive nature:

It is not always practical to obtain competitive quotations for purchases that are repetitive in nature, such as bulk specialty chemicals. In order to determine which supplier is the most economical, the Department Head should test the market annually, including local businesses and vendors when possible.

8. Joint Purchasing:

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

9. Minor Contracts:

The City Administrator may approve and sign routine contracts and service agreements with a term not to exceed ~~two~~ **three** years, provided the expenses are budgeted and may be approved within the City Administrator's purchasing authority limit established in Section B of this policy.

Department Heads may approve and sign routine contracts and service agreements with a term not to exceed two years, provided the expenses are budgeted and may be approved within the Department Head's purchasing authority limit established in Section B of this policy.

The City Administrator may delegate authority for Department Heads to sign a contract that exceeds the Department Head's purchasing authority limits in Section B of this policy, as long as the contract falls within the City Administrator's purchasing authority.

**DISPOSAL OF ASSETS**  
**POLICY**  
**October 2022 January 2025**

The purpose of this policy is to insure that assets such as vehicles, equipment, and supplies are disposed of in a uniform and systematic manner. This process guarantees the taxpayers of Columbus that the City has taken reasonable steps to maximize any return for the original investment. It is the responsibility of the City Administrator to document this procedure and provide the information as described to the City Council.

**STEPS FOR DISPOSAL:**

1. When a Department Head identifies an asset that is no longer needed, they will submit a written report to the City Administrator detailing the specifics of the item(s) to be liquidated. Such information shall include the make, model, year built, condition, accessories, etc., and estimated value of the item. The report shall also include the reason why the item should be disposed of, or why it is no longer of any use to the department. If the City Administrator approves the initial request, the department head will then contact the other City Departments, including each City owned utility, to determine if there is use for the asset by any other Department. Items that are broken, unserviceable or no longer usable may be recycled or disposed of with consent of the Administrator and Treasurer if the estimated value is less than \$100, with proceeds being allocated according to this policy.
2. If any other City Department is interested in obtaining the asset, they should make that request to the City Administrator, detailing how the asset would benefit their Department and why it is necessary. ~~All requests should be forwarded to the City Council for consideration.~~ If approved, the assets shall be transferred to the requesting department. The asset description shall be provided to the Treasurer and transferred from one department to the other departments fixed capital asset list. A monetary sale of any item from one department to another must be approved by ~~the City Council~~ **Administrator**.
3. If no other department has use of the asset(s), ~~or the City Council does not approve a transfer among City departments,~~ the Department head shall submit a proposed disposal plan to the City Administrator. The disposal plan shall include a recommendation regarding how the item could be disposed of. The recommendation may include advertising the item for sale with a posted price, listing the item on an online auction with or without a "reserve price," or utilizing other free or low-cost methods. All assets being disposed of shall be sold in 'as is' condition with no guarantees as to working condition or any other expressed or implied warranties. This disposal plan shall be presented to the ~~City Council~~ **Administrator** for consideration ahead of implementation.
4. If the assets are not disposed of according to the ~~Council~~ **Administrator's** approved plan in step 3, an amended disposal plan should be presented to the City Council for further consideration. If repeating the effort to market the asset is reasonably likely to have similar results as the initial attempt, the ~~City Council~~ **Administrator** may decide to post the asset and entertain written offers from area organizations, businesses or private persons to obtain what value can be achieved.
5. If the asset does not sell ~~the City Council may authorize~~ the City Administrator to **may** offer to, or accept offers from, community non-profit organizations to receive the asset from the city at no cost. Such offers must be official requests approved by the leadership and/or membership of the community non-profit organization. The request must be made in writing and should state the intended purpose of the item and the community use.
6. If there is no interest in the item(s) being disposed of, the Department Head originally submitting the request shall dispose of the item as appropriate.

7. The Police Department shall be exempt from steps 1-6 of this asset disposal process for all equipment and/or vehicles obtained through the Department of Defense LESO (Law Enforcement Support Office) program. This program allows ownership of excess Department of Defense equipment ownership to be transferred to federal, state, and local law enforcement agencies.

Assets obtained under the LESO program must be used/kept for a minimum of 365 days once received, before it may be disposed of. The Chief of Police shall make a determination when an item(s) shall be disposed of after the 365 days and notify the city administrator of the pending disposal.

The disposal of assets obtained under the LESO program will be primarily an online auction or other means recommended by the police department and approved by the City Administrator.

Proceeds from these disposals shall be maintained separately in the general ledger and applied specifically towards the purchase of additional vehicles or equipment for the police department. These purchases will be made following the city's current purchasing policy.

**Regardless of disposal method, any proceeds from the disposal shall be considered sale proceeds. Any costs to dispose of the item shall be borne by the separate expenditure account –Disposal of Fixed Asset.**

#### **RECEIPTING AND USE OF PROCEEDS:**

The proceeds from any and all sales (excluding assets related to Revolving Loan Funds and LESO program) shall be placed in a separate revenue account – Disposal of Fixed Assets.

The proceeds shall be held until such time as the City Council approves the use of the funds to make other capital purchases. Proceeds from non-utility assets are combined with others assets available for future capital expenditures, and are not restricted by department. Typically, requests for capital expenditures are addressed as part of the annual budget process, and must meet purchasing policy requirements.

#### **REPORTING REQUIREMENTS**

~~In addition to the action items listed above, quarterly the City Administrator shall prepare a report for the City Council of all activity regarding the disposal of assets including item, sale price or disposal method, if not sold.~~

Monthly the Treasurer will report the balance in the revenue account – Disposal of Fixed Assets – created for the sale proceeds to the Council as part of the monthly Financial report.



# City of Columbus 2025 Fee Schedule

Proposed - January 2025



ADMINISTRATION					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Copy Charges:</b>				12/5/2023	Resolution No. 17-23
Black & White (single-sided)	\$0.25			12/5/2023	Resolution No. 17-23
Black & White (double-sided)	\$0.50			12/5/2023	Resolution No. 17-23
Color (single-sided)	\$0.50			12/5/2023	Resolution No. 17-23
Color (double-sided)	\$1.00			12/5/2023	Resolution No. 17-23
Letter size	\$0.25			12/5/2023	Resolution No. 17-23
Legal size	\$0.25			12/5/2023	Resolution No. 17-23
11"x17" size	\$0.50			12/5/2023	Resolution No. 17-23
Fax (per page)	\$2.50/1 <sup>st</sup> page		\$1.00 each additional page	12/5/2023	Resolution No. 17-23
Returned Check Fee/Stop Payment	\$25.00			12/5/2023	Resolution No. 17-23
<b>Special Assessment/Title Company Request for Parcel Information:</b>					
Normal Mail Delivery	\$40.00			12/5/2023	Resolution No. 17-23
Rush Delivery	\$60.00			12/5/2023	Resolution No. 17-23
Bike Licenses	\$5.00		Good for the life of the bicycle.	12/5/2023	Chapter 98-225; Resolution No. 17-23
Moving Building Permit		\$1,000.00	Plus actual costs incurred		Chapter 18-543
Publication Fees	\$25.00				Chapter 2-402
Late Fees	1.5%		After 30 days of non-payment		Resolution No. 17-23
ANIMAL LICENSES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Dog – Spayed or Neutered	\$15.00				Chapter 22-32; Chapter 14-61
Dog – Not spayed or Neutered	\$30.00				Chapter 22-32; Chapter 14-61
Service Dog	\$1.00		Cost of Tag only		Chapter 22-32
Replacement Tag	\$1.00		Cost of Tag only		Chapter 22-32; Chapter 14-61
Late Fee – After 04/01 of each year	\$15.00			12/5/2023	Chapter 22-32; Chapter 14-61; Resolution No. 17-23
Permit to Keep Animals/Build Shelter - Chickens Application	\$25.00				Chapter 14-19
Chicken License	\$25.00			12/5/2023	Chapter 14-19; Resolution No. 17-23
Animal Impound Fee	\$75.00				Chapter 14-36

Remove, City does not charge for Service dogs

LIQUOR LICENSING					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Class A – Fermented Malt Beverage	\$100.00				Chapter 6-38; Chapter 22-32
Class A – Liquor	\$500.00				Chapter 6-38; Chapter 22-32
Class B – Fermented Malt Beverage	\$100.00				Chapter 6-38; Chapter 22-32
Class B – Liquor	\$500.00				Chapter 6-38; Chapter 22-32
Class B – Reserve	\$10,000.00				Required by Wis. Stats. 125.51(3)(e); Chapter 6-38; Chapter 22-32
Renewal Reserve Retail Class B	\$500.00				Chapter 6-38; Chapter 22-32
Quota Exception Retail Class B	\$500.00				Chapter 6-38; Chapter 22-32
Class C – Wine	\$100.00				Chapter 6-38; Chapter 22-32
Wholesale	\$25.00				Chapter 6-38; Chapter 22-32
Picnic Licenses – Per Day Fee	\$10.00			12/5/2023	Chapter 6-38; Chapter 22-32; Resolution No. 17-23
Agent – Transfer Fee	\$10.00				Chapter 6-38; Chapter 22-32
Operator License – New	\$50.00		Two-Year License		Chapter 6-38; Chapter 22-32
Operator License – Renewal	\$50.00		Two-Year License		Chapter 6-38; Chapter 22-32
Operator License – Replacement	\$5.00				Chapter 2-402
Publication Fee – Multiple Licenses	\$25.00		Per license/group license advertisement		Chapter 2-402
Publication Fee – Individual License	\$35.00		Advertisement of individual request		Chapter 2-402
Tobacco	\$100.00				Chapter 22-44; Resolution No. 17-23
PEDDLERS/CANVASSORS/SOLICITOR/TRANSIENT MERCHANT					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Investigation Fee (per organization, per event for 30-days or more)	\$25.00				Chapter 22-32; Chapter 74-2
Investigation Fee (Per member of the organization)	\$5.00				Chapter 22-32; Chapter 74-2
Per company – 30 Day Permit	\$60.00		Bond Required \$500.00		Chapter 74-2
Per person – 30 Day Permit	\$30.00		Bond Required \$500.00		Chapter 74-2
FIREWORKS PERMIT FOR SALES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Per location – per week	\$100.00		Proof of insurance and permission from property owner		Chapter 6-38
Adult Entertainment Establishments					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Adult Entertainment Application	\$500.00			12/5/2023	Chapter 6-64; Resolution No. 17-23
Adult Entertainment License	\$2,000.00			12/5/2023	Chapter 6-64; Resolution No. 17-23
Adult Entertainment License Renewal	\$250.00			12/5/2023	Chapter 6-67; Resolution No. 17-23

MISCELLANEOUS BUSINESS LICENSES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Electrical New	\$10.00		License period from July 1 thru June 30 Proof of Liability Insurance \$300,000 Personal and \$100,000 Property		Chapter 22-32; Chapter 18-394 & 395
Electrical Renewal	\$3.00		License period from July 1 thru June 30 Proof of Liability Insurance \$300,000 Personal and \$100,000 Property		Chapter 22-32; Chapter 18-394 & 395
Food Truck	\$50.00		Calendar Year	12/5/2023	Resolution No. 17-23
TAXICAB AND TAXICAB OPERATORS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Cab Registration – 1 <sup>st</sup> cab	\$10.00		Certificate of Liability Insurance \$50,000 Property; \$100,000 Personal; \$300,000 Occurrence		Chapter 22-32; Chapter 110-52
Cab Registration – Each additional	\$5.00				Chapter 22-32; Chapter 110-52
Operator License	\$5.00				Chapter 22-32; Chapter 110-52
MOBILE HOMES AND MOBILE HOME PARKS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Mobile Home – Monthly Parking Fee	Determined via Assessment				Wis. Stats. 66.058
Mobile Home Park – Per Space	\$2.00				Wis. Stats. 66.058
Minimum Fee	\$25.00				Wis. Stats. 66.058
CABLE COMMISSION					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Equipment Rental	\$500.00	\$250.00	Rental based on approved application		
Equipment Rental - Exempt	rental fee waived upon approval	\$250.00	Fee Waiver requires: Proof of training; proof of 501 (c)(3) status; proof of student status; proof of residency; affirmation project will air on local cable channel		

New section added for Cable Commission to charge for renting equipment to public  
 To update "Authority" after change approved  
 To update "Authority" after change approved

DEPARTMENT OF PUBLIC WORKS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Garbage/Recycling:</b>					
Town of Elba Annual Recycling Center Tag	\$25.00				Contracted Services with Township
Commercial Annual Recycling Center Tag	\$25.00				Resolution No. 17-23
Bulk Item - Disposal Fee	\$20.00		Per item minimum	12/5/2023	Resolution No. 17-23
Bulk Item - Pick-up Fee	\$20.00		Per trip charge	12/5/2023	Resolution No. 17-23
Refrigerator	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Freezer	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Air Conditioners (Window Size only)	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Washer or Dryer	No charge			12/5/2023	City contract w/ vendor
Water Heater	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Dehumidifier	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
<b>Other Charges:</b>					
Sidewalk permit	\$50.00				Chapter 86-33
Deferred Sidewalk construction		\$ equal to estimated cost of construction		12/5/2023	Chapter 86-35; Resolution No. 17-23
Sidewalk Fixtures Permit	\$25.00		\$100,000 insurance for each occurrence, City as additional Insured	12/5/2023	Chapter 86-98; Resolution No. 17-23
Driveway permit	\$50.00				Chapter 86-193
Street Opening/Excavation in ROW	\$250.00		Bond Required \$5,000		Chapter 86-157
Dumpster Permit	<del>\$25.00</del> \$50.00 each	\$50.00	Maximum of 7 days Includes 2 barricades		Resolution No. 17-23
Picnic Table Rental	\$10.00/per table	\$50.00	Delivery charge of \$20.00	12/5/2023	Resolution No. 17-23
Garbage Can Rental	\$10.00 each	\$50.00 for 10 cans	Delivery charge of \$20.00	12/5/2023	Resolution No. 17-23
Barricades – Daily	\$10.00 each	\$100.00 for 1-10 \$200.00 for 11-20			Resolution No. 17-23
Flasher Barricades (A Frame) – Daily	\$5.00 each	\$100.00 for 1-10 \$200.00 for 11-20			Resolution No. 17-23
Temp. No Parking Signs – Daily	\$10.00 each	\$25 for 1-10 \$50 for 11-20			Resolution No. 17-23
Tree Removal Permit	\$25.00				Chapter 106-38
Snow Removal Order	\$111.57		Plus \$1 per foot, after 50 feet		Chapter 86-226
Weed Removal Per Time	\$50.00		Plus actual costs from mowing company	12/5/2023	Chapter 106-104; Resolution 17-23
Snow Removal Per Time	\$50.00		Plus actual cost from mowing company	12/5/2023	Chapter 86-226; Resolution No. 17-23

Note: min charge is \$40 (combined \$20+\$20)

HILLSIDE CEMETERY FEES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Chapel Rent	\$100.00				Chapter 30-51
<b>Grave Site Sales:</b>					Chapter 30-51
Resident	\$600.00				Chapter 30-51
Non-Resident	\$700.00				Chapter 30-51
Monument Permit	\$100.00		Per Permit	12/5/2023	Chapter 30-51; Resolution No. 17-23
Monument Staking	\$100.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Grave Staking	\$75.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Perpetual Care	\$200.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Grave Openings/Closings	\$250.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Disinterments	\$200.00		Full Burial	12/5/2023	Chapter 30-51; Resolution No. 17-23
Permission and Change of Deeds	\$50.00		Each Occurrence	12/5/2023	Chapter 30-51; Resolution No. 17-23
MEITNERS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Opening & Closing Full Burial	\$700.00		Each Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Open & Close: Cremains	\$350.00		Each Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
After 3:00 p.m. – 5:00 p.m.	\$110.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
After 5:00 p.m.	\$220.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Double Cremation	\$55.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Saturday	\$135.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Sunday and Holidays	\$220.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
COLUMBARIUM					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Resident: Per Niche	\$1,200.00				Chapter 30-51
Resident, per niche perpetual care	\$400.00				Chapter 30-51
Non-Resident, per niche	\$1,400.00				Chapter 30-51
Non-Resident, per niche perpetual care	\$400.00				Chapter 30-51
Opening/Closing (Weekdays)	\$250.00				Chapter 30-51
Opening/Closing (Saturday)	\$350.00				Chapter 30-51
Disinterment	\$250.00		Each Occurrence	12/5/2023	Chapter 30-51; Resolution 17-23

FIRE DEPARTMENT					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Minimum Charge Per Incident	\$500.00		For up to 2 hours		Chapter 42-48
Over Two Hours of Service	\$150.00 per hour				Chapter 42-48
Itemized Charges:					Chapter 42-48
Engine #92	\$85.00 per hour				Chapter 42-48
Engine #91	\$85.00 per hour				Chapter 42-48
Engine #92A	\$90.00 per hour				Chapter 42-48
Ladder Truck	\$125.00 per hour				Chapter 42-48
Tenders	\$75.00 per hour				Chapter 42-48
Squad	\$50.00 per hour				Chapter 42-48
Brush Truck	\$40.00 per hour				Chapter 42-48
ATV	\$25.00 per hour				Chapter 42-48
Pick-Up Truck	\$14.00 per hour				Chapter 42-48
Chief's Vehicle	\$14.00 per hour				Chapter 42-48
Fire Department Staff	Current Hourly Wage, plus Benefits				Chapter 42-48
COMMUNITY CENTER					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Saturday and Sunday Only:					
Resident: Sat-Sun Full Day	<del>\$125.00</del> \$200.00	<del>\$125.00</del> \$200.00	<del>Tax \$6.88</del> Plus applicable sales tax	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Resident: Sat-Sun Full Day	<del>\$175.00</del> \$250.00	<del>\$175.00</del> \$250.00	<del>Tax \$6.88</del> Plus applicable sales tax	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit: Resident, Full Day	<del>\$100.00</del> \$175.00	<del>\$100.00</del> \$175.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit: Non-Resident, Full Day	<del>\$125.00</del> \$225.00	<del>\$125.00</del> \$225.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Monday-Sunday (If Applicable):					Chapter 2-312
Resident: Half Day	<del>\$100.00</del> \$175.00	<del>\$100.00</del> \$175.00	<del>Tax \$6.88</del> Plus applicable sales tax	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Resident: Half Day	<del>\$125.00</del> \$225.00	<del>\$125.00</del> \$225.00	<del>Tax \$6.88</del> Plus applicable sales tax		Chapter 2-312
Non-Profit, Resident: Half Day	<del>\$75.00</del> \$150.00	<del>\$75.00</del> \$150.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit – Non-Resident: Half Day	<del>\$125.00</del> \$200.00	<del>\$125.00</del> \$200.00		12/5/2023	Chapter 2-312; Resolution No. 17-23

ATHLETIC FIELD					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Rental – Fireman’s Park Football	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
Field Lights – Fireman’s Park	\$20.00 per hour		Proof of Insurance		Chapter 2-287
Tennis Courts – Fireman’s Park	\$20.00 per hour				Chapter 2-287
<b>Baseball/Softball Fields:</b>					
Fireman’s Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
Meister Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
Kiwanis Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
PARK FACILITY / SHELTER RENTALS (ALL RENTALS PAY SALES TAX)					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Pavilion Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$600.00	\$600.00	WI Sales Tax \$33.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$2000.00	\$2000.00	WI Sales Tax \$110.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Pavilion Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$850.00	\$850.00	WI Sales Tax \$46.75	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$2500.00	\$3000.00	WI Sales Tax \$137.50	12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Pavilion – Non-Profit – Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$500.00	\$500.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	<del>\$800.00</del> \$1000.00	<del>\$800.00</del> \$1000.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Pavilion – Non-Profit – Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$600.00	\$600.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	<del>\$900.00</del> \$1875.00	<del>\$900.00</del> \$1875.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Rest Haven Shelter – Resident:</b>					
	March – December Per Day		Rest Haven Shelter is not rented November thru April		
Rent – Full Day – Monday thru Thursday	\$100.00	\$150.00	WI Sales Tax \$5.50	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$150.00	\$150.00	WI Sales Tax \$8.25	12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Rest Haven Shelter – Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$150.00	\$200.00	WI Sales Tax \$8.25	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$200.00	\$200.00	WI Sales Tax \$11.00	12/5/2023	Chapter 2-287; Resolution No. 17-23

