



Committee of the Whole Meeting Agenda

Tuesday, September 02, 2025 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 and consideration of an Encroachment Agreement between the City of Columbus and Keith and Andrea Loppnow.
2. Discussion regarding an ordinance to repeal and recreate provisions of Sec. 86-191 of the City Code of Ordinances concerning requirements for driveways.
3. Discussion of approval of job description for Utility Director and authorization to fill vacancy.

Convene to Closed Session

4. Convene to closed session pursuant to 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility (Columbus Police Local WPPA #237 negotiations).

Reconvene to Open Session

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: September 2, 2025

Item Title: Encroachment Agreement for parcel 45.03 (Loppnow)

Report by: Mike Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter:

This property is one of the oldest in the city and was built prior to zoning and other related ordinances. The building is built up to the right of way line and the main floor is a couple of feet above the sidewalk grade. Current access one of the commercial spaces in the building is via existing stairs located in the right of way. The owners also want to recreate the original entrance near the corner of Dickason and Mill for a second commercial space. The only access to Dickason is by having steps in the right of way like the ones at the first entrance. There is 19 feet between the building and the curb with the steps only using four feet. Approving this agreement protects the city and supports a local business that is contributing to downtown revitalization.

List all Supporting Documentation Attached:

- Encroachment agreement and Exhibit A

Action Requested of Council: Approval of Encroachment Agreement

ENCROACHMENT AGREEMENT

Re: