



**Common Council Meeting**  
**AMENDED 12/01/2025 @ 3:30 PM Agenda**  
**Tuesday, December 02, 2025 at 6:35 PM**

**Columbus City Hall – 105 N. Dickason Boulevard**

**Roll Call**

**Pledge of Allegiance**

**Notice of Open Meeting**

**Approval of Agenda**

**Public Comment**

**Committee Minutes for File**

1. Committee Minutes for File: Library (10/21/25), PFC (10/18/25 & 10/27/25), Recreation (10/13/25).

**Consent Agenda**

2. Committee of the Whole and Common Council Minutes of 11/18/2025.
3. Mayoral Appointment.

**Ordinances – First Reading (Final action may be taken by a motion to suspend the rules and waive the readings under City of Columbus Ordinance Sec 2-46)**

4. Consider and take action on Ordinance 811-25: An Ordinance to amend the Zoning Map of the City Code of Ordinances related to 546 Manning Street (PC 11/13/25).

**New Business**

5. Consider and take action on Resolution 14-25: Final Resolution Authorizing Public Improvements and Levying Special Assessments for 2025 street improvement project on Brookside Lane (CC 11/18/25).
6. Consider and take action on Certified Survey Map for 546 Manning Street (PC 11/13/2025).
7. Consider and take action on the City of Columbus Snow and Ice Emergency Control Policy (CoW 12/02/25).
8. Consider and take action on the Columbus Police Department assigned/take-home squad program policy (CoW 12/02/25).
9. Consider and take action to ratify the 2026 Budget for Eastern Columbia County Joint Municipal Court (CoW 12/02/25).
10. Consider and take action on Claims in the amount of \$171,580.06.

**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.

**Columbus Public Library  
Library Board Meeting  
Tuesday, October 21, 2025  
Phyllis Luchsinger Callahan Meeting Room**

**Call to Order:** Pete Kaland called the meeting to order at 5:00 p.m.

**Present:** Nora Vieau, Amanda Wakeman, Sue Salter, Jim Schieble, Trina Reid, Deb Haeffner, Shirley Berkley, Dana Pike, Merry Anderson

**Roll Call, Introduction of Visitors Public Input:**

**Approval of the Agenda:** Jim moved and Dana seconded a motion to approve the Agenda. Motion carried.

**Approval of Minutes September 16, 2025:** With a date correction, Shirley moved and Deb seconded a motion to approve the June Minutes. Motion carried.

**Reports**

**Financial Secretary's Report:** CDAR 2 renewed 10/16/25 at 4.35 %, same as previous month. SCLS account continues to increase, up \$ 8,317.28 from previous month. Dana moved and Sue seconded a motion to approve the Report. Motion carried.

**Bills:** Bills of \$5,04.09 submitted. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

**Budget Comparison:** Budget on track with 77.7 % of budget spent.

**Library Director's Report:**

CPL received a \$500 per month donation for youth services programming. We signed up 42 new patrons in September with several hundred patrons updating their information and registering for a raffle prize.

**Community Outreach:**

9/20-Helen led storytime at Sadie's Bee Orchard in Fall River.

9/27-Catherine and Helen attended Art & Author Fair.

10/31-CPL open from 4-7 p.m. for Community Trick or Treat

**Youth Services:**

9/18-Art from the Heart Club started and will meet each month for crafting and to engage in community service projects.

10/7-Nathan Barnes from the Columbus Fire Dept. joined us for Fire Safety Week. Regular children's programs have started again and include:

Weekly Storytime on Tuesdays and Wednesdays

Monthly Music & Motion

Monthly Crafternoon

Monthly Stitching Stars

Bimonthly Chess Club  
 Monthly Lego Club  
 Monthly Book Dragons Creative Writing Lab  
 Weekly Homeschool Program

The September teen afternoon featured pumpkin decorating. Patrons invited to vote on their favorite.

Adult Services:

9/18-David Rogers classical guitar performance cancelled due to gas leak. See Facilities.

10/9-Cookbook Club met with "Autumn Harvest" theme. They will meet quarterly.

10/17-Mystery authors Peggy Joque and Mary Joy Johnson

Monthly programs are growing in attendance.

Looking Ahead:

10/22-Adult Craft Night will make candles.

10/28-Afternoon screening of movie "The Lost Bus"

10/29 Book launch party for Valerie Biel

10/30-Kick-off for Wri-Mo MOJO Creative Writing Month with monthly writing workshops.

10/30-Books & Beer will discuss "I Know What You Did" by Cayce Osborne

11/4-Hooked on Books and Yarn

11/6-After Hours Book Club will discuss "The Power" by Naomi Alderman

11/13-Trivia Party

11/14-Hosting a Murder Mystery at the Annex

11/17-Romantasy Book Club will discuss "Immortal" by Sue Lynn Tan

11/20-Third Thursday Book Club will discuss "The Secret Life of Sunflowers" by Marta Molner

Meetings:

The Columbia County Finance Committee increased funding for libraries from 73% reimbursement to 76% reimbursement.

Amanda attended Mental Health First on 9/23 and 9/30 presented by Prairie Ridge Health at Faith Lutheran Church.

On October 7 Amanda presented a preliminary 2026 budget to the Columbus City Council.

Facilities:

On 9/18 the company installing fiber lines to the library for the new phones hit the gas line on the library lawn. The library was evacuated and closed early. Columbus Fire Dept. did an excellent job of keeping everyone safe and communicating during the incident.

A new bench was installed in front of the library purchased in memory of Diane Sennhenn and James Myers.

Statistics: Visits and Items Borrowed increased 3.5% and 2.2% respectively.

**Library Director's Goals:**

As noted above, Amanda presented the CPL budget to the Columbus City Council.

The bathroom grout was cleaned and sealed. Amanda worked with TAS to solve a water issue in the Annex basement. She worked with the Social Media Policy team to develop a policy for the library. CPL held a retirement party for Sue Mathwich. The new winter reading program theme will be Winter is Bearable with Books.

**President's Report:** None

**Literacy Council Report:** Merry Anderson will resign her volunteer position as coordinator and will help recruit a new coordinator to continue the Lit Council mission.

**Friends of the Library:** FOL will assess the value of continuing to participate in the Wine Walk. Seasonal timing may be an issue. For National Friends of the Library Week Culvers is hosting a fundraiser.

**Correspondence:** None

**Committee Reports:**

Ad Hoc Committee on Development invited several community members to discuss possible library addition.

Personnel Committee met to discuss City of Columbus Handbook addendum.

Ad Hoc Social Media Policy Committee reviewed media policy. Jim moved and Dana seconded a motion to approve the policy. Motion carried.

**Trustee Training:** Sue Salter presented "Bylaws-Organizing the Board for Effective Action."

Bylaws: 1. Provide "Structural Framework" Board uses to govern themselves and are connected to responsibilities and ethics. 2. Essential for making sure Board is effective, fair, trusted.

Function of Bylaws: 1. Provide structure. 2. Ensure fairness. 3. Support legal and financial responsibility. 4. Clarify roles and responsibilities. 5. Provide guide through change and conflict. 6. Keep "CPL Mission" the priority.

Sue also recommended reviewing the bylaws every year before or after the annual meeting.

**Unfinished Business:**

2026 Library Budget: As noted above, Amanda presented to the City Council.

**New Business:**

Pursuant to a request to rent the Annex garage for \$50 per month, Amanda will get additional information on the prospective tenant and also explain that this rental is subject to the same lease provisions as the current upstairs tenants. Nora moved and Deb seconded a motion to approve this action. Motion carried.

**Adjourn:** Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:20 p.m.

Next scheduled board meeting—November 18, at 5:00 p.m. in the Library.

Respectfully submitted,  
Merry Anderson, Secretary

COLUMBUS POLICE & FIRE COMMISSION  
OCTOBER 18, 2025  
Columbus City Hall  
105 N Dickason Blvd, Columbus, WI 53925

1. Meeting called to order at 8:00 am by PFC Chair Olson.
2. Roll Call: PFC members present: L. Olson, B. Lewke, A. Donahue, L. O'Donnell and R. Rule. Also present: CPC Weiner, CFC Hazeltine, Rick Manthe.
3. Chair Olson confirmed Notice of Open Meeting Compliance was posted as required.
4. Motion by Lewke second by O'Donnell to approve agenda as posted. Motion carried voice vote.
5. Motion by O'Donnell, second by Lewke to approve and place on file the minutes of 09/10/25. Motion carried voice vote.
6. New Business:
  1. CPC Weiner provided an oral report to supplement the written police department report. Weiner expects 2 candidates for the department vacancies to be ready for commission interviews October 27, 2025 at 6:00 pm.
  2. CFC Hazeltine provided an oral report to supplement the written fire department report. Hazeltine expects to have candidates for interviews for the next meeting.
  3. The meeting resumed work on the Columbus PFC By-Laws, Rules and Regulations. Manthe will incorporate comments changes and corrections and return to PFC Chair Olson.
  4. The League of Wisconsin Municipalities has a zoom presentation available November 7 for anyone interested.

The meeting adjourned at 10:00 am on a motion by Rule second by O'Donnell. The next meeting of the PFC will meet at 6:00 pm on Monday October 27, 2025, at Columbus City Hall Council Chambers. The next regular meeting of the PFC will meet at 6:00 pm on Wednesday December 3, 2025, at Columbus City Hall Council Chambers.

Anne Donahue, Secretary  
Columbus PFC,

Minutes approved on October 27, 2025

COLUMBUS POLICE & FIRE COMMISSION  
OCTOBER 27, 2025  
Columbus City Hall  
105 N Dickason Blvd, Columbus, WI 53925

1. Meeting called to order at 6:00 pm by PFC Chair Olson.
2. Roll Call: PFC members present: L. Olson, B. Lewke, A. Donahue, L. O'Donnell, and R. Rule. Also present: CPC Weiner, CFC Hazeltine, Council Liaison Maier.
3. Chair Olson confirmed Notice of Open Meeting Compliance was posted as required.
4. Motion by Rule second by Lewke to approve agenda as posted. Motion carried voice vote.
5. Motion by Rule second by O'Donnell to approve and place on file the minutes of 10/18/25. Motion carried voice vote.
6. New Business:
  1. The meeting convened to closed session per State Stats 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility on a motion by O'Donnell second by Lewke at 6:03 pm. Motion carried voice vote.
  2. The meeting reconvened to open session at 7:39 pm on a motion by O'Donnell second by Lewke. Motion carried voice vote.
  3. Motion by O'Donnell, second by Rule to approve candidate Tom Perry for readmission to the Columbus Fire Department. Motion carried voice vote.
  4. Motion by Lewke, second by O'Donnell to approve candidate Julia Knoll for the Sergeant position with the Columbus Police Department. Motion carried voice vote.
  5. Motion by O'Donnell, second by Rule to approve candidate Brandon Leipart for the entry level position with the Columbus Police Department. Motion carried voice vote.
  6. There were no Public Comments.

The meeting adjourned at 7:42 pm on a motion by O'Donnell. Second by Rule. The next meeting of the PFC will meet at 6:00 pm on Monday October 27, 2025, at Columbus City Hall Council Chambers. The next regular meeting of the PFC will meet at 6:00 pm on Wednesday December 3, 2025, at Columbus City Hall Council Chambers.

Anne Donahue, Secretary  
Columbus PFC



## Recreation Advisory Committee Meeting Minutes

Monday, October 13, 2025, at 6:30 PM

161 North Dickason Boulevard

**Roll Call** – Lawson, Carthew, Hart, Rostad, Meyers, Hoppe-Miller (late). Unexcused Voss, Agnew. Guest Councilperson Lawson.

**Determination of Quorum** - Met

**Notice of Open Meeting** - Posted

**Approval of Agenda** – Motion Hart, 2<sup>nd</sup> Lawson.

**Public Comment** - None

**Unfinished Business** - None

**Approval of Minutes** -

1. Approval of Minutes from September 8, 2025 – Motion Rostad, 2<sup>nd</sup> Lawson. Motion carried.

**New Business**

2. 2026 Budget Discussion – Went to Council. Increased revenue.
3. Freak Week Planning and Preparation – Lot of participation for every night. Partner with PTO for bonfire at 7, Trunk or Treat 4:30-6. Lots of donations. Scare crow, pet costume, Halloween decorating, safe trick or treat also planned.
4. Update on Haunted Hustle – Canceled. Plan for next year.

**Director Report**

Last week of soccer. Volleyball ended last week. Girls basketball started this week. Approached by parents for boys basketball to have ESYBL for a few grades. Basketball fundamentals. Paint and Sip art event in November. Winter activities coming up.

5. Community Center: Potential Changes for Consideration – Budget changes, things under consideration, proposals to come.

**Adjourn** – 7:19 - Motion Hart, 2<sup>nd</sup> Rostad. Motion carried.

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6. Next Meeting Monday, November 10, 2025.



## Committee of the Whole Meeting Minutes

Tuesday, November 18, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Council President Finkler called the meeting to order at 6:30pm. Members present included: Mayor Joe Hammer, Council President Molly Finkler, Alderperson Michael Lawson, Alderperson Marcus Meier, Alderperson Trina Reid, and Alderperson Ryan Rostad. Alderperson Amy Roelke was Excused.

### Notice of Open Meeting

Noted as posted.

### Approval of Agenda

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

### Public Comment

None.

### New Business

#### 1. Discussion of Ruekert-Mielke Task Order 2025-06: Fireman's Park Pavilion HVAC:

Administrator Amundson shared that this project will be headed up by Axiom who would like to put a notice out for bids. This process will establish a budget for this project. Members questioned the total cost, project timeline and budget restrictions for cost. Final numbers will not be available until Axiom gets into the design of the project. Amundson stated that if council chooses to make this project a priority for 2026, then staff can make adjustments to make it fit into the 2026 borrowing plan.

Committee members agreed to move forward to the November 18, 2025 Common Council meeting.

#### 2. Discussion of Tourism Ordinance in the City of Columbus Municipal Code:

The Tourism Commission has their own governing ordinance, and this amendment will realign the timeline of member appointments with the City committee member appointments. Alderperson Meier questioned the change date of June 1st and requested it to be amended to May 1st to coincide with other committees.

Committee Members agreed to move forward to the November 18, 2025 Common Council meeting.

### Adjourn

Motion made by Alderperson Rostad, Seconded by Alderperson Meier to adjourn at 6:36pm. Motion carried on a unanimous voice vote.

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## Common Council Public Hearing and Meeting Minutes

Tuesday, November 18, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

### Roll Call

Mayor Hammer called the Public Hearing on the Final Special Assessments for 2025 Street and Utility Improvements (Brookside Lane) and Common Council Meeting to order at 6:36pm. Members present included Mayor Joe Hammer, Council President Molly Finkler, Alderperson Michael Lawson, Alderperson Marcus Meier, Alderperson Trina Reid, and Alderperson Ryan Rostad. Alderperson Amy Roelke 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 Council President Finkler to approve the agenda. Motion carried on a unanimous voice vote.

### Public Hearing on the Final Special Assessments for 2025 Street and Utility Improvements (Brookside Lane)

#### Open Public Hearing

Mayor Hammer opened the Public Hearing at 6:37pm. asking for anyone who wished to speak about the Final Special Assessments report for the 2025 Street and Utility Improvements at Brookside Lane.

No comments were made by those in attendance.

#### Close Public Hearing

Mayor Hammer closed the Public Hearing at 6:39pm.

### Swearing in of Sergeant Knoll

Police Chief Dennis Weiner spoke briefly about newly promoted Sergeant Julia Knoll and her almost four year history with the City of Columbus, highlighting her career accomplishments thus far. In addition to several staff members, the entire City of Columbus Police force was present for the ceremony and Weiner individually introduced them to those in attendance. Clerk Caine then gave Sergeant Knoll her Oath of Office. Keipher Ballweg, Julia's boyfriend, then presented and pinned Sergeant Knoll with her new badge.

### Public Comment

None.

**Department Reports for File** included Library (10/2025), Lifestar (10/2025), and Police (10/2025).

## Consent Agenda

Motion made by Alderperson Meier, Seconded by Alderperson Reid to approve the Consent Agenda which included the 2026 Budget Public Hearing and Common Council Meeting Minutes from 11/04/2025 and the Street Closing Application for Columbus Christmas House at 137 N. Birdsey Street, December 6, 2025.

## New Business

### 6. Consider and take action on Final Special Assessments Report for 2025 Street and Utility Improvements - Brookside Lane (PH 11/18/25):

Motion made by Alderperson Meier, Seconded by Alderperson Lawson to approve the Final Special Assessments Report for the 2025 Street and Utility Improvements - Brookside Lane. City Engineer Jason Leitha with Ruekert-Mielke shared the Final Special Assessment Report for the 2025 Street and Utility Improvements - Brookside Lane with council. Leitha stated that this was a very successful project which actually came in under the expected projected cost. Motion carried on a unanimous voice vote.

### 7. Consider and take action on Minor Land Division 2025-1004 in Extra Territorial Zone, Town of Elba – Roberts:

Motion made by Alderperson Lawson, Seconded by Alderperson Rostad to approve the Dodge County Minor Land Division 2025-1004 in the Extra Territorial Zone located in the Town of Elba, Dodge County. Motion carried on a unanimous voice vote.

### 8. Consider and take action on Ruekert-Mielke Task Order 2025-06: Fireman's Park Pavilion HVAC (CoW 11/18/25):

Motion made by Alderperson Rostad, Seconded by Alderperson Reid to approve the Ruekert-Mielke Task Order 2025-06: Fireman's Park Pavilion HVAC. Motion carried on a 5-0 Roll Call vote. Voting Yea: Council President Finkler, Alderperson Lawson, Alderperson Meier, Alderperson Reid, and Alderperson Rostad.

### 9. Consider and take action on Tourism Ordinance, Sec. 2-381 of the City of Columbus Municipal Code (CoW 11/18/25):

Motion made by Alderperson Meier, Seconded by Council President Finkler to adopt the Tourism Ordinance update to Sec. 2-381 in the City of Columbus Municipal code with the edit to the Tourism members annual start date to coincide with the other City Committees. Motion carried on a unanimous voice vote.

### 10. Consider and take action on Claims in the amount of \$1,137,484.03:

Motion made by Council President Finkler, Seconded by Alderperson Rostad to approve the claims in the amount of \$1,137,484.03. Motion carried on a 5-0 Roll Call vote. Voting Yea: Council President Finkler, Alderperson Lawson, Alderperson Meier, Alderperson Reid, and Alderperson Rostad.

## Report of City Officers – City Administrator, Mayor

Amundson reminded everyone that the Annual Tree Lighting will take place on Saturday, November 29th beginning at 7:00pm with the Sparkle in the Park officially starting at 8:00pm. There will be a

Public Information meeting on Tuesday, December 9, 2025 in City Hall regarding the 2025 W. School Street Reconstruction Project. The Public Safety Building team has begun meeting and having

preliminary discussions about design ideas, needs and wants. Amundson also congratulated the Columbus High School Football Team on their successful season and feels they are great ambassadors of our community.

Mayor Hammer also congratulated the Columbus High School Football Team on their season and wished everyone a successful deer hunt and a blessed and Happy Thanksgiving!

### **Adjourn**

Motion made by Council President Finkler, Seconded by Alderperson Rostad to adjourn at 6:58pm. 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.

Respectfully Submitted by

Susan L. Caine, Clerk



## Agenda Item Report

**Meeting Type:** Common Council Meeting

**Meeting Date:** December 2, 2025

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**Item Title:** Mayoral Appointment

**Submitted By:** Joe Hammer, Mayor

**Detailed Description of Subject Matter:** Mayor Hammer would like to recommend the following appointment:

Henry Elling – Community Development Authority (CDA)

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

**Action Requested of Council:** Consideration of presented appointment.



## Agenda Item Report

**Meeting Type:** City Council

**Meeting Date:** December 2, 2025

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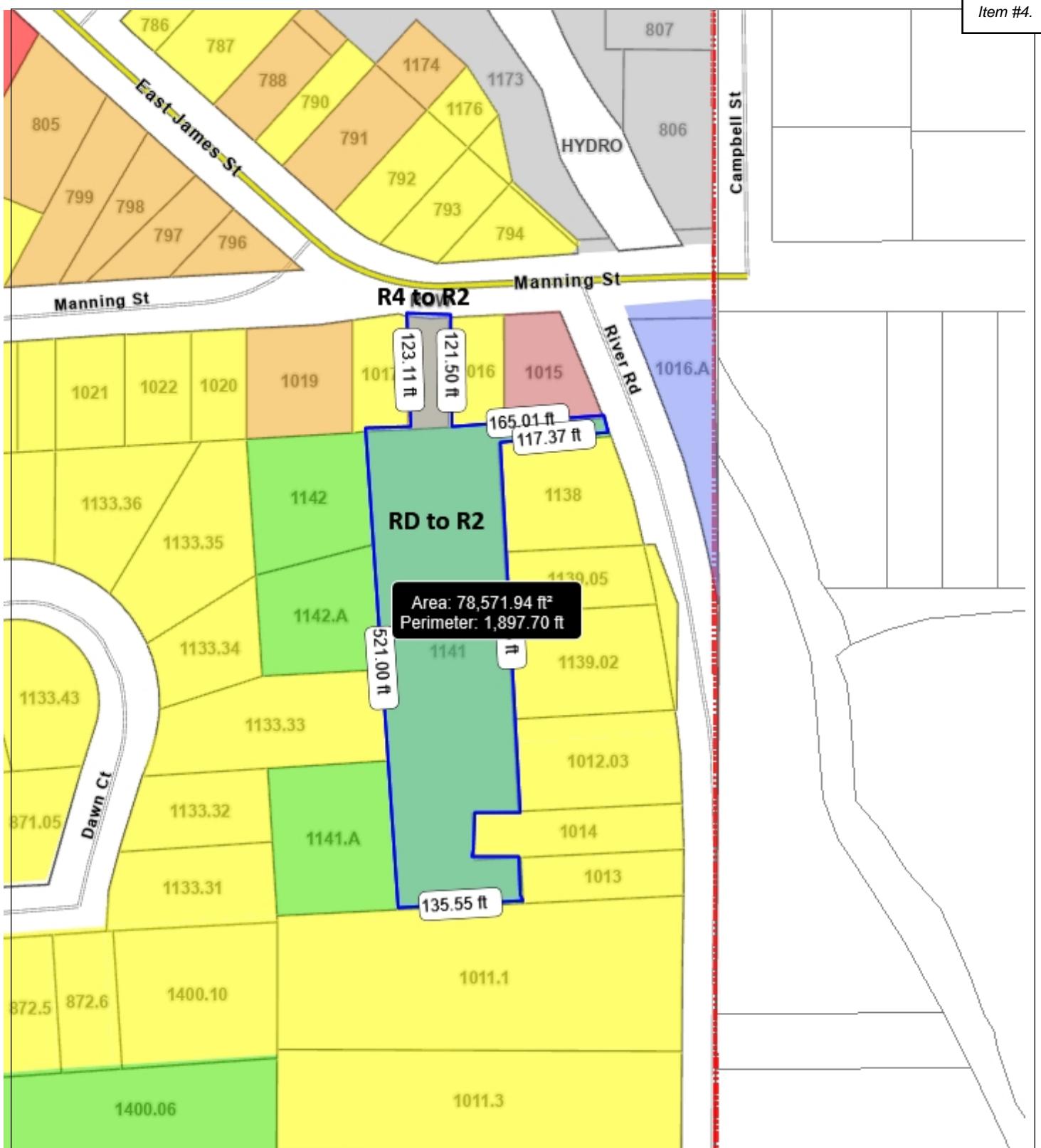
**Item Title:** Zoning Map Amendment for 546 Manning Street – Chris Roelke  
**Submitted By:** Mike Kornmann, Director of Community and Economic Development

**Detailed Description of Subject Matter:** The application for a zoning map amendment is part of another request to combine two parcels via a certified survey map. The applicant, for various reasons, would like to combine both lots. The City has an ordinance that requires that any one parcel can only have one zoning district. Currently, the two parcels are zoned Residential 4 (R4) and RD – Rural Development. The applicant is requesting R2 for both parcels. The Comprehensive plan recommends single family residential land uses for these two properties and would be consistent with the comprehensive plan. The majority of the adjacent properties are also zoned R2.

**List all Supporting Documentation Attached:**

- Zoning Map
- Zoning Map Amendment Ordinance

**Action Requested of Council:** Approve the zoning map amendment



**Zoning Change from R4/RD to R2-Roelke**  
City of Columbus

**DISCLAIMER:**

This map is not a survey of the actual boundary of any property this map depicts.

The City of Columbus does not guarantee the accuracy of the material contained here in and is not responsible for any misuse or misrepresentation of this information or its derivatives.



**City Of Columbus**  
105 N Dickason Blvd  
Columbus, WI 53925  
920-623-5900



SCALE: 1 = 148'

Print Date: 11/4/2025

## CITY OF COLUMBUS

### ORDINANCE 811-25

#### 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 parcel 11211-1018 and E 1/2 of Outlot 74, Columbus Outlots (546 Manning St.);
2. And also the property currently described as parcel 11211-1141 and W 316.95 FT of Outline 72 and A.O Lots 147, 151 and 152
3. The Plan Commission held a public hearing on November 13, 2025 and recommended approval of the zoning map amendment.
4. Specifically, parcels 11211-1141 and 11211-1018 are to be amended to zoning district Residential 2 (R2).
5. The City Council directs the Zoning Administrator to update the city zoning map accordingly.
6. **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 2<sup>nd</sup> day of December, 2025.

## CITY OF COLUMBUS

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

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

## **RESOLUTION NO. 14-25**

### **FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTIES**

**WHEREAS**, a preliminary Resolution declaring intent to levy special assessments under municipal police powers pursuant to §66.0703, Stats., was approved at the January 21, 2025, meeting of the City of Columbus Common Council; and

**WHEREAS**, the preliminary assessment report was filed by the City Engineer with the City Clerk, and the City Clerk prepared a notice stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment district, including a small map, the place and time at which the report may be inspected and the place and time at which all interested persons or their agents or attorneys may appear before the City Council and be heard concerning the matters contained in the preliminary resolution and the report. This notice was published as a Class 1 Notice under Chapter 985 of the Wisconsin Statutes and a copy of the notice was mailed at least 10 days before the public hearing to every interested person; and

**WHEREAS**, the Columbus Common Council held a public hearing regarding the preliminary assessment report on June 17, 2025; and

**WHEREAS**, the Columbus Common Council has reviewed the final report of the City Engineer, has directed the City Engineer to modify certain plans and specifications and certain provisions of the preliminary assessment report to accomplish a fair and equitable assessment.

**NOW, THEREFORE**, the City of Columbus, Columbia County, Wisconsin, by its Common Council, does hereby resolve as follows:

1. The draft Final Assessment report dated October 16, 2025, as amended by the terms of this Resolution, is now adopted and approved as the Final Assessment Report of City Engineer, Ruekert & Mielke Inc. A copy of the Final Assessment Report is attached hereto and incorporated herein.
2. Payment for the improvements set forth in the attached report shall be made by assessing the cost of the improvements to the properties benefitted as set forth in the attached report.
3. Assessments shown on the report represent an exercise of the police powers of the City of Columbus and have been determined on a reasonable basis and are hereby confirmed.
4. Upon receipt of the final notice of assessment, any owner of a benefited property may pay the assessment in full, without interest, if paid to the City Treasurer prior to November 1, 2026. In the alternative, upon receipt of the final notice of assessment, the owner of a benefitted property may determine it is in its best interest to make payments on an installment basis. If a benefitted property owner chooses to make payments on an installment basis, the payments shall be divided into equal installment payments and paid pursuant to the repayment schedule as follows:

<b>Range of Assessment</b>	<b>Term of Repayment</b>
\$1.00 - \$2,000.99	5 years
\$2,001.00 - \$6,999.99	10 years
\$7,000.00 - \$9,999.99	15 years
\$10,000.00 and over	20 years

The interest rate for the repayment of special assessments paid on an installment basis shall be the net interest rate of the bond issued for the project plus 1%. Installment payments shall be due by November 1 of each year. If not received by November 1, the amount due shall be placed on the next tax roll for collection. If a benefitted property owner chooses an installment repayment plan as set forth above, the owner may still pay the assessment in advance without penalty.

5. The Municipal Clerk shall publish this resolution as a Class 1 Notice under Chapter 985 of the Wisconsin Statutes in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefitted property to every property owner within the assessment district whose name appears on the

assessment roll whose post office address is known or can, with reasonable diligence, be ascertained.

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

**CITY OF COLUMBUS**

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

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

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



## Agenda Item Report

**Meeting Type: City Council**

**Meeting Date: December 2, 2025**

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**Item Title:** Certified Survey Map – 546 Manning Street

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

**Detailed Description of Subject Matter:** This CSM was first reviewed before the plan commission in 2022 and was postponed until a rezone was completed. The previous item on the agenda was the rezone. This CSM can be approved if the rezone was approved.

**List all Supporting Documentation Attached:**

- Certified Survey Map

**Action Requested of Council:** Approve CSM if zoning map amendment was approved.



As prepared by:

**G & A GROTHMAN**  
& ASSOCIATES S.C.  
PROFESSIONAL SERVICES

623 EAST SILVER STREET, P.O. BOX 373 PORTAGE, WI 53901  
PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 644-8877  
FAX: (608) 742-0434 E-MAIL: surveying@grothman.com  
(RED LOGO REPRESENTS THE ORIGINAL MAP)

**G & A FILE NO. 1221-757**

DRAFTED BY: L DEBOER  
CHECKED BY: SPH  
PROJ. 1112-483  
DWG. 1221-757 SHEET 2 OF 4

SEAL:

WISCONSIN  
SCOTT CO.  
HENRY  
S-1229  
PORTAGE  
WISCONSIN  
LAND SURVEYOR  
5-3-22

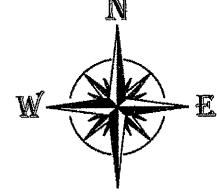
**COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
**GENERAL LOCATION**

**BEING PART OF OUTLOTS 72 AND 74, COLUMBUS OUTLOTS AND PART OF OUTLOTS 147, 151 AND 152, UNRECORDED ASSESSORS PLAT, LOCATED IN THE NE1/4 OF THE SE1/4, SECTION 13, T. 10 N. R. 12 E., CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.**

NOTE: THE PURPOSE OF THIS SURVEY IS TO COMBINE 2 PARCELS INTO A SINGLE LOT.

SCALE: 1" = 30'

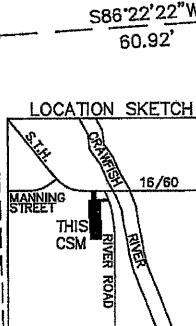
16" & "60"



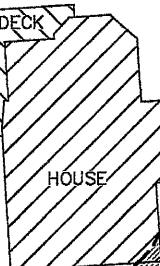
STH.

(R/W VARIES)

MANNING



OUTLOT 74  
BY OTHERS



STREET

N86°22'22"E

60.92'

S86°22'22"W  
60.92'

N01°28'33"W

121.85'

PARCEL 11211-1015

OUTLOT 74

GARAGE

60.00'

(S89°51'30"E)  
N86°35'32"E

38.09'

N07°34'29"W

319.10'

BARN

ASSESSORS

OUTLOT 152

LOT 1

86,167 SQ. FT.

1.98 ACRES

OUTLOT 73  
BY OTHERS

P.O.S.  
(1112-483)

OUTLOT 73  
BY OTHERS

P.O.S.  
(1112-483)

(S89°51'30"E)  
N86°35'32"E

163.95'

ASSESSORS  
OUTLOT 147

(120.00') 119.79'  
(120.03') 119.79'

S86°30'48"W  
(S89°51'30"E)

2.8

514.66'

502°21'00"E

P.O.S.

OWNER/CLIENT: CHRIS W. AND APRIL ROELKE  
546 MANNING STREET  
COLUMBUS, WI 53925

As prepared by:	
<b>GA GROTHMAN</b> <b>&amp; ASSOCIATES S.C.</b> PROFESSIONAL SERVICES 625 EAST SUPER STREET, P.O. BOX 373 PORTAGE, WI 53901 PHONE: PORTAGE: (608) 742-7788 SAUK: (608) 844-8577 FAX: (608) 742-0434 E-MAIL: surveying@grothman.com (RED LOGO REPRESENTS THE ORIGINAL MAP)	
G & A FILE NO. <u>1221-757</u>	
DRAFTED BY: <u>L. DEBOER</u>	
CHECKED BY: <u>SPH</u>	
PROJ. <u>1112-483</u>	
DWG. <u>1221-757</u>	SHEET <u>3</u> OF <u>4</u>



**COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
**GENERAL LOCATION**

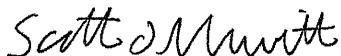
**BEING PART OF OUTLOTS 72 AND 74, COLUMBUS OUTLOTS AND PART OF OUTLOTS 147, 151 AND 152,  
 UNRECORDED ASSESSORS PLAT, LOCATED IN THE NE1/4 OF THE SE1/4, SECTION 13, T. 10 N, R. 12 E,  
 CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.**

**SURVEYOR'S CERTIFICATE**

I, SCOTT P. HEWITT, Professional Land Surveyor, do hereby certify that by the order of **Chris W. and April Roelke**, I have surveyed, monumented, mapped and combined a part of Outlots 72 and 74, Columbus Outlots and a part of Outlots 147, 151 and 152, Unrecorded Assessors Plat located in the Northeast Quarter of the Southeast Quarter of Section 13, Town 10 North, Range 12 East, City of Columbus, Columbia County, Wisconsin, described as follows:

Commencing at the East Quarter corner of said Section 13;  
 thence South 00°17'21" West along the East line of the Southeast Quarter, 691.88 feet to the Southeast corner of Outlot 72, Columbus Outlots;  
 thence South 88°52'47" West along the South line of Outlot 72, 200.09 feet to the Southwest corner of lands described and recorded in Document No. 891045 and the point of beginning;  
 thence continuing South 88°52'47" West along the South line of Outlot 72, 140.61 feet to the Southeast corner of lands described and recorded in Document No. 934762;  
 thence North 04°24'51" West along the East line of lands described and recorded in Document No. 934762 and the Northerly extension thereof, 205.24 feet to the Southeast corner of Outlot 153, Unrecorded Assessors Plat;  
 thence North 02°34'29" West along the East line of said Outlot 153 and the West line of lands described and recorded in Document No. 857346, 319.10 feet to the Northeast corner of Outlot 153 and being the South line of Outlot 74, Columbus Outlots;  
 thence North 86°35'32" East along the South line of Outlot 74, Columbus Outlots, 38.09 feet;  
 thence North 01°28'33" West, 121.85 feet to the South right-of-way line of State Trunk Highway 16 and 60;  
 thence North 86°22'22" East along said right-of-way line, 60.92 feet to the Northeast corner of said Outlot 74;  
 thence South 01°02'58" East along the East line of Outlot 74, 122.12 feet to the Southeast corner thereof;  
 thence North 86°35'32" East along the South line of Outlot 73, Columbus Outlots, 163.95 feet to the West right-of-way line of River Road;  
 thence South 22°25'57" East along the West right-of-way line of River Road, 16.00 feet to the Northeast corner of Outlot 148, Unrecorded Assessors Plat;  
 thence South 86°30'48" West along the North line of said Outlot 148, 119.79 feet to the Northwest corner thereof;  
 thence South 02°31'00" East along the West line of Lots 1 and 2, Certified Survey Map, No. 5260 and the Northerly and Southerly extensions thereof, 514.66 feet to the point of beginning.  
 Containing 86,167 square feet (1.98 acres), more or less. Being subject to servitudes and easements of use or record if any.

I DO FURTHER CERTIFY that this is a true and correct representation of the boundaries of the land surveyed and that I have fully complied with the Provisions of Chapter 236.34 of the Wisconsin State Statutes and the City of Columbus Subdivision Ordinances in surveying and mapping the same to the best of my knowledge and belief.



**SCOTT P. HEWITT**  
 Professional Land Surveyor, No. 2229  
 Dated: March 31, 2022  
 File No.: 1221-757

**OWNER/CLIENT:** CHRIS W. AND APRIL ROELKE  
 546 MANNING STREET  
 COLUMBUS, WI 53925

As prepared by:	
<b>G A GROTHMAN</b> <b>&amp; ASSOCIATES S.C.</b> PROFESSIONAL SERVICES 625 EAST SLIFER STREET, P.O. BOX 373 PORTAGE, WI 53901 PHONE: PORTAGE: (608) 742-7785 SAUK: (608) 644-8877 FAX: (608) 742-0434 E-MAIL: <a href="mailto:surveying@grothman.com">surveying@grothman.com</a> (RED LOGO REPRESENTS THE ORIGINAL MAP)	
<b>G &amp; A FILE NO. 1221-757</b>  DRAFTED BY: <u>L. DEBOER</u> CHECKED BY: <u>SPH</u> PROJ. <u>1112-483</u> DWG. <u>1221-757</u> SHEET <u>4</u> OF <u>4</u>	
SEAL:	 <p>WISCONSIN SCOTT P. HENN SARAH PORTAGE WISCONSIN LAND SURVEYOR 3-31-22</p>

**COLUMBIA COUNTY CERTIFIED SURVEY MAP NO. \_\_\_\_\_**  
**GENERAL LOCATION**

**BEING PART OF OUTLOTS 72 AND 74, COLUMBUS OUTLOTS AND PART OF OUTLOTS 147, 151 AND 152,  
 UNRECORDED ASSESSORS PLAT, LOCATED IN THE NE1/4 OF THE SE1/4, SECTION 13, T. 10 N, R. 12 E,  
 CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN.**

**CITY of COLUMBUS APPROVAL CERTIFICATE**

This Certified Survey Map is approved for recording by the City of Columbus, Columbia County, Wisconsin.

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Date

I HEREBY CERTIFY that the certified survey map is approved by the City of Columbus, Wisconsin, this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.  
 \_\_\_\_\_

\_\_\_\_\_  
 City Clerk

\_\_\_\_\_  
 Date

**OWNER/CLIENT:** CHRIS W. AND APRIL ROELKE  
 546 MANNING STREET  
 COLUMBUS, WI 53925



# CITY OF COLUMBUS, WI

## DEPARTMENT OF PUBLIC WORKS

FROM: DUANE MILLARD

DPW APPROVAL: 11/18/2025

DATE: NOVEMBER 11, 2025

C.C. APPROVAL: 11/18/2025

SUBJECT: SNOW AND ICE EMERGENCY CONTROL POLICY

### Table of Contents:

1. Goal
2. Jurisdictional Responsibilities
3. Snowplow Crew Availability
4. Training
5. Equipment
6. Equipment Maintenance and Safety
7. Weather Monitoring
8. Snow Emergency
9. Emergency Response Support
10. Salt Application
11. Snow Plowing
12. Snow Removal
13. Depositing Snow in Street
14. Refuse / Recycling Carts in Street
15. Fire Hydrants
16. Stranded Vehicles
17. Damage to Items in the Right-of-Way

### Appendices:

- A. Pre-Season Actions and Discussion Topics
- B. Equipment Available
- C. Equipment Checklist & Driver Responsibility
- D. Snowplow Meeting
- E. On-Call List
- F. Map of Plow / Salt Routes
- G. Post-Season Actions and Discussion Topics

## **1. Goal**

Snow and ice control on roadways and public property is an essential municipal service necessary for public safety, and commercial and personal mobility. The City's goal is to keep the City's roads and municipal parking lots passable during and after periods of snow or ice accumulation at minimal cost. This can be accomplished by the judicious use of mechanical and chemical means under the jurisdiction of the Public Works Department.

It is not the City's goal that bare pavement will be achieved immediately after each snowfall or ice storm. Motorists will be expected to modify their driving practices in accordance with the road conditions as they exist.

Since weather conditions constantly change, it is impractical to establish one method for controlling snow and ice. Procedures set forth in this policy are intended as guidelines and are not intended to limit the exercise of discretion and judgment on the part of officials and employees who are charged with responding to winter weather conditions.

## **2. Jurisdictional Responsibilities**

DPW Street Crews salt and plow city roads and municipal parking lots, State and County highways within the city limits, while Columbia County Highway Department salts and plows State and County highways outside the City of Columbus limits.

## **3. Snowplow Crew Availability**

If a crew member is unavailable to report for duty due to a vacation, illness, funeral leave or other valid reason, or if the snow event last for 24 hours or longer, the DPW Maintenance I Worker will assign salting and plowing duties to other crew members to maintain coverage, or if necessary, will request that the Director of Public Works to seek the assistance of qualified personnel from other departments.

- Members from the Wastewater Plant will assist DPW when there is a personnel shortage for a snow emergency, based on need.
  - Wastewater Plant employees will assist during off hours, then return to their normal duties at the Wastewater Plant by 8:00a if possible. DPW will try to limit the total hours of snow removal to four (4).
- Members from the Columbus Utilities will assist DPW when there is a personnel shortage for a snow emergency, based on need.
  - Utility employees will assist during off hours, then returning to their normal duties at the Columbus Utilities by 8:00a if possible. DPW will try to limit the total hours of snow removal to four (4).

## **4. Training**

The Director of Public Works will schedule an annual training session for all plow operators to review equipment and operating procedures for snow plowing and salting. The training session will normally be conducted in early December, shortly after vehicles have been set up for winter operations.

## **5. Equipment**

City equipment available for snow and ice control operations is described in Appendix B.

Calibration of salt spreaders and other equipment is essential for efficient salt use – eliminating unsafe roads from lack of salt, costly waste from excessive use, and environmental problems from overuse. Because individual spreaders can vary widely in how much salt they apply even at the same control setting, and because spreaders operate in harsh conditions, spreaders need to be checked and calibrated every year. The DPW Maintenance I Worker and each driver will calibrate their spreaders early each winter season, using the procedure provided by the manufacturer. Calibration results will be kept on file.

## **6. Equipment Maintenance and Safety**

Regular maintenance and safety checks of the equipment are the prime responsibility of each crew member. Each crew member is expected to:

- a. Check all equipment before each use (see Appendix C). Verify that lights, brakes, wipers, tires, exhaust system, plows, spreaders, brooms and augers are all safe and in good working condition.
- b. Report any mechanical issue to the Director of Public Works for immediate repairs if necessary.
- c. Load salt into trucks prior to use, to avoid unnecessary loading of the springs and to minimize the duration of salt contact with the vehicle. Make sure any salt spilled on the pavement during loading is pushed back into the shed.
- d. Unload unused salt from equipment after each snow event, including vibrating and scraping out as much rock salt as can be placed back into the salt shed for reuse. Following removal of all reusable salt, thoroughly wash equipment to remove as much residual salt as possible.
- e. Monitor the health and alertness of yourself and other drivers. If a driver notices themselves becoming inattentive due to being overly tired or ill, they should notify the Maintenance I Worker or Director of Public Works immediately.

Crew members are expected to report to the Police any vehicle crash, so that a police officer and EMS personnel can respond quickly.

Crew members are expected to communicate with safety in mind, with radio use preferred over cell phone use, and to stop their vehicle when feasible for communications that could distract from attentive driving.

## **7. Weather Monitoring**

The Maintenance I Worker and On-Call Employee will monitor road conditions and weather forecasts and will be responsible for initiating snow and ice control operations. Current conditions and short-range forecasts will be used to anticipate the need for plowing and application of road salt or abrasive material. The Police Department may assist by providing timely information on local conditions, particularly outside of normal work hours. It remains the responsibility of the Maintenance I Worker and On-Call Employee to observe road conditions, consider the timing, duration, amount, rate and type of predicted snowfall, monitor air and pavement temperatures

and the dew point, and consider wind conditions to aid in determining the appropriate snow removal and ice control measures to be implemented.

Before leaving work, the Maintenance I Worker will notify the Police of plans to plow or salt that evening and will notify the Police again when salting or plowing is finished.

## **8. Snow Emergency**

The Director of Public Works, or designee, is hereby authorized to declare a snow emergency in advance of forecasted heavy snow or blizzard like conditions. The amounts of snow fallen will be “based on the weather forecast” provided by the National Weather Service at [nws.milwaukee@noaa.gov](mailto:nws.milwaukee@noaa.gov)

When a snow emergency is declared, the City’s Information Officer, will notify the public of the snow emergency declaration by:

- Posting a notice on the City’s web site, including display of an emergency banner message.
- Emails/Texts notifications will also be pushed out to those who have signed up for those notifications.

The public will be notified of the end of the emergency through the same measures noted above.

- The duration of each snow emergency will be based on the expected length the severe weather forecasted by the National Weather Service.

The National Weather Service will be used as the weather forecast source. An example of the City’s website posting is as follows:

### **Snow Emergency Declaration Template (Example Only)**

December 19, 2024. The National Weather Service has issued a winter storm watch for Columbus, WI., and surrounding areas. Snow is expected from Thursday morning through Friday morning. The potential snowfall accumulations for the Columbus area are currently forecasted at 3"-6" with hazardous conditions for the morning and evening commutes.

“As per the National Weather Service and its forecast – The City of Columbus has declared a Snow Emergency.” All residents should remove their vehicles from all city streets prior to the start of this event. Parking restrictions on city streets, alleys, and parking lots as per ordinance will be enforced starting at 12:00PM Thursday, December 19<sup>th</sup>, 2024, and will be enforced until Snow Emergency is complete (48 hours) or has been rescinded. For the safety of traffic and snow removal operations, the City of Columbus requires all residents to remove all vehicles from all city streets starting by 12:00PM Thursday, December 19, 2024

During a snow emergency, it shall be unlawful to:

- Park any vehicle on any public street or alley in the downtown area of the city between the hours of 12:00 midnight and 6:00 a.m. after a snow emergency is declared. For purposes of the section, “downtown district” is defined as follows:
  - James Street from Dickason Blvd. To Water Street
  - Ludington Street from Mill Street to Harrison Street
  - Dickason Blvd. from James Street to Church Street
  - Mill Street from S. Ludington Street to S. Spring Street; and
  - Harrison Street from S. Water Street to S. Dickason Blvd.

- Park any vehicle on any public street or alley in the remainder of the city at any time after a snow emergency is declared and until after the snow emergency is lifted. This applies to all parking spaces within the limits of the City, except for eight (8) designated angle parking spots on Dickason Blvd. to accommodate Amtrak overflow parking from November 15 through January 15.

For all parking lots owned by the city, beginning at midnight of November 30<sup>th</sup> through midnight of March 31<sup>st</sup>, alternate side parking rules shall apply in that on odd days vehicles are to be parked in odd rows and on even days vehicles are to be parked in even rows. The date after midnight shall determine if parking should be in odd or even rows.

## **9. Emergency Response Support**

If a Police Officer, EMS or Fire response is required during plowing operations, and roads are not yet passable, the emergency responder should notify the listed On-Call employee who will dispatch the plow closest to the location to ensure that the emergency response vehicle is able to travel roads as needed.

## **10. Salt Application**

Sodium Chloride (salt) will be used as both an anti-icing and deicing agent on City streets. When weather conditions and timing are favorable, the City will typically apply liquid salt brine to streets in advance of snow events to prevent the snow from bonding to the pavement (see Appendix F Maps of City Snow/Salt Routes). In other weather conditions, the City will typically apply pre-wetted rock salt early in the storm event. Dry rock salt may be spread if the pavement surface is already wet, and temperatures are not expected to cause refreezing. Deicing operations will typically begin when streets and/or bridges become slippery.

Because salt's effectiveness is directly related to pavement temperatures, salt will usually be applied when pavement temperatures are expected to remain at or above 15°F.

The truck/equipment operators may modify the application rates based on field conditions and may selectively apply salt to problem areas after snow plowing.

In rare cases, sand maybe spread where salting is ineffective in controlling slippery road conditions.

It is important to apply the proper amount of salt to address the specific weather conditions and make roads operational, but the City will limit salt use to prevent costly waste from excessive application and environmental problems. Because melting action spreads across pavement to lower areas, salt should be applied at the center of roadway. Salt will be applied primarily on:

- Main roads and connector streets
- Bridges
- Steeper ingress/egress grades at intersections

Low volume residential streets without grade problems will not routinely be salted.

The "On Call Employee" will maintain a record of all salt and brine used during each event. The inventory form will be kept on file at DPW office and will be made available to WisDOT or their authorized inspection representative upon request.

## **11. Snow Plowing**

Each week from late November to late March, DPW will assign a different employee to be the “ON Call” person for a predetermined week (See Appendix – E). That employee will be given the “On Call” phone which will be used to receive calls from the City Police Department or Director of Public works to notify other DPW employees of snow events, and snow plowing responsibilities and assignments.

Plowing will consist of pushing snow to the sides of streets, clearing them as near to the curbs as practical without the plow hitting the curbs or mailboxes (generally about 1'-2' from the curb face). In normal plowing operations, snow and ice will be deposited along the full length of the streets, including across driveways and sidewalk curb ramp openings.

DPW plow crews will “drop plow” after an accumulation of 1-1/2” of snow, unless drifting is occurring.

Plow drivers are expected to drive only as fast as necessary to accomplish the task of removing snow from the street. The speed of the truck necessary to achieve that goal is directly related to the following factors: (1) the volume of snow on the street; (2) the consistency of the snow; and (3) the height of the snowbank on the side of the street. The plow truck must travel fast enough to keep forward momentum and to throw heavier and/or deeper snow over higher banks. It is the City’s goal that snow cleared from the street will be deposited largely in terrace areas, with minimal deposition of snow on sidewalks.

City snow plowing operations will generally be prioritized as follows:

1. Plow roads. In the interest of public safety, more heavily trafficked streets will receive a higher level of snow and ice control service than streets with lower traffic volumes. Priority of street plowing will generally follow:
  - a. Main roads and collector streets (see map in Appendix F). These streets carry higher traffic volumes and are the primary routes used by police, EMS and fire vehicles to respond to emergencies. It is the goal of the city for these streets to be kept open for travel at all times and to be cleared to bare pavement as feasible.
  - b. Local streets and in school zones. It is the goal of the city for school zones to be kept open for travel when District school buses will be running.
  - c. All other local streets. For operating efficiency, some local streets may be plowed at the same time as main roads and collector streets while equipment is in the area. It is the goal of the city for local streets to open to traffic within 12 hours after a snow event. It is not the goal of the city that these streets be cleared to bare pavement.
  - d. Cul-de-sacs and public alley. It is the goal of the city for these streets and alley to open to traffic within 12 hours after a snow event. It is not the goal of the city that these streets be cleared to bare pavement.
2. Plow municipal parking lots. Lots will typically be plowed at night or early in the morning, as it is often difficult to plow parking lots in the daytime.

## **12. Snow Removal**

Over the course of winter, snow piles may accumulate at intersections and in municipal parking lots. Snow will periodically be removed to improve intersection sight distance and provide for more parking. Snow pile removal will generally be prioritized as follows:

1. Remove snow piles from intersection corners to restore sight lines. The following criteria will be considered in prioritizing snow removal at intersections:
  - Geometrics of the intersection (hills, curves, etc.)
  - Traffic control at the intersection (signals, stop signs, uncontrolled)
  - Volume of traffic at the intersection
2. Remove snow piles from City parking lots.

The snow dump site is the Kiwanis Park parking lot located on E. School St.

## **13. Depositing Snow in Street**

It is a violation of City Ordinance 758-21, Section 86-227 for anybody to clear snow from his premises onto any street in the city.

## **14. Refuse / Recycling Carts in Street**

Carts placed in the street require solid waste collection vehicles to operate further away from the curb lines, which creates a conflict with through traffic. Carts in the street also do not allow snow to be cleared to the fullest extent of streets for safe passage of traffic, including school buses and emergency vehicles. Carts should be placed in the driveway opening or an area cleared of snow on the grass terrace area between the sidewalk and street. Damage to carts placed in the street is the responsibility of the property owner.

## **15. Fire Hydrants**

During a snow plowing operation, snow will be deposited on and around fire hydrants. A 36" clear space shall be maintained around the fire hydrants, and it is the responsibility of the adjacent property owner to clear snow from around hydrants.

## **16. Stranded Vehicles**

Snowplow operators will not tow or push stranded vehicles unless directed to do so by the Police Department in case of an emergency. Snowplow operators may not provide rides for stranded drivers but are encouraged to contact the Police for assistance.

## **17. Damage to Items in the Right-of-Way**

Items installed within any City right-of-way may be subject to damage from snowplows. Per City policy, property owners may be compensated for damage to mailboxes if they were properly installed so as not to project forward of the curb, were well maintained, and were directly struck by City equipment (not, for instance, damaged by the weight of snow or ice coming off a plow blade).

## Appendix A

### Pre-Season Actions and Discussion

#### September

- Review of policy by DPW Staff
- Review salt and plow route maps. Verify new roads, lots and sidewalks are shown
- Route drivers check all manholes, culvert markers, branches, mailboxes, signs, hazards, etc.
- Trim hazard trees

#### October

- Update equipment list in Appendix B
- Inspect equipment/trucks (see Appendix C) and write up any necessary maintenance needs
- Test brine tanks and sprayers
- Order new blades and curb guards if needed.

#### November

- Confirm drivers have valid CDL licenses
- Fit trucks with spreaders

#### December

- Calibrate spreaders and file calibration sheets
- Winter operations training session for all plow operators:
  - Review of call-in procedure
  - Salt application rates (effective and efficient)
  - Truck fueling / washing / waxing expectations
  - No salt stored in trucks
  - Review of drowsy driving information
  - Review inattentive driving / no cell phone use while moving / limit radio use
  - Plowing speeds
  - Traffic laws
  - Stop at least 100' from approaching vehicles on narrow streets
  - Report individuals / contractors putting snow out onto streets
  - Report mailbox damage
  - Determination of major snow event and review of goals

## Appendix B

### Equipment Available

#### **DPW Vehicle/Equipment Description & Attachments**

#04 – 2006 International 7400

- Front Plow
- Wing
- Salter
- Brine Tank

#06 – 2019 Case 521 F End Loader

- Front Plow
- Wing
- Bucket

#07 – 2003 International 7400

- Front Plow

#08 – 2018 4700 SB Wester Star Tandem

- Front Plow
- Wing
- Salter
- Brine Tank

#09 – 2009 Sterling Dump Truck L7500

- Front Plow

#14 – 2018 Polaris UTV

- Front Plow
- Brine Tank

#16 – Bobcat Tool-Cat

- Snow Blower
- Broom
- Bucket
- Salter

#23 – 1994 Case Front End Loader 621 B

- Bucket

#24 – Bobcat Skid Steer

- Bucket
- Rage Cage

#37 – 2019 Ford F250

- Front Plow
- Salter

#47 – 4700 SB Wester Star Single Axle

- Front Plow
- Wing
- Salter
- Brine Tank

#1504 – John Deere Tractor

- Broom
- Snow Blower
- Salter

## Appendix C

### Equipment Checklist & Driver Responsibilities

**Pre-Trip – before snow:**

- Fuel truck
- Fill brine tanks
- Check hydraulic couplers
- Check plow hook-up
- Check lights – yellow and regular
- Check tires
- Check wipers
- Check for leaks – address right away if issues found
- Check all bolts & nuts – including main pivot bolt on plow

**Post-Trip – after snow:**

- Check plow & bolts, hydraulics – repair as needed
- Check main pivot bolt on plow
- Wash vehicle – inside and out
- Report any damage
- Grease vehicle and plow
- Check for leaks – address as needed if issues found
- Fuel truck

Truck # \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

***Note any equipment problems on the back of sheet and report those problems to the Director of Public Works for the necessary repairs.***

## Appendix D

### Snow Plow

### Meeting

#### **2025/2026 Snowplow Meeting**

##### **1. On-Call Schedule**

- Go over schedule and discuss conflicts
- Who does the call out
- Who makes the call to have everyone come in after hours

##### **2. Plow Routes**

- Assigned routes
- Review Maps
- Route priority when called in
- Communication when done with route-help others
- Salt/brine-center of roadway
- Run routes prior to first snowfall

##### **3. Sidewalks**

- Priorities
- Install markers where needed

##### **4. Parking Lots**

- Priorities
- Where to pile the snow
- Install markers where needed

##### **5. Dumpsites for snow**

- Kiwanis (main disposal site)
- River Road
- Cemetery

##### **6. Damage**

- Write down damaged property
- Write down damaged Equipment

##### **7. Pre-Trip & Post-Trip Inspections**

- Do a complete walk around
- Report any issues
- Fill out inspection/responsibilities sheet

##### **8. Snow Ordinance**

- Sidewalks
- Snow emergency
- Vehicles parked in the road/parking lots

##### **9. Any other suggestions or concerns**

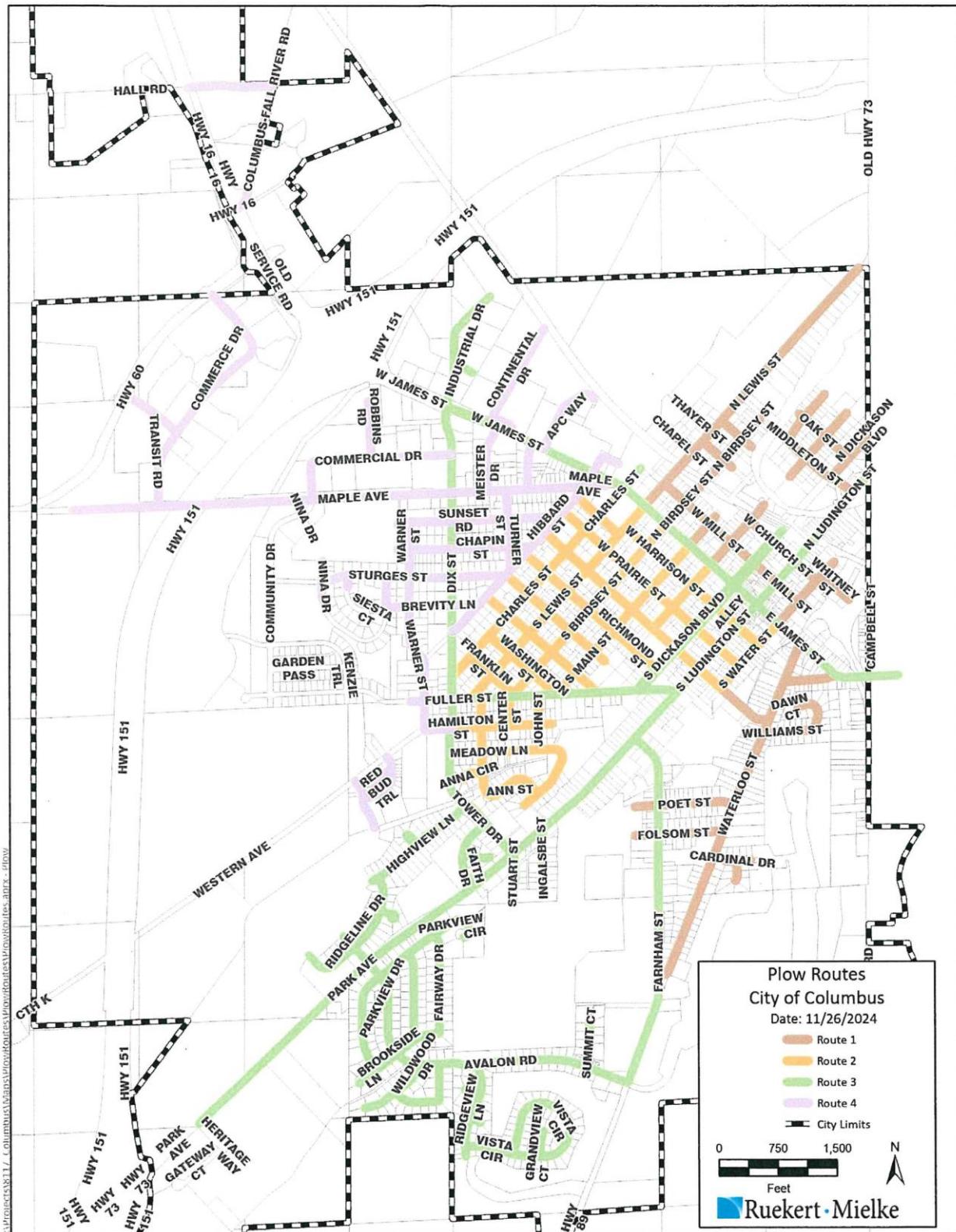
**Appendix E**  
**On-Call List**

**2025-2026 Winter On-Call Schedule**  
***A Week is Friday to Friday***

*Redacted phone chart due to staff's personal cell phones*

## **Appendix F Map of Plow Routes**

## City of Columbus Plow Routes

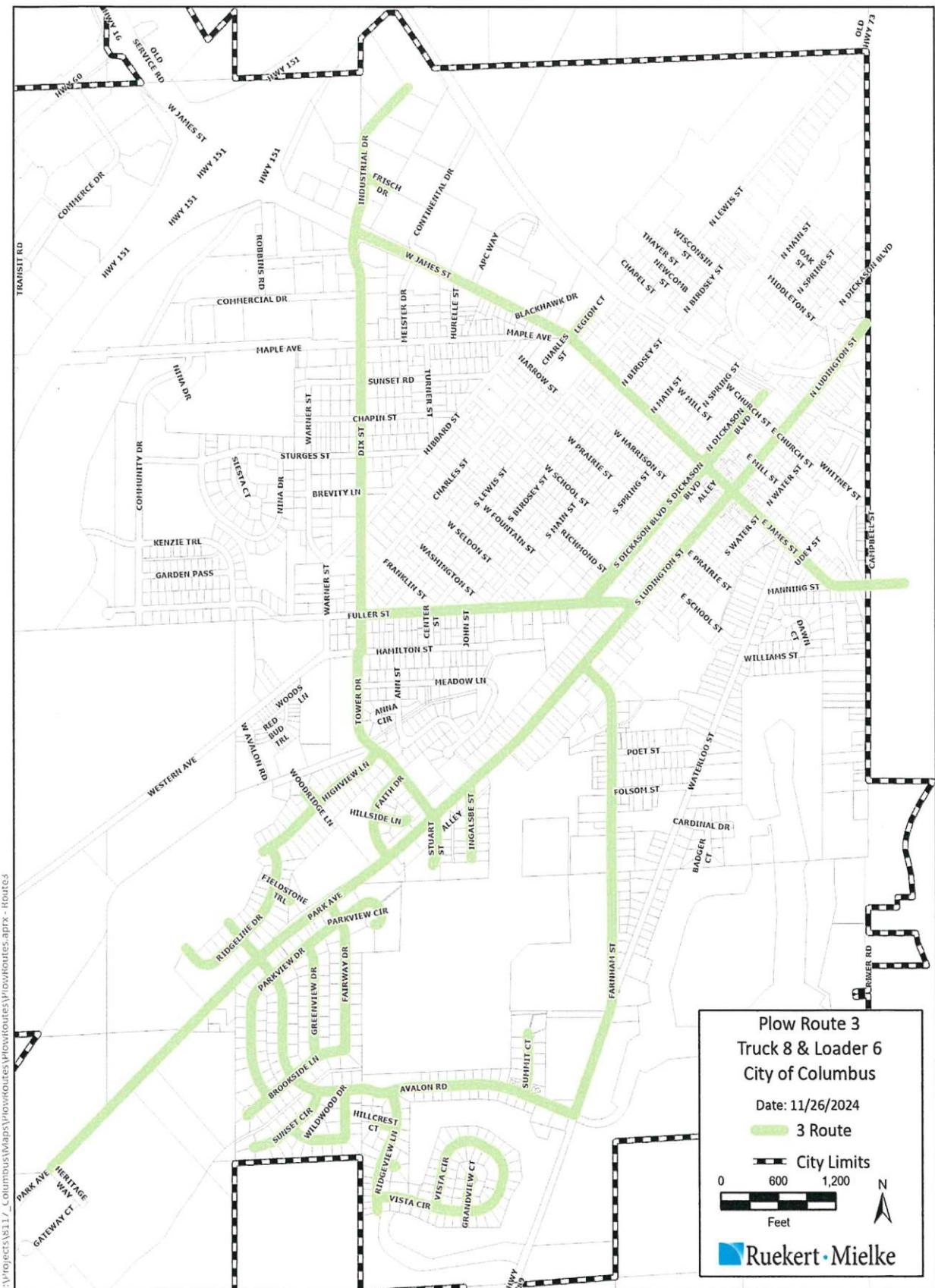


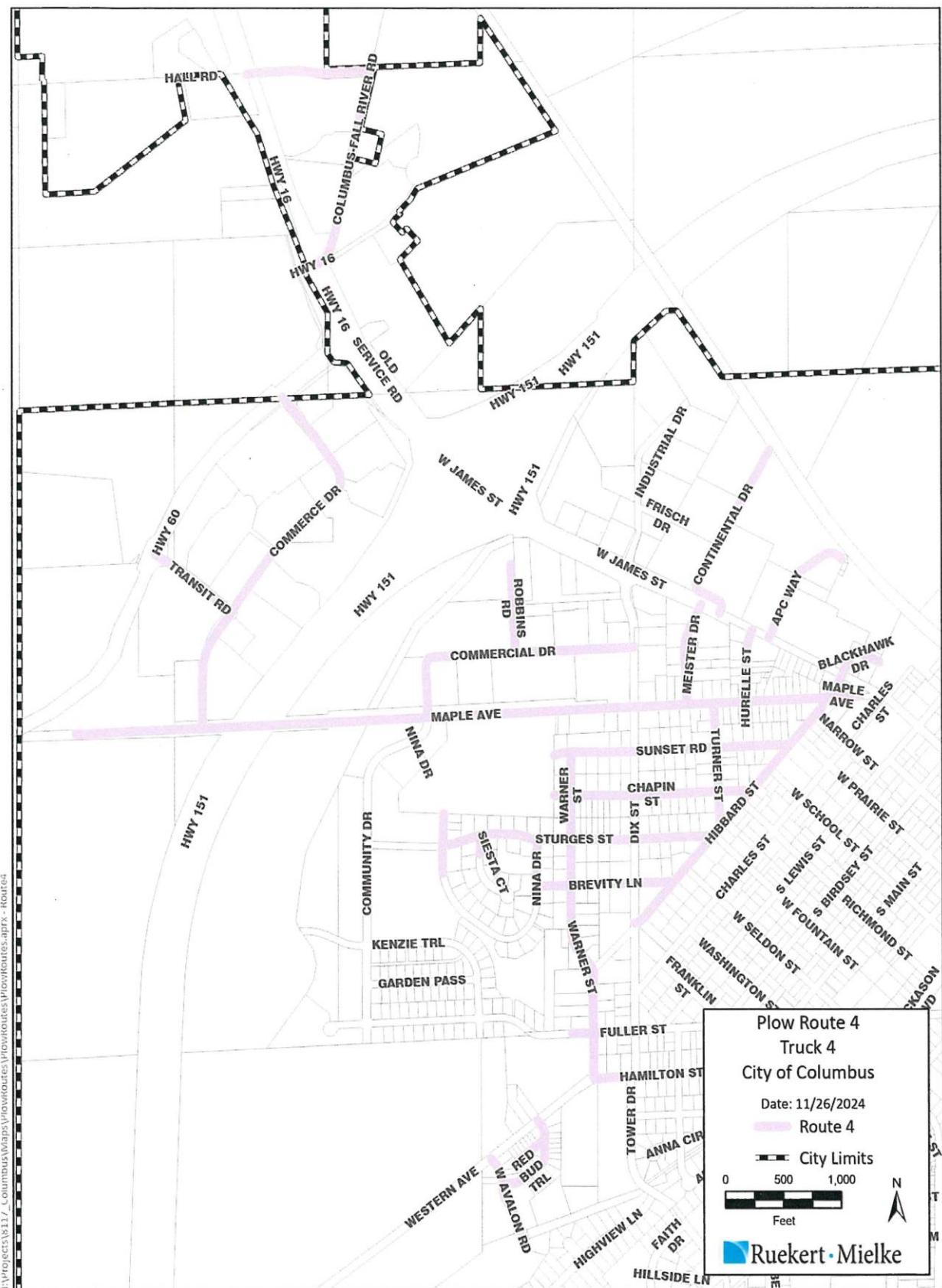
**Plow Route 1**

## Plow Route 2

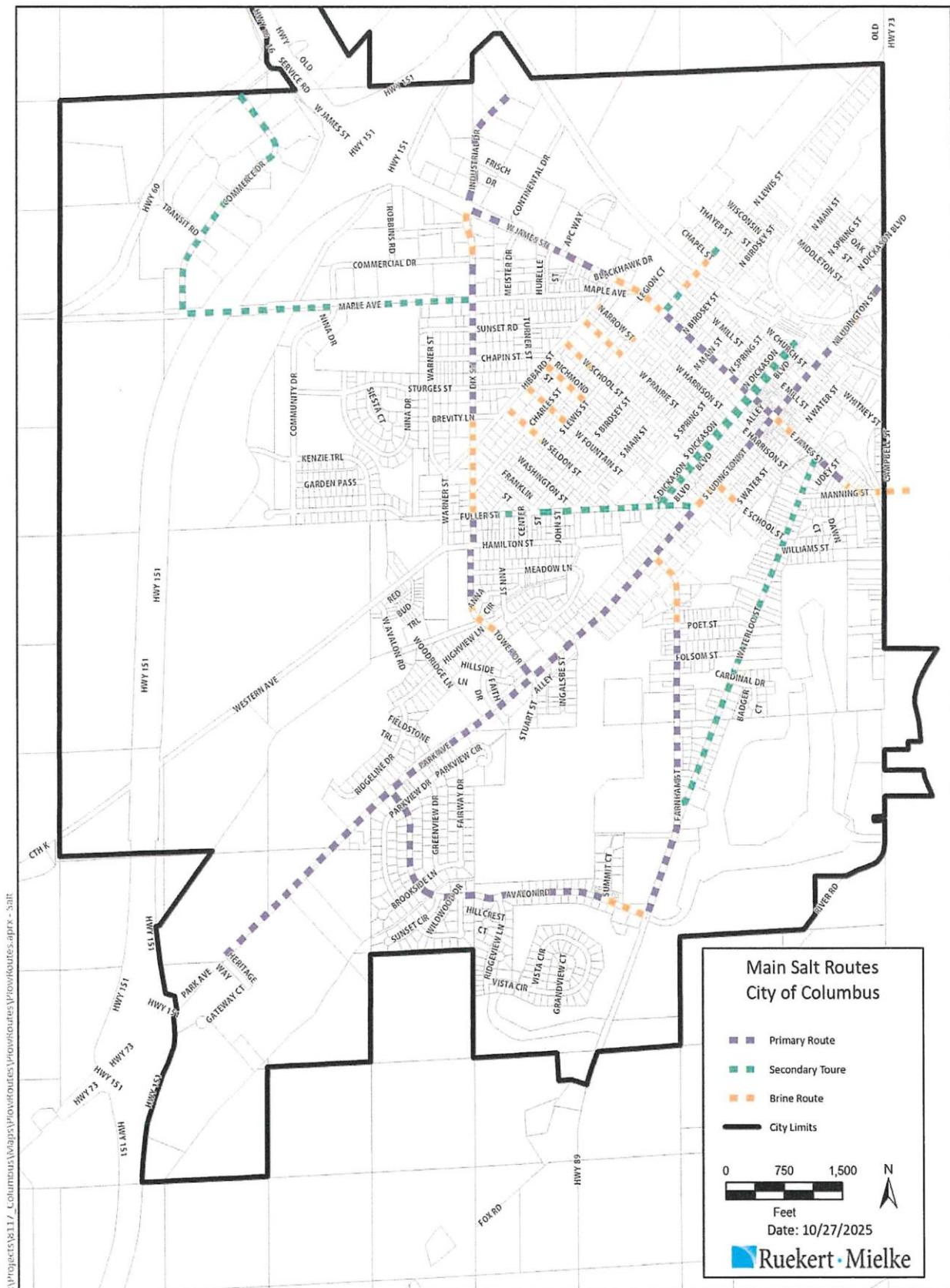


## Plow Route 3

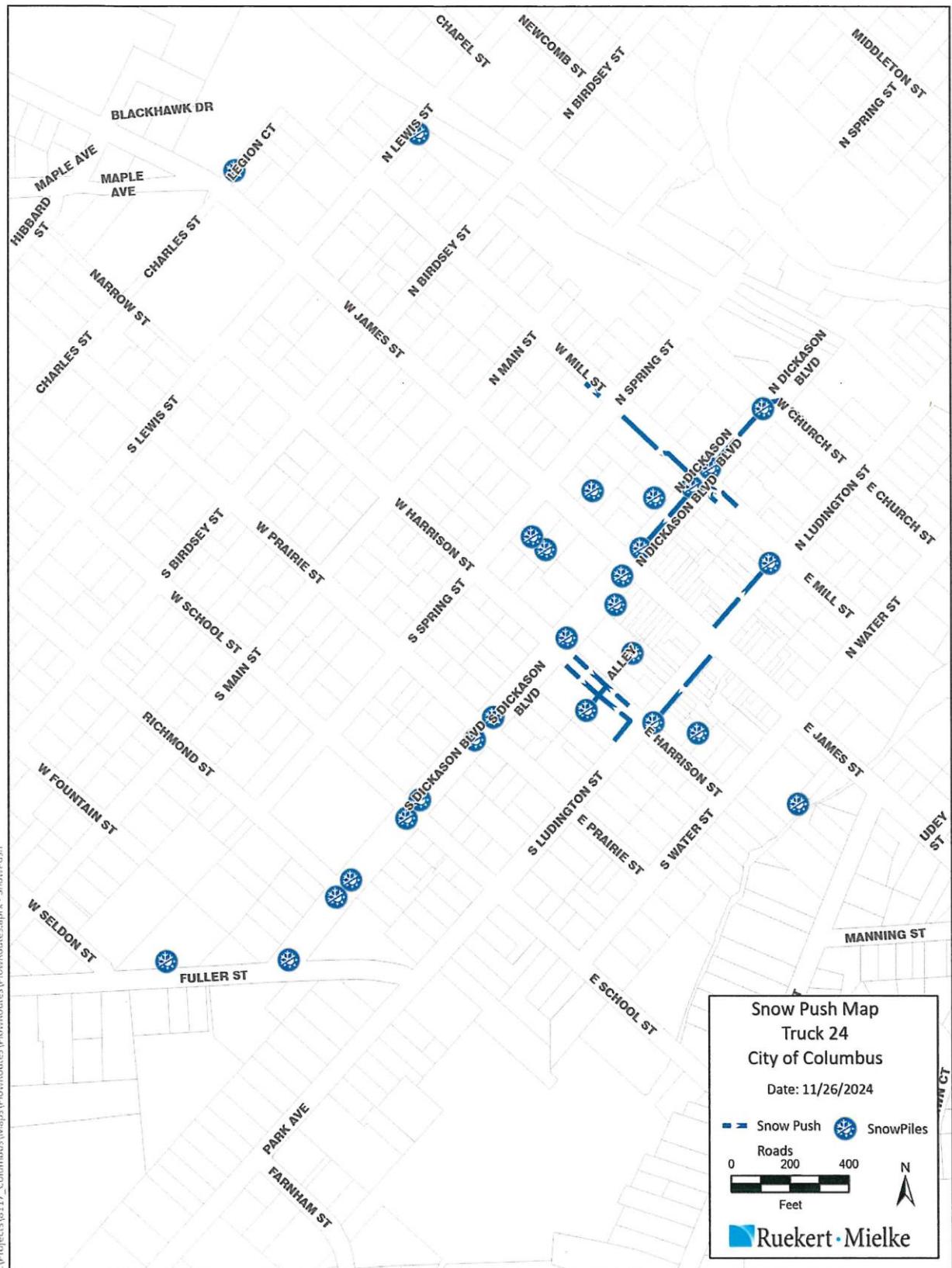


**Plow Route 4**

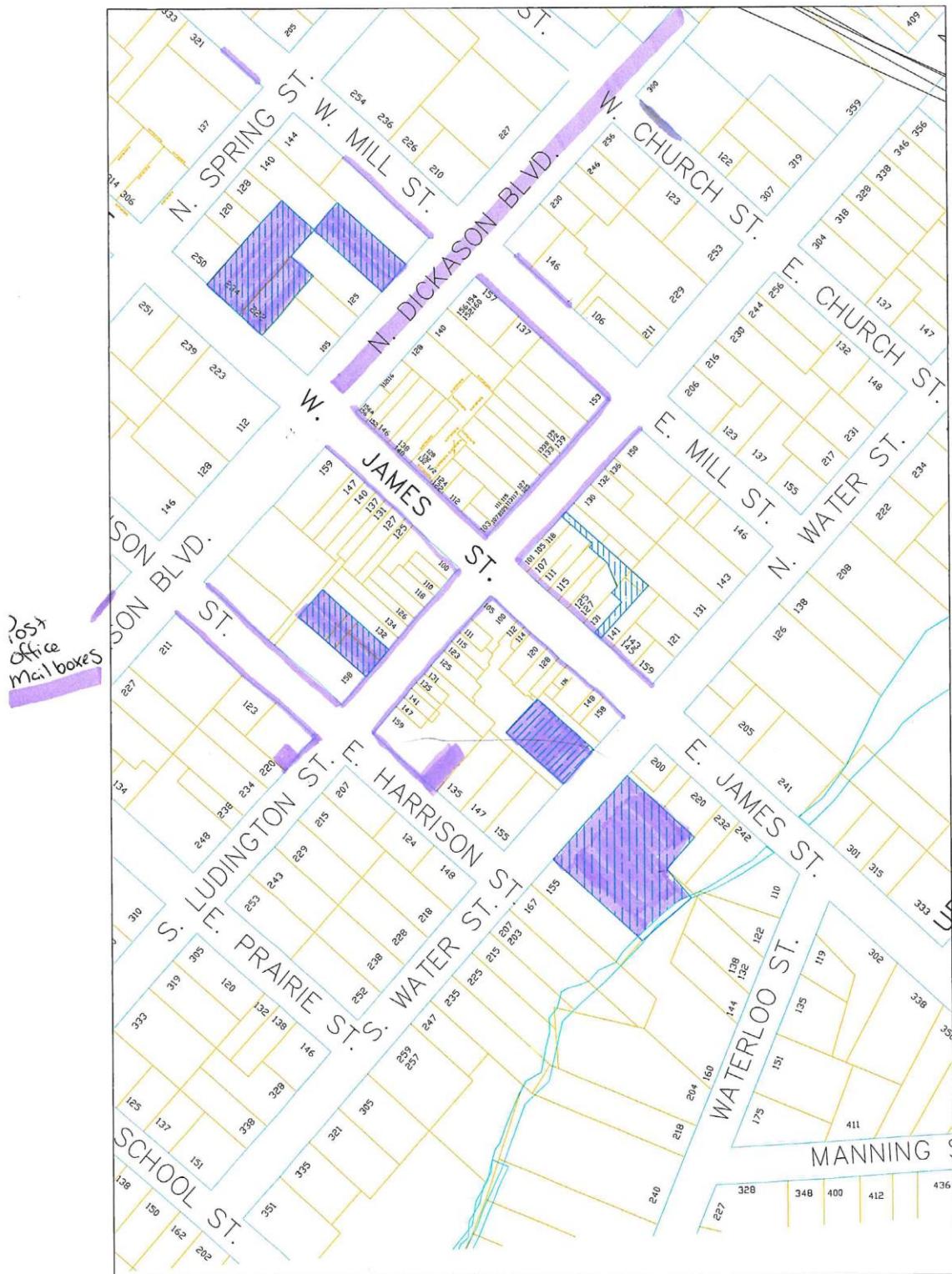
## Salt and Brine Routes



## Snow Push/Pile Locations



## City Parking Lots



11/18/2025 12:15:39 AM, ComEd Water

Not on Map

- Legion Court
- Intersections on

- School indents off of Fuller St & Selden St
- Diamond cut off of Lewis St by RR tracks

## Appendix G

### **Post-Season Action and Discussion Topics**

#### March

- File Tier II form
- Meet with State inspector at salt shed for inspection
- Discuss with street crew any issues or ideas to consider for next year

##### Route Problems

- Areas that didn't drain
- Areas that continually froze-up and needed lots of salt
- Manhole lid adjustments, guardrail ends, tree limbs, other obstructions
- Street sign obstructions
- Street sequence
- Length of route
- Efficiency of routes

##### Equipment Problems

- Major problems
- Breakdowns / Repair items
- Need for different equipment

##### Personnel Problems

- Crew access during storms
- Working together as a team
- Shift lengths / Adequate Breaks
- Is training adequate?

##### Public / Media Relations

- Complaints by type and frequency / Possible remedies
  - Snow on sidewalks
  - Mailbox damage
  - Distance from curb (too far / too close)
  - Stop at least 100' from approaching vehicles on narrow roads
- How could we improve resident cooperation?
  - Parking off street after major events
  - Keeping refuse/recycle bins behind curb

#### April

- Order last of contracted salt
- Submit rock salt quantity for State bid of next year's salt
- Repair any terrace turf grass damage caused by snow plowing
- Inspect trucks/equipment

## Vehicle Use

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Columbus to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

### 703.2 POLICY

The Columbus Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

- (a) All vehicles in the police department fleet are owned by the City of Columbus.
- (b) All department vehicles shall be maintained in accordance with guidelines established by the Police Department.

### 703.3 DEFINITIONS

**Intensive Use Vehicle**-A vehicle assigned to the general fleet and available for use by employees engaged in police department business.

**One-to one program**- A program in which a predetermined number of department vehicles are issued to officers for their primary on-duty use. In addition to official use, the program permits officers to take their assigned vehicles home during their off hours and provides for other use as is pre-approved by the Chief of Police and officers meet the criteria set forth

**One-to-one vehicle**- A department vehicle assigned to the one-to-one fleet and in the possession of a participating officer

### 703.4 USE OF VEHICLES

The Administrative Lieutenant should maintain a vehicle assignment list, indicating member assignments and vehicle numbers. If a member changes vehicles during his/her shift the Administrative and Patrol Lieutenant shall be notified via email prior to the end of shift, including the reason. If the change in vehicles is the result of damage from a motor vehicle accident, a command staff member shall be notified immediately.

## *Vehicle Use*

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### **703.4.1 OTHER USE OF VEHICLES**

Members utilizing a vehicle other than their assigned vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g. transportation to training, community event) shall first notify the Patrol Lieutenant for determination on if such use could interfere with the vehicle's need.

This subsection does not apply to those who are assigned to transport vehicles to and from maintenance or car wash.

### **703.4.2 INSPECTIONS**

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department shall be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items or contraband have not been left in the vehicle and that the person did not do any damage.

When transporting any suspect, prisoner, or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

### **703.4.3 SECURITY AND UNATTENDED VEHICLES**

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging) and that vehicle is not equipped to continue running without the key i.e. Ford Run Lock or Police Engine idle lock feature, that allows them to run but not be driven without a key. Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

The only time an officer may leave keys in a CPD squad car while it is running, unattended and locked, is when any of the following apply:

- (a) The vehicle is not equipped with the ability to run without a key.
- (b) A CPD supervisor has authorized it.

Members shall ensure all weapons are secured while the vehicle is unattended.

### **703.4.4 MOBILE DIGITAL COMPUTER (MDC)**

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC, which includes a GPS program, and ensure the GPS system is functioning prior to

## Vehicle Use

operation of the vehicle. Operation without operation of the GPS will only be allowed when any of the following apply:

- (a) The member is called in for an emergency situation requiring immediate response. In this situation the member shall sign in as soon as practical.
- (b) With supervisor approval.
- (c) If driving to or from routine maintenance appointments.

If the vehicle is not equipped with a working MDC, the member shall notify a supervisor immediately. Use of the MDC is governed by the Mobile Digital Computer Use policy.

### 703.4.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status when on duty.

Members shall not make any unauthorized modifications to the system.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require supervisory approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

### 703.4.6 KEYS

Members should be given access to vehicle keys as part of their initial equipment distribution. Members who are assigned a one-to-one vehicle should be issued keys for that vehicle. The keys for intensive use vehicles shall be kept in the key box in the equipment room when not in use. Officers shall not keep the keys between shifts for intensive use vehicles even if there are not any other apparent scheduled users. The vehicles and their keys must be available for other purposes when not being used as originally assigned.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

### 703.4.7 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy, unless pre-approved by the Chief of Police.

## Vehicle Use

### 703.4.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

### 703.4.9 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls at the department. Members shall not park privately owned vehicles in stalls designated to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

### 703.4.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Chief of Police or his/her designee. This also includes stickers or novelty items being attached to any part of the exterior or interior of the vehicle, including an MDC..

### 703.4.11 CIVILIAN MEMBER USE

In the event a Civilianmember would use a marked emergency vehicle, they shall ensure that all weapons have been removed before going into service. These uses are rare, with the exception of special events where members of the Columbus Police Department Auxilary are assistig, such as at a special or community event. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

## **703.5 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES**

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

### 703.5.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

### 703.5.2 OFF DUTY USE

Department vehicles shall be authorized for off duty use when traveling to or from home before or after a tour of duty, when driving to or from routine maintenance appointments or with prior approval from the Chief of Police

## *Vehicle Use*

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### 703.5.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residency within 15 Statute Miles (as the crow flies) of the city limits of the City of Columbus is a requirement for assignment of a take-home vehicle. Members who reside outside the 15 miles of the City of Columbus will be required to secure the vehicle at the department when off duty. Take home vehicles may not be kept anywhere other than the members residence.

Department members shall agree to certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home (one-to-one) vehicles include the following:

- (a) The Administrative Lieutenant shall administer the one-to-one vehicle program.
- (b) Participation in the program shall be voluntary
- (c) Eligibility requirements for participation include the following:
  - 1. Officers primary assignment shall be as a uniformed officers
  - 2. Officer must reside within 15 Statute Miles of the corporate city limits
  - 3. Officer must have successfully completed his/her probationary period.
  - 4. Officer must have achieved a successful rating on most recent performance evaluation.
- (d) An administrator, who resides within 15 Statute Miles of the corporate city limits, is automatically eligible for the one-to-one vehicle at the authorization of the Chief of Police.
- (e) Vehicles shall be used for work-related purposes or maintenance as outlined in this policy..
- (f) Vehicles may be used to transport the member to and from the member's residence for work-related purposes (i.e. maintenance, training, court, special events, etc)
- (g) While operating the vehicle, authorized members will carry and have accessible their duty firearm, badge and identification, handcuffs or flex-cuffs, note-taking material, and be prepared to perform any function they would be expected to perform while on-duty.
- (h) The two-way communications radio must be on and set to an audible volume when the vehicle is in operation.
- (i) Unattended vehicle are to be locked and secured at all times. No Key shall be left in the vehicle except when it is necessary that the vehicle be left running (e.g. continued activation of emergency lights, canine safety, equipment charging), unless the vehicle

**Vehicle Use**

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is not equipped to run without a key. All weapons shall be secured when the vehicle is unattended. They may remain in approved mounts or locked in the trunk. All department identification, portable radios and equipment should be secured.

- (j) Vehicles should be parked off street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured in a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence unless the vehicle is covered by properly working video surveillance and the vehicle is off street and, on the member's private property (see the Firearms policy regarding safe storage of firearms at home).
- (k) When vehicles are parked on the street near the member's residence, officers shall comply with all parking regulations of the local jurisdiction where the officer resides. During periods where the officer cannot park on the street, officers must park their one-to-one vehicles at a location other than the street. (see the Firearms Policy regarding safe storage of firearms at home). Officers are responsible for knowing and following local regulations and violations will be the responsibility of the officer. Violations may result in discipline and removal from the program.
- (l) Vehicles are to be secured at the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods of 3 consecutive work days or more, unless authorization is obtained from the Administrative Lieutenant. The assigned vehicle must be accessible by the department at any time if kept at the officer's residence. Officers who are on vacation but remain at their residence may retain the use of their one-to-one squads. Notification of this intent must be made to the Administrative Lieutenant or Chief of Police. When the assigned officer is on extended leave or modified duty, the one-to-one vehicle may be temporarily reassigned.
- (m) The member is responsible for the care and maintenance of the vehicle.
- (n) Only Columbus police personnel are permitted to operate the one-to-one vehicle.
- (o) All policies, procedures, rules, and regulations of the Columbus Police Department shall apply to officers operating one-to-one vehicles off duty.
- (p) Officers are not deputized in any adjoining counties and have no legal authority outside the City of Columbus, except by statute in the case of an emergency situation. When officers encounter a true emergency while on their way to the department or on their way home, a supervisor shall be immediately notified as soon as the emergency has been addressed.
- (q) The department reserves the right to suspend the privilege of a one-to-one vehicle for cause and impose discipline, up to and including termination; e.g. failure to abide by one-to-one guidelines, failure to maintain adequate performance ratings, etc. The Administrative Lieutenant shall have the authority to reassign one-to-one vehicles based on the needs of the department.
- (r) Non-department members may ride as passengers in the on-to-one vehicle when it is operated off-duty, with prior authorization from the Chief of Police. Officers are responsible for the actions of all passengers.

## Vehicle Use

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- (s) The one-to-one vehicle may not be used in the course of any secondary employment.
- (t) The Administrative Lieutenant shall issue unmarked one-to-one vehicles, with approval of Chief of Police. Usage of the unmarked one-to-one vehicles is subject to the same policies set forth for the marked one-to-one squads absent the following exceptions:
  1. the Chief of Police is already assigned a one-to-one vehicle
  2. The Chief of Police will establish the Lieutenant's vehicle usage.

### 703.5.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Columbus Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or of bodily harm exists (Wis. Stat. § 175.40(6m)(a)) (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification, badge and note taking materials. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

### 703.5.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) In the case of a repair other than an oil change, members may be directed to utilize the spare squad until the repair is completed. Some repairs may span multiple days dependent upon the maintenance facilities ability to schedule it and/or obtain the needed parts.
- (e) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) A minimum of twice a year supervisors shall make inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy. This does not prevent any supervisor from conducting a random inspection at anytime as permitted by this policy.

## *Vehicle Use*

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### **703.6 UNMARKED VEHICLES**

Unmarked vehicles are assigned to respective members, specifically command staff, and will not be operated by other members unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the vehicle shall also be recorded with the immediate supervisor and an email sent to the Administrative Lieutenant with the reason for the operation.

### **703.7 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy). If the crash occurs in the City of Columbus, the Columbia County Sheriff's Office or the Wisconsin State Patrol shall be contacted, respectively, to complete the required motor vehicle crash reports.

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Administrative Lieutenant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Department vehicles are not to be used to push or pull other vehicles, whether department or civilian. Department vehicles may be used to jump-start other department vehicles only, provided proper safety procedures are followed.

### **703.8 ATTIRE AND APPEARANCE**

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

### **703.9 SPECIAL PURPOSE VEHICLES**

#### **703.9.1 SURVEILLANCE VEHICLES**

Surveillance vehicles, if available, are unmarked vehicles that are not identifiable as police vehicles and are intended to be used for covert intelligence gathering operations. Surveillance vehicles will allow several officers to conduct surveillance operations from inside the vehicle with equipment such as cameras, listening devices, etc.

Due to the lack of emergency equipment, surveillance vehicles shall never be used in pursuit. Surveillance vehicles shall be used for covert intelligence gathering operations only. Use of these vehicles should be limited, to prevent their identification as police vehicles. A supervisor must approve the use of surveillance vehicles for any other purpose.

Uniformed officers will not operate the surveillance vehicles, unless authorized by a supervisor for exigent circumstances. Surveillance vehicles shall not be used as a general patrol vehicle, nor shall they be used for the purpose of transporting prisoners.

## Vehicle Use

Keys for the surveillance vehicles are kept in the key box in the equipment room. Surveillance vehicles will be maintained by the Patrol Lieutenant.

Officers authorized to use surveillance vehicles are responsible for the care of the assigned vehicle.

Surveillance vehicles do not contain any special equipment. They are not equipped with any emergency lights, sirens, radios, or other emergency equipment.

### 703.9.2 UTILITY TERRAIN VEHICLE (UTV)

The UTV is ideal for special events because of its mobility and capacity to reach places not accessible by car. It also has unique patrol applications because of its ability to allow officers to reach isolated locations such as parks and trails.

Absent exceptional circumstances, the UTV should not be used to transport prisoners.

Officers utilizing the UTV'S for general patrol should notify a supervisor before using it. The vehicle will generally not be used for street patrol but may be used for patrolling unique locations that are not accessible by car. While equipped with emergency lighting, the UTV shall not be used in vehicle pursuits.

Anyone born on or after January 1, 1988 is required to complete a UTV course through the DNR in order to operate the vehicle. Safety certification is obtained by completing a classroom course or an approved internet course.

The UTV may be driven on roadways to get to and from patrol locations. Wis. Statute 23.33(4) allows operation of the UTV on roadways when the operation is related to "the functions of the municipality." UTVs used for enforcement and emergency purposes are exempt from registration requirements per Wis. Stat. 23.33(2)(b)(4)

The headlights shall be on whenever the vehicle is being operated unless the necessities of the assignment dictate otherwise. Passengers shall wear seatbelts when the vehicle is moving unless the circumstances make seatbelt use impractical or unreasonable.

The UTV will be maintained by the Patrol Lieutenant.

Officers authorized to use the UTV are responsible for the care of the vehicle.



## Agenda Item Report

**Meeting Type: Committee of the Whole & Common Council**

**Meeting Date: December 2, 2025**

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**Item Title:** 2026 Budget for Eastern Columbia County Joint Municipal Court

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

**Detailed Description of Subject Matter:**

The City is a member of the Eastern Columbia County Joint Municipal Court. The City does not contribute funds towards the operation of the court but does need to ratify the annual budget. The included budget is a draft version, we anticipate receiving the final budget on Monday, December 1<sup>st</sup>.

**List all Supporting Documentation Attached:**

Draft Budget

**Action Requested of Council:**

Ratify the 2026 Budget for Eastern Columbia County Joint Municipal Court

2026 Final Budget										Item #9.
	BUDGET 2023	ACTUAL 2023	BUDGET 2024	ACTUAL 2024	BUDGET 2025	10/31/2025	EST YE 2025	BUDGET 2026		
<b>INCOME</b>										
<b>CITATION INCOME</b>	<b>\$ 93,815.97</b>	<b>\$ 116,493.63</b>	<b>\$ 139,000.00</b>	<b>\$ 132,977.85</b>	<b>\$ 136,000.00</b>	<b>\$ 114,099.37</b>	<b>\$ 136,000.00</b>	<b>\$ 150,000.00</b>		
INTEREST	\$ 1,500.00	\$ 4,110.57	\$ 5,000.00	\$ 3,301.42	\$ 3,400.00	\$ 2,170.17	\$ 2,604.20	\$ 3,400.00		
WARRANT/REOPEN FEES	\$ 5,000.00	\$ 4,905.18	\$ 3,200.00	\$ 4,856.60	\$ 4,200.00	\$ 8,658.10	\$ 8,800.00	\$ 4,200.00		
MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
GRANTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
NSF CHECK FEES	\$ -	\$ 150.20	\$ -	\$ 985.00	\$ 240.00	\$ 552.30	\$ 580.00	\$ 300.00		
<b>MISC INCOME</b>	<b>\$ 6,500.00</b>	<b>\$ 9,165.95</b>	<b>\$ 8,200.00</b>	<b>\$ 9,143.02</b>	<b>\$ 7,840.00</b>	<b>\$ 11,380.57</b>	<b>\$ 11,984.20</b>	<b>\$ 7,900.00</b>		
<b>TOTAL INCOME</b>	<b>\$ 100,315.97</b>	<b>\$ 125,659.58</b>	<b>\$ 147,200.00</b>	<b>\$ 142,120.87</b>	<b>\$ 143,840.00</b>	<b>\$ 125,479.94</b>	<b>\$ 147,984.20</b>	<b>\$ 157,900.00</b>		
<b>EXPENSES</b>									<b>Increase</b>	
<b>PAYROLL</b>										
JUDGE	\$ 14,661.64	\$ 14,661.64	\$ 15,548.88	\$ 15,548.88	\$ 16,326.00	\$ 13,605.00	\$ 16,326.00	\$ 16,750.48	<b>\$ 424.48</b>	<b>2.60%</b>
CLERK	\$ 51,729.60	\$ 60,550.10	\$ 73,720.40	\$ 79,064.34	\$ 62,400.00	\$ 57,312.00	\$ 66,912.00	\$ 64,022.40	<b>\$ 1,622.40</b>	<b>2.60%</b>
BOOKKEEPER	\$ 8,970.00	\$ 8,970.00	\$ 9,490.00	\$ -	\$ -	\$ -	\$ -	\$ -		
ASSISTANT CLERK	\$ -	\$ -	\$ -	\$ -	\$ 10,816.00	\$ 5,616.00	\$ 5,616.00	\$ 14,976.00		
FICA MATCH	\$ 5,765.13	\$ 6,440.09	\$ 7,555.08	\$ 6,657.97	\$ 6,293.00	\$ 5,418.87	\$ 6,282.18	\$ 6,707.97	<b>\$ 8,063.00</b>	<b>Pretax Ins Deduction</b>
PENSION 6.95% / 7.20%	\$ 4,514.60	\$ 4,190.36	\$ 3,801.49	\$ 4,199.69	\$ 4,336.80	\$ 3,983.21	\$ 4,650.38	\$ 4,609.61	<b>\$ 272.81</b>	<b>6.29%</b>
<b>TOTAL PAYROLL</b>	<b>\$ 85,640.97</b>	<b>\$ 94,812.19</b>	<b>\$ 110,115.85</b>	<b>\$ 105,470.88</b>	<b>\$ 100,171.80</b>	<b>\$ 85,935.08</b>	<b>\$ 99,786.56</b>	<b>\$ 107,066.46</b>		
<b>LIFE INSURANCE</b>	<b>\$ 1,600.00</b>	<b>\$ 1,245.05</b>	<b>\$ 1,200.00</b>	<b>\$ 314.46</b>	<b>\$ 312.00</b>	<b>\$ 243.35</b>	<b>\$ 312.00</b>	<b>\$ 328.00</b>		
<b>HEALTH INSURANCE</b>	<b>\$ -</b>	<b>\$ 2,491.76</b>	<b>\$ 19,200.00</b>	<b>\$ 24,172.19</b>	<b>\$ 26,936.06</b>	<b>\$ 22,446.80</b>	<b>\$ 26,936.06</b>	<b>\$ 32,254.85</b>	<b>\$ 5,318.79</b>	<b>19.75%</b>
<b>WORKMAN COMP</b>	<b>\$ 400.00</b>	<b>\$ 371.00</b>	<b>\$ 400.00</b>	<b>\$ 448.00</b>	<b>\$ 400.00</b>	<b>\$ 376.00</b>	<b>\$ 376.00</b>	<b>\$ 400.00</b>		
<b>3 YR BONDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 738.00</b>	<b>\$ -</b>	<b>\$ 369.00</b>			
<b>LEGAL</b>	<b>\$ -</b>									
<b>ACCOUNTING</b>	<b>\$ 3,500.00</b>	<b>\$ 4,000.00</b>	<b>\$ 3,500.00</b>	<b>\$ -</b>	<b>\$ 4,500.00</b>	<b>\$ 5,621.05</b>	<b>\$ 11,621.05</b>	<b>\$ 6,200.00</b>		
<b>OFFICE EXPENSES</b>										
OFFICE EQUIPMENT	\$ -	\$ 2,188.00	\$ -	\$ -	\$ 101.96	\$ -	\$ 3,000.00			
EQ LEASE/REPAIRS	\$ 540.00	\$ 757.00	\$ 592.00	\$ 342.00	\$ 725.00	\$ 537.00	\$ 734.00	\$ 1,560.00	New Leased Copier: Replace Old & Printer	
PROGRAMS/MAINT	\$ 1,200.00	\$ 1,258.25	\$ 1,300.00	\$ 2,755.73	\$ 2,000.00	\$ 4,043.59	\$ 4,265.59	\$ 5,810.00	QC: \$3600 vs \$1100	
OFFICE SUPPLIES	\$ 750.00	\$ 833.59	\$ 750.00	\$ 1,434.81	\$ 750.00	\$ 1,274.05	\$ 1,364.05	\$ 750.00	QB: \$2210 vs \$3260	
TELEPHONE/INTERNET	\$ 2,500.00	\$ 2,683.79	\$ 2,800.00	\$ 3,111.40	\$ 2,000.00	\$ 2,063.17	\$ 3,026.82	\$ 2,200.00	New Cell Phone Plan?	
POSTAGE	\$ 1,000.00	\$ 1,297.25	\$ 1,400.00	\$ 1,583.22	\$ 1,500.00	\$ 1,345.10	\$ 1,423.10	\$ 1,650.00		
BANK FEES	\$ 50.00	\$ 75.00	\$ 50.00	\$ 820.00	\$ 50.00	\$ 120.00	\$ 150.00	\$ 50.00		
WEBSITE - ANNUAL FEE	\$ -	\$ -	\$ 45.00	\$ -	\$ 65.00	\$ -	\$ 65.00	\$ 65.00		
UNCOLLECTABLE NSF CK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>TOTAL OFFICE</b>	<b>\$ 6,040.00</b>	<b>\$ 9,092.88</b>	<b>\$ 6,937.00</b>	<b>\$ 10,047.16</b>	<b>\$ 7,090.00</b>	<b>\$ 9,484.87</b>	<b>\$ 11,028.56</b>	<b>\$ 15,085.00</b>		
<b>RENT</b>	<b>\$ 1,200.00</b>	<b>\$ 1,200.00</b>	<b>\$ 1,200.00</b>	<b>\$ 3,680.38</b>	<b>\$ 2,400.00</b>	<b>\$ 2,100.00</b>	<b>\$ 2,100.00</b>	<b>\$ 2,400.00</b>	Rent & Relocation Exps for 2024	
<b>JUDGE EDUCATION</b>										
SCHOOLTRAINING/DUES	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00		
MILEAGE, MEALS, LODGING	\$ 500.00	\$ 419.20	\$ 500.00	\$ -	\$ 300.00	\$ 754.49	\$ 754.49	\$ 600.00		
<b>TOTAL JUDGE</b>	<b>\$ 1,300.00</b>	<b>\$ 1,219.20</b>	<b>\$ 1,300.00</b>	<b>\$ 800.00</b>	<b>\$ 1,100.00</b>	<b>\$ 1,554.49</b>	<b>\$ 1,554.49</b>	<b>\$ 1,400.00</b>		