Adjust discount given to non-profits

Adjust discount given to non-profits

PARK FACILITY / SHELTER RENTALS (ALL RENTALS PAY SALES TAX) - Continued					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Rest Haven Shelter – Non-Profit – Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$75.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$100.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Rest Haven Shelter – Non-Profit – Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$125.00	\$150.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	<del>\$100.00</del> <b>\$150.00</b>	\$150.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Fireman's Park Concession – Resident:</b>	<b>May-October Per Day</b>		Fireman's Park Concession is not rented November thru April		
Rent – Full Day – Monday thru Thursday	\$50.00	\$100.00			Chapter 2-287
Rent – Full Day – Friday thru Sunday	\$60.00	\$100.00			Chapter 2-287
Rent – Half Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287
Rent – Half Day – Friday thru Sunday	\$30.00	\$100.00			Chapter 2-287
<b>Fireman's Park Concession – Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$75.00	\$100.00			Chapter 2-287
Rent – Full Day – Friday thru Sunday	\$100.00	\$100.00			Chapter 2-287
Rent – Half Day – Monday thru Thursday	\$37.50	\$100.00			Chapter 2-287
Rent – Half Day – Friday thru Sunday	\$50.00	\$100.00			Chapter 2-287
<b>Fireman's Park Concession – Non-Profit – Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287
Rent – Full Day – Friday thru Sunday	\$50.00	\$100.00			Chapter 2-287
Rent – Half Day – Monday thru Thursday	\$12.50	\$100.00			Chapter 2-287
Rent – Half Day – Friday thru Sunday	\$25.00	\$100.00			Chapter 2-287
<b>Fireman's Park Concession – Non-Profit – Non-Resident:</b>					
Rent – Full Day – Monday thru Thursday	\$50.00	\$100.00			Chapter 2-287
Rent – Full Day – Friday thru Sunday	\$75.00	\$100.00			Chapter 2-287
Rent – Half Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287
Rent – Half Day – Friday thru Sunday	\$37.50	\$100.00			Chapter 2-287



## PARK FACILITY / SHELTER RENTALS (ALL RENTALS PAY SALES TAX) - Continued

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Kiwanis Park Concession Area:</b>					
Rent – One Day – Resident	<del>\$50.00</del> <b>\$60.00</b>	\$100.00	Kiwanis Park Concession Area Not Rented November thru April		Chapter 2-287
Rent – One Day – Non-Resident	<del>\$50.00</del> <b>\$75.00</b>	\$100.00			Chapter 2-287
Rent – One Day – Non-Profit	<del>\$50.00</del>	<del>\$100.00</del>			<del>Chapter 2-287</del>
Meister Park Concession Stand	<del>\$50.00</del> <b>\$60.00</b>	\$100.00	Meister Park Concession Area Not Rented November thru April		Chapter 2-287
<b>Park Office Bldg. - 161 N Dickason</b>					
Resident	<del>\$60.00</del> <b>\$100.00</b>	<del>\$60.00</del> <b>\$100.00</b>	Fees to increase after improvements to \$100.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Non-Resident	<del>\$75.00</del> <b>\$125.00</b>	<del>\$75.00</del> <b>\$125.00</b>	Fees to increase after improvements to \$125.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Brick Gazebo by Aquatic Center, Meister Park Shelter, Avalon Park, Kiwanis Park Shelter, Rotary Park Shelter, Fireman's Park Franklin Shelter, Fireman's Park Parkview Shelter, Davies Park:</b>					
Resident	\$60.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Non-Resident	\$75.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
<b>Rent – Entire Park Area Per Event:</b>					
Fireman's Park - no shelters	\$1,500.00	\$1,500.00	Groups and Organizations Only. Does not include the shelter rentals. Proof of Insurance is Required.		Chapter 2-287
Fireman's Park - Multiple Shelter	<del>\$500.00</del>	<del>\$500.00</del>	<del>Proof of Insurance is Required.</del>		<del>Chapter 2-287</del>
Fireman's Park - Diamond Rental	<del>\$300.00</del>	<del>\$300.00</del>	<del>Proof of Insurance is Required.</del>		<del>Chapter 2-287</del>
Meister Park	\$250.00	\$250.00	Proof of Insurance is Required.		Chapter 2-287
Kiwanis Park	\$500.00	\$500.00	Proof of Insurance is Required.		Chapter 2-287
<b>AQUATIC CENTER</b>					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Memberships:</b>					
Resident – Single	\$100.00				Chapter 2-378
Resident – Couple	\$155.00				Chapter 2-378
Resident – Family	\$225.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Single	\$135.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Couple	\$170.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Family	\$260.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Caregiver Pass – Resident	<del>\$50.00</del> <b>\$60.00</b>				Chapter 2-378
Caregiver Pass – Non-Resident	<del>\$65.00</del> <b>\$75.00</b>			12/5/2023	Chapter 2-378; Resolution No. 17-23

no non-profit reduction on open shelters

AQUATIC CENTER - Continued					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Day Passes:</b>					
<b>Weekday – Non-Resident</b>					
Daytime (12:00-5:00 p.m.)	\$6.00				Chapter 2-378
Evenings (5:00-6:30-8:00 p.m.)	\$3.00				Chapter 2-378
<b>Weekend – Non-Resident</b>					
Daytime (12:00-5:00 p.m.)	\$6.00				Chapter 2-378
Evenings (5:00-6:30-8:00 p.m.)	\$3.00				Chapter 2-378
<b>Weekday – Resident</b>					
Daytime (12:00-5:00 p.m.)	\$5.00		Proof of Residency Required		Chapter 2-378
Evenings (5:00-6:30-8:00 p.m.)	\$3.00		Proof of Residency Required		Chapter 2-378
<b>Weekend – Resident</b>					
Daytime (12:00-5:00 p.m.)	\$5.00		Proof of Residency Required		Chapter 2-378
Evenings (5:00-6:30-8:00 p.m.)	\$3.00		Proof of Residency Required		Chapter 2-378
<b>10 Pack Daily Admissions:</b>					
Non-Resident	\$55.00				Chapter 2-378
Resident	\$45.00				Chapter 2-378
Non-Swimmer Fee	\$1.00				Chapter 2-378
<b>Swim Team</b>					
Resident	\$75.00		Total fee capped at \$250 per family		Chapter 2-378
Non-Resident	<del>\$85.00</del> \$90.00		Total fee capped at \$250 per family		Chapter 2-378
Lap Swim Card/Aerobics – Resident	\$60.00				Chapter 2-378; Resolution No. 17-23
Lap Swim Card/Aerobics – Non- Resident	<del>\$70.00</del> \$75.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
<b>Swimming Lessons:</b>					
Resident – Member	<del>\$40.00</del> \$50.00				Chapter 2-378
Resident – Non-Member	<del>\$50.00</del> \$60.00				Chapter 2-378
Non-Resident – Member	<del>\$50.00</del> \$60.00				Chapter 2-378
Non-Resident – Non-Member	<del>\$60.00</del> \$70.00				Chapter 2-378
Rental of Entire Pool – Per Hour Fee	\$200 plus sales tax	\$50.00	Full payment due at time of rental. Refundable if cancelled more than 48 hours before the event.		Chapter 2-378
Rental of Entire Pool – 4 Hours or More	\$600 plus sales tax	\$50.00	Full payment due at time of rental. Refundable if cancelled more than 48 hours before the event.		Chapter 2-378
<b>Group Rates (Normal Hours):</b>					
Resident – 25 or more people	\$4.00 per person				Chapter 2-378
Non-Resident – 25 or more people	\$5.00 per person				Chapter 2-378

BUILDING PERMIT FEES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Residential 1 &amp; 2 Family:</b>					
Residential Early Start	<del>\$165.00</del> <b>\$170</b>				Chapter 18-271
New Residential Dwelling Plan Review (one and two family) (includes garage, decks, & basements)	<del>\$770.00</del> <b>\$780</b>		<del>\$0.28</del> <b>\$0.31</b> per sq/ft		Chapter 18-271
New Home Plan Review	<del>\$125.00</del>				<del>Chapter 18-271</del>
Residential Occupancy	\$60.00		\$60 per residential unit		Chapter 18-271
Manufactured & HUD Dwellings	\$385		Plus <del>\$0.28</del> <b>\$0.31</b> per sq/ft for basement, attached garage, & decks		Chapter 18-271
Residential Dwelling Additions	\$193.00		<del>\$0.28</del> <b>\$0.31</b> per sq/ft		Chapter 18-271
Residential Dwelling Remodels/Alterations	\$128.00		<del>\$0.28</del> <b>\$0.31</b> per sq/ft		Chapter 18-271
Pools (Above ground & In-ground)	\$275.00				Chapter 18-271
Detached garage or shed/accessory building (>100 sq/ft)	\$165.00		<del>\$0.28</del> <b>\$0.31</b> per sq/ft		Chapter 18-271
Shed/Accessory building (<100 sq/ft)	\$55.00				Chapter 18-271
Decks	\$128.00		\$0.64 per sq/ft		Chapter 18-271
New 1 & 2 Family Erosion Control	<del>\$105.00</del>				<del>Chapter 18-271</del>
Residential Addition Erosion Control	<del>\$66.00</del>				<del>Chapter 18-271</del>
Driveway	<del>\$25.00</del>				<del>Chapter 18-271</del>
Fence	<del>\$60.00</del>				<del>Chapter 18-271</del>
Siding, Roofing, Etc.	<del>\$60.00</del>				<del>Chapter 18-271</del>
Raze/Demolition	<del>\$66.00</del> <b>\$100.00</b>				Chapter 18-271
Zoning	<del>\$60.00</del>				<del>Chapter 18-271</del>
<b>Plumbing:</b>					
New Building/Addition/Alteration	<del>\$105.00</del> <b>\$110.00</b>		Base minimum, plus <del>\$0.06</del> <b>\$0.08</b> per sq/ft (all areas)		Chapter 18-461
Replacement/Misc. Items	<del>\$60.00</del> <b>\$70.00</b>		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-461
Failure to obtain a permit	Double the Minimum Amount				Chapter 18-461
Outside Sewer	\$60.00				Chapter 18-461
<b>Electrical:</b>					
New Building/Addition/Alteration	<del>\$138.00</del> <b>\$140.00</b>		Base minimum, plus <del>\$0.06</del> <b>\$0.08</b> per sq/ft (all areas)		Chapter 18-343
Replacement/Misc. Items	<del>\$60.00</del> <b>\$70.00</b>		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-343
<b>HVAC:</b>					
New Building/Addition/Alteration	<del>\$105.00</del> <b>\$110.00</b>		Base minimum, plus <del>\$0.06</del> <b>\$0.08</b> per sq/ft (all areas)		Chapter 18-271
Replacement/Misc. Items	<del>\$60.00</del> <b>\$70.00</b>		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-271

Combined with line above

not linked to building code - see certificate  
of zoning compliance

Erosion Control moved to Land Development

Erosion Control moved to Land Development

Duplicate - fee under Public Works

Moved to Zoning

N/A, removed - no permit necessary

Moved to Zoning

BUILDING PERMIT FEES - Continued					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<b>Commercial:</b>					
Commercial Early Starts	<del>\$193.00</del> \$195.00				SPS 302.31-2 and SPS 302.31
Commercial New Construction/Additions	\$165.00		\$0.17 <del>\$0.19</del> per sq/ft		SPS 302.31-2 and SPS 302.31
Electrical	\$165.00		\$0.07 <del>\$0.09</del> per sq/ft		SPS 302.31-2 and SPS 302.31
Plumbing	\$165.00		\$0.07 <del>\$0.09</del> per sq/ft		SPS 302.31-2 and SPS 302.31
HVAC	\$165.00		\$0.06 <del>\$0.09</del> per sq/ft, plus alteration		SPS 302.31-2 and SPS 302.31
Minimum Commercial Plumbing, HVAC	\$110.00				SPS 302.31-2 and SPS 302.31
Minimum Commercial Electrical	\$176.00				SPS 302.31-2 and SPS 302.31
Commercial Remodel	\$165.00		\$0.11 per sq/ft, plus mechanical costs		SPS 302.31-2 and SPS 302.31
Commercial New Construction, Addition, or Remodel for Storage Buildings	\$165.00		\$0.11 per sq/ft, plus mechanical costs		SPS 302.31-2 and SPS 302.31
Commercial Erosion Control	<del>\$193.00</del>		<del>\$193.00 for 1<sup>st</sup> acre, \$66.00 per acre thereafter</del>		<del>SPS 302.31-2 and SPS 302.31</del>
Commercial Occupancy	<del>\$60.00</del> \$180.00		Per Unit		SPS 302.31-2 and SPS 302.31
<b>Miscellaneous:</b>					
Re-inspection Fee – Each Occurrence	<del>\$85.00</del> \$90.00				SPS 302.31-2 and SPS 302.31
Re-inspection for Corrective Action Orders	\$90.00				SPS 302.31-2 and SPS 302.31
State Seal Fee	<del>\$35.00</del> \$45.00				SPS 302.31-2 and SPS 302.31
Street Opening	<del>\$200.00</del>		\$5,000 Bond		<del>Chapter 86-156, Chapter 86-157</del>
<b>Sewer:</b>					
Septic Tank/Holding Tank Disposal Permit	\$25.00		Proof of liability insurance at \$1,000,000		Chapter 102-301
Sewer Tap Inspection	\$200.00				Resolution No.
<b>Sewer Connection Fees:</b>					Resolution No.
5/8" Water Service	\$1,000.00				Resolution No.
¾" Water Service	\$1,000.00				Resolution No.
1" Water Service	\$2,500.00				Resolution No.
1 ¼" Water Service	\$3,700.00				Resolution No.
1 ½" Water Service	\$5,000.00				Resolution No.
2" Water Service	\$8,000.00				Resolution No.
3" Water Service	\$15,000.00				Resolution No.
4" Water Service	\$25,000.00				Resolution No.

Erosion Control moved to Land Development

Duplicate - fee under Public Works

**LAND DEVELOPMENT FEES – Per Sec. 78.52 a deposit and/or review agreement for the reimbursement of any professional service fees to include, but not limited to legal, engineering, planning, architectural, surveying, traffic or drainage experts, or other consultants needed in connection with the review of any land development proposal is required. Applicants are responsible for the actual costs incurred, regardless of the outcome of a project or application request. Deposits are not accumulative, only the highest applicable deposit for a multi-part proceeding is required.**

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
<del>Annexation (without agreement)</del>	<del>\$250.00</del>				<del>Chapter 78-51</del>
Annexation (with or without agreement)	\$250.00	<del>\$5,000.00</del>	Plus any additional professional fees above application fee		Chapter 78-51; Chapter 78-54, Ord. No. 594.04
Zoning Map Amendment (Commercial, Industrial)	\$500.00	\$500.00			Chapter 78-51; Chapter 78-54, Ord. No. 594.04
<del>Zoning Map Amendment (Industrial)</del>	<del>\$500.00</del>	<del>\$1,000.00</del>			<del>Chapter 78-51; Chapter 78-54, Ord. No. 594.04</del>
Zoning Map Amendment (Residential more than 1 lot or 5 acres)	\$500.00	\$1,000.00			Chapter 78-51; Chapter 78-54, Ord. No. 594.04
Zoning Map Amendment (Residential – 1 lot)	\$500.00				Chapter 78-51
Zoning Text Amendment	\$500.00	\$500.00			Chapter 78-51
Erosion Control	\$200.00		Plus \$5.00 per 2,000 sq. ft. of disturbed area	10/1/2024	Chapter 47
Storm Water	\$200.00		Plus \$10.00 per 2,000 sq. ft. of disturbed area	12/17/2024	Chapter 48
Variance (Residential/Commercial/Industrial)	\$500.00	\$500.00	Plus any additional professional fees above application fee	12/5/2023	Chapter 78-51; Resolution No. 17-23
<del>Variance (Commercial/Industrial)</del>	<del>\$500.00</del>	<del>\$500.00</del>		<del>12/5/2023</del>	<del>Chapter 78-51; Chapter 78-54, Ord. No. 594.04; Resolution No. 17-23</del>
Conditional Use Permit (Residential/Commercial/Industrial)	\$500.00		Plus any additional professional fees above application fee	12/5/2023	Chapter 78-51; Resolution No. 17-23
<del>Conditional Use Permit (Commercial)</del>	<del>\$400.00</del>	<del>\$500.00</del>			<del>Chapter 78-51; Chapter 78-54, Ord. No. 594.04</del>
Conditional Use Permit Renewal	\$200.00				Chapter 78-51
Comprehensive Plan Text/Plan Amendment	\$500.00		Plus any additional professional fees above application fee		Chapter 78-51
Comprehensive Plan Future Land Use Map	\$200.00		Plus any additional professional fees above application fee		Chapter 78-51
Appeal of Zoning Administrator Decision	<del>\$100.00</del> \$250.00				Chapter 78-51
Special Meeting of the Plan Commission	\$400.00				Chapter 78-51
<del>Sign Permit</del>	<del>\$50.00</del>				<del>Chapter 78-51</del>

combined with line above

How do we "include floodplain"?

combined with line above

combined with line above

Per Mike: need more info from legal counsel

Included in "certificate of zoning" below

**LAND DEVELOPMENT FEES – Per Sec. 78.52 a deposit and/or review agreement for the reimbursement of any professional service fees to include, but not limited to legal, engineering, planning, architectural, surveying, traffic or drainage experts, or other consultants needed in connection with the review of any land development proposal is required. Applicants are responsible for the actual costs incurred, regardless of the outcome of a project or application request. Deposits are not accumulative, only the highest applicable deposit for a multi-part proceeding is required.**

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Certificate of Zoning Compliance (change of use, fence, sign, shed, deck, dwelling, addition, garage, swimming pool)	<del>\$25.00</del> \$75.00				Chapter 78-51
Certificate of Zoning Compliance - Site Plan Review (Commercial/Industrial/Multi-Family = or > 3 units)	\$500.00		Plus any additional professional fees above application fee		Chapter 78-51
Certificate of Zoning Compliance (Floodplain/Floodway)	\$300.00				Chapter 78-51
Landmark Historic Local Designation	\$500.00		Plus professional fees		Chapter 78-51
<b>Planned Unit Development (PUD):</b>					
Concept Plan	<del>\$250.00</del>				Chapter 78-51
General Development Plan	<del>\$1,250.00</del> \$1,500.00		Plus any additional professional fees above application fee		Chapter 78-51
Amendment to General Development Plan	\$250.00		Plus any additional professional fees above application fee		Chapter 78-51
<b>Subdivision:</b>					
Concept Plan	\$100.00				Chapter 78-51; Chapter 90-371
Preliminary Plat – 50 Lots and Under	\$500.00		Plus <del>\$25.00</del> \$50.00 per lot and any additional professional fees above application and per lot fees combined		Chapter 78-51; Chapter 90-371
Preliminary Plat – Over 50 Lots	\$500.00		Plus <del>\$25.00</del> \$50.00 per lot and any additional professional fees above application and per lot fees combined		Chapter 78-51; Chapter 90-371
Amendments or Revisions	<del>\$100.00</del> \$300.00		Per Amendment or Revision		Chapter 78-51; Chapter 90-371
Final Plat	<del>\$250.00</del> \$350.00		Plus <del>\$10.00</del> \$50.00 per lot and any additional professional fees above application and per lot fees combined		Chapter 78-51; Chapter 90-371
Condominium Plat	\$250.00		Plus <del>\$10.00</del> \$50.00 per lot and any additional professional fees above application and per lot fees combined		Chapter 78-51; Chapter 90-371
Certified Survey Map (CSM) Under 2 lots	<del>\$300.00</del> \$420.00				Chapter 78-51; Chapter 90-371
Certified Survey Map (CSM) Over 2 lots	<del>\$300.00</del> \$400.00		Plus \$50.00 per lot		Chapter 78-51; Chapter 90-371
Subdivision or Planned Unit Development (Under 20 acres)		\$5,000.00			Chapter 78-51; Chapter 78-54, Ord. No. 594.04; Chapter 90-371
Subdivision or Planned Unit Development (20 acres or more)		\$10,000.00			Chapter 78-51; Chapter 78-54, Ord. No. 594.04; Chapter 90-371
Tax Incremental Financing Application		\$500.00			

N/A per Mike



## Agenda Item Report

**Meeting Type:** City Council

**Meeting Date:** January 21, 2025

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**Item Title:** Zoning and Subdivision Code Amendment Request for Proposals

**Submitted By:** Mike Kornmann, Director of Community and Economic Development

**Detailed Description of Subject Matter:** The RFP provides the basis for the revision of the zoning and subdivision code across two fiscal years. The code revisions are a tool to implement our current comprehensive plan. Furthermore, the processes and language need revisions to provide efficiencies to our processes and clarity to developers, businesses, and residents.

Consultant selection will be based on a Plan Commission recommendation to the City Council with the Council making the final decision. Proposed selection review team members include the City Administrator, Mayor, Director of Community and Economic Development, Communications and Economic Development Coordinator, and one plan commissioner. The team will evaluate the proposals and bring forward finalists for Plan Commission recommendation.

**List all Supporting Documentation Attached:**

- RFP to Amend Zoning and Subdivision Ordinance

**Action Requested:** Recommend approval of the RFP.



## REQUEST FOR PROPOSALS

### City of Columbus Zoning and Subdivision Ordinance Rewrite (Chapter 114 and 90)

***RFP Release Date: January 21, 2025***

***RFP Due Date: February 21, 2025, 4:30 PM***

***Submit one digital copy to:  
MKornmann@ColumbusWI.gov***

***City of Columbus Department of Community and Economic Development***



## **A. Background Information**

Columbus, Wisconsin (population 5,448), has a rich history that makes it a desirable place to live. The City of Columbus, through its Request for Proposals (RFP), is seeking qualified planning and zoning consultants, multi-disciplinary firms or teams to undertake a complete zoning and subdivision ordinance rewrite project. The new zoning and subdivision code must be easy to read, understandable by the public, and enforceable by the City. The project is NOT a simple update to the existing ordinance.

The original zoning code was written in the 1970's with one minor update in 2008. Parts of the code are no longer consistent or follow state statutes. Effective code review by staff becomes difficult when working with developers who are used being very efficient. The existing code does not function in an era of technology that provides fast answers and overly burdensome standards and processes. While Municode may still show stormwater and erosion control ordinances as part of the zoning code, they have recently been amended and relocated to their own respective chapters within the municipal code.

The main thrust of the project is to establish a new zoning code that is easy to read, understandable by the public, and enforceable by the City of Columbus. The ordinance should consider form-based or context sensitive applications, creating design and infill standards for development in the City's downtown district, the business and industrial parks, as well as growth areas that, as identified in the City's Comprehensive Plan.

The City of Columbus would like to establish zoning regulations that are more reflective of the character of newer development while preserving the historic characteristics of an older city that is an exurb of a metropolitan area.

## **B. Project Overview and Objectives**

Broad objectives for this project include, but are not limited to:

1. Build-off the work completed as summarized in the prior section to update the Zoning and Subdivision Codes in a manner consistent with the City's Comprehensive Plan and other plans.
2. Strengthen opportunities to diversify the City's housing stock, including thoughtful missing middle housing, affordable rental and homeowner units, accessory dwelling units, and mixed-use developments appropriate within the context of Columbus.
3. Strengthen opportunities to practice gentle density reforms while maintaining general compatibility with historic development patterns, including but not limited to reducing lot area, lot width, lot setbacks, street width, minimum open space, and minimum off-street parking and increasing dwelling units allowed by right and through conditional use permits.
4. Improve walkability and non-motorized transportation within zoning and subdivision regulations.

5. Identify opportunities to consolidate existing zoning districts and reduce the need for requests for Planned Unit Development approvals or unnecessary conditional use permit requirements.
6. Improve the manner in which the City regulates permitted and conditional uses within residential, industrial, and commercial zoning districts. Create new ways that are user-friendly and reduce the need for City Staff to make interpretations for uses not listed within current use tables. Consider what types of uses merit CUP vs those that could be allowed as permitted or special use permits. Develop recommended zoning uses, design and performance standards for use consistent with the comprehensive plan. The sign ordinance specifically needs attention with an options for supporting downtown revitalization.
7. Streamline development review processes, including allowances for administrative review and approvals for smaller site or building additions, modifications, or accessory structures. Parking standards for all uses is especially needed.
8. Review and revise the historic preservation ordinance ensuring fairness and consistency in processing designation of landmarks and certificate of appropriateness. Include permitting processes that streamline approvals. Ensure that proposed code maintains the City's Certified Local Government status and provides for appeals in alignment with state statutes.
9. Review and revise conditional use permit code to be consistent with state statutes.
10. Improve and consolidate site and building design review standards. There may be site and building design guidelines from sub area plans that could be generally applied throughout the City, minimizing the need for multiple design overlay districts.
11. Improve the user friendliness of the zoning and subdivision codes. Improve and modernize definitions reducing interpretation issues and conflicting definitions. Incorporate the use of tables, graphs, figures, color, and illustrations to explain key zoning regulations. Improve the overall organization of the codes, reducing or eliminating the need to consult multiple sections of the zoning code to address basic use, dimension, and performance standards and exceptions. Incorporation of Landscaping and Lighting Standards within the Zoning Code.
12. Review and propose revise shoreland zoning ordinance.
13. Improve and standardize public hearing and adjacent property owner notification requirements for various zoning permits to meet or exceed minimum Wisconsin State Statute requirements.
14. Update zoning and subdivision ordinances to be consistent with applicable Wisconsin State Statutes. The City expects that the selected consultant team will make recommendations that are consistent with Wisconsin law and regulations. City staff will consult with the City Attorney if legal questions arise as the ordinance is rewritten at City staff's discretion, and the attorney will be

involved in codifying the final product to make sure it meshes properly with other City ordinances. However, the consultant team should not have the expectation that the City Attorney will be actively involved as the new ordinance is drafted.

15. Develop a new official zoning map, including overlay districts, based on the work completed for adoption by the Plan Commission and City Council as part of the repeal and adoption of the new zoning and subdivision codes.
16. Utilize input from a broad set of community stakeholders including various City committees/commissions/board, City staff, residents, property, business owners, real estate and development professionals. City staff will coordinate public input meetings. It is expected that the consultant help prepare materials for use at public input meetings. Consultant will not be expected to attend public input meetings.

## C. Scope of Work and Deliverables

The selected Consultant will provide a full range of municipal planning services required to create the new Zoning and Subdivision codes. The desired services include, but are not specifically limited to the following:

1. Plan Review & Background Analysis. The consultant will review the pertinent policies, strategies and actions within the City's Comprehensive Plan and Outdoor Recreation Plan.
2. Code & Zoning Map Diagnosis. The consultant will work with City staff in assessing the advantages and shortcomings of the existing codes. This assessment should include the following:
  - a. Provide an analysis of the City's existing zoning and subdivision codes, highlighting its strengths and shortcomings based on the consultant's experience, review of national best land use practices, City adopted plans and project objectives.
  - b. Complete an analysis of existing nonconforming lots, uses, and nonconforming primary structures using available GIS data.
  - c. Identify and categorize actual existing lot sizes, lot widths, lot depths, floor area ratios, setbacks, etc. to understand the existing built environment and inform subdivision and zoning reforms.
  - d. Evaluate conditional uses and advise as to what conditions, if any, should apply to warrant designation as a conditional use vs a permitted use.
  - e. Identify components that could provide barriers to achieving mixed uses, affording housing, and housing diversity (such as separation of uses, large building setbacks, low densities, excessive parking requirements, excessive lot size, depth or width requirements, excessive street design standards, etc.)
  - f. Provide a summary report of the code and map diagnosis for use in public and Plan Commission meetings.

3. Guidance regarding Best Practices. The consultant will be expected to provide guidance regarding modern best practices regarding zoning and subdivision codes relevant to communities like Columbus, as allowed under Wisconsin laws and regulations. This should include the use of visualize tools to explain proposed ordinance regulations and the benefits to achieving City land use goals for public and Plan Commission meetings.
4. Staff Meetings. The consultant should anticipate a sufficient number of meetings with City staff to develop the new zoning and subdivision codes. Consultants will need to present to the Plan Commission and City Council.
5. Public Outreach & Community Input. The proposal should incorporate key input session for City staff to receive community input.
6. Committee Meetings. The consultant should budget for an appropriate number of meetings with the Plan Commission to review key elements of the code development. The purpose of the meetings will be to establish project objectives, discuss alternatives, provide direction and review progress. The consultant shall clearly communicate how the regulatory effects of the proposed Ordinance may differ from the effects of the current Ordinance. Background information regarding subjects addressed in the new Ordinance, which are not addressed in the current Ordinance, should be provided. The consultant shall attend the public hearing on the adoption of the new codes and the City Council meeting to consider their adoption.
7. Drafting the new Zoning and Subdivision Codes and Maps. The consultant will prepare drafts of the zoning and subdivision codes for review by staff, Plan Commission and applicable committees, culminating in a final version to be acted upon by the Plan Commission and City Council. The consultant will prepare draft and final zoning maps, including applicable overlay zoning districts. The consultant shall provide a map to illustrate properties proposed for up or down zoning as part of the adoption of the new zoning code and map. The final ordinances shall be compatible with Municode, including formatting. The final zoning map shall be parcel based and compatible with ESRI.

These are the general requirements for the creation of new zoning and subdivision codes and are not intended to be an all-inclusive list of every task necessary to complete the project. It is expected that consultants will submit proposals that provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on similar projects. Innovative approaches that meet the intent of the Plan Objectives and Scope of Work are welcomed, these could be presented as additional services or additional approaches in the consultant response if desired.

The City Council is expecting a not to exceed proposal.

The selected Consultant shall complete a final Zoning Code, Zoning Map and Subdivision Code that contain at a minimum those items described in the final Scope of Services. Format the documents to be

incorporated as chapters within the existing City Municipal Code of Ordinances maintained by Municode. Easy to use charts, tables, checklists, graphics, images and photos within the ordinance are expected when necessary. The Consultant shall provide the City with electronic copies of any text, charts, tables, checklists, graphics, images and photos in their original file format.

The selected Consultant shall provide the City with an electronic copy of the final ordinance in Microsoft Word and PDF versions, including bookmarks and searchability features. The selected Consultant shall provide the final Zoning Map in a PDF format. The Consultant shall provide the City with an editable copy of all GIS data and a GIS map package of the Zoning Map using an ESRI platform. Zoning shapefiles or geodatabases shall be at the individual parcel level. Draft deliverables may be provided in Word or PDF format.

Throughout the entire process, extensive interaction is expected with City and contracted staff. The detailed schedule for the project shall be included in the consultant's proposal, and should bridge the 2025 and 2026 fiscal years. We are expecting to complete about half the project in 2025 and the other half in 2026.

#### **D. Existing Ordinance**

The City of Columbus Zoning Code of Ordinances include Chapters 114 of the City's Municipal Code. Related

The consultant will be expected to complete a comprehensive, independent review of the Zoning Ordinance. Below is a list of the overall ordinance elements that the consultant will be expected to update and review independently:

#### **Reference Links**

##### **City of Columbus Municipal Code**

[https://library.municode.com/wi/columbus/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH114ZO](https://library.municode.com/wi/columbus/codes/code_of_ordinances?nodeId=MUCO_CH114ZO)

##### **Comprehensive Plan**

<https://www.cityofcolumbuswi.com/DocumentCenter/View/3287/Columbus-WI-2040-Comprehensive-Plan>

##### **Outdoor and Recreation Plan**

[https://www.cityofcolumbuswi.com/DocumentCenter/View/3695/ColumbusOutdoorRecreationPlan\\_2021](https://www.cityofcolumbuswi.com/DocumentCenter/View/3695/ColumbusOutdoorRecreationPlan_2021)

#### **E. RFP Requirements**

Consultants are asked to respond to this RFP by developing a proposal to fully meet the work associated with this project. Consultants are asked to submit a concise proposal describing their capacity to manage the project and their experience with similar projects. Samples of zoning ordinances/rewrites and public participation plans are expected. The proposals should include a clear outline of how the consultant will meet the objectives of the project.

The City of Columbus does not have a specific proposal format; however, the City expects the following information to be included with the proposals:

1. **Contact Information:** Consultant's name, address, phone number, email, along with the name and signature of the authorized agent and contact person.
2. **Firm History:** Brief history of the firm, including short case studies of similar projects carried out by the firm.
3. **Project Statement:** Statement of overall project understanding and general approach to meet project objectives and tasks of the project, description and modifications or expansion of the information provided.
4. **Time Schedule:** A detailed project time schedule for accomplishing the expected tasks and services, including start dates, major project milestones and anticipated completion dates. Time schedule should specifically identify how and when outreach to the public, staff, and elected officials occurs. The timeframe for project completion should be approximately twelve (12) months.
5. **Examples:** Demonstrate related projects that were completed for other communities that are similar to the City. Emphasis placed on projects include logical graphics and imagery within or as a supplement to a zoning ordinance should be emphasized.
6. **References:** A list of client references for whom the consultant has provided similar services including name, address, e-mail and phone number of a contact person for each reference. Indicate the type, scope and duration of the work done for each client.
7. **Project Manager Qualifications:** A statement indicating the qualifications of the key person who will be assigned as the project manager by the consultant and their responsibilities within the scope of services.
8. **Budget Proposal:** A proposed budget with level of effort for each member of the team and for each major task.
9. **Fee Schedule:** A fee schedule for personnel involved with the project.

## **F. General Selection Process**

A selection committee comprised of the City Attorney, Director of Economic Development and Planning, Zoning Administrator, and the City Planner will review the proposals based on the following criteria:

1. **Qualifications:** Qualifications and previous related work experience particularly related to similar sized communities.
2. **Understanding:** Demonstrated understanding of project objectives, tasks, and services.

3. **Price:** The proposed price/cost will be considered.
4. **Related projects:** Examples of related completed and in-progress projects.
5. **Proposal Quality:** Quality of requested submission requirements, including sample materials and proposal package.

The City of Columbus will select a short list of applicants to meet with the selection committee to clarify submitted proposals, provide supplemental information, confirm proposal representations and answer any questions.

## **G. Terms**

The City of Columbus reserves the right to accept or reject all proposals or parts thereof and reissue the RFP without stated cause. Upon selection of a consultant, the City of Columbus shall attempt to negotiate and reach a final agreement. If the City, for any reason, is unable to reach a final agreement with the selected consultant, the City then reserves the right to reject the selected consultant and negotiate with others.

The City of Columbus is not bound to accept the proposal with the lowest cost, but may accept the proposal that best meets the needs of the City.

## **H. RFP Schedule**

1. RFP Issued:
  - a. January 21, 2025
2. Questions due to the City (sent via email to [mkornmann@columbuswi.gov](mailto:mkornmann@columbuswi.gov))
  - a. By February 7, 2025
3. Proposals due to the City:
  - a. By February 21, 2025.
4. Possible interviews with finalists:
  - a. March 2025
5. Plan Commission Consultant Selection:
  - a. March/April 2025
6. Common Council Consultant Selection:
  - a. April 2025

## **I. Project Budget and Contract**

The consultants for this project will be retained by the City. Interested parties should provide a total cost to prepare the zoning ordinance to include hourly rates and estimated expenses associated with the project. The proposal shall include a not to exceed cost.

**J. Contact and Questions**

This Request For Proposals has been distributed by the City of Columbus Community and Economic Development Department. All questions or inquiries concerning this RFP should be directed to:

Mike Kornman, Director of Community and Economic Development  
920-350-5894  
mkornmann@columbuswi.gov





## Agenda Item Report

**Meeting Type:** City Council

**Meeting Date:** December 17, 2024

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**Item Title:** Cardinal Heights Staff Report

**Submitted By:** Mike Kornmann, Director of Community and Economic Development

**Detailed Description of Subject Matter:**

The Plan Commission recommended approval of the plat with the condition that items in the review letter be addressed. The Department of Transportation, as one of the state agencies that plays a key role in plat approvals is requiring a memorandum of agreement (MOA) with the City to address potential traffic issues related to the plat. The City Engineer and staff believe traffic impacts will be low with this subdivision and the likely hood of needed changes to Park Avenue in the future unlikely.

This final version of the plat has the storm water pond beyond the 50 foot DOT setback, Lot 18 beyond the 50 foot setback, and the driveway for the farm house accessing O'Brian Court.

We are expecting to bring the MOA to the City Council at the next meeting.

**List all Supporting Documentation Attached:**

- City Engineer Review Letter
- Final Plat

**Action Requested of Council:** Approval of the Cardinal Heights Final Plat with the following conditions:

1. All items in the City Engineer's review letter be addressed
2. Final approval from required state agencies
3. Approval of a memorandum of agreement with the Department of Transportation

November 4, 2024

Mr. Mike Kornmann  
Director of Community and Economic Development  
City of Columbus  
105 North Dickason Boulevard  
Columbus, WI 53925-1565

Re: Columbus – Cardinal Heights Final Plat Review

Dear Mike:

Ruekert & Mielke, Inc. has completed our review of the final plat for the above referenced project, dated October 22, 2024. This review is for the compliance with Wisconsin Administrative Code Chapter A-E 7, Wisconsin Statute Chapter 236 utilizing the Wisconsin plat checklist provided by plat review, and the City of Columbus Ordinances Chapter 90 Article IV and 114. This review does not constitute a recommendation for future phases. This review may not include all City requirements for this submittal. We offer the following comments, clarifications, or concerns:

**General:**

1. Per Wisconsin Administrative Code AE-7 - No comments
2. Per Wisconsin Statute Chapter 236
  - A. 236.20 (3)(d) – The names of adjoining streets, state or county highways, subdivisions drawn in their proper location, underscored by dotted or dashed lines. Lots 1 and 2 of Parkview Addition are in Block 2 not Block 1, and CSM 3393 should be listed as Lot 2 instead of Lot 1.

**City of Columbus Ordinances:**

1. 90-182 – Show length and bearing of centerline on Obrien Court.
2. 114-90 – Show vision triangle at Obrian Court intersection.

**Other:**

1. Add a note that Lot 2 shall have driveway access from STH 73 only in the location shown on the face of the plat.
2. Special exception request from WisDOT for highway setback shall be approved and approval sent to City of Columbus.
3. Final plat shall be in conformance with trans 233 requirements.
4. Remove note “any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits and revocable. “
5. Add note that all grading for lots shall conform with the master storm water plan approved and on file with the City of Columbus for Cardinal Heights.



Mr. Mike Kornmann  
City of Columbus  
November 4, 2024  
Page 2

Please feel free to contact me if you have any questions regarding this review.

Respectfully,

RUEKERT & MIELKE, INC.

**Jason P.  
Lietha**

Digitally signed by  
Jason P. Lietha  
Date: 2024.11.04  
14:59:51 -06'00'

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

JPL:sjs

cc: Jacob Holbert, City of Columbus Utility  
Matt Amundson, City of Columbus  
Paul Johnson, City Attorney, Boardman and Clark

# CARDINAL HEIGHTS

LOT 46, HIGHLAND RIDGE, RECORDED IN VOLUME 1 ON PAGE 266 OF PLATS AS DOCUMENT NUMBER 739893 IN THE COLUMBIA COUNTY REGISTER OF DEEDS OFFICE, LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 14, THE SW1/4 OF THE SW1/4 OF SECTION 13 AND THE NE1/4 OF THE NE1/4 OF SECTION 23, ALL IN TOWNSHIP 10 NORTH, RANGE 12 EAST, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

## SURVEYOR'S CERTIFICATE

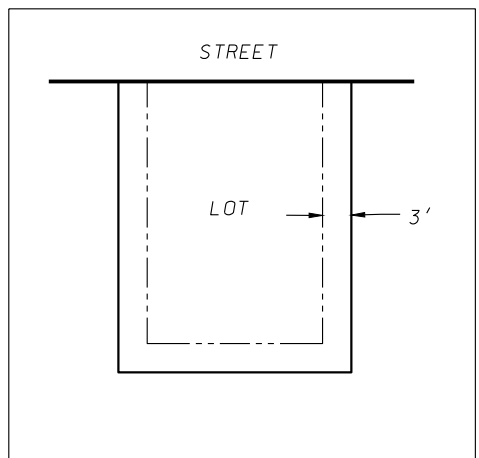
I, Brett T. Stoffregen, Professional Land Surveyor S-2742 do hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin State Statutes and the Subdivision Regulations of the City of Columbus, and under the direction of the owners listed below, I have surveyed, divided and mapped "Cardinal Heights" and that such plat correctly represents all the exterior boundaries and the subdivision of the land surveyed as is described as follows:  
Lot 46, Highland Ridge, recorded in Volume 1 on page 266 of Plats as Document Number 739893 in the Columbia County Register of Deeds Office, located in the SE1/4 of the SE1/4 of Section 14, the SW1/4 of the SW1/4 of Section 13 and the NE1/4 of the NE1/4 of Section 23, all in T10N, R12E, City of Columbus, Columbia County, Wisconsin,  
Containing 328,820 square feet (7.549 acres).

Dated this 6th day of January, 2025

Brett T. Stoffregen, Professional Land Surveyor, S-2742

## NOTES

- Outlot 1 is dedicated to the public for stormwater management.
- Public Stormwater Drainage Easements: Lots 1-18 are subject to Public Stormwater Drainage Easements which shall be three (3) feet in width measured from the property line to the interior of each lot. EXCEPT along streets and outlots for alleys. For purposes of two (2) or more lots combined for a single development site, the Public Stormwater Drainage Easement shall be a minimum of three (3) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site. No buildings, driveways, or retaining walls shall be placed in the easement. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
- No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. (Unless a special exception is obtained from the Wisconsin Department of Transportation). It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department.
- All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. 73/BUS. 151; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.
- Distances shown along curves are chord lengths.



PUBLIC STORMWATER DRAINAGE EASEMENTS (SEE NOTE 2)  
NOT TO SCALE



0 60' 120'  
1" = 60'

GRID NORTH  
WISCONSIN COUNTY COORDINATE SYSTEM,  
COLUMBIA COUNTY ZONE, NAD83(2011)  
THE SOUTH LINE OF THE SE1/4 OF  
SECTION 14, T10N, R12E BEARS S87°13'06"W

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

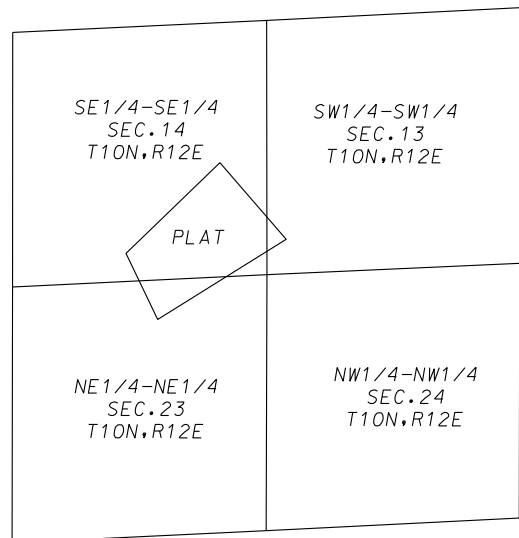
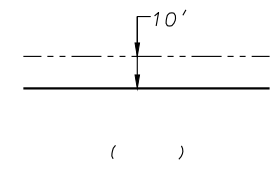
7530 Westward Way, Madison, WI 53717  
Phone: 608.833.7530 • Fax: 608.833.1089  
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

11/19/24  
FN:24-07-111

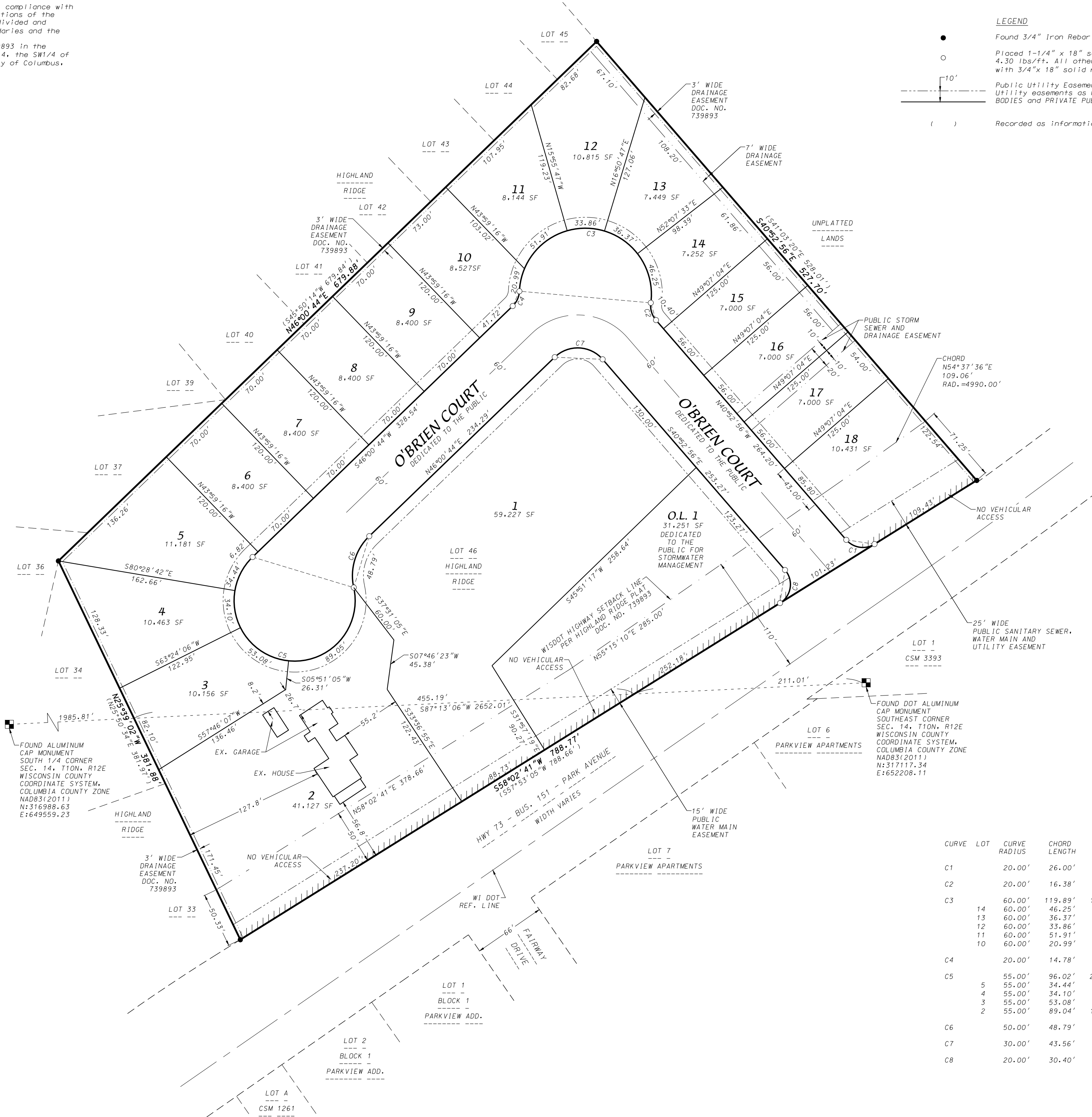
Jan 06, 2025-4:42pm U:\User\2407111\Drawings\2407111 Final Plat.dwg Sheet 1

## LEGEND

- Found 3/4" Iron Rebar
- Placed 1-1/4" x 18" solid round iron rebar stake, weighing 4.30 lbs/ft. All other lot and outlot corners are marked with 3/4"x 18" solid round iron rebar stakes, weighing 1.50 lbs/ft.
- Public Utility Easement  
Utility easements as herein set forth are for the use of PUBLIC BODIES and PRIVATE PUBLIC UTILITIES having the right to serve the area.
- Recorded as information



LOCATION MAP  
1"=1000'



## CURVE TABLE

CURVE	LOT	CURVE RADIUS	CHORD LENGTH	ARC LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
C1		20.00'	26.00'	28.30'	N1°25'07"W	81°04'23"	
C2		20.00'	16.38'	16.88'	N16°42'28"W	48°20'56"	OUT-N07°28'00"E
C3	14	60.00'	119.89'	193.53'	N84°56'19"W	184°48'38"	OUT-S02°39'22"W
	13	60.00'	46.25'	47.48'	N15°12'10"W	45°20'20"	
	12	60.00'	36.37'	36.95'	N55°30'47"W	35°16'54"	
	11	60.00'	33.86'	34.32'	N89°32'30"W	32°46'32"	
	10	60.00'	51.91'	53.69'	S48°26'15"W	51°15'58"	
			20.39'	21.10'	S12°43'49"W	20°08'54"	
C4		20.00'	14.78'	15.13'	S24°20'03"W	43°21'22"	
C5	5	55.00'	96.02'	228.86'	S73°11'37"E	238°24'42"	OUT-N02°39'22"E
	4	55.00'	34.44'	35.03'	S27°46'05"W	36°29'18"	
	3	55.00'	34.10'	34.67'	S08°32'14"E	36°07'20"	
	2	55.00'	53.08'	55.39'	S55°27'07"E	57°42'26"	
			89.04'	103.76'	N41°38'51"E	108°05'38"	
C6		50.00'	48.79'	50.97'	N16°48'23"E	58°24'42"	
C7		30.00'	43.56'	48.75'	S87°26'06"E	93°06'20"	
C8		20.00'	30.40'	34.53'	S08°34'53"W	98°55'37"	

# CARDINAL HEIGHTS

LOT 46, HIGHLAND RIDGE, RECORDED IN VOLUME 1 ON PAGE 266 OF PLATS AS DOCUMENT NUMBER 739893 IN THE COLUMBIA COUNTY REGISTER OF DEEDS OFFICE, LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 14, THE SW1/4 OF THE SW1/4 OF SECTION 13 AND THE NE1/4 OF THE NE1/4 OF SECTION 23, ALL IN TOWNSHIP 10 NORTH, RANGE 12 EAST, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Lamps Landing, LLC a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Lamps Landing, LLC does further certify that this plat is required by S236.10 or S236.12 Wisconsin Statutes to be submitted to the following agencies for approval or objection:

Department of Administration  
Department of Transportation  
Common Council, City of Columbus

In witness whereof, Lamps Landing, LLC has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Lamps Landing, LLC

\_\_\_\_\_

STATE OF WISCONSIN)  
COUNTY OF DANE ) S.S

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above person to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission expires \_\_\_\_\_ Notary Public, Dane County, Wisconsin

CITY OF COLUMBUS CLERK CERTIFICATE

Resolved that the plat of "Cardinal Heights" located in the City of Columbus, was hereby approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and that said approval further provided for the acceptance of those lands dedicated and rights conveyed by said plat to the City of Columbus for public use.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Susan Cairne, Clerk, City of Columbus, Columbia County, Wisconsin

CITY OF COLUMBUS TREASURER'S CERTIFICATE

I, Krystal Larson, being the duly appointed, qualified, and acting Treasurer of the City of Columbus, Columbia County, Wisconsin, do hereby certify that, in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025 on any of the lands included in the plat of "Cardinal Heights".

Krystal Larson, Treasurer, City of Columbus, Columbia County, Wisconsin

COLUMBIA COUNTY TREASURER'S CERTIFICATE

I, Stacy Opalewski, being the duly elected, qualified, and acting Treasurer of the County of Columbia, Wisconsin, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or special assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024 affecting the land included in "Stacy Opalewski".

Stacy Opalewski, Treasurer, Columbia County, Wisconsin

REGISTER OF DEEDS CERTIFICATE

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2025

at \_\_\_\_\_ .M. and recorded in Volume \_\_\_\_\_ of Plats on Pages \_\_\_\_\_ as Document Number \_\_\_\_\_.

Lisa Krintz, Columbia County Register of Deeds

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717  
Phone: 608.833.7530 • Fax: 608.833.1089  
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

11/19/24  
FN:24-07-111



## Agenda Item Report

**Meeting Type:** City Council

**Meeting Date:** January 21, 2025

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**Item Title:** Zoning map amendment of Cardinal Heights Plat

**Submitted By:** Mike Kornmann, Director of Community and Economic Development

### Detailed Description of Subject Matter:

The request for the rezoning of Cardinal Heights is to implement the City's approved developer's agreement with Lamp's Landing. The request is to change the zoning from Rural Development to Residential 3 and Residential 4 (multi-family) with the Outlot changing to Public (P)

The request is consistent with the City's comprehensive plan in several ways.

- The future land use map identifies the parcel as single family with parcels adjacent to the parcel as multi-family
- The plan directs multi-family uses to arterial road locations and in proximity to highway interchanges
- Policies in the plan include the support for a variety of housing types and lots sizes.

The proposed zoning is also compatible with the surrounding zoning (see attached zoning map) Multi-family is located across the street and R1 is located to the north. The proposed R3 is for the single family lots on the north section of the property and east and west ends. R3 does not allow for multi-family and any two-family homes are permitted by conditional use. No two-family homes are proposed however. The multi-family lot (Lot 1) is on the south side of the plat adjacent to Park Avenue; and is proposed to be R4.

### List all Supporting Documentation Attached:

- Zoning Map of Cardinal Heights and surrounding area
- Zoning Map Amendment Ordinance Change

### Action Requested of Council:

Recommend approval of the zoning map amendment for Cardinal Heights from RD to R3, R4, and P.



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## SURVEYOR'S CERTIFICATE

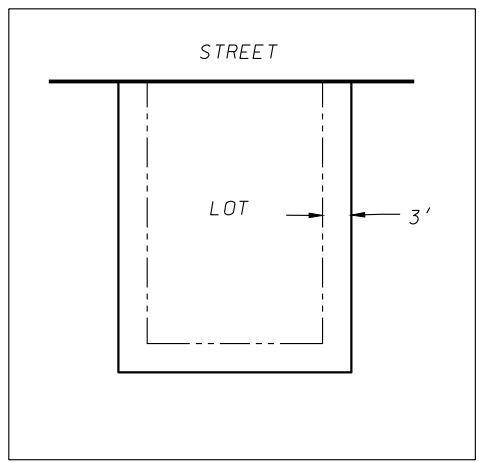
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Containing 328,820 square feet (7.549 acres).

Dated this 6th day of January, 2025

Brett T. Stoffregen, Professional Land Surveyor, S-2742

## NOTES

- Outlot 1 is dedicated to the public for stormwater management.
- Public Stormwater Drainage Easements: Lots 1-18 are subject to Public Stormwater Drainage Easements which shall be three (3) feet in width measured from the property line to the interior of each lot. EXCEPT along streets and outlots for alleys. For purposes of two (2) or more lots combined for a single development site, the Public Stormwater Drainage Easement shall be a minimum of three (3) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site. No buildings, driveways, or retaining walls shall be placed in the easement. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
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- All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. 73/BUS. 151; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.
- Distances shown along curves are chord lengths.



PUBLIC STORMWATER DRAINAGE EASEMENTS (SEE NOTE 2)  
NOT TO SCALE



0 60' 120'  
1" = 60'

GRID NORTH  
WISCONSIN COUNTY COORDINATE SYSTEM,  
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THE SOUTH LINE OF THE SE1/4 OF  
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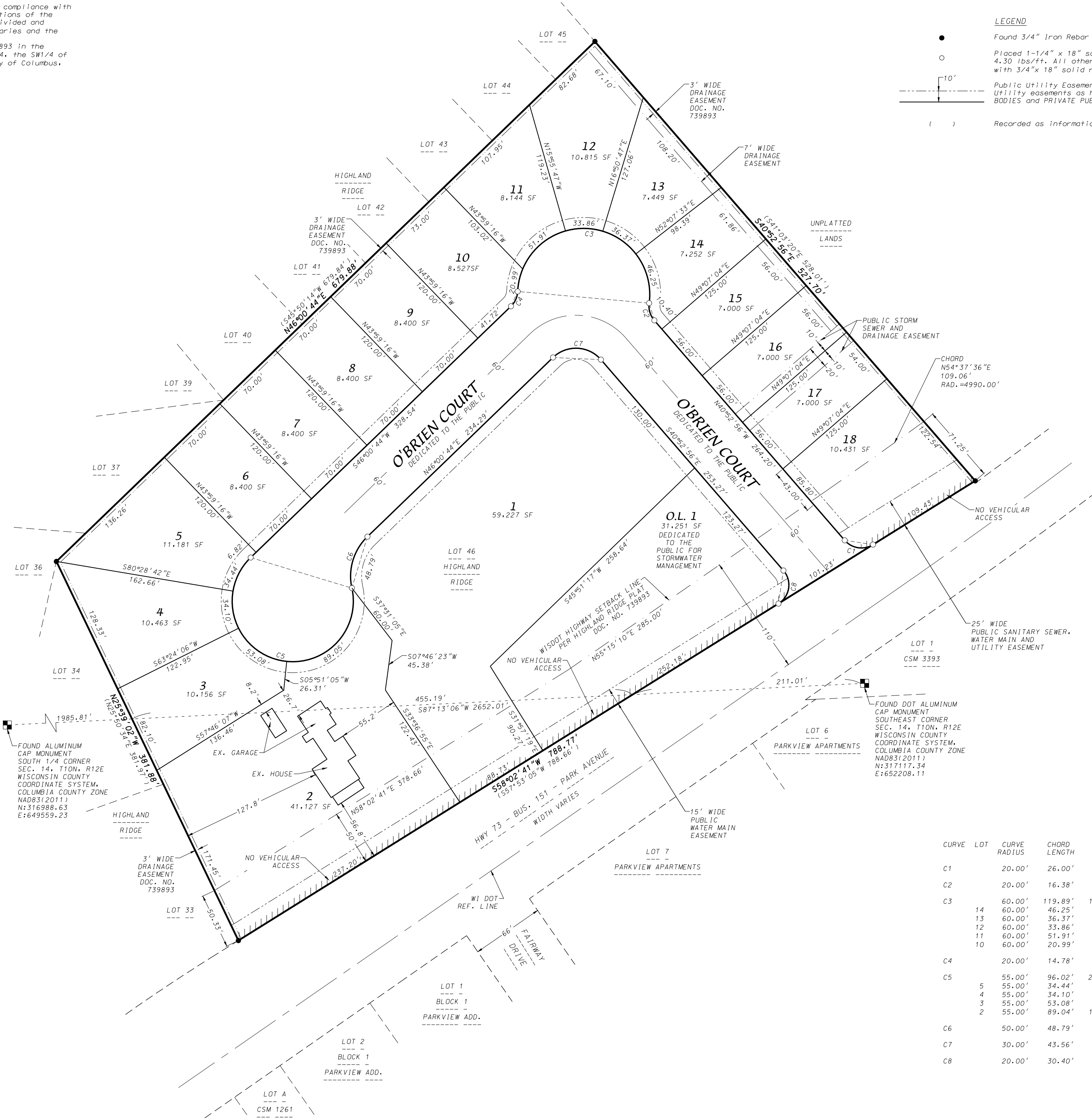
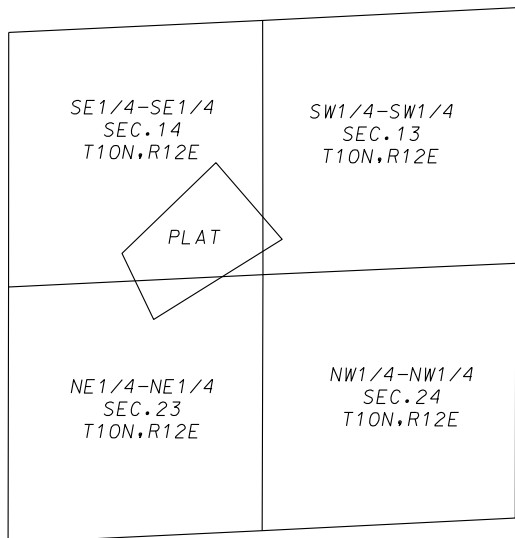
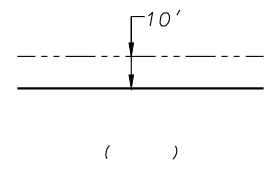
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11/19/24  
FN:24-07-111

Jan 06, 2025-4:42pm U:\User\2407111\Drawings\2407111 Final Plat.dwg Sheet 1

## LEGEND

- Found 3/4" Iron Rebar
- Placed 1-1/4" x 18" solid round iron rebar stake, weighing 4.30 lbs/ft. All other lot and outlot corners are marked with 3/4"x 18" solid round iron rebar stakes, weighing 1.50 lbs/ft.
- Public Utility Easement  
Utility easements as herein set forth are for the use of PUBLIC BODIES and PRIVATE PUBLIC UTILITIES having the right to serve the area.
- Recorded as information



## CURVE TABLE

CURVE	LOT	CURVE RADIUS	CHORD LENGTH	ARC LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
C1		20.00'	26.00'	28.30'	N81°25'07"W	81°04'23"	
C2		20.00'	16.38'	16.88'	N16°42'28"W	48°20'56"	OUT-N07°28'00"E
C3	14	60.00'	119.89'	193.53'	N84°56'19"W	184°48'38"	OUT-S02°39'22"W
	13	60.00'	46.25'	47.48'	N15°12'10"W	45°20'20"	
	12	60.00'	36.37'	36.95'	N55°30'47"W	35°16'54"	
	11	60.00'	33.86'	34.32'	N89°32'30"W	32°46'32"	
	10	60.00'	51.91'	53.69'	S48°26'15"W	51°15'58"	
			20.39'	21.10'	S12°43'49"W	20°08'54"	
C4		20.00'	14.78'	15.13'	S24°20'03"W	43°21'22"	
C5	5	55.00'	96.02'	228.86'	S73°11'37"E	238°24'42"	OUT-N02°39'22"E
	4	55.00'	34.44'	35.03'	S27°46'05"W	36°29'18"	
	3	55.00'	34.10'	34.67'	S08°32'14"E	36°07'20"	
	2	55.00'	53.08'	55.39'	S55°27'07"E	57°42'26"	
			89.04'	103.76'	N41°38'51"E	108°05'38"	
C6		50.00'	48.79'	50.97'	N16°48'23"E	58°24'42"	
C7		30.00'	43.56'	48.75'	S87°26'06"E	93°06'20"	
C8		20.00'	30.40'	34.53'	S08°34'53"W	98°55'37"	

# CARDINAL HEIGHTS

LOT 46, HIGHLAND RIDGE, RECORDED IN VOLUME 1 ON PAGE 266 OF PLATS AS DOCUMENT NUMBER 739893 IN THE COLUMBIA COUNTY REGISTER OF DEEDS OFFICE, LOCATED IN THE SE1/4 OF THE SE1/4 OF SECTION 14, THE SW1/4 OF THE SW1/4 OF SECTION 13 AND THE NE1/4 OF THE NE1/4 OF SECTION 23, ALL IN TOWNSHIP 10 NORTH, RANGE 12 EAST, CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN

OWNER'S CERTIFICATE

Lamps Landing, LLC a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat.

