



Special Committee of the Whole Meeting Agenda

Tuesday, December 17, 2024 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

1. Discussion of Cardinal Heights Final Plat
2. Discussion of Ord. 2024-1 Zoning Map Amendment of Cardinal Heights Plat
3. Discussion of Amendment to the Lamp's Landing Development Agreement
4. Discussion of Memorandum of Understanding (MOU) with Columbia County Health & Human Services – Nutrition Site 2025

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.



Agenda Item Report

Meeting Type: City Council

Meeting Date: December 17, 2024

Item Title: Cardinal Heights Staff Report

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

Detailed Description of Subject Matter:

The Plan Commission recommended approval of the plat with the condition that items in the review letter be addressed. Lot 18 now has a buildable area outside of the DOT 50-foot setback. There are other items that likely need to be addressed.

After the Plan Commission's November meeting, the Department of Transportation provided requirements different than provided this past summer. The requirements center around public infrastructure in the DOT 50-foot setback, farmhouse driveway connection to Obrien Court, and the location of Obrien Court where it connects to Park Avenue. The new concern from DOT is the spacing of Obrien Court to Faith Drive. The DOT says they could provide an approval with conditions. The conditions would likely include a memorandum of agreement (MOA) requiring the city to construct a cul-de-sac on Faith Drive if there were "traffic and/or safety" issues at some point in the future.

A meeting was held recently between the church and the developer. Adding a cul-de-sac at Faith Drive did not elicit an objectionable response from the church. The specifics of the MOA have been requested but at the time of this report have not been sent by the Department of Transportation. City staff does not have the same traffic concerns as DOT because of the very low traffic volumes on Faith Drive and Fairway Drive.

List all Supporting Documentation Attached:

- City Engineer Review Letter
- Final Plat

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

1. All items in the City Engineer's review letter be addressed
2. Stormwater pond to be located outside the DOT 50-foot setback
3. The driveway for the farmhouse to be connected to Obrien Court
4. Final approval from required state agencies

November 4, 2024

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

Re: Columbus – Cardinal Heights Final Plat Review

Dear Mike:

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

General:

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

City of Columbus Ordinances:

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

Other:

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

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

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

Respectfully,

RUEKERT & MIELKE, INC.

**Jason P.
Lietha**

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

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

JPL:sjs

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

CARDINAL HEIGHTS

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

SURVEYOR'S CERTIFICATE

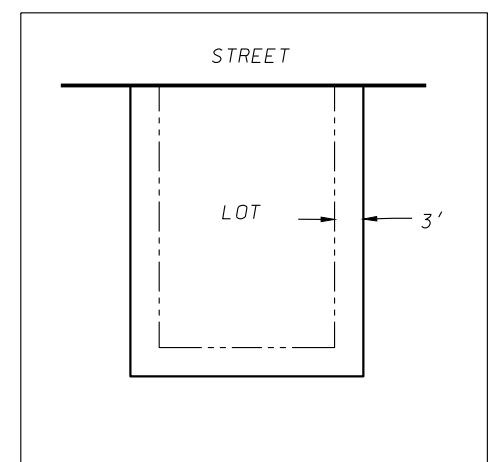
I, Brett T. Stoffregan, Professional Land Surveyor S-2742 do hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin State Statutes and the Subdivision Regulations of the City of Columbus, and under the direction of the owners listed below, I have surveyed, divided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

Dated this 22nd day of October, 2024

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

NOTES

- Outlot 1 is dedicated to the public for stormwater management.
 - Public Stormwater Drainage Easements: Lots 1-17 are subject to Public Stormwater Drainage Easements which shall be three (3) feet in width measured from the property line to the interior of each lot. EXCEPT along streets and outlots for alleys. For purposes of two (2) or more lots combined for a single development site, the Public Stormwater Drainage Easement shall be a minimum of three (3) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site. No buildings, driveways, or retaining walls shall be placed in the easement. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
 - No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to, signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the county Highway Department.
- All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of S.T.H. 73/BUS. 151; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable.
- Distances shown along curves are chord lengths.



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



0 60' 120'

1" = 60'

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

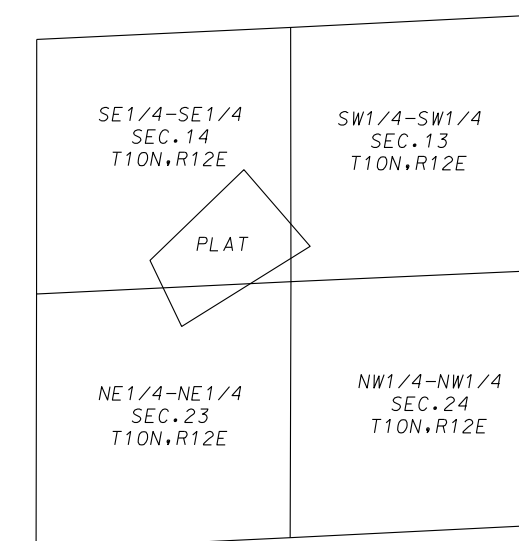
LEGEND

Found 3/4" Iron Rebar

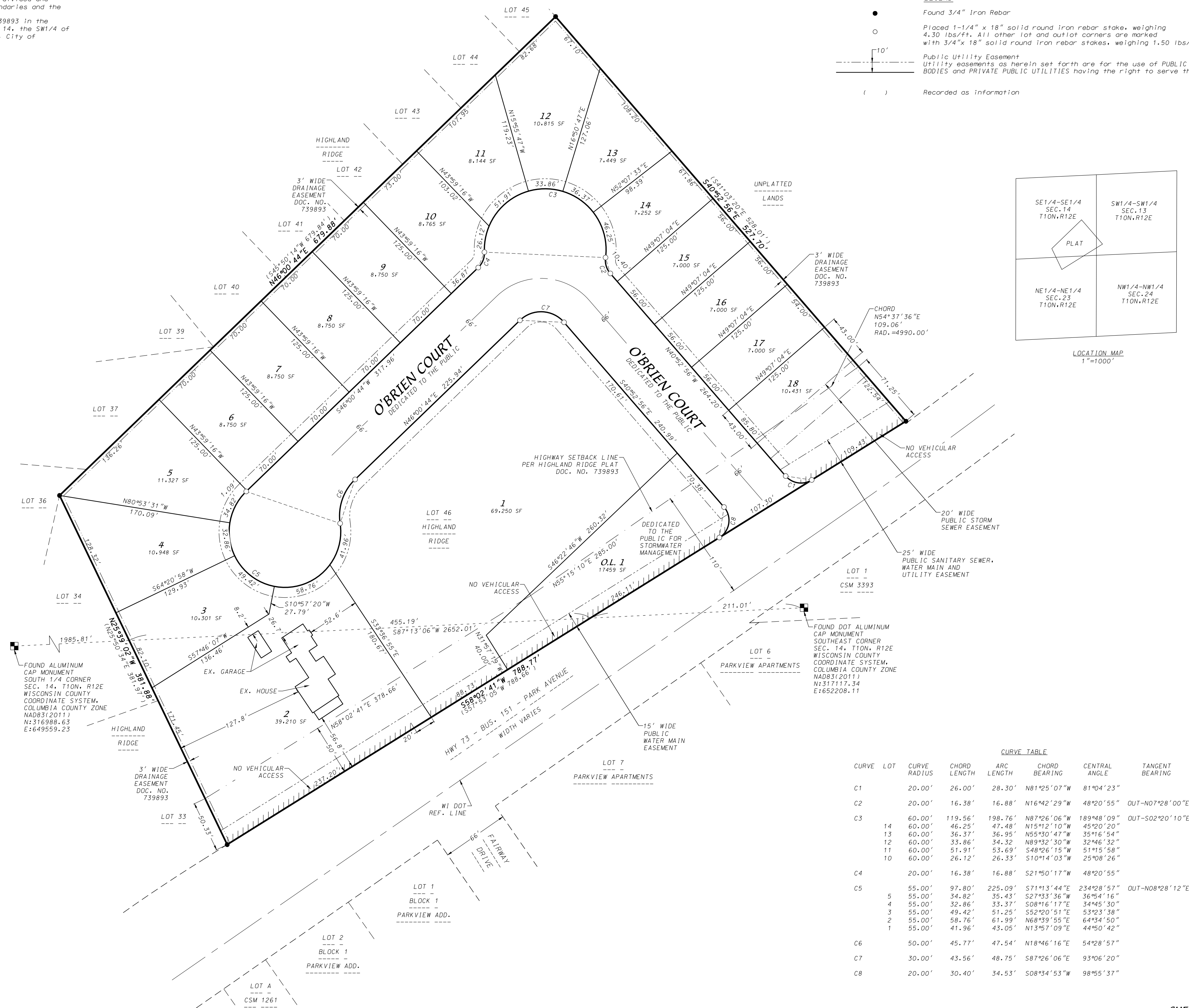
Placed 1-1/4" x 18" solid round iron rebar stake, weighing 4.30 lbs/ft. All other lot and outlot corners are marked with 3/4" x 18" solid round iron rebar stakes, weighing 1.50 lbs/ft.