2026 Final Budget										Item #9.
	BUDGET 2023	ACTUAL 2023	BUDGET 2024	ACTUAL 2024	BUDGET 2025	10/31/2025	EST YE 2025	BUDGET 2026		
<b>CLERK EDUCATION</b>										
SCHOOL/TRAINING/DUES	\$ 85.00	\$ 125.00	\$ 500.00	\$ 135.78	\$ 85.00	\$ 55.00	\$ 55.00	\$ 85.00		
MILEAGE, MEALS, LODGING	\$ 500.00	\$ 885.20	\$ 500.00	\$ 655.03	\$ 400.00	\$ 371.29	\$ 400.00	\$ 450.00		
<b>TOTAL CLERK</b>	<b>\$ 585.00</b>	<b>\$ 1,010.20</b>	<b>\$ 1,000.00</b>	<b>\$ 790.81</b>	<b>\$ 485.00</b>	<b>\$ 426.29</b>	<b>\$ 455.00</b>	<b>\$ 535.00</b>		
<b>RESERVE JUDGE</b>	<b>\$ -</b>									
<b>TRANSLATOR</b>	<b>\$ 50.00</b>	<b>\$ 66.88</b>	<b>\$ 50.00</b>	<b>\$ 383.41</b>	<b>\$ 400.00</b>	<b>\$ 309.62</b>	<b>\$ 360.00</b>	<b>\$ 400.00</b>		
<b>TOTAL EXPENSES</b>	<b>\$ 100,315.97</b>	<b>\$ 115,509.16</b>	<b>\$ 144,902.85</b>	<b>\$ 146,107.29</b>	<b>\$ 143,794.86</b>	<b>\$ 129,235.55</b>	<b>\$ 154,529.72</b>	<b>\$ 166,438.31</b>		



## Agenda Item Report

**Meeting Type: Common Council**

**Meeting Date: 12/2/2025**

**Item Title:** Claims Packet

**Submitted By:** Kendra Riddle, Finance Director

**Detailed Description of Subject Matter:**

Claims from 11/12/2025 to 11/25/2025 in the amount of \$171,580.06

**List all Supporting Documentation Attached:**

Claims Packet 11/12/2025 – 11/25/2025

**Action Requested of Council:**

Consider and take action on claims in the amount of \$171,580.06

CITY CLAIMS

THROUGH: 11/25/2025

PAYROLL MONTHLY LIABILITIES - ACH	\$ -
PAYROLL - PAYDATE 11/28/2025	\$ 67,900.61
<b>TOTAL PAYROLL</b>	<b>\$ 67,900.61</b>
 ADMINISTRATION	\$ 65,192.14
CABLE	\$ -
CAPITAL PROJECTS	\$ -
COMMUNITY CENTER	\$ 979.83
COMMUNITY ECONOMIC DEVELOPMENT	\$ -
DEBT PAYMENTS	\$ -
FIRE DEPARTMENT	\$ 5,194.31
HISTORIC LAND PRESERVATION	\$ -
LIBRARY	\$ 1,268.26
MUNICIPAL COURT	\$ -
POLICE DEPARTMENT	\$ 2,720.30
POOL	\$ 1,441.66
PR ADMIN	\$ -
PUBLIC WORKS DEPARTMENT	\$ 21,914.94
RECREATION	\$ 4,968.01
REVOLVING LOAN FUND	\$ -
TAX INCREMENTAL FINANCIAL DISTRICT	\$ -
TOURISM COMMISSION	\$ -
<b>TOTAL OPERATIONS</b>	<b>\$ 103,679.45</b>
 <b>TOTAL ALL CLAIMS:</b>	<b>\$ 171,580.06</b>




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 Kendra Riddle, Finance Director

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 Date

Pay Period Date	Journal Code	Check Issue Date	Check Number	Description	GL Account	Amount
11/23/2025	PC	11/28/2025	112825067		001-111000	
11/23/2025	PC	11/28/2025	112825069		001-111000	
11/23/2025	PC	11/28/2025	14267		001-111000	-1,405.90
11/23/2025	PC	11/28/2025	112825001		001-111000	-2,545.60
11/23/2025	PC	11/28/2025	112825002		001-111000	-1,495.28
11/23/2025	PC	11/28/2025	112825003		001-111000	-173.76
11/23/2025	PC	11/28/2025	112825004		001-111000	-1,452.50
11/23/2025	PC	11/28/2025	112825005		001-111000	-1,771.03
11/23/2025	PC	11/28/2025	112825006		001-111000	-2,291.74
11/23/2025	PC	11/28/2025	112825008		001-111000	-1,764.08
11/23/2025	PC	11/28/2025	112825009		001-111000	-1,330.12
11/23/2025	PC	11/28/2025	112825010		001-111000	-48.09
11/23/2025	PC	11/28/2025	112825011		001-111000	-192.38
11/23/2025	PC	11/28/2025	112825012		001-111000	-1,654.45
11/23/2025	PC	11/28/2025	112825013		001-111000	-144.28
11/23/2025	PC	11/28/2025	112825014		001-111000	-139.28
11/23/2025	PC	11/28/2025	112825015		001-111000	-48.09
11/23/2025	PC	11/28/2025	112825016		001-111000	-155.36
11/23/2025	PC	11/28/2025	112825017		001-111000	-1,664.25
11/23/2025	PC	11/28/2025	112825018		001-111000	-96.19
11/23/2025	PC	11/28/2025	112825019		001-111000	-1,990.74
11/23/2025	PC	11/28/2025	112825020		001-111000	-1,282.46
11/23/2025	PC	11/28/2025	112825021		001-111000	-1,763.27
11/23/2025	PC	11/28/2025	112825022		001-111000	-238.97
11/23/2025	PC	11/28/2025	112825023		001-111000	-2,074.86
11/23/2025	PC	11/28/2025	112825024		001-111000	-12.02
11/23/2025	PC	11/28/2025	112825025		001-111000	-758.89
11/23/2025	PC	11/28/2025	112825026		001-111000	-1,925.54
11/23/2025	PC	11/28/2025	112825027		001-111000	-240.48
11/23/2025	PC	11/28/2025	112825028		001-111000	-120.24
11/23/2025	PC	11/28/2025	112825029		001-111000	-2,744.42
11/23/2025	PC	11/28/2025	112825030		001-111000	-2,222.49
11/23/2025	PC	11/28/2025	112825031		001-111000	-1,434.06
11/23/2025	PC	11/28/2025	112825032		001-111000	-1,526.86
11/23/2025	PC	11/28/2025	112825033		001-111000	-1,576.22
11/23/2025	PC	11/28/2025	112825034		001-111000	-378.77
11/23/2025	PC	11/28/2025	112825035		001-111000	-2,320.23
11/23/2025	PC	11/28/2025	112825036		001-111000	-452.73
11/23/2025	PC	11/28/2025	112825037		001-111000	-881.80
11/23/2025	PC	11/28/2025	112825038		001-111000	-1,590.74
11/23/2025	PC	11/28/2025	112825039		001-111000	-1,527.76
11/23/2025	PC	11/28/2025	112825040		001-111000	-1,544.56
11/23/2025	PC	11/28/2025	112825041		001-111000	-1,529.97
11/23/2025	PC	11/28/2025	112825042		001-111000	-991.25
11/23/2025	PC	11/28/2025	112825043		001-111000	-1,055.57
11/23/2025	PC	11/28/2025	112825044		001-111000	-377.03

Pay Period Date	Journal Code	Check Issue Date	Check Number	Description	GL Account	Amount
11/23/2025	PC	11/28/2025	112825045		001-111000	-819.70
11/23/2025	PC	11/28/2025	112825046		001-111000	-730.47
11/23/2025	PC	11/28/2025	112825047		001-111000	-737.95
11/23/2025	PC	11/28/2025	112825048		001-111000	-296.14
11/23/2025	PC	11/28/2025	112825049		001-111000	-139.37
11/23/2025	PC	11/28/2025	112825050		001-111000	-296.40
11/23/2025	PC	11/28/2025	112825051		001-111000	-1,954.72
11/23/2025	PC	11/28/2025	112825052		001-111000	-789.38
11/23/2025	PC	11/28/2025	112825053		001-111000	-1,407.79
11/23/2025	PC	11/28/2025	112825054		001-111000	-247.20
11/23/2025	PC	11/28/2025	112825055		001-111000	-1,064.12
11/23/2025	PC	11/28/2025	112825056		001-111000	-192.26
11/23/2025	PC	11/28/2025	112825057		001-111000	-1,505.14
11/23/2025	PC	11/28/2025	112825058		001-111000	-1,302.27
11/23/2025	PC	11/28/2025	112825059		001-111000	-373.22
11/23/2025	PC	11/28/2025	112825060		001-111000	-834.97
11/23/2025	PC	11/28/2025	112825061		001-111000	-373.22
11/23/2025	PC	11/28/2025	112825062		001-111000	-373.22
11/23/2025	PC	11/28/2025	112825063		001-111000	-373.22
11/23/2025	PC	11/28/2025	112825064		001-111000	-373.22
11/23/2025	PC	11/28/2025	112825065		001-111000	-343.22
11/23/2025	PC	11/28/2025	112825070		001-111000	-2,439.10
Grand Totals:						<u>-67,900.61</u>

CITY OF COLUMBUS

Payment Approval Report - By Department

Report dates: 11/12/2025-11/25/2025

Nov 26, 2025 02:14PM

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net	Voided
						Invoice Amount	
<b>ADMINISTRATION</b>							
	ASSOCIATED APPRAISAL	183543	PROFESSIONAL SERVICES - DECEMBER 2025	100-511540-211 ASSESSOR; CONTRACT SERVICES	12/01/2025	1,596.34	
	Total ASSOCIATED APPRAISAL:					1,596.34	
	AT&T MOBILITY II LLC	28734817	CELL PHONES - ADMINISTRATOR & CLERK	100-511800-225 CITY HALL; TELEPHONE	11/07/2025	65.06	
	AT&T MOBILITY II LLC	28734817	MAYOR	100-511300-332 MAYOR; MILEAGE & EXP	11/07/2025	32.53	
	AT&T MOBILITY II LLC	28734817	CABLE	225-511220-225 CABLE TV; TELEPHONE	11/07/2025	32.53	
	AT&T MOBILITY II LLC	28734817	COLUMBUS UTILITES (WILL REIMBURSE)	100-511800-225 CITY HALL; TELEPHONE	11/07/2025	3.41	
	AT&T MOBILITY II LLC	28734905	CELL PHONES - RECREATION	100-555200-225 RECREATION; TELEPHONE	11/07/2025	48.53	
	AT&T MOBILITY II LLC	28734905	POOL	215-555210-225 POOL FACILITY; TELEPHONE	11/07/2025	12.13	
	AT&T MOBILITY II LLC	28734905	WWTP (CU TO REIMBURSE)	100-511800-225 CITY HALL; TELEPHONE	11/07/2025	30.33	
	Total AT&T MOBILITY II LLC:					224.52	
	BOARDMAN & CLARK LLP	12/2025	DECEMBER RETAINER	100-511600-219 ATTORNEY; PFL SVCS RENDERED	11/20/2025	3,400.00	
	Total BOARDMAN & CLARK LLP:					3,400.00	
	COLUMBUS ACE HARDWARE	ADMIN 10	KEYS & KEY ID TAG	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	11/01/2025	19.96	
	Total COLUMBUS ACE HARDWARE:					19.96	
	COLUMBUS UTILITIES	10/1-11/1/	CITY HALL	100-511800-221 CITY HALL; UTILITIES	11/08/2025	853.65	
	COLUMBUS UTILITIES	10/1-11/1/	EMERGENCY CITY SIRENS	100-522410-221 EMD; SIREN	11/08/2025	25.08	
	COLUMBUS UTILITIES	10/1-11/1/	STREET LIGHTING	100-522440-228 STREET	11/08/2025	10,424.32	
	COLUMBUS UTILITIES	10/1-11/1/	TRAFFIC LIGHTS	100-533500-392 STREETS; TRAFFIC LIGHTS EXPENS	11/08/2025	212.85	
	COLUMBUS UTILITIES	10/1-11/1/	1149 W JAMES ST	100-511230-348 CONTINGENCY ACCOUNT	11/08/2025	45.49	
	COLUMBUS UTILITIES	10/1-11/1/	POLICE DEPT	100-522100-221 PD; UTILITIES	11/08/2025	375.97	
	COLUMBUS UTILITIES	10/1-11/1/	FIRE DEPT	100-522200-221 FIRE; UTILITIES	11/08/2025	322.20	
	COLUMBUS UTILITIES	10/1-11/1/	FIRE DEPT - WATER ONLY	100-522200-221 FIRE; UTILITIES	11/08/2025	100.60	
	COLUMBUS UTILITIES	10/1-11/1/	COMMUNITY CENTER	100-555100-221 C CENTER; UTILITIES	11/08/2025	308.87	
	COLUMBUS UTILITIES	10/1-11/1/	161 BUILDING	100-555200-221 RECREATION; UTILITIES	11/08/2025	264.74	
	COLUMBUS UTILITIES	10/1-11/1/	POOL	215-555210-221 POOL	11/08/2025	1,055.28	
	COLUMBUS UTILITIES	10/1-11/1/	LIBRARY	210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER	11/08/2025	408.55	
	COLUMBUS UTILITIES	10/1-11/1/	LIBRARY ANNEX	210-555100-224 ANNEX; HEATING/UTILITIES	11/08/2025	116.48	
	COLUMBUS UTILITIES	10/1-11/1/	UDEY DAM LIGHTS	100-522420-221 UDEY DAM; UTILITIES	11/08/2025	19.49	
	COLUMBUS UTILITIES	10/1-11/1/	SCHOOL CROSSING LIGHTS	100-522440-228 STREET	11/08/2025	10.30	
	COLUMBUS UTILITIES	10/1-11/1/	DPW OFFICES	100-533200-221 PWKS ADMIN; UTILITIES	11/08/2025	561.24	
	COLUMBUS UTILITIES	10/1-11/1/	PAVILION	100-555400-251 PARKS; PAVILION EXPENSES	11/08/2025	424.47	
	COLUMBUS UTILITIES	10/1-11/1/	LANDSCAPE RECYCLING CENTER	230-577400-221 RECYCLING; UTILITIES	11/08/2025	52.17	
	COLUMBUS UTILITIES	10/1-11/1/	CEMETERY	235-577800-221 CEMETERY;			

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
				UTILITIES	11/08/2025	62.64	
COLUMBUS UTILITIES		10/1-11/1/	PARKS ATHLETIC FIELDS	100-555410-221 ATHLETIC FIELDS; UTILITIES	11/08/2025	460.12	
COLUMBUS UTILITIES		10/1-11/1/	PARKS	100-555400-221 PARKS; UTILITIES	11/08/2025	1,001.43	
Total COLUMBUS UTILITIES:						17,105.94	
DENNYS AUTO BODY LLC		EST 1008	FIRE DEPT TRUCK REPAIR	100-511940-511 INSURANCE; PROP/LIABILITY/AUTO	10/08/2025	1,955.28	
Total DENNYS AUTO BODY LLC:						1,955.28	
EGOLDFAX		12156819	EMAIL FAX SERVICE - ADMINISTRATION	100-511800-225 CITY HALL; TELEPHONE	11/13/2025	15.25	
EGOLDFAX		12156819	LIBRARY	210-555000-225 LIBRARY; TELEPHONE & DATA	11/13/2025	15.24	
Total EGOLDFAX:						30.49	
LIFESTAR EMERGENCY MEDIC		12/2025	DECEMBER AMBULANCE SERVICE	240-511350-291 EMS - CONTRACTUAL SERVICES	11/20/2025	17,894.88	
Total LIFESTAR EMERGENCY MEDICAL:						17,894.88	
MCMAHON ASSOCIATES INC		401103	MANAGEMENT COUNSEL 9/28-11/1/2025	100-511570-210 PFL SVCS; OTHER	11/13/2025	2,185.16	
Total MCMAHON ASSOCIATES INC:						2,185.16	
MOBILE DENT REPAIR		11122025	FIRE DEPT TRUCK REPAIR	100-511940-511 INSURANCE; PROP/LIABILITY/AUTO	11/12/2025	150.00	
Total MOBILE DENT REPAIR:						150.00	
PRAIRIE RIDGE HEALTH INC		G285483	NEW EMPLOYEE DRUG SCREEN	100-511800-312 CITY HALL; OPER EXP & SUPPLIES	11/04/2025	27.00	
Total PRAIRIE RIDGE HEALTH INC:						27.00	
RHYME BUSINESS PRODUCTS		40510899	STANDARD PAYMENT/MAINTENANCE 10/2025 - ADMINISTRATION	100-511800-250 CITY HALL; TECH MAINTENANCE	11/05/2025	2,125.12	
RHYME BUSINESS PRODUCTS		40510899	MEDIA	100-511450-310 MEDIA/COM.DEV; MEDIA/WEB MISC	11/05/2025	163.21	
RHYME BUSINESS PRODUCTS		40510899	EMERGENCY MANAGEMENT	100-522410-349 EMD; OTHER EXPENSES	11/05/2025	163.21	
RHYME BUSINESS PRODUCTS		40510899	CDA	205-561000-346 CDA; WEBSITE SUPPORT/DESIGN	11/05/2025	163.21	
RHYME BUSINESS PRODUCTS		40510899	COMMUNITY CENTER	100-555100-249 C CENTER; REPAIRS/MAINT	11/05/2025	280.67	
RHYME BUSINESS PRODUCTS		40510899	POOL	215-555210-298 POOL; PROFL SVCS/CONSULTANTS	11/05/2025	399.31	
RHYME BUSINESS PRODUCTS		40510899	RECREATION	100-555200-810 RECREATION; EQUIP REPLACEMENT	11/05/2025	115.62	
RHYME BUSINESS PRODUCTS		40510899	DPW	100-533200-310 PWKS ADMIN; COMPUTER/WEB SUPP	11/05/2025	420.19	
RHYME BUSINESS PRODUCTS		40510899	POLICE DEPT	100-522100-291 PD; SOFTWARE LICENSING/SVCS	11/05/2025	1,434.23	
RHYME BUSINESS PRODUCTS		40510899	FIRE DEPT	100-522200-340 FIRE; SOFTWARE SUPPORT	11/05/2025	420.19	
RHYME BUSINESS PRODUCTS		40510899	MUNICIPAL COURT	100-511200-251 COURT; SOFTWARE/LICENSING	11/05/2025	131.96	

## CITY OF COLUMBUS

## Payment Approval Report - By Department

Report dates: 11/12/2025-11/25/2025

Nov 26, 2025 02:14PM

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>FIRE</b>							
	COLUMBUS ACE HARDWARE	FD 10/202	K19710, K19743, K19889 MISC NUTS AND BOLTS, CAR CHARGER, C&S CABLE LIGHTING USB, AIR FILTER	100-522200-249 FIRE; REPAIR & MAINTENANCE	10/31/2025	64.66	
	Total COLUMBUS ACE HARDWARE:					64.66	
	DANE COUNTY EMERGENCY M	FD-11/6/2	PURCHASE OF ADDITIONAL WORKERS COMP INSURANCE FOR CITY OF MADISON FOR PROVIDING HAZARDOUS SUBSTANCE INCIDENT RESPONSE	100-522200-230 FIRE; MEMBERSHIPS, DUES	11/06/2025	222.22	
	Total DANE COUNTY EMERGENCY MGMT:					222.22	
	EMERGENCY VEHICLE SERVIC	553	SENSOR KIT GEN 7	100-522200-249 FIRE; REPAIR & MAINTENANCE	11/09/2025	2,497.95	
	Total EMERGENCY VEHICLE SERVICES LLC:					2,497.95	
	PEAK GARAGE DOORS LLC	2308	COMMERCIAL SPRINGS, CENTER BEARING, BRACKETS, LIFT CHARGE, LABOR	100-522200-817 FIRE; BLDG REPAIR/MAINTENANCE	11/09/2025	2,128.98	
	Total PEAK GARAGE DOORS LLC:					2,128.98	
	PRAIRIE RIDGE HEALTH INC	FD 92252	EMPLOYEE SCREENS - FIRE DEPT	100-522200-233 FIRE; PFL SVCS - LEGAL	11/04/2025	280.50	
	Total PRAIRIE RIDGE HEALTH INC:					280.50	
	Total FIRE:					5,194.31	

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>LIBRARY</b>							
	COMPLETE OFFICE OF WISCO	20879	PAPER	210-555000-312 LIBRARY; SUPPLIES/OPERATNG EXP	11/11/2025	102.98	
Total COMPLETE OFFICE OF WISCONSIN INC:							
	INGRAM LIBRARY SERVICES	91714415	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	11/04/2025	277.01	
	INGRAM LIBRARY SERVICES	91714415	YA BOOKS	210-555000-378 LIBRARY; TEEN BOOKS	11/04/2025	37.62	
	INGRAM LIBRARY SERVICES	91714415	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	11/04/2025	165.62	
	INGRAM LIBRARY SERVICES	91714415	CHILDREN'S BOOKS	210-555000-373 LIBRARY; YOUTH BOOKS	11/04/2025	300.29	
	INGRAM LIBRARY SERVICES	91714415	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	11/04/2025	20.60	
	INGRAM LIBRARY SERVICES	91714415	CHILDREN'S BOOKS	210-555000-373 LIBRARY; YOUTH BOOKS	11/04/2025	169.64	
	INGRAM LIBRARY SERVICES	91714415	ADULT BOOKS	210-555000-377 LIBRARY; ADULT BOOKS	11/04/2025	19.50	
Total INGRAM LIBRARY SERVICES:							
	SOUTH CENTRAL LIBRARY SYS	25-659	STICKERS FOR LIBRARY CARD SIGN UP MONTH	210-555100-312 ANNEX; MISC OPERATING EXP	11/17/2025	65.00	
Total SOUTH CENTRAL LIBRARY SYSTEM:							
	WRIGHT PLUMBING & SOIL TES	29204	LEAKING DRINKING FOUNTAIN	210-555100-249 ANNEX; REPAIRS & MAINTENANCE	11/10/2025	110.00	
Total WRIGHT PLUMBING & SOIL TESTING:							
Total LIBRARY:							

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>POLICE</b>							
	BAYCOM INC	EQUIPINV	DOCK AND WIRING HARNESS FOR SQUAD	419-513000-812 VEH/EQ; EQUIPMNT PURCHASE - PD	11/10/2025	299.00	
	Total BAYCOM INC:					299.00	
	CHILDS, CRAIG D, PHD, SC	4423	NEW HIRE EVALUATION	100-522100-219 PD; PROFESSIONAL FEES	11/17/2025	525.00	
	Total CHILDS, CRAIG D, PHD, SC:					525.00	
	MARLIN LEASING CORP	41226314	COPIER LEASE	100-522160-825 PD; SUPPORT SVCS - CAP LEASE	11/18/2025	148.35	
	Total MARLIN LEASING CORP:					148.35	
	O'REILLY AUTOMOTIVE INC	5116-3825	1.5 OZ RBRSEAL	100-522120-249 PD; PATROL EQUIP REPAIR/MAIN	10/28/2025	5.29	
	Total O'REILLY AUTOMOTIVE INC:					5.29	
	PRAIRIE RIDGE HEALTH INC	G285492	OWI BLOOD DRAWS	100-522100-300 PD; COURT & JAIL FEES	11/04/2025	455.00	
	Total PRAIRIE RIDGE HEALTH INC:					455.00	
	TOP PACK DEFENSE LLC	17529	SGT KNOLL UNIFORM PANTS	100-522120-346 PD: PATROL UNIFORM ALLOWANCE	11/14/2025	85.50	
	Total TOP PACK DEFENSE LLC:					85.50	
	WISE GUYS AUTO REPAIR LLC	61324-614	120 ALL NEW BRAKES, TPMS SENSORS REPLACED, OIL CHANGE	100-522120-250 PD; PATROL FLEET REPAIR/MAIN	11/07/2025	1,202.16	
	Total WISE GUYS AUTO REPAIR LLC:					1,202.16	
	Total POLICE:					2,720.30	

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>POOL</b>							
	NEUMAN POOLS INC	61678	WINTERIZE POOL	215-555210-248 POOL: MISC REPAIR & MAINT	09/18/2025	1,441.66	
	Total NEUMAN POOLS INC:					1,441.66	
	Total POOL:					1,441.66	

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>PUBLIC WORKS</b>							
	BENISCH, ROBERT	11202025	HIVIS SWEATSHIRTS	100-533500-346 STREETS; UNIFORMS (FT & PPT)	11/20/2025	83.68	
	Total BENISCH, ROBERT:					83.68	
	COLUMBUS ACE HARDWARE	DPW 10/2	GARAGE SUPPLIES (CU TO REIMBURSE 59.98)	100-533100-312 GARAGE; SUPPLIES	10/31/2025	114.95	
	COLUMBUS ACE HARDWARE	DPW 10/2	OPERATING SUPPLIES	100-533500-312 STREETS; OPERATING SUPPLIES	10/31/2025	49.95	
	COLUMBUS ACE HARDWARE	DPW 10/2	REPAIRS/MAINTENANCE	100-533200-249 PWKS ADMIN; REPAIR/MAINTENANCE	10/31/2025	14.32	
	Total COLUMBUS ACE HARDWARE:					179.22	
	DAILY CITIZEN	BE42E1B	CEMETERY BOARD 11/18/2025 NOTICE	235-577800-312 CEMETERY; OPERATING SUPPLIES	11/07/2025	15.80	
	Total DAILY CITIZEN:					15.80	
	DECKER SUPPLY CO INC	934807	SCHOOL CROSSING SIGN	100-533500-315 STREETS; SIGNS	11/13/2025	370.50	
	Total DECKER SUPPLY CO INC:					370.50	
	DUFFY FLEET SERVICES INC	49656	YEARLY / DOT INSP AND REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/10/2025	3,058.29	
	DUFFY FLEET SERVICES INC	49677	TRUCK REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/10/2025	2,655.59	
	DUFFY FLEET SERVICES INC	49705	TRUCK REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/15/2025	1,548.75	
	Total DUFFY FLEET SERVICES INC:					7,262.63	
	K & B TREE & LAWN CARE	424127	TREE & STUMP REMOVAL	100-555510-299 FORESTRY; CONTRACT TRIMMING	11/04/2025	4,076.05	
	Total K & B TREE & LAWN CARE:					4,076.05	
	LINCK AGGREGATES INC	24978	3/4" DENSE GRADE GRAVEL	100-533500-349 STREETS; SIDEWALK REP/MAIN	10/31/2025	70.97	
	Total LINCK AGGREGATES INC:					70.97	
	MICKELSON FEED CO INC	2241	GOAT FEED	100-555400-314 PARKS; DEER OPERATING EXPENSES	10/31/2025	158.00	
	Total MICKELSON FEED CO INC:					158.00	
	MID-STATE EQUIPMENT JANES	P86036	TRUCK REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/12/2025	14.30	
	Total MID-STATE EQUIPMENT JANESVILLE INC:					14.30	
	NAPA AUTO PARTS	823882	TRUCK REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/10/2025	585.45	
	NAPA AUTO PARTS	823882	CORE DEPOSITS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/10/2025	81.00-	
	NAPA AUTO PARTS	824427	RV ANTIFREEZE	100-555400-312 PARKS; SUPPLIES	11/18/2025	290.00	
	Total NAPA AUTO PARTS:					794.45	
	PRAIRIE RIDGE HEALTH INC	92252740	DPW EMPLOYEE DRUG				

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
			SCREENS	100-533200-210 PWKS ADM; PFL SVCS	11/04/2025	27.00	
	Total PRAIRIE RIDGE HEALTH INC:					27.00	
	TAS HEATING & COOLING LLC	19219	FIX GAS LEAK	100-533100-250 GARAGE; BUILDING REPAIRS/MAINT	11/18/2025	219.67	
	Total TAS HEATING & COOLING LLC:					219.67	
	UTILITY SALES & SERVICE INC	79298	BOOM TRUCK REPAIRS	100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN	11/04/2025	8,642.67	
	Total UTILITY SALES & SERVICE INC:					8,642.67	
	Total PUBLIC WORKS:					21,914.94	

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>RECREATION</b>							
	COLUMBUS KIWANIS CLUB	11/2025	OPEN SHELTER DEPOSIT RETURN	100-233000 PARKS; FACILITY RENT DEPOSITS	11/19/2025	100.00	
	Total COLUMBUS KIWANIS CLUB:					100.00	
	DREXEL BUILDING SUPPLY-CO	2511-1376	PAVILION STAIRCASE MATERIAL	415-513000-607 CAP PRJTS; PARKS IMPROVEMENTS	11/18/2025	2,649.51	
	DREXEL BUILDING SUPPLY-CO	2511-1380	PAVILION STAIRCASE MATERIAL	415-513000-607 CAP PRJTS; PARKS IMPROVEMENTS	11/18/2025	89.00	
	DREXEL BUILDING SUPPLY-CO	2511-1396	PAVILION STAIRCASE MATERIAL	415-513000-607 CAP PRJTS; PARKS IMPROVEMENTS	11/19/2025	38.52	
	Total DREXEL BUILDING SUPPLY-COLUMBUS:					2,777.03	
	FUNKTION DESIGN STUDIO	24.025.00	PAVILION STAIR RENOVATION	415-513000-607 CAP PRJTS; PARKS IMPROVEMENTS	11/04/2025	892.74	
	Total FUNKTION DESIGN STUDIO:					892.74	
	HOLIDAY WHOLESALE INC	2182503	CONCESSIONS BASKEBALL GAMES	100-555200-322 RECREATION; BASKETBALL-GIRLS	11/06/2025	444.96	
	Total HOLIDAY WHOLESALE INC:					444.96	
	HUEBNER, CHELSEA	17602018	BASKETBALL UNIFORM	100-555200-322 RECREATION; BASKETBALL-GIRLS	11/19/2025	56.78	
	Total HUEBNER, CHELSEA:					56.78	
	KOCHAVER, ALISSA	11162025	DEPOSIT RETURN	100-233000 PARKS; FACILITY RENT DEPOSITS	11/16/2025	100.00	
	KOCHAVER, ALISSA	11162025	CREDIT CARD PROCESSING FEE REMOVAL	100-555400-805 PARKS; CC PROCESS FEES	11/16/2025	3.50-	
	Total KOCHAVER, ALISSA:					96.50	
	TRATAR, HOLLY	11/08/202	DEPOSIT RETURN PAVILION	100-233000 PARKS; FACILITY RENT DEPOSITS	11/19/2025	600.00	
	Total TRATAR, HOLLY:					600.00	
	Total RECREATION:					4,968.01	

Department	Vendor Name	Invoice #	Description	GL Account and Title	Invoice Date	Net Invoice Amount	Voided
<b>SENIOR CENTER</b>							
	RHYME BUSINESS PRODUCTS	40473301	MONTHLY COPY MACHINE LEASE	100-555100-312 C CENTER; OPERATING/SUPPL EXP	10/31/2025	191.13	
	Total RHYME BUSINESS PRODUCTS:					191.13	
	ROBBINS, MEGAN	November	11/15 RENTAL DEPOSIT REFUND	100-233100 C CENTER; RENT DEPOSITS	11/15/2025	250.00	
	Total ROBBINS, MEGAN:					250.00	
	TAS HEATING & COOLING LLC	18578	2023 MAINTENANCE - COMMUNITY CENTER	100-555100-249 C CENTER; REPAIRS/MAINT	10/01/2024	420.00	
	TAS HEATING & COOLING LLC	19147	FURNACE MAINTENANCE	100-555100-249 C CENTER; REPAIRS/MAINT	11/09/2025	118.70	
	Total TAS HEATING & COOLING LLC:					538.70	
	Total SENIOR CENTER:					979.83	
	Grand Totals:					103,679.45	

## Report Criteria:

Detail report.

Invoice detail records above \$0.00 included.

Paid and unpaid invoices included.