Lamps Landing, LLC does further certify that this plat is required by S236.10 or S236.12 Wisconsin Statutes to be submitted to the following agencies for approval or objection:

Department of Administration  
Department of Transportation  
Common Council, City of Columbus

In witness whereof, Lamps Landing, LLC has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Lamps Landing, LLC

\_\_\_\_\_

STATE OF WISCONSIN)  
COUNTY OF DANE ) S.S

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025, the above person to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission expires \_\_\_\_\_ Notary Public, Dane County, Wisconsin

CITY OF COLUMBUS CLERK CERTIFICATE

Resolved that the plat of "Cardinal Heights" located in the City of Columbus, was hereby approved on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, and that said approval further provided for the acceptance of those lands dedicated and rights conveyed by said plat to the City of Columbus for public use.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Susan Cairne, Clerk, City of Columbus, Columbia County, Wisconsin

CITY OF COLUMBUS TREASURER'S CERTIFICATE

I, Krystal Larson, being the duly appointed, qualified, and acting Treasurer of the City of Columbus, Columbia County, Wisconsin, do hereby certify that, in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025 on any of the lands included in the plat of "Cardinal Heights".

Krystal Larson, Treasurer, City of Columbus, Columbia County, Wisconsin

COLUMBIA COUNTY TREASURER'S CERTIFICATE

I, Stacy Opalewski, being the duly elected, qualified, and acting Treasurer of the County of Columbia, Wisconsin, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or special assessments as of this \_\_\_\_\_ day of \_\_\_\_\_, 2024 affecting the land included in "Stacy Opalewski".

Stacy Opalewski, Treasurer, Columbia County, Wisconsin

REGISTER OF DEEDS CERTIFICATE

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2025

at \_\_\_\_\_ .M. and recorded in Volume \_\_\_\_\_ of Plats on Pages \_\_\_\_\_ as Document Number \_\_\_\_\_.

Lisa Krintz, Columbia County Register of Deeds



## CITY OF COLUMBUS

### ZONING MAP AMENDMENT ORDINANCE 2025-1

#### AN ORDINANCE TO AMEND THE ZONING MAP OF THE CITY CODE OF ORDINANCES

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

1. The property currently described as: Lot 46, Highland Ridge, recorded in Volume 1 on page 266 of Plats as Document Number 739893 in the Columbia County Register of Deeds Office, located in the SE1/4 of the SE1/4 of Section 14, the SW1/4 of the SW1/4 of Section 13 and the NE1/4 of the NE1/4 of Section 23, all in T10N, R12E, City of Columbus, Columbia County, Wisconsin.
2. The Plan Commission held a public hearing on September 12, 2024 and recommended approval of the zoning map amendment.
3. Specifically, Cardinal Heights Plat Lots 2-18 shall be zoned Residential 3 (R3), Lot 1 shall be zoned Residential 4 (R4), and Outlot 1 shall be zoned Public (P).
4. The City Council directs the Zoning Administrator to update the city zoning map accordingly.
5. **Severability.** If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this 21<sup>st</sup> day of January, 2025.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Joseph Hammer, Mayor

By: \_\_\_\_\_  
Susan L. Caine, Clerk



## Agenda Item Report

**Meeting Type:** Committee of the Whole / Council

**Meeting Date:** January 21, 2025

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**Item Title:** Discussion regarding Three Party Design Engineering Services Contract with WI DOT, Fehr Graham, and City of Columbus related to Tower Drive (Faith Drive to CTH K).

**Submitted By:** Matt Amundson, City Administrator

**Detailed Description of Subject Matter:**

The City was awarded a DOT grant for the reconstruction of Tower Drive from Faith Drive to CTH K. The project is scheduled for design in 2025 and construction in 2026. A requirement of the grant was for the City to follow the DOT Quality Based Selection (QBS) process for a design engineer. A team reviewed proposals received and selected Fehr Graham.

The DOT has negotiated a design contract with Fehr Graham on the City's behalf. The attached contract is in the amount of \$155,596.92. The City's responsibility on this contract is \$86,044.

**List all Supporting Documentation Attached:**

Three Party Design Engineering Services Contract

**Action Requested of Council:**

Approve Three Party Design Engineering Services Contract with WI DOT & Fehr Graham in the amount of \$155,596.92.

THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT

Item #11.

BETWEEN THE WISCONSIN DEPARTMENT OF TRANSPORTATION,

City of Columbus (MUNICIPALITY)

AND Fehr Graham Engineering & Environmental, LLC. (CONSULTANT) FOR

6217-01-02  
City of Columbus, Tower Drive  
(Faith Drive to CTH K)  
LOC STR, Columbia County

This CONTRACT made and entered into by and between the DEPARTMENT, MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY in *The Request for Qualifications issued on November 7, 2023 for professional roadway design services for a STP-Urban Pavement Replacement funded project*. This Qualification Based Selection was made based on the CONSULTANT'S Notice of Interest response and any interviews conducted.

The DEPARTMENT and MUNICIPALITY deem it advisable to engage the CONSULTANT to provide certain engineering SERVICES and has authority to contract for these SERVICES under sec. 84.01(13), Wis. Stats.

The DEPARTMENT REPRESENTATIVE is: Della Koenig, Local Program Project Manager—Design, Wisconsin Department of Transportation, Southwest Region Office, 2101 Wright Street, Madison, WI 53704, [della.koenig@dot.wi.gov](mailto:della.koenig@dot.wi.gov), 608-246-7963.

The MUNICIPALITY REPRESENTATIVE is: Matt Amundson, Interim City Administrator, City of Columbus, 105 N. Dickason Blvd, Columbus, WI 53925, [cityadministrator@columbuswi.gov](mailto:cityadministrator@columbuswi.gov), 920-623-6058.

The CONSULTANT REPRESENTATIVE is: Jesse Duff, Project Manager, Fehr Graham Engineering & Environmental, 1107 16<sup>th</sup> Avenue, Monroe, WI, 53566, [jduff@fehrgraham.com](mailto:jduff@fehrgraham.com), 608-329-6400.

The CONSULTANT SERVICES will be performed for the DEPARTMENT's Southwest Region office located in Madison, WI and will be completed by the May 30<sup>th</sup>, 2026. Deliver PROJECT DOCUMENTS to Wisconsin Department of Transportation, Southwest Region Office, 2101 Wright Street, Madison, WI 53704, unless other directions are given by the DEPARTMENT.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT will be from the:

☒ DEPARTMENT ☐ MUNICIPALITY

- (1) For *professional roadway design services*, actual costs to the CONSULTANT up to \$135,598.43 plus a fixed fee of \$11,498.49, not to exceed \$147,096.92.
- (2) For *drilling, geotechnical testing, and geotechnical engineering services*, subcontracted to CGC, Inc., the CONSULTANT'S actual cost to CGC, Inc. not to exceed \$3,400.00 for units delivered based on rates in the table below.

## THREE PARTY DESIGN ENGINEERING SERVICES CONTRACT

Item #11.

Item Description	Quantity	Unit Type	Unit Cost Rate	Totals
Drill Rig Mobilization	1	EA	\$700.00	\$700.00
5-ft Pavement Boring	4	EA	\$185.00	\$740.00
Asphalt Patch	4	EA	\$45.00	\$180.00
Road Signs for Control	1	EA	\$170.00	\$170.00
Laboratory Testing	1	EA	\$110.00	\$110.00
Geotechnical Report	1	EA	\$1,500.00	\$1,500.00

(3) For *wetland delineation services*, subcontracted to *NES Ecological Services*, the CONSULTANT'S actual cost to *NES Ecological Services* based on a lump sum of \$5,100.00.

Compensation for all SERVICES provided by the CONSULTANT under the terms of the CONTRACT shall be for an amount not to exceed \$155,596.92.

The CONSULTANT does and will comply with the laws and regulations relating to the profession of engineering and will provide the desired engineering SERVICES.

This CONTRACT incorporates and the parties agree to all of the standard provisions of the Three-Party Design Engineering Services Contract, dated October 18, 2023 and referenced in Procedure 8-15-1 of the State of Wisconsin Department of Transportation Facilities Development Manual. CONSULTANT acknowledges receipt of a copy of these standard provisions.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT.

The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 7 pages.

Nothing in this CONTRACT accords any third part beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the DEPARTMENT

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

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

Noah Carmichael, PE

Contract Manager, WisDOT

Title: Principal \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

For the MUNICIPALITY

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: November 22, 2024

Page 2 of 9

## VI. SPECIAL PROVISIONS

### SCOPE OF SERVICES

#### A. DESIGN REPORTS

##### (1) Encroachment Report

Prepare an encroachment report as directed by the MUNICIPALITY. Submit three copies to the MUNICIPALITY for approval.

##### (2) Other Reports:

Prepare the following engineering reports/analyses as directed by the DEPARTMENT/MUNICIPALITY:

- (a) Design Study Report
- (b) Transportation Management Plan (TMP)  
Prepare a Type 2 TMP for the project for inclusion in the Design Study Report. The following assumptions are made for maintaining traffic during construction.
  - 1. Prepare a TMP approval form for a 60% review and 90% review and address comments.
  - 2. Delay analysis, mitigation, coordination for mitigation and exceptions to work zone policy reports are not included in the CONTRACT.
- (c) Pavement Report:  
Prepare the flexible design calculations and incorporate them with comment into the Design Study Report.
- (d) Traffic Forecasting:  
Prepare traffic forecasting for flexible pavement design based on traffic counts provided by the MUNICIPALITY.

#### B. ENVIRONMENTAL DOCUMENTATION

Execute a disclosure statement as required by 40 CFR 1506.5(c).

Prepare a Categorical Exclusion Checklist (CEC) for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. Furnish the required number to the MUNICIPALITY for approval.

Prepare an environmental document that evaluates reasonable alternatives to the PROJECT and consider other reasonable actions or activities that may achieve the same or similar goals of the proposed highway PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. Evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. Prepare environmental documents that are concise and emphasize significant environmental issues and plausible alternatives.

Comply with requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) The CONSULTANT shall follow the procedures set forth in the MANUAL for the Section 106 Process, Screening, to confirm whether this PROJECT meets the requirements for the Environmental Services Section "Screening List". The CONSULTANT shall notify the DEPARTMENT if any changes to the "Screening List" are required
- (c) The DEPARTMENT will provide notification to the Native American tribes as provided in the MANUAL. The CONSULTANT shall provide a draft letter and map for the DEPARTMENT'S use. The CONSULTANT shall follow the procedures as set forth in the MANUAL to notify other interested parties of this PROJECT.

(2) Hazardous Materials/Contamination Assessments

- (a) Conduct a Phase I investigation for the PROJECT in accordance with the MANUAL.
- (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
- (c) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/ Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

(3) Wetland Investigations:

Perform wetland investigation by reviewing existing site information utilizing U.S. Geological Survey topographic maps, Wisconsin Department of Natural Resources Wetland Inventory Maps, aerial photographs and Soil Survey of Columbia County, Wisconsin.

Conduct an onsite wetland delineation according to the routine wetland delineation method within the project limits of the area, defined as the section of Tower Drive and its associated right-of-way from Faith Drive to Hamilton Street.

Prepare a Wetland Determination/Delineation Report documenting the results of the wetland field work. The wetland report will include all components of the WisDOT Wetland Delineation Report Checklist.

## **C. AGENCY COORDINATION**

- (1) US Fish and Wildlife Service (USFWS)

Prepare and send coordination to USFWS requesting review and comment on the project and the project's potential for impacts to threatened or endangered species in accordance with the MANUAL. Forms related to the Section 7 process will be completed with species and field study information as completed by others. Biological, species, or habitat field review is not included in the CONTRACT.

- (2) Coordinate with the following agencies according to the MANUAL:

Department of Natural Resources

## **D. UTILITY INVOLVEMENTS**

- (1) Utility Coordination

The CONSULTANT/MUNICIPALITY to perform all utility coordination in accordance with requirements for non-TRANS 220 project provided in:

- (a) The MANUAL
- (b) The WisDOT "Guide to Utility Coordination"
- (c) The "Local Project Utility Coordination Task List for Design Consultant Contracts."

- (2) The CONSULTANT shall follow the procedures of the WisDOT Guide to Utility Coordination for non-TRANS 220 projects.
  - (d) This CONSULTANT will not be required to prepare design calculations and plan information for sanitary sewer and water mainline improvements, as those already exist within the project area.
  - (e) The CONSULTANT will be required to coordinate with other consultants and utility agencies for the probable relocations or improvements being performed by others.
- (3) The MUNICIPALITY will provide the CONSULTANT with a list of known utilities on the PROJECT and a list of contact personnel for utility coordination. This list is not warranted to be complete, but is furnished to assist the CONSULTANT. Verify and update the list.
- (4) THE CONSULTANT will confer on an ongoing basis with all utility facility owners in the project vicinity to establish mutual understanding on design features of the project affecting utility facilities and shall keep the MUNICIPALITY informed of all such coordination activities. Provide the MUNICIPALITY with plans and information that will allow it to meet its planned utility coordination schedule.

## **E. PUBLIC INVOLVEMENT**

- (1) Public Involvement Meetings:
  - (a) Conduct or assist the MUNICIPALITY in holding a maximum of one (1) public involvement meeting(s) and explain to the public concepts and probable impacts of this PROJECT.
  - (b) Prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting(s).
  - (c) Prepare a summary report after the public involvement meeting(s).
  - (d) Discuss with the MUNICIPALITY the comments received and recommend the possible disposition of these comments and suggestions after the public involvement meeting(s).
  - (e) The MUNICIPALITY shall make all the necessary arrangements for scheduling the public involvement meeting(s) and provide notices and press releases for publication. The CONSULTANT shall notify all adjacent and affected property owners.
  - (f) Provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.
  - (g) Coordinate meeting schedules with the MUNICIPALITY'S representative.

## **F. MEETINGS**

- (1) Attend or hold an Operational Planning Meeting with Utilities and DNR to discuss the organization and processing of the Services under this CONTRACT.
- (2) A Final Plan Review Meeting with the MUNICIPALITY shall be held approximately 45 - 60 days ahead of the P.S. & E. submittal date.
- (3) Attend the pre-construction conference as scheduled by the DEPARTMENT.
- (4) Two (2) meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff.

## **G. SURVEYS**

- (1) Conduct surveys that provide information necessary for the preparation of plats and acquisition of rights of way and property. Provide right-of-way monumentation information. All such information shall be provided in an electronic file in accordance with the MANUAL.



- (2) Tie surveys to section corners, quarter section corners, and to street lines or block corners in platted areas. Ties shall be in sufficient detail to permit the preparation of proper legal descriptions of the lands acquired.
- (3) Submit all survey data (including description, measured, and computed data) to the MUNICIPALITY in the AASHTO SDMS format, in accordance with the MANUAL. Copies of original notes or printouts from other systems which may be used in lieu of the SDMS Collector software shall also be provided.

## **H. SOILS AND SUBSURFACE INVESTIGATIONS**

- (1) Perform four Standard Penetration Test (SPT) soil borings to 5 feet each, in the existing roadway pavement. Pavement cores will be collected from the borings performed in the pavement area.
- (2) All boreholes and monitoring wells shall be backfilled as per the April 20, 1992 guidelines titled "Wisconsin Department of Transportation Geotechnical Unit -Drilled Borehole and Monitoring Well Abandonment Procedures".

Record final borehole location; station and referenced offset and elevation. CONSULTANT shall provide final boring location GPS coordinates and provide a Google Earth image of project site showing coordinate correct as-drilled boring locations.

- (3) Perform subsurface investigations to analyze project geotechnical concerns and provide full detailed recommendations. The soils shall be classified by pedological means to provide pavement design parameters.

## **I. ROAD PLANS**

- (1) Section II C (9) in the Standard Provision of the CONTRACT is amended to include the following plans:
  - (a) Title Sheet
  - (b) Typical Cross Sections and General Notes
  - (c) Special Details including curb ramp details
  - (d) List of Standard Detail Drawings
  - (e) Engineering Estimate
  - (f) Miscellaneous Quantities
  - (g) Plan and Profile Sheets
  - (h) Computer Earthwork and Mass Diagrams
  - (i) Cross Sections
  - (j) Traffic Control Plan
  - (k) Project Overview Map
  - (l) Marking and Signing Plans
  - (m) Erosion Control Plan

## **J. PLATS**

- (1) Prepare Right-of-Way Plat in accordance with the MANUAL.
- (2) The MUNICIPALITY shall provide to the CONSULTANT title commitments when the preliminary Right-of-Way Plat is submitted to the DEPARTMENT. The CONSULTANT will review all title commitments, update name changes, utility easements and other documents of record and update the Right-of-Way Plat when the Final Right-of-Way Plat is delivered to the DEPARTMENT. Title searches will be paid for as a direct expense to the project.
- (3) A right of way description shall be provided for all individual parcels of land to be acquired as Right of Way for the PROJECT. An individual legal description shall be provided for each parcel, or an envelope description that does not cover more than one page of the plat. Descriptions shall be by metes and bounds in accordance with the provisions as set forth in the MANUAL, or in the case of platted property by suitable reference to the platted data. For all unplatted property the descriptions shall be referenced to and tied into the pertinent section or quarter section corners. The CONSULTANT shall submit the legal descriptions on a hard copy and on a USB memory stick or an electronic e-mail file to the MUNICIPALITY.
- (4) The CONSULTANT shall prepare the descriptions in line-item format using IBM compatible Microsoft Word software and provide an electronic copy to the DEPARTMENT and MUNICIPALITY.
- (5) Field locate and temporarily mark the new right of way boundaries in a manner which will facilitate the appraisal of all affected parcels.
- (6) Monument the new and existing right of way boundaries in accordance with the procedures outlined in the MANUAL.
- (7) Prepare an Acquisition Stage Relocation Plan in accordance with the procedures as set forth in the MANUAL.
- (8) Provide on the Right-of-Way Plat, point numbers for all new right-of-way points to be monumented and all existing right-of-way points. A USB memory stick or electronic e-mail file with point numbers in SDMS format, in ground coordinates, is to be provided to the MUNICIPALITY.
- (9) Be responsible for all changes to the plat sheets and legal descriptions until the Real Estate Certification is completed. Changes on the R/W plat that occur following the initial relocation order (excluding hardship or protective purchase) are to be anticipated and are part of this contract.
- (10) Submit the Right-of-Way Plat electronically in accordance with the MANUAL to be reproduced by the MUNICIPALITY for each relocation order or when requested by the MUNICIPALITY.

## **K. SERVICES PROVIDED BY THE MUNICIPALITY**

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

1. As-built record drawings as available.
2. Traffic Counts.

## **PROSECUTION AND PROGRESS**

- (1) The MUNICIPALITY shall report on the progress of the PROJECT as stipulated in the contract agreement. Standard benchmarks, consistent with DEPARTMENT'S internal staff benchmarks, will be reported monthly to the DEPARTMENT. The actual start, projected or actual finish date, and percent of work complete will be included for all relevant benchmarks on any project report required for delivery to DEPARTMENT staff. The report can be delivered in electronic format consistent with current DEPARTMENT standards (Microsoft Project), or on paper.
- (2) The CONSULTANT proposes to sublet these services to
  - (a) Drilling, geotechnical testing and analysis to CGC, Inc.
  - (b) Wetland investigation and delineation to NES Ecological Services.
- (3) The following items of work will be completed and submitted to the MUNICIPALITY by the indicated dates if CONSULTANT has received the Notice to Proceed by October 15, 2024.

<b>Report Title</b>	<b>Date</b>
Initial Project Review	10/22/2024
Pavement Design Report	11/15/2024
Preliminary Road Plan	11/30/2024
Slope Intercepts & Preliminary Plat	12/15/2024
Environmental Document	12/31/2025
Design Study Report	1/15/2025
Right-Of-Way Plat	2/15/2025
Right-Of-Way Descriptions	2/15/2025
Acquisition Stage Relocation Plan	3/1/2025
Final Road Plans	4/1/2025
Final P.S. & E.	5/25/2025



## Agenda Item Report

**Meeting Type:** Common Council

**Meeting Date:** 1/21/2025

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**Item Title:** Claims Packet

**Submitted By:** Krystal Larson, Treasurer

**Detailed Description of Subject Matter:**

Claims from 12/31/2024 to 1/14/2025 in the amount of \$2,759,286.01

**List all Supporting Documentation Attached:**

Claims Packet 12/31/2024 – 1/14/2025

**Action Requested of Council:**

Consider & take action on claims in the amount of \$2,759,286.01

CITY CLAIMS

THROUGH: 1/14/2025

PAYROLL MONTHLY LIABILITIES - ACH	\$	-
PAYROLL - PAYDATE 1/10/2025	\$	60,048.07
<i>TOTAL PAYROLL</i>	\$	<u>60,048.07</u>

ADMINISTRATION	\$	2,578,659.61
CABLE	\$	2,405.31
CAPITAL PROJECTS	\$	7,888.26
COMMUNITY CENTER	\$	1,228.25
COMMUNITY ECONOMIC DEVELOPMENT	\$	-
DEBT PAYMENTS	\$	-
FIRE DEPARTMENT	\$	18,459.06
HISTORIC LAND PRESERVATION	\$	-
LIBRARY	\$	5,601.37
MUNICIPAL COURT	\$	-
POLICE DEPARTMENT	\$	63,917.85
POOL	\$	473.47
PR ADMIN	\$	1,061.50
PUBLIC WORKS DEPARTMENT	\$	12,478.03
RECREATION	\$	6,406.88
REVOLVING LOAN FUND	\$	-
TAX INCREMENTAL FINANCIAL DISTRICT	\$	-
TOURISM COMMISSION	\$	658.35
<i>TOTAL OPERATIONS</i>	\$	<u>2,699,237.94</u>

<i>TOTAL ALL CLAIMS:</i>	\$	2,759,286.01
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 Krystal Larson, City Treasurer

1/16/25  
 Date

CITY OF COLUMBUS

Check Register - Payroll Claims Report  
 Pay Period Dates: 12/23/2024 - 01/05/2025

Page: 1

Jan 09, 2025 10:41AM

Pay Period Date	Journal Code	Check Issue Date	Check Number	Description	GL Account	Amount
01/05/2025	PC	01/10/2025	11024001		001-111000	-2,275.23
01/05/2025	PC	01/10/2025	11024002		001-111000	-1,409.11
01/05/2025	PC	01/10/2025	11024003		001-111000	-42.19
01/05/2025	PC	01/10/2025	11024004		001-111000	-1,383.83
01/05/2025	PC	01/10/2025	11024005		001-111000	-1,742.14
01/05/2025	PC	01/10/2025	11024006		001-111000	-2,224.18
01/05/2025	PC	01/10/2025	11024007		001-111000	-2,003.59
01/05/2025	PC	01/10/2025	11024008		001-111000	-1,691.84
01/05/2025	PC	01/10/2025	11024009		001-111000	-1,315.66
01/05/2025	PC	01/10/2025	11024010		001-111000	-197.81
01/05/2025	PC	01/10/2025	11024011		001-111000	-148.36
01/05/2025	PC	01/10/2025	11024012		001-111000	-46.70
01/05/2025	PC	01/10/2025	11024013		001-111000	-1,753.30
01/05/2025	PC	01/10/2025	11024014		001-111000	-23.34
01/05/2025	PC	01/10/2025	11024015		001-111000	-1,221.04
01/05/2025	PC	01/10/2025	11024016		001-111000	-21.70
01/05/2025	PC	01/10/2025	11024017		001-111000	-2,362.54
01/05/2025	PC	01/10/2025	11024018		001-111000	-23.34
01/05/2025	PC	01/10/2025	11024019		001-111000	-23.34
01/05/2025	PC	01/10/2025	11024020		001-111000	-1,879.00
01/05/2025	PC	01/10/2025	11024021		001-111000	-530.09
01/05/2025	PC	01/10/2025	11024022		001-111000	-46.70
01/05/2025	PC	01/10/2025	11024023		001-111000	-1,713.30
01/05/2025	PC	01/10/2025	11024024		001-111000	-1,601.32
01/05/2025	PC	01/10/2025	11024025		001-111000	-1,817.69
01/05/2025	PC	01/10/2025	11024026		001-111000	-46.70
01/05/2025	PC	01/10/2025	11024027		001-111000	-1,787.68
01/05/2025	PC	01/10/2025	11024028		001-111000	-23.34
01/05/2025	PC	01/10/2025	11024029		001-111000	-2,635.83
01/05/2025	PC	01/10/2025	11024030		001-111000	-2,103.67
01/05/2025	PC	01/10/2025	11024031		001-111000	-1,935.26
01/05/2025	PC	01/10/2025	11024032		001-111000	-1,406.94
01/05/2025	PC	01/10/2025	11024033		001-111000	-517.51
01/05/2025	PC	01/10/2025	11024034		001-111000	-1,515.53
01/05/2025	PC	01/10/2025	11024035		001-111000	-830.53
01/05/2025	PC	01/10/2025	11024036		001-111000	-433.99
01/05/2025	PC	01/10/2025	11024037		001-111000	-1,219.93
01/05/2025	PC	01/10/2025	11024038		001-111000	-331.12
01/05/2025	PC	01/10/2025	11024039		001-111000	-1,519.57
01/05/2025	PC	01/10/2025	11024040		001-111000	-1,490.86
01/05/2025	PC	01/10/2025	11024041		001-111000	-1,369.17
01/05/2025	PC	01/10/2025	11024042		001-111000	-1,666.68
01/05/2025	PC	01/10/2025	11024043		001-111000	-740.70
01/05/2025	PC	01/10/2025	11024044		001-111000	-265.95
01/05/2025	PC	01/10/2025	11024045		001-111000	-266.70
01/05/2025	PC	01/10/2025	11024046		001-111000	-710.80

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01/05/2025	PC	01/10/2025	11024047		001-111000	-426.85
01/05/2025	PC	01/10/2025	11024048		001-111000	-346.68
01/05/2025	PC	01/10/2025	11024049		001-111000	-229.39
01/05/2025	PC	01/10/2025	11024050		001-111000	-67.66
01/05/2025	PC	01/10/2025	11024051		001-111000	-224.59
01/05/2025	PC	01/10/2025	11024052		001-111000	-1,892.90
01/05/2025	PC	01/10/2025	11024053		001-111000	-541.42
01/05/2025	PC	01/10/2025	11024054		001-111000	-1,380.13
01/05/2025	PC	01/10/2025	11024055		001-111000	-162.17
01/05/2025	PC	01/10/2025	11024056		001-111000	-910.32
01/05/2025	PC	01/10/2025	11024057		001-111000	-248.33
01/05/2025	PC	01/10/2025	11024058		001-111000	-268.87
01/05/2025	PC	01/10/2025	11024059		001-111000	-199.61
01/05/2025	PC	01/10/2025	11024060		001-111000	-1,453.63
01/05/2025	PC	01/10/2025	11024061		001-111000	-1,379.72
Grand Totals:						-60,048.07
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<b>ADMINISTRATION</b>							
	ASSOCIATED APPRAISAL	178046	PROFESSIONAL SERVICES - JANUARY 2025	100-511540-211 ASSESSOR; CONTRACT SERVICES	01/01/2025	1,596.30	
Total ASSOCIATED APPRAISAL:						1,596.30	
	AT&T	92062359	ADMINISTRATION (CU TO REIMBURSE \$255.67)	100-511800-225 CITY HALL; TELEPHONE	01/07/2025	376.83	
	AT&T	92062359	CABLE	225-511220-225 CABLE TV; TELEPHONE	01/07/2025	17.31	
	AT&T	92062359	POLICE DEPT	100-522100-225 PD; TELEPHONE & WIRELESS	01/07/2025	155.76	
	AT&T	92062359	FIRE DEPT	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	01/07/2025	133.78	
	AT&T	92062359	DPW	100-533200-225 PWKS ADMIN; TELEPHONE	01/07/2025	93.77	
	AT&T	92062359	LIBRARY	210-555000-225 LIBRARY; TELEPHONE & DATA	01/07/2025	86.55	
	AT&T	92062359	COMMUNITY CENTER	100-555100-225 C CENTER; TELEPHONE	01/07/2025	17.32	
	AT&T	92062359	161 BUILDING	100-555200-225 RECREATION; TELEPHONE	01/07/2025	17.32	
	AT&T	92062359	MEDIA ROOM	225-511220-225 CABLE TV; TELEPHONE	01/07/2025	17.32	
Total AT&T:						915.96	
	BAER INSURANCE SERVICES I	9010	1 OF 2 INST - WORKERS COMP	100-511940-511 INSURANCE; PROP/LIABILITY/AUTO	12/23/2024	21,086.00	
	BAER INSURANCE SERVICES I	9010	1 OF 2 INST - GEN LIABILITY & AUTO INS	100-511940-511 INSURANCE; PROP/LIABILITY/AUTO	12/23/2024	43,257.50	
Total BAER INSURANCE SERVICES INC:						64,323.50	
	BAKER TILLY US LLP	BT301799	PROFESSIONAL SERVICES - 2024 AUDIT	100-511570-213 ACCTG; AUDIT & ACCTG FEES	12/20/2024	1,572.00	
	BAKER TILLY US LLP	BT301799	PROFESSIONAL SERVICES - TIF#3	410-511570-213 TIF #3; AUDIT/ACCOUNTING	12/20/2024	4,609.00	
Total BAKER TILLY US LLP:						6,181.00	
	BOARDMAN & CLARK LLP	1/2025	JANUARY 2025 RETAINER	100-511600-219 ATTORNEY; PFL SVCS RENDERED	01/07/2025	3,400.00	
Total BOARDMAN & CLARK LLP:						3,400.00	
	BP INC	67665145	FUEL CHARGES - 12/2024 - POLICE DEPT	100-522120-345 PD; PATROL FLEET GAS/OIL	01/01/2025	81.95	
	BP INC	67665145	FIRE DEPT (RFG TO REIMBURSE 50%)	100-522200-345 FIRE; VEHICLE FUEL	01/01/2025	433.20	
	BP INC	67665145	DPW	100-533100-343 GARAGE; FLEET FUEL	01/01/2025	1,380.98	
	BP INC	67665145	PARKS	100-555400-343 PARKS; VEHICLE/MOWER FUEL	01/01/2025	121.53	
Total BP INC:						2,017.66	
	CARDINAL EMBROIDERY & SC	4414	EMPLOYEE CITY SHIRTS	100-511350-349 EMPLOYEE ENGAGEMENT	12/19/2024	1,496.00	
	CARDINAL EMBROIDERY & SC	4414	EMPLOYEE CITY SHIRTS - ADDITIONAL RECREATION	100-555200-312 RECREATION; SUPPLIES/OP EXP	12/19/2024	64.00	
	CARDINAL EMBROIDERY & SC	4414	EMPLOYEE CITY SHIRTS - ADDITIONAL COMMUNITY CENTER	100-555100-333 C CENTER; EDUCATION/TRAVEL	12/19/2024	80.00	
Total CARDINAL EMBROIDERY & SCREEN:						1,640.00	



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	CENTURY LINK	72025260	LONG DISTANCE - ADMINISTRATION (CU/WW TO REIMBURSE 3.00)	100-511800-225 CITY HALL; TELEPHONE	01/01/2025	8.80	
	CENTURY LINK	72025260	CABLE	225-511220-225 CABLE TV; TELEPHONE	01/01/2025	.23	
	CENTURY LINK	72025260	POLICE DEPT	100-522100-225 PD; TELEPHONE & WIRELESS	01/01/2025	19.31	
	CENTURY LINK	72025260	FIRE DEPT	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	01/01/2025	.91	
	CENTURY LINK	72025260	DPW	100-533200-225 PWKS ADMIN; TELEPHONE	01/01/2025	1.71	
	CENTURY LINK	72025260	LIBRARY	210-555000-225 LIBRARY; TELEPHONE & DATA	01/01/2025	2.74	
	CENTURY LINK	72025260	COMMUNITY CENTER	100-555100-225 C CENTER; TELEPHONE	01/01/2025	.46	
	CENTURY LINK	72025260	161 BUILDING	100-555200-225 RECREATION; TELEPHONE	01/01/2025	.12	
Total CENTURY LINK:						34.28	
	CHARTER COMMUNICATIONS	17113430	INTERNET SERVICES 1/2025 - CITY HALL	100-511800-226 CITY HALL; INTERNET CHARGES	01/01/2025	24.45	
	CHARTER COMMUNICATIONS	17113430	CABLE	225-511220-291 CABLE TV; PROFL SERVICES	01/01/2025	24.45	
	CHARTER COMMUNICATIONS	17113430	CDA	205-561000-346 CDA; WEBSITE SUPPORT/DESIGN	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	EMERGENCY MANAGEMENT	100-522410-349 EMD; OTHER EXPENSES	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	FIRE DEPT	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	POLICE DEPT	100-522100-221 PD; UTILITIES	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	DPW	100-533200-225 PWKS ADMIN; TELEPHONE	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	161 BUILDING	100-555200-225 RECREATION; TELEPHONE	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	COMMUNITY CENTER	100-555100-340 C CENTER; PROGRAMS	01/01/2025	24.44	
	CHARTER COMMUNICATIONS	17113430	TV SERVICES 1/2025 - CITY HALL	100-511800-226 CITY HALL; INTERNET CHARGES	01/01/2025	30.20	
	CHARTER COMMUNICATIONS	17113430	CABLE	225-511220-291 CABLE TV; PROFL SERVICES	01/01/2025	30.20	
	CHARTER COMMUNICATIONS	17113430	COMMUNITY CENTER	100-555100-221 C CENTER; UTILITIES	01/01/2025	60.40	
Total CHARTER COMMUNICATIONS:						340.78	
	COLUMBIA COUNTY TREASUR	1/2025	2024 TAXES - JANUARY SETTLEMENT	100-243100 DUE TO COUNTY/STATE - TAXES	01/07/2025	707,068.09	
Total COLUMBIA COUNTY TREASURER:						707,068.09	
	COLUMBUS SCHOOL DISTRICT	1/2025	2024 TAXES - JANUARY SETTLEMENT	100-246000 DUE TO SCHOOL DISTRICT	01/07/2025	1,522,149.62	
Total COLUMBUS SCHOOL DISTRICT:						1,522,149.62	
	DAILY CITIZEN	D7402F73	NOTICE OF NEWLY ENACTED ORDINANCE 1/2/25	100-511240-313 LEGIS SUPPORT; LEGAL NOTICES	12/27/2024	35.64	
Total DAILY CITIZEN:						35.64	
	ELAN FINANCIAL SERVICES	ADMIN 12	OFFICESUPPLY.COM - COPY PAPER	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	12/13/2024	69.98	
	ELAN FINANCIAL SERVICES	ADMIN 12	AMAZON - FILE FOLDERS	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	12/13/2024	10.84	
	ELAN FINANCIAL SERVICES	ADMIN 12	PICK N SAVE, SUBWAY - EMPLOYEE ENGAGEMENT	100-511350-349 EMPLOYEE ENGAGEMENT	12/13/2024	16.63	
	ELAN FINANCIAL SERVICES	ADMIN 12	PICK N SAVE, SUBWAY - OFFICE	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	12/13/2024	699.87	

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	ELAN FINANCIAL SERVICES	ADMIN 12	AMAZON - CELL PHONE SUPPLIES - ADMINISTRATOR	100-511350-332 ADMINISTRATOR; MILEAGE/EXPENSE	12/13/2024	60.84	
	ELAN FINANCIAL SERVICES	ADMIN 12	AMAZON - CELL PHONE SUPPLIES - MAYOR	100-511300-332 MAYOR; MILEAGE & EXP	12/13/2024	44.29	
	ELAN FINANCIAL SERVICES	ADMIN 12	AMAZON - CELL PHONE SUPPLIES - RECREATION	100-555200-312 RECREATION; SUPPLIES/OP EXP	12/13/2024	16.19	
	ELAN FINANCIAL SERVICES	ADMIN 12	AMAZON - CELL PHONE SUPPLIES - CLERK	100-511400-332 CLERK; MILEAGE & EXPENSES	12/13/2024	9.32	
	ELAN FINANCIAL SERVICES	ADMIN 12	UW GREEN BAY - CLERK 2025 MASTER ACADEMY	100-511400-191 CLERK; TRAINING/CONT EDUCATION	12/13/2024	299.00	
Total ELAN FINANCIAL SERVICES:						1,226.96	
	FISCHER, LAWRENCE & LILLIA	12/26/202	TAX REFUND - PARCEL #1531.03	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	201.21	
Total FISCHER, LAWRENCE & LILLIAN:						201.21	
	GLS UTILITY LLC INC	16847	MONTHLY ACCOUNT MAINTENANCE - 12/2024	100-511800-251 CITY HALL; SOFTWARE/LICENSES	12/31/2024	84.35	
	GLS UTILITY LLC INC	16847	1 DIGGERS HOTLINE TICKET	100-511800-251 CITY HALL; SOFTWARE/LICENSES	12/31/2024	32.04	
Total GLS UTILITY LLC INC:						116.39	
	GUELG, JARED	12/27/202	TAX REFUND - PARCEL #1327	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	563.25	
Total GUELG, JARED:						563.25	
	HAHN, STEVEN	12/17/202	TAX REFUND - PARCEL #1190.8035	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	84.18	
Total HAHN, STEVEN:						84.18	
	HART, KRISTEN & THOMAS	12/20/202	TAX REFUND - PARCEL #1222.032	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	257.17	
Total HART, KRISTEN & THOMAS:						257.17	
	HENSLER, DAVID & SARAH	12/23/202	TAX REFUND - PARCEL #1257	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	259.24	
Total HENSLER, DAVID & SARAH:						259.24	
	KREUGER, JONATHAN & CYNT	12/26/202	TAX REFUND - PARCEL #1222.063	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	401.50	
Total KREUGER, JONATHAN & CYNTHIA:						401.50	
	KWIK TRIP	12/2024	FUEL CHARGES - POLICE DEPT	100-522120-345 PD; PATROL FLEET GAS/OIL	01/01/2025	1,536.58	
	KWIK TRIP	12/2024	POLICE DEPT CAR WASH COUPONS FOR SQUADS	100-522120-250 PD; PATROL FLEET REPAIR/MAIN	01/01/2025	880.00	
	KWIK TRIP	12/2024	FIRE DEPT (RFG TO REIMBURSE 50%)	100-522200-345 FIRE; VEHICLE FUEL	01/01/2025	305.22	
	KWIK TRIP	12/2024	DPW	100-533100-343 GARAGE; FLEET FUEL	01/01/2025	191.66	
Total KWIK TRIP:						2,913.46	
	LIFESTAR EMERGENCY MEDIC	1/2025	JANUARY 2025 AMBULANCE SERVICE	240-511350-291 EMS - CONTRACTUAL SERVICES	01/07/2025	17,894.88	

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Total LIFESTAR EMERGENCY MEDICAL:						17,894.88	
	LINK, JOHN & ANDREA	12/23/202	TAX REFUND - PARCEL #1222.091	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	239.08	
Total LINK, JOHN & ANDREA:						239.08	
	MADISON AREA TECHNICAL CO	1/2025	2024 TAXES - JANUARY SETTLEMENT	100-247000 DUE TO MATC	01/07/2025	140,498.21	
Total MADISON AREA TECHNICAL COLLEGE:						140,498.21	
	MANTHEY, STEVEN & DENISE	12/30/202	TAX REFUND - PARCEL #1222.101	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	88.74	
Total MANTHEY, STEVEN & DENISE:						88.74	
	MELOTTE, RODNEY & DIANE	12/26/202	TAX REFUND - PARCEL #1222.097	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	136.30	
Total MELOTTE, RODNEY & DIANE:						136.30	
	MORRIS, RYAN & AMANDA	12/23/202	TAX REFUND - PARCEL #1188.016	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	7.96	
Total MORRIS, RYAN & AMANDA:						7.96	
	MUNICIPAL PROPERTY INSURA	1/1/2025	POLICY PERIOD 1/1/2025-1/1/2026	100-511940-511 INSURANCE; PROP/LIABILITY/AUTO	12/20/2024	80,828.00	
Total MUNICIPAL PROPERTY INSURANCE COMPANY:						80,828.00	
	RHYME BUSINESS PRODUCTS	AR771447	MICROSOFT 365 BUSINESS PREMIUM ANNUAL	100-511800-251 CITY HALL; SOFTWARE/LICENSES	09/27/2024	2,112.00	
	RHYME BUSINESS PRODUCTS	AR771447	MICROSOFT 365 BUSINESS PREMIUM ANNUAL	100-511800-251 CITY HALL; SOFTWARE/LICENSES	09/27/2024	6,336.00	
	RHYME BUSINESS PRODUCTS	AR797826	SHAREPOINT SET UP & IPAD INSTALL	100-511800-810 CITY HALL; SMALL EQUIPT PURCH	12/30/2024	5,400.00	
	RHYME BUSINESS PRODUCTS	AR801098	CITY HALL COPIER CONTRACT - 1/12-2/11/2025	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	01/10/2025	134.00	
Total RHYME BUSINESS PRODUCTS LLC:						13,982.00	
	SALZWEDEL, JOHN C	117	MONTHLY CLOCKTOWER MAINTENANCE - 1/2025	100-511800-245 CITY HALL; CLOCK TWR CONTRACT	12/30/2024	325.00	
Total SALZWEDEL, JOHN C:						325.00	
	SCHOENWETTER, JAMES	12/17/202	TAX REFUND - PARCEL #534.8	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	101.42	
Total SCHOENWETTER, JAMES:						101.42	
	SELK, TAMMY & LOECK, JERO	12/19/202	TAX REFUND - PARCEL #1133.34	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	308.46	
Total SELK, TAMMY & LOECK, JEROME:						308.46	
	SHRED-IT USA LLC	80094547	SHREDDING SERVICE 12/10/2024 - CITY HALL	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	12/31/2024	57.68	
	SHRED-IT USA LLC	80094547	POLICE DEPT	100-522100-249 PD; BLDG REPAIRS/MAINTENANCE	12/31/2024	57.68	

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Total SHRED-IT USA LLC:						115.36	
	STRINE, MICHELLE	12/30/202	TAX REFUND - PARCEL #1190.1802	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	152.06	
Total STRINE, MICHELLE:						152.06	
	US CELLULAR	06998477	CELL PHONE SERVICE - RECREATION	100-555200-225 RECREATION; TELEPHONE	12/22/2024	15.61-	
	US CELLULAR	06998477	CITY CLERK	100-511800-225 CITY HALL; TELEPHONE	12/22/2024	19.12-	
	US CELLULAR	06998477	MAYOR	100-511300-332 MAYOR; MILEAGE & EXP	12/22/2024	15.61-	
	US CELLULAR	06998477	CABLE	225-511220-225 CABLE TV; TELEPHONE	12/22/2024	19.12-	
	US CELLULAR	07012863	DPW CELL PHONES & IPADS	100-533200-225 PWKS ADMIN; TELEPHONE	12/28/2024	259.75	
	US CELLULAR	07012863	CEMETERY CELL PHONE	235-577800-225 CEMETERY; TELEPHONE	12/28/2024	35.00	
	US CELLULAR	07012863	CDA CELL PHONE	205-561000-332 CDA; MILEAGE & EXPENSES	12/28/2024	35.42	
	US CELLULAR	07012863	EMERGENCY MANAGEMENT CELL PHONE	100-522410-225 EMD; TELEPHONE CIRCUIT	12/28/2024	21.88	
	US CELLULAR	07012863	COLUMBUS UTILITIES/WW (WILL REIMBURSE)	100-511800-225 CITY HALL; TELEPHONE	12/28/2024	296.07	
Total US CELLULAR:						578.66	
	UTZ, HUNTER	12/30/202	TAX REFUND - PARCEL #1190.1236	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	41.12	
Total UTZ, HUNTER:						41.12	
	VANDER SANDEN, PATRICK & K	12/23/202	TAX REFUND - PARCEL #1222.087	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	224.90	
Total VANDER SANDEN, PATRICK & KRISTIN:						224.90	
	VANNOCKER, JOSHUA J	12/23/202	TAX REFUND - PARCEL #1011.1	100-263000 ADVANCE TAX COLLECTIONS	01/06/2025	136.46	
Total VANNOCKER, JOSHUA J:						136.46	
	VON BRIESEN & ROPER SC	479636	PROFESSIONAL SERVICES - PERSONNEL	100-511600-219 ATTORNEY; PFL SVCS RENDERED	12/26/2024	310.50	
Total VON BRIESEN & ROPER SC:						310.50	
	WE ENERGIES	12/2024 P	MONTHLY GAS CHARGES - POOL	215-555210-224 POOL FACILITY; HEATING	01/10/2025	362.27	
	WE ENERGIES	ALL DEPT	MONTHLY GAS CHARGES - FIRE DEPT	100-522200-224 FIRE; HEAT	12/27/2024	854.10	
	WE ENERGIES	ALL DEPT	POLICE DEPT	100-522100-224 PD; HEAT	12/27/2024	223.49	
	WE ENERGIES	ALL DEPT	LIBRARY	210-555000-224 LIBRARY; HEAT	12/27/2024	385.42	
	WE ENERGIES	ALL DEPT	LIBRARY ANNEX	210-555100-224 ANNEX; HEATING/UTILITIES	12/27/2024	436.30	
	WE ENERGIES	ALL DEPT	CEMETERY	235-577800-221 CEMETERY; UTILITIES	12/27/2024	103.13	
	WE ENERGIES	ALL DEPT	BOY SCOUT CABIN	100-555400-224 PARKS; HEATING	12/27/2024	352.09	
	WE ENERGIES	ALL DEPT	PAVILION	100-555400-251 PARKS; PAVILION EXPENSES	12/27/2024	1,053.97	
	WE ENERGIES	ALL DEPT	DPW FIREMAN'S PARK GARAGE	100-533200-224 PWKS ADMIN; HEAT	12/27/2024	270.68	
	WE ENERGIES	ALL DEPT	DPW GARAGE REAR	100-533200-224 PWKS ADMIN; HEAT	12/27/2024	351.22	

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	WE ENERGIES	ALL DEPT	DPW MUNI GARAGE	100-533200-224 PWKS ADMIN; HEAT	12/27/2024	746.53	
	WE ENERGIES	ALL DEPT	CITY HALL	100-511800-224 CITY HALL; HEAT	12/27/2024	912.68	
	WE ENERGIES	ALL DEPT	161 BUILDING	100-555200-221 RECREATION; UTILITIES	12/27/2024	230.86	
	WE ENERGIES	ALL DEPT	COMMUNITY CENTER	100-555100-224 C CENTER; HEATING	12/27/2024	681.57	
Total WE ENERGIES:						6,984.31	
Total ADMINISTRATION:						2,578,659.61	

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<b>CABLE</b>							
	ELAN FINANCIAL SERVICES	CABLE 12	AMAZON - PHONE CASE	225-511220-249 CABLE TV; REPAIRS/MAINTENANCE	12/13/2024	19.99	
	ELAN FINANCIAL SERVICES	CABLE 12	AMAZON - AUDIO CABLES & ADAPTERS	225-511220-249 CABLE TV; REPAIRS/MAINTENANCE	12/13/2024	12.49	
	ELAN FINANCIAL SERVICES	CABLE 12	AMAZON - AUDIO CABLE	225-511220-249 CABLE TV; REPAIRS/MAINTENANCE	12/13/2024	13.85	
	ELAN FINANCIAL SERVICES	CABLE 12	AMAZON - LABEL MAKER	225-511220-312 CABLE TV; OPERATING SUPPLIES	12/13/2024	29.98	
	ELAN FINANCIAL SERVICES	CABLE 12	GOVT SOCIAL MEDIA - GROUP MEMBERSHIP 2025	225-511220-190 CABLE TV; TRAINING/MEMBERSHIPS	12/13/2024	79.00	
Total ELAN FINANCIAL SERVICES:						155.31	
	HEARTLAND VIDEO SYSTEMS I	SO-66420	CABLECAST REFLECT SERVICE - STREAM CABLE TV TO ONLINE & ROKU	225-511220-291 CABLE TV; PROFL SERVICES	12/10/2024	2,250.00	
Total HEARTLAND VIDEO SYSTEMS INC:						2,250.00	
Total CABLE:						2,405.31	

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<b>CAPITAL PROJECTS</b>							
	PARKITECTURE + PLANNING	3 & 4	INV #3 FIREMAN'S PARK CONCEPTUAL DESIGN	415-511570-210 CAP PRJTS; ENGINEERING	12/03/2024	2,665.20	
	PARKITECTURE + PLANNING	3 & 4	INV #4 FIREMAN'S PARK CONCEPTUAL DESIGN	415-511570-210 CAP PRJTS; ENGINEERING	12/03/2024	2,665.20	
Total PARKITECTURE + PLANNING:						5,330.40	
	VANDEWALLE & ASSOCIATES I	20241203	TID #7 PLANNING SERVICES	416-511570-212 TIF #7; LEGAL SERVICES	12/19/2024	272.50	
Total VANDEWALLE & ASSOCIATES INC:						272.50	
	WI DEPT OF TRANSPORTATION	395-00003	PRELIMINARY ENGINEERING LUDINGTON ST	415-581000-219 CAP PRJTS; ENGINEER-LUDINGTON	01/02/2025	2,285.36	
Total WI DEPT OF TRANSPORTATION:						2,285.36	
Total CAPITAL PROJECTS:						7,888.26	

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<b>SENIOR CENTER</b>							
	COMPLETE OFFICE OF WISCO	14293 In	CLEANING SUPPLIES AND PAPER PRODUCTS	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/31/2024	239.10	
Total COMPLETE OFFICE OF WISCONSIN INC:						239.10	
	ELAN FINANCIAL SERVICES	CCC 12/1	HOLIDAY DEC FOR CCC, PARADE AND SPARKLE IN THE PARK	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/13/2024	148.50	
	ELAN FINANCIAL SERVICES	CCC 12/1	ADOBE FOR PUBLISHING COMMOTION	100-555100-318 C CENTER; MARKETING/ADVERT	12/13/2024	21.09	
	ELAN FINANCIAL SERVICES	CCC 12/1	PICK AND SAVE FOR BORTHDAY LUNCH	100-555100-340 C CENTER; PROGRAMS	12/13/2024	113.16	
	ELAN FINANCIAL SERVICES	CCC 12/1	YOU TUBE FOR EXERCISE	100-555100-340 C CENTER; PROGRAMS	12/13/2024	14.76	
	ELAN FINANCIAL SERVICES	CCC 12/1	SUPPLIES FOR VARIOUS PROGRAMS	100-555100-340 C CENTER; PROGRAMS	12/13/2024	186.47	
Total ELAN FINANCIAL SERVICES:						483.98	
	LANG, KIM M	Exp 12/24	HOLIDAY PARTY GIFTS/BINGO	100-555100-340 C CENTER; PROGRAMS	12/31/2024	13.86	
	LANG, KIM M	Exp 12/24	HOLIDAY DECORATIONS	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/31/2024	6.98	
	LANG, KIM M	Exp 12/24	HALLOWEEN DECORATIONS	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/31/2024	6.86	
	LANG, KIM M	Exp 12/24	CHRISTMAS WREATH INSIDE	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/31/2024	9.50	
	LANG, KIM M	Exp 12/24	HOLIDAY PARTY SUPPLIES	100-555100-340 C CENTER; PROGRAMS	12/31/2024	43.40	
	LANG, KIM M	Exp 12/24	HOLDIAY PARADE SUPPLIES	100-555100-340 C CENTER; PROGRAMS	12/31/2024	9.98	
	LANG, KIM M	Exp 12/24	HOLIDAY PARTY SUPPLIES	100-555100-340 C CENTER; PROGRAMS	12/31/2024	97.95	
	LANG, KIM M	Exp 12/24	HOLIDAY PARTY SUPPLIES	100-555100-340 C CENTER; PROGRAMS	12/31/2024	10.15	
	LANG, KIM M	Exp 12/24	SOCIAL MEDIA CONTEST PRIZE	100-555100-318 C CENTER; MARKETING/ADVERT	12/31/2024	25.00	
	LANG, KIM M	Exp 12/24	LARBGE TABLE CLOTH	100-555100-312 C CENTER; OPERATING/SUPPL EXP	12/31/2024	6.49	
Total LANG, KIM M:						230.17	
	STARK, REBECCA & JOHN	12/25/202	12/29/24 DEPOSIT REFUND	100-233100 C CENTER; RENT DEPOSITS	12/25/2024	125.00	
Total STARK, REBECCA & JOHN:						125.00	
	WITNESS THE FITNESS	12/17/202	YOGA INSTRUCTOR	100-555100-340 C CENTER; PROGRAMS	12/17/2024	150.00	
Total WITNESS THE FITNESS:						150.00	
Total SENIOR CENTER:						1,228.25	



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FIRE	AT&T MOBILITY II LLC	28733307	FIRSTNET BILL	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	12/12/2024	232.62	
	Total AT&T MOBILITY II LLC:					232.62	
	CHARTER COMMUNICATIONS	17113410	SPECTRUM CABLE BILL	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	12/14/2024	41.90	
	Total CHARTER COMMUNICATIONS:					41.90	
	DODGE COUNTY FIREFIGHTER	01072025	DODGE COUNTY FF MEMBERSHIP	100-522200-230 FIRE; MEMBERSHIPS, DUES	01/07/2025	100.00	
	Total DODGE COUNTY FIREFIGHTERS ASSOC:					100.00	
	DOYLESTOWN FIRE DEPT	01072025	REGIONAL AFG RADIO GRANT	100-522200-820 FIRE; EQUIP REPLACEMENT	01/07/2025	900.00	
	Total DOYLESTOWN FIRE DEPT:					900.00	
	ELAN FINANCIAL SERVICES	FD 12/202	PAPER CLIPS	100-522200-312 FIRE; OFFICE SUPPLIES & EXPENS	12/13/2024	16.12	
	ELAN FINANCIAL SERVICES	FD 12/202	GOOGLE WORKSPACE SUBSCRIPTION	100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV	12/13/2024	79.20	
	Total ELAN FINANCIAL SERVICES:					95.32	
	FIRE SAFETY USA INC	190381	HELMET VISOR RETAINER KITS	100-522200-820 FIRE; EQUIP REPLACEMENT	08/09/2024	188.19	
	FIRE SAFETY USA INC	195212	1 PAIR OF FF BOOTS	100-522200-920 FIRE; 2% FUND ELIGIBLE EXP	01/01/2025	365.00	
	FIRE SAFETY USA INC	195659	4 PAIRS OF FF BOOTS	100-522200-920 FIRE; 2% FUND ELIGIBLE EXP	01/01/2025	1,372.95	
	Total FIRE SAFETY USA INC:					1,926.14	
	GLATFELTER SPECIALTY BENE	01082025	CFD RETIREMENT PLAN	100-522200-160 FIRE; LOSA CONTRIBUTION	01/08/2025	13,741.50	
	Total GLATFELTER SPECIALTY BENEFITS:					13,741.50	
	HAMMES FIRE & SAFETY LLC	43166	10 LB. EXTINGUISHER RECHARGE	100-522200-249 FIRE; REPAIR & MAINTENANCE	12/19/2024	121.00	
	Total HAMMES FIRE & SAFETY LLC:					121.00	
	INTERSTATE ALL BATTERY CEN	19051010	BATTERIES	100-522200-249 FIRE; REPAIR & MAINTENANCE	11/13/2024	108.00	
	Total INTERSTATE ALL BATTERY CENTER:					108.00	
	MID-STATE EQUIPMENT INC	P98042	SAW REPAIR BLADE & DEPTH LIMITER	100-522200-249 FIRE; REPAIR & MAINTENANCE	11/22/2024	728.75	
	Total MID-STATE EQUIPMENT INC:					728.75	
	NAPLETON CHEVROLET BUICK	5011037	COMMAND 90 HYBRID CONNECTOR	100-522200-249 FIRE; REPAIR & MAINTENANCE	10/16/2024	93.27	
	NAPLETON CHEVROLET BUICK	6035125	COMMAND 90 DRIVER DOOR REPAIR	100-522200-249 FIRE; REPAIR & MAINTENANCE	12/24/2024	343.56	
	Total NAPLETON CHEVROLET BUICK COLUMBUS:					436.83	

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	PRAIRIE RIDGE HEALTH INC	G285483	EMPLOYEE DRUG SCREEN	100-522200-233 FIRE; PFL SVCS - LEGAL	12/05/2024	27.00	
Total PRAIRIE RIDGE HEALTH INC:						27.00	
Total FIRE:						18,459.06	

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<b>LIBRARY</b>							
	AMERICAN EXPRESS	7-41001D	SUPPLIES FOR SHOP HOP	210-555000-387 LIBRARY; PUBLIC RELATIONS	12/24/2024	15.99	
	AMERICAN EXPRESS	7-41001D	CLEANING, PAPER, PRINTER CARTRIGES	210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	12/24/2024	642.54	
	AMERICAN EXPRESS	7-41001D	DVDS	210-555000-371 LIBRARY; ADULT AUDIO VISUAL	12/24/2024	138.46	
	AMERICAN EXPRESS	7-41001D	COMPUTER MONITOR	210-555000-314 LIBRARY; EQUIPMENT	12/24/2024	89.99	
	AMERICAN EXPRESS	7-41001D	YOUTH PROGRAM SUPPLIES	210-555000-385 LIBRARY; YOUTH PROGRAMMING	12/24/2024	185.21	
	AMERICAN EXPRESS	7-41001D	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	12/24/2024	630.87	
Total AMERICAN EXPRESS:						1,703.06	
	BAKER & TAYLOR INC	L0409232	YOUTH BOOKS	210-555000-373 LIBRARY; YOUTH BOOKS	12/31/2024	271.72	
	BAKER & TAYLOR INC	L0409232	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	12/31/2024	305.41	
	BAKER & TAYLOR INC	L0409232	YA BOOKS	210-555000-378 LIBRARY; TEEN BOOKS	12/31/2024	86.52	
Total BAKER & TAYLOR INC:						663.65	
	ELAN FINANCIAL SERVICES	LIB 12/202	APPRECIATION MEAL, WINTER READING PROGRAM SUPPLIES	210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	12/13/2024	404.50	
	ELAN FINANCIAL SERVICES	LIB 12/202	YOUTH SERVICES PROGRAMS	210-555000-385 LIBRARY; YOUTH PROGRAMMING	12/13/2024	327.34	
	ELAN FINANCIAL SERVICES	LIB 12/202	POSTAGE	210-555000-311 LIBRARY; POSTAGE	12/13/2024	6.88	
Total ELAN FINANCIAL SERVICES:						738.72	
	OTIS ELEVATOR COMPANY	10040177	ANNUAL ELEVATOR SERVICE CONTRACT 2025	210-555000-249 LIBRARY; REPAIR & MAINTENANCE	12/16/2024	2,292.84	
Total OTIS ELEVATOR COMPANY:						2,292.84	
	RHYME BUSINESS PRODUCTS	38157828	MONTHLY COPIER LEASE	210-555000-331 LIBRARY; COPIER	12/23/2024	203.10	
Total RHYME BUSINESS PRODUCTS:						203.10	
Total LIBRARY:						5,601.37	

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<b>POLICE</b>							
	AMAZON CAPITAL SERVICES	19HM-Q9	GLOVES AND BAGS FOR PROCESSING DRUG CASES	100-522120-818 PD; FIELD SVCS DRUG INVEST	12/30/2024	195.84	
	AMAZON CAPITAL SERVICES	1DR1-QL	OFFICE AND BREAK ROOM SUPPLIES	100-522160-312 PD; SUPPORT SVCS - OP EXPENSES	12/29/2024	120.66	
Total AMAZON CAPITAL SERVICES:						316.50	
	AT&T MOBILITY II LLC	28732076	PD CELL PHONES	100-522100-225 PD; TELEPHONE & WIRELESS	12/12/2024	475.85	
	AT&T MOBILITY II LLC	28732076	PD CELL PHONES	100-522120-314 PD; PATROL SMALL EQUIP ITEMS	12/12/2024	55.00	
Total AT&T MOBILITY II LLC:						530.85	
	BELCO VEHICLE SOLUTIONS	6038	REPLACE AND INSTALL NEW PUSH BUMPER AND RELATED REPAIRS SQUAD CRASH	100-522120-250 PD; PATROL FLEET REPAIR/MAIN	01/02/2025	1,469.40	
Total BELCO VEHICLE SOLUTIONS:						1,469.40	
	DENNYS AUTO BODY LLC	PD 1-2025	ACCIDENT DAMAGE REPAIR	100-522120-250 PD; PATROL FLEET REPAIR/MAIN	12/23/2024	3,056.45	
Total DENNYS AUTO BODY LLC:						3,056.45	
	ELAN FINANCIAL SERVICES	PD 12/202	KWIK TRIP ITEMS FOR CHIEFS MTG	100-522120-314 PD; PATROL SMALL EQUIP ITEMS	12/13/2024	17.97	
	ELAN FINANCIAL SERVICES	PD 12/202	ETSY RETIREMENT PLAQUE LT WITTHUN	100-522100-314 PD; SMALL ITEMS OF EQUIPMENT	12/13/2024	55.06	
	ELAN FINANCIAL SERVICES	PD 12/202	WALMART - AMAZON LARGER MONITORS FOR SQUAD ROOM AND HDMI CABLE	100-522120-852 PD; FIELD SVCS TECHNOLOGY	12/13/2024	490.56	
	ELAN FINANCIAL SERVICES	PD 12/202	AMAZON CASES AND SCREEN PROTECTORS PD CELL PHONES	100-522100-225 PD; TELEPHONE & WIRELESS	12/13/2024	610.18	
	ELAN FINANCIAL SERVICES	PD 12/202	GDP NIGHT LIGHT SAFETY NEW LIGHT UP VESTS CROSSING GUARDS	100-522170-314 CROSSING GUARDS; OP SUPPLIES	12/13/2024	1,246.75	
	ELAN FINANCIAL SERVICES	PD 12/202	NIC TRAFFIC - PARKING TICKET SUSPENSIONS	100-522160-312 PD; SUPPORT SVCS - OP EXPENSES	12/13/2024	15.30	
	ELAN FINANCIAL SERVICES	PD 12/202	CITY OF MADISON TRAINING SGT ROSECKY	100-522120-191 PD; PATROL TRAINING	12/13/2024	900.25	
Total ELAN FINANCIAL SERVICES:						3,336.07	
	KIESLER'S POLICE SUPPLY INC	SI105357	SIMUNITION ROUNDS	100-522120-853 PD; FIELD SVCS FIREARMS/AMMO	12/30/2024	676.00	
	KIESLER'S POLICE SUPPLY INC	SI105359	GLOCK TRAINING ITEMS	100-522120-191 PD; PATROL TRAINING	01/09/2025	151.60	
Total KIESLER'S POLICE SUPPLY INC:						827.60	
	NAPLETON FORD	F25036	2025 FORD POLICE INTERCEPTOR WITH TITLE AND LICENSE FEE	415-513000-602 CAP PRJTS; POLICE DEPARTMENT	01/06/2025	44,995.50	
Total NAPLETON FORD:						44,995.50	
	PREMIUM WATERS INC	802496-12	WATER COOLER REFILLS	100-522120-314 PD; PATROL SMALL EQUIP ITEMS	12/31/2024	49.49	
Total PREMIUM WATERS INC:						49.49	
	SBM ELECTRONICS	41009 SA	UPDATE OLYMPUS TRANSCRIPTION SOFTWARE				

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			TO CLOUD	100-522120-852 PD; FIELD SVCS TECHNOLOGY	12/23/2024	1,495.00	
Total SBM ELECTRONICS:						1,495.00	
	SIRCHIE ACQUISITION CO LLC	0675260-I	DRUG TEST KITS - WIPES	100-522120-818 PD; FIELD SVCS DRUG INVEST	12/30/2024	95.50	
Total SIRCHIE ACQUISITION CO LLC:						95.50	
	TOP PACK DEFENSE LLC	14866	CAP OFFC SEELY	100-522120-346 PD; PATROL UNIFORM ALLOWANCE	12/20/2024	32.99	
	TOP PACK DEFENSE LLC	14923	CHIEF INSTALL SERVICE STRIPES	100-522100-346 PD; UNIFORMS	12/28/2024	12.00	
	TOP PACK DEFENSE LLC	15009	NEW OFFC UNIFORM PURCHAS	100-522120-346 PD; PATROL UNIFORM ALLOWANCE	12/13/2024	1,397.57	
	TOP PACK DEFENSE LLC	15025	START UP UNIFORM ITEMS	100-522120-346 PD; PATROL UNIFORM ALLOWANCE	12/16/2024	1,277.92	
	TOP PACK DEFENSE LLC	15031	END OF YEAR OFFC UNIFORM ALLOWANCE PURCHASES	100-522120-346 PD; PATROL UNIFORM ALLOWANCE	12/20/2024	1,482.15	
	TOP PACK DEFENSE LLC	15039	ADMIN END OF YEAR UNIFORM ALLOWANCE PURCHASES	100-522100-346 PD; UNIFORMS	12/23/2024	814.90	
	TOP PACK DEFENSE LLC	15050	OFFC UNIFORM PURCHAS	100-522120-346 PD; PATROL UNIFORM ALLOWANCE	12/30/2024	1,012.36	
Total TOP PACK DEFENSE LLC:						6,029.89	
	VORPAHL FIRE & SAFETY	21539498	ZOLL AED DEFIBRILATOR	100-522100-314 PD; SMALL ITEMS OF EQUIPMENT	12/18/2024	1,534.60	
Total VORPAHL FIRE & SAFETY:						1,534.60	
	WI COPY & BUSINESS	AR62805	COPIER MAINTENANCE CONTRACT	100-522160-291 PD; SUPPORT SVCS - CONTRACTED	12/26/2025	57.00	
Total WI COPY & BUSINESS:						57.00	
	WISE GUYS AUTO REPAIR LLC	56661	MOUNT AND BALANCE 4 TIRES 220	100-522120-250 PD; PATROL FLEET REPAIR/MAIN	01/02/2025	124.00	
Total WISE GUYS AUTO REPAIR LLC:						124.00	
Total POLICE:						63,917.85	

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<b>POOL</b>							
	ELAN FINANCIAL SERVICES	ELAN PO	SPECTRUM INTERNET	215-555210-225 POOL FACILITY; TELEPHONE	01/07/2025	119.98	
	ELAN FINANCIAL SERVICES	ELAN PO	INTERMEDIA NET 911 LINE	215-555210-225 POOL FACILITY; TELEPHONE	01/07/2025	45.12	
	ELAN FINANCIAL SERVICES	ELAN PO	VISTAPRINT HOLIDAY SIGNS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	01/07/2025	295.38	
	ELAN FINANCIAL SERVICES	ELAN PO	AMAZON - PHONE CASE KANE	215-555210-312 POOL; SUPPLIES & OP EXPENSES	01/07/2025	6.49	
	ELAN FINANCIAL SERVICES	ELAN PO	AMAZON - PHONE CASE KANE	100-555200-312 RECREATION; SUPPLIES/OP EXP	01/07/2025	6.50	
Total ELAN FINANCIAL SERVICES:						473.47	
Total POOL:						473.47	

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<b>PR ADMIN</b>							
	DIVERSIFIED BENEFIT SERV IN	429814	COBRA ADMINISTRATION 1/2025-12/2025	100-511800-805 CITY HALL; PFL SVCS/BANK FEES	01/03/2025	720.00	
	DIVERSIFIED BENEFIT SERV IN	429814	COBRA TAKEOVER ACTIVE MEMBERS	100-511800-805 CITY HALL; PFL SVCS/BANK FEES	01/03/2025	15.00	
	DIVERSIFIED BENEFIT SERV IN	429929	HSA JANUARY 2025	100-511800-805 CITY HALL; PFL SVCS/BANK FEES	01/03/2025	90.00	
Total DIVERSIFIED BENEFIT SERV INC:						825.00	
	RICHARDS BENEFITS &	3639	COBRA SERVICES 12/2024	100-511800-805 CITY HALL; PFL SVCS/BANK FEES	01/01/2025	80.00	
Total RICHARDS BENEFITS &:						80.00	
	WI PROFESSIONAL POLICE AS	23337, 22	JANUARY 2025 DUES	100-215903 UNION DUES	12/31/2024	156.50	
Total WI PROFESSIONAL POLICE ASSOC INC:						156.50	
Total PR ADMIN:						1,061.50	

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<b>PUBLIC WORKS</b>							
	CHARTER COMMUNICATIONS	17113510	PAVILION PHONE AND INTERNET	100-555400-251 PARKS; PAVILION EXPENSES	01/01/2025	139.98	
Total CHARTER COMMUNICATIONS:						139.98	
	COLUMBIA COUNTY HIGHWAY	41177	DRUG SCREEN FROM 5-2023	100-533200-210 PWKS ADM; PFL SVCS	12/19/2024	68.21	
Total COLUMBIA COUNTY HIGHWAY &:						68.21	
	CONTREE SPRAYER & EQUIPM	83447	INDUSTRIAL PW GUN 5000 PSI	100-555510-312 FORESTRY; SUPPLIES	01/02/2025	41.68	
Total CONTREE SPRAYER & EQUIPMENT CO LLC:						41.68	
	DIGGERS HOTLINE INC	241 2 175	11/30 - 12/30 DIGGERS LOCATE	650-555210-249 STORM WATER; REPAIR/MAINT	12/31/2024	25.60	
Total DIGGERS HOTLINE INC:						25.60	
	DIGITALBAY LLC	14072	REPAIR ON 5908 PHONE LINE	100-533200-225 PWKS ADMIN; TELEPHONE	12/26/2025	106.56	
Total DIGITALBAY LLC:						106.56	
	DREXEL BUILDING SUPPLY INC	2412-0372	2X10 12 FT SYP	100-555400-310 PARKS; PLAYGROUNDS - EXPENSES	12/27/2025	528.75	
Total DREXEL BUILDING SUPPLY INC:						528.75	
	DUFFY FLEET SERVICES INC	W47758	#4 AIR LEAK AT BAG REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	12/30/2025	463.92	
Total DUFFY FLEET SERVICES INC:						463.92	
	ELAN FINANCIAL SERVICES	DPW 12/2	PICK AND SAVE - COOKIES	100-533200-191 PWKS ADMIN; TRAINING	12/14/2024	41.09	
	ELAN FINANCIAL SERVICES	DPW 12/2	WATER ICE CREAM	100-533200-191 PWKS ADMIN; TRAINING	12/14/2024	134.42	
	ELAN FINANCIAL SERVICES	DPW 12/2	SUBWAY - FOOD TRAINING	100-555510-249 FORESTRY; EQUIP REPAIR/REPLACE	12/14/2024	89.09	
	ELAN FINANCIAL SERVICES	DPW 12/2	AMAZON ZUBAT CURVED SAW	100-533500-346 STREETS; UNIFORMS (FT & PPT)	12/14/2024	89.98	
	ELAN FINANCIAL SERVICES	DPW 12/2	AMAZON HI VIS SHIRTS	100-533500-346 STREETS; UNIFORMS (FT & PPT)	12/14/2024	108.98	
	ELAN FINANCIAL SERVICES	DPW 12/2	AMAZON HI VIS JACKET AND ZIP UP	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	437.75	
	ELAN FINANCIAL SERVICES	DPW 12/2	HACHI EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	399.36	
	ELAN FINANCIAL SERVICES	DPW 12/2	MANGNOLIAS EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	625.00	
	ELAN FINANCIAL SERVICES	DPW 12/2	KWIK TRIP EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	350.00	
	ELAN FINANCIAL SERVICES	DPW 12/2	COFFEE GARAGE EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	112.32	
	ELAN FINANCIAL SERVICES	DPW 12/2	FOX FIELD FARM BAKERY EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	520.00	
	ELAN FINANCIAL SERVICES	DPW 12/2	TEQUILAS EMPLOYEE FUNCTION	100-511350-349 EMPLOYEE ENGAGEMENT	12/14/2024	2,907.99	
Total ELAN FINANCIAL SERVICES:						2,907.99	
	LF GEORGE INC	IC96489	GREASE KNIVES BOLTS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	12/30/2024	464.06	



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Total LF GEORGE INC:						464.06	
	MID-STATE EQUIPMENT JANES	P98619	ULTRA 2.5 GAL MIX CHAIN STIHL CHAIN	100-555510-312 FORESTRY; SUPPLIES	12/30/2024	160.86	
	MID-STATE EQUIPMENT JANES	W21844	2025 BOBCAT UW56 TOOLCAT UPGRADE	100-533100-251 GARAGE; EQUIP LEASE/RENTAL	12/01/2024	1,950.00	
Total MID-STATE EQUIPMENT JANESVILLE INC:						2,110.86	
	NAPA AUTO PARTS	804861	TOOL PNEUMATIC ROLL	100-533100-312 GARAGE; SUPPLIES	12/26/2025	76.53	
	NAPA AUTO PARTS	804898	OIL DRY MAC BATTERY PROTECT	100-533100-312 GARAGE; SUPPLIES	12/27/2025	39.47	
	NAPA AUTO PARTS	805116	HYD HOSE FITTING	100-533100-312 GARAGE; SUPPLIES	01/02/2025	19.26	
	NAPA AUTO PARTS	805336	BLISTER PACK CAPSULES	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	01/06/2025	17.99	
	NAPA AUTO PARTS	805409	TAIL LIGHT ASSEMBLY RIGHT	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	01/07/2025	105.29	
Total NAPA AUTO PARTS:						258.54	
	OTIS ELEVATOR COMPANY	10040177	2025 PAVILION ELEVATOR CONTRACT	100-555400-251 PARKS; PAVILION EXPENSES	12/16/2024	1,718.16	
Total OTIS ELEVATOR COMPANY:						1,718.16	
	SNS ELECTRIC INC	11033	FIREMAN'S PARK JUNCTION BOXES REPAIR	100-555400-249 PARKS; REPAIR & MAINTENANCE	08/08/2024	3,493.77	
Total SNS ELECTRIC INC:						3,493.77	
	WEBER TIRES INC	1-9-25 Too	31X10.50 R 15 TOOL CAT TIRE	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	01/09/2025	149.95	
Total WEBER TIRES INC:						149.95	
Total PUBLIC WORKS:						12,478.03	

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<b>RECREATION</b>							
	BAHENA, LUIS	120724	DEPOSIT RETURN ON PAVILION RENTAL	100-233000 PARKS; FACILITY RENT DEPOSITS	12/07/2024	3,000.00	
	BAHENA, LUIS	120724	CREDIT CARD FEE 3% DEDUCT	100-555400-805 PARKS; CC PROCESS FEES	12/07/2024	124.12-	
	BAHENA, LUIS	120724	REPLACEMENT BROKEN GLOBE	100-464620-000 PWKS; PK BLDG CLEAN UP FEES	12/07/2024	119.36-	
Total BAHENA, LUIS:						2,756.52	
	COLUMBUS ACE HARDWARE	REC 11/20	K15069 TRASH BAGS DUSTER	100-555200-810 RECREATION; EQUIP REPLACEMENT	01/07/2025	21.98	
	COLUMBUS ACE HARDWARE	REC 11/20	K15324 GORILLA GLUE	100-555200-810 RECREATION; EQUIP REPLACEMENT	01/07/2025	17.98	
	COLUMBUS ACE HARDWARE	REC 11/20	K15396 NYLON, STAKES	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	01/07/2025	113.37	
	COLUMBUS ACE HARDWARE	REC 11/20	K15418 CLAMPS, TIES	100-555200-810 RECREATION; EQUIP REPLACEMENT	01/07/2025	60.96	
	COLUMBUS ACE HARDWARE	REC 11/20	K15347 SNOW SHOVEL 161	100-555200-312 RECREATION; SUPPLIES/OP EXP	01/07/2025	51.98	
	COLUMBUS ACE HARDWARE	REC 11/20	K15384 TIES, STAKES	100-555200-312 RECREATION; SUPPLIES/OP EXP	01/07/2025	101.86	
Total COLUMBUS ACE HARDWARE:						368.13	
	COLUMBUS KIWANIS CLUB	2024 WRE	ROPING AND WREATHS HOLIDAY SEASON	100-555200-312 RECREATION; SUPPLIES/OP EXP	01/07/2025	79.00	
Total COLUMBUS KIWANIS CLUB:						79.00	
	ELAN FINANCIAL SERVICES	REC 12/2	OUTLETS FOR SPARKLE IN THE PARK	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	197.00	
	ELAN FINANCIAL SERVICES	REC 12/2	COOKIES FOR TREE LIGHTING RECHECKS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	100.80	
	ELAN FINANCIAL SERVICES	REC 12/2	HP SUPPORT CONNECTION ISSUES	100-555200-210 RECREATION; PROF SVCS/EXPENSES	12/13/2024	21.09	
	ELAN FINANCIAL SERVICES	REC 12/2	ADOBE MONTHLY CHARGES	100-555200-382 RECREATION; DUES/MEMBERSHIPS	12/13/2024	25.31	
	ELAN FINANCIAL SERVICES	REC 12/2	PHONE CASE AJM	100-555200-312 RECREATION; SUPPLIES/OP EXP	12/13/2024	12.99	
	ELAN FINANCIAL SERVICES	REC 12/2	HALLOWEEN PET CONTEST PRIZES	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	103.12	
	ELAN FINANCIAL SERVICES	REC 12/2	KANE PHONE CASE	215-555210-312 POOL; SUPPLIES & OP EXPENSES	12/13/2024	20.57	
	ELAN FINANCIAL SERVICES	REC 12/2	XMAS LIGHTS FROM DONATIONS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	254.95	
	ELAN FINANCIAL SERVICES	REC 12/2	KIDS XMAS CRAFTS AT VENDOR SHOW	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	63.98	
	ELAN FINANCIAL SERVICES	REC 12/2	PUSH LIGHTS FOR PORTA POTTY HOLIDAY TRAIN	100-555200-312 RECREATION; SUPPLIES/OP EXP	12/13/2024	9.99	
	ELAN FINANCIAL SERVICES	REC 12/2	TURKEY COMMUNITY HUNT	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	52.34	
	ELAN FINANCIAL SERVICES	REC 12/2	STAKES AND STAPLES FOR PARK EVENT	100-555200-312 RECREATION; SUPPLIES/OP EXP	12/13/2024	83.50	
	ELAN FINANCIAL SERVICES	REC 12/2	HOT COCOA CUPS TREE LIGHTING DONATIONS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	69.68	
	ELAN FINANCIAL SERVICES	REC 12/2	SANTA BELL	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	14.81	
	ELAN FINANCIAL SERVICES	REC 12/2	MISC HOLIDAY EVENTS THRU DONATIONS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	176.78	
	ELAN FINANCIAL SERVICES	REC 12/2	PAINT FOR GARBAGE CAN	100-555200-319 RECREATION; ADVERTISING/MKTG	12/13/2024	32.37	
	ELAN FINANCIAL SERVICES	REC 12/2	SPARKLE IN THE PARK TREES DONATIONS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	12/13/2024	778.87	
Total ELAN FINANCIAL SERVICES:						2,018.15	
	MEYERS, AMY JO	PARADE 1	PARADE COOKIES FOR PARTICIPANTS	100-555200-383 RECREATION; SPCL EVENTS/TRIPS	01/07/2025	56.16	

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Total MEYERS, AMY JO:						56.16	
	MILLER, KAIA	121424	DEPOSIT RETURN FOR 161 RENTAL	100-233000 PARKS; FACILITY RENT DEPOSITS	12/14/2024	100.00	
Total MILLER, KAIA:						100.00	
	QUILL CORPORATION	11307784	TONER	215-555210-312 POOL; SUPPLIES & OP EXPENSES	01/07/2025	352.96	
	QUILL CORPORATION	11307784	CREDIT 2320111	100-555200-312 RECREATION; SUPPLIES/OP EXP	01/07/2025	84.04-	
Total QUILL CORPORATION:						268.92	
	SASSY HEIFER CLEANING LLC	215	BATHROOM CLEANING- PAVILION	100-555400-251 PARKS; PAVILION EXPENSES	12/10/2024	330.00	
	SASSY HEIFER CLEANING LLC	217	BATHROOM CLEANING- PAVILION	100-555400-251 PARKS; PAVILION EXPENSES	12/17/2024	330.00	
Total SASSY HEIFER CLEANING LLC:						660.00	
	SCHUSTER, MARY	12242024	DEPOSIT RETURN FOR 161 RENTAL	100-233000 PARKS; FACILITY RENT DEPOSITS	12/24/2024	100.00	
Total SCHUSTER, MARY:						100.00	
Total RECREATION:						6,406.88	

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<b>TOURISM COMMISSION</b>							
	ELAN FINANCIAL SERVICES	TOURISM	GOOGLE - HOLIDAY TRAIN & GENERAL TOURISM ADS	250-511000-313 TOURISM; MARKETING/ADVERTISING	12/13/2024	658.35	
Total ELAN FINANCIAL SERVICES:						658.35	
Total TOURISM COMMISSION:						658.35	
Grand Totals:						2,699,237.94	

## Report Criteria:

Detail report.

Invoice detail records above \$0.00 included.

Paid and unpaid invoices included.