Public Utility Easement
Utility easements as herein set forth are for the use of PUBLIC BODIES and PRIVATE PUBLIC UTILITIES having the right to serve the area.

Recorded as information



LOCATION MAP
1"=1000'



CURVE TABLE

CURVE	LOT	CURVE RADIUS	CHORD LENGTH	ARC LENGTH	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING
C1		20.00'	26.00'	28.30'	N81°25'07"W	81°04'23"	
C2		20.00'	16.38'	16.88'	N16°42'29"W	48°20'55"	OUT-N07°28'00"E
C3		60.00'	119.56'	198.76'	N87°26'06"W	189°48'09"	OUT-S02°20'10"E
	14	60.00'	46.25'	47.48'	N15°12'10"W	45°20'20"	
	13	60.00'	36.37'	36.95'	N55°30'47"W	35°16'54"	
	12	60.00'	33.86'	34.32'	N89°32'30"W	32°46'32"	
	11	60.00'	51.91'	53.69'	S48°26'15"W	51°15'58"	
	10	60.00'	26.12'	26.33'	S10°14'03"W	25°08'26"	
C4		20.00'	16.38'	16.88'	S21°50'17"W	48°20'55"	
C5		55.00'	97.80'	225.09'	S71°13'44"E	234°28'57"	OUT-N08°28'12"E
	5	55.00'	34.82'	35.43'	S27°33'36"W	36°54'16"	
	4	55.00'	32.86'	33.37'	S08°16'17"E	34°45'30"	
	3	55.00'	49.42'	51.25'	S52°20'51"E	53°23'38"	
	2	55.00'	58.76'	61.99'	N68°39'55"E	64°34'50"	
	1	55.00'	41.96'	43.05'	N13°57'09"E	44°50'42"	
C6		50.00'	45.77'	47.54'	N18°46'16"E	54°28'57"	
C7		30.00'	43.56'	48.75'	S87°26'06"E	93°06'20"	
C8		20.00'	30.40'	34.53'	S08°34'53"W	98°55'37"	

D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

FN:24-07-111

CARDINAL HEIGHTS

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

OWNER'S CERTIFICATE

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

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

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

In witness whereof, Lamps Landing, LLC has caused these presents to be signed this _____ day of _____, 2024.

Lamps Landing, LLC

STATE OF WISCONSIN)
COUNTY OF DANE) S.S

Personally came before me this _____ day of _____, 2024, the above person to me known to be the person who executed the foregoing instrument and acknowledged the same.

My Commission expires _____
Notary Public, Dane County, Wisconsin

CITY OF COLUMBUS CLERK CERTIFICATE

Resolved that the plat of "Cardinal Heights" located in the City of Columbus, was hereby approved on the _____ day of _____, 2024, and that said approval further provided for the acceptance of those lands dedicated and rights conveyed by said plat to the City of Columbus for public use.

Dated this _____ day of _____, 2024.

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

CITY OF COLUMBUS TREASURER'S CERTIFICATE

I, Krystal Larson, being the duly appointed, qualified, and acting Treasurer of the City of Columbus, Columbia County, Wisconsin, do hereby certify that, in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of this _____ day of _____, 2024 on any of the lands included in the plat of "Cardinal Heights".

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

COLUMBIA COUNTY TREASURER'S CERTIFICATE

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

Stacy Opalewski, Treasurer, Columbia County, Wisconsin

REGISTER OF DEEDS CERTIFICATE

Received for recording this _____ day of _____, 2024

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

Lisa Krintz, Columbia County Register of Deeds



D'ONOFRIO KOTTKE AND ASSOCIATES, INC.

7530 Westward Way, Madison, WI 53717
Phone: 608.833.7530 • Fax: 608.833.1089

YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

FN:24-07-111



Agenda Item Report

Meeting Type: City Council

Meeting Date: December 17, 2024

Item Title: Zoning map amendment of Cardinal Heights Plat

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

Detailed Description of Subject Matter:

The request for the rezoning of Cardinal Heights is to implement the City's approved developer's agreement with Lamp's Landing. The agreement includes the development of about 16 single family homes and one multi-family building with 39-42 units. The request is to change the zoning from Rural Development to Residential 3 and Residential 4 (multi-family)

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

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

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

List all Supporting Documentation Attached:

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

Action Requested of Council:

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



CITY OF COLUMBUS

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

APPLICATION FOR ZONING MAP AMENDMENT

FEES:

Application: \$500.00

DEPOSIT:

Residential, single lot - N/A

Residential, more than 1 lot or up to 5 acres - \$1,000

Commercial, Industrial - \$1,000

Instructions to Applicant: To request a change in the Zoning Ordinance, an application for a zoning map amendment must be filed with the City Clerk's Office and a public hearing held before the City's Plan Commission. Normally there are two primary reasons for a change in zoning. One reason is that the zoning ordinance does not comply with the City's Comprehensive Plan; the second is that the activity or use was not addressed or considered at the time the Comprehensive Plan was adopted. The burden of providing substantiating evidence rests with the applicant.

Applications will not be processed unless all required information for the specific application type is submitted and applicable fees are paid. The application deadline is usually 20 working days before the Plan Commission meeting to allow time for staff review and required publishing. **No partial applications will be accepted and final acceptance will be determined by City Staff.**

Applicant information. Applicant will be invoiced for any additional professional fee costs:

Name: RONALD R KLAAS, D'ONOFRIO KOTKE & ASSOC.
Address: 7530 WESTWARD WAY
City: MADISON State: WI ZIP: 53717
Phone: (608) 833-7530 Fax: _____
Cell: _____ Email: RKLAAS@DONOFRIO.CC

Property Interest of Applicant:

() Owner () Contract Purchaser () Leasee

☒ Other (please explain) CIVIL ENG & LAND SURVEYOR

Owner information (if different from Applicant):

Name: JOSH LAMP, LAMPS LANDING LLC
Address: 2230 FORDHEM AVE
City: MADISON State: WI ZIP: 53704
Phone: (608) 239-2559 Fax: _____
Cell: _____ Email: LAMPJELLS@GMAIL.COM



CITY OF COLUMBUS

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

APPLICATION FOR ZONING MAP AMENDMENT

Primary contact information:

Name: SAME AS APPLICANT

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Location of Property

Address: 1400 PARK AVENUE Tax parcel number: _____

Legal Description (attach additional sheets if necessary):

LOT 46, HIGHLAND RIDGE PLAT

Requested Map Amendment: **A narrative or cover letter shall be attached and include the following:**

1. Information about Subject Property:

Current zoning of property: AG

Current use of property: HOUSE, BARN, AG FIELDS

2. Information about the requested zoning map change and what use the amendment would allow:

LOT 1 - R 4 -- 42 UNIT APARTMENT BLDG
LOTS 2-18 R 3 -- 10 NEW HOME SITES PLUS EX. STONE HOUSE

3. Reason for the change to the Zoning Map:

TO ALLOW RESIDENTIAL DEVELOPMENT

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

APPLICATION FOR ZONING MAP AMENDMENT

4. Site Plan

A Site plan must be attached at a scale large enough for clarity showing the following information:

*SITE PLAN FOR APARTMENT BUILDING TO BE SUBMITTED
FOLLOWING PREL. PLAT APPROVAL.*

1. Location and dimensions of the lot showing all easements and all onsite parking.

SEE PRELIM PLAT

2. All structures shown, including signs, the distance between all buildings and all front, side and rear setbacks.

3. All off-street parking spaces.

4. The principal buildings on adjacent lots.

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

8-26-24
Date


Signature of Applicant

Date

Signature of Owner (if different from Applicant)



Current Zoning

Lot 46 and Surrounding Area

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.



SCALE: 1 = 393'

City Of Columbus

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

Print Date: 9/8/2024

CITY OF COLUMBUS

ZONING MAP AMENDMENT ORDINANCE 2024-1

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

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

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

Adopted this 17th day of December, 2024.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk



Agenda Item Report

Meeting Type: City Council

Meeting Date: December 17, 2024

Item Title: Amendment to the Lamp's Landing development agreement

Submitted By: Michael Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

The current agreement with Lamp's Landing has several requirements including the recording of a final plat by December 31, 2024. With the recent new requirements from the Department of Transportation related to the Cardinal Heights Final Plat, more time is needed to get the plat approved and recorded. The proposed amendment to the development agreement re-sets the deadline for the recording of the plat to July 31, 2025. It notes that the other requirements in the agreement have been met.

List all Supporting Documentation Attached:

- Amendment to development agreement document

Action Requested of Council: Approve amendment to development agreement

AMENDMENT TO DEVELOPMENT AGREEMENT

This Agreement made and entered into this 17th day of December, 2024, by and between Lamps Landing LLC (hereinafter “Developer”) and the City of Columbus, a Wisconsin Municipal Corporation (hereinafter “Municipality”).

RECITALS

WHEREAS, Developer and Municipality are parties to a Development Agreement approved by the parties on June 4, 2024, for the development of Lot 46, Highland Ridge (Parcel 1188.046) in the City of Columbus, Columbia County, Wisconsin; and

WHEREAS, Developer and Municipality desire to amend certain provisions of the Development Agreement as set forth below.

NOW, THEREFORE, it is agreed by and between Developer and Municipality as follows:

1. Section A.2. of the Development Agreement is amended to provide that the Developer shall record a Plat for the property on or before July 31, 2025.
2. The parties agree that the other contingencies set forth in Section A of the Development Agreement have been met.
3. All other terms and conditions of the original Development Agreement remain in full force and effect unless modified by the terms of this Amendment.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk

LAMPS LANDING LLC

By: _____
Josh Lamp, Member



Agenda Item Report

Meeting Type: Special Committee of the Whole & Common Council Meetings

Meeting Date: December 17, 2024

Item Title: Memorandum of Understanding (MOU) with Columbia County Health & Human Services – Nutrition Site 2025

Submitted By: Susan Caine, Clerk

Detailed Description of Subject Matter: Each year the City of Columbus receives an MOU from the Columbia County Health & Human Services Department to use the Columbus Community Center as a meal site / distribution point for meals to those in need.

The 2025 MOU shows the change in available hours to coordinate with the Community Center's schedule and the Program agrees to pay a consideration of \$42.00 per week, not to exceed \$2,184.00 annually.

There is no cost to the City for this service.

List all Supporting Documentation Attached:

MOU #2025-020 Columbia County Health & Human Services

Action Requested of Council: Approval of 2025 MOU between the Columbus Community Center and the Senior Nutrition Program of Columbia County for January 1, 2025 through December 31, 2025.

COLUMBIA COUNTY HEALTH AND HUMAN SERVICES
AGING & DISABILITY RESOURCE CENTER
2025 Memorandum of Understanding

() County Copy
() Provider Copy
MOU #2025-020

Item #4.

MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE CITY OF COLUMBUS AS OWNER OF THE **COLUMBUS COMMUNITY CENTER** ("Center") AND THE SENIOR NUTRITION PROGRAM ("Program") OF COLUMBIA COUNTY FOR **JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.**

The following MOU shall govern the use of the facilities of the Center by the Senior Nutrition Program, to-wit:

1. The Center agrees to permit the use of the Community Center Building and facilities located at 125 North Dickason Blvd in the City of Columbus for the conduct of a Senior Nutrition Program. These facilities include the kitchen and the non-exclusive use of the dining room area with table and chairs along with the restrooms. These facilities will be made available to the Program between the hours of 8:30 am and 1:00 pm for the serving of an 11:30 meal Monday through Thursday and 8:30 am and 12:00 pm on Friday of each week. The Program agrees to have a paid or volunteer Site Manager present during the serving of all meals. During the Program's use of the building and facilities the Center shall have the ability to use the same building and facilities provided the Center's use of the building and facilities does not interfere with the Program's use of the same facilities.
2. The Center will provide the Program with working appliances, electricity, heat, hot water, pest control, snow/ice removal and adequate restroom facilities. The parking lot of the Center is a public parking lot and is available to the program for use.
3. The Program agrees to clean the kitchen and adjoining facilities after each use, including, but not limited to: wiping down all counter tops, cupboards, and tables daily prior to leaving the facility, disposing of all garbage and placing all trash from the Program in securely tied plastic bags and removing them from the building site.
4. The Center will ensure that the area used for Meal Sites will be clean, with no garbage sitting out during the Senior Nutrition Meal times. If the space used by the Program is also used by other parties, the Program equipment should not be used including the steam table, coffee maker, silverware, etc. except upon written agreement between the Program and the other party.
5. The Program does not wish to cause any unreasonable or unnecessary loss or financial burden to the Center, and therefore agrees to compensate the Center for Center owned equipment lost, broken, or damaged due to the negligence of agents of the Program, exclusive of maintenance or repairs resulting from ordinary use.
6. This MOU may be terminated by either party by providing a forty-five (45) day advance written notice. Any change or alteration to said MOU must be in writing and approved by both Parties.
7. This MOU is effective January 1, 2025 through December 31, 2025. The Program agrees to pay a consideration of \$42 per week, not to exceed \$2,184.00 annually.
8. This MOU binds each Party to secure and maintain policies of fire and extended coverage and liability insurance in amounts adequate to insure their interests in all properties located at the described location (please attach a copy of said policies).
9. The Parties agree that any additional equipment installation or deviation from routine room use by the Program will be done only with written consent of the Center Director or Administrator.
10. If previously planned painting, remodeling, or repair work will be done by the City during the Program hours, the City shall provide the Program with at least a 72 hour notice. If such preplanned work will prevent the use of the Center Building, the City shall provide the Program with at least a seven (7) day notice to allow for other arrangements to be made. Notification in the case of emergency repairs shall

COLUMBIA COUNTY HEALTH AND HUMAN SERVICES
AGING & DISABILITY RESOURCE CENTER
2025 Memorandum of Understanding

() County Copy
() Provider Copy
MOU #2025-020

Item #4.

MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE CITY OF COLUMBUS AS OWNER OF THE **COLUMBUS COMMUNITY CENTER** ("Center") AND THE SENIOR NUTRITION PROGRAM ("Program") OF COLUMBIA COUNTY FOR **JANUARY 1, 2025 THROUGH DECEMBER 31, 2025**.

The following MOU shall govern the use of the facilities of the Center by the Senior Nutrition Program, to-wit:

be provided as soon as possible.

11. To avoid conflict with Center observance of holidays, the Program will observe and when necessary close the meal site on those days holidays are observed by the Center after receiving a holiday / closure list by the Center.
12. The Program will maintain for its sole use a phone to serve the Senior Nutrition Program.
13. When area schools are cancelled due to weather, meal sites will also be closed and no meals will be provided that day.
14. The Center will provide the Program with adequate secure space for a locked file cabinet that only Program staff have access to and adequate space for storage of equipment and supplies.
15. The Program will be in charge of ordering meals to ensure that there will be no over-ordering of meals and ensure that the meals ordered from the caterer match the reservation sheet counts.
16. The Program staff and the Center staff will actively coordinate to invite diners to participate in scheduled programs. Activities promoted to diners should most often be those that are free of any charges and would not interrupt diners while they are actually eating their lunches.
17. The first Monday of each month no congregate meals will be served and only home delivered meals will occur. The kitchen will still be available for use by the Program for the preparation of home delivered meals. Furthermore, the City may have up to seven additional non-consecutive days each year where no congregate meals will be served and only home delivered meals will be prepared. The City shall provide at least 30 days advance notice when no congregate meals are able to be served.
18. When the Center building is in use for voting, the Program is allowed to use the kitchen for preparation of delivered meals. No congregate meals will be served that day.

PARTIES TO THE MEMORANDUM OF UNDERSTANDING:

By: _____
Joe Hammer
Title: Mayor
Date: _____

By: _____
Susan L. Caine
Title: City Clerk
Date: _____

By: _____
Heather Gove
Columbia County Health and Human Services
Director
Date: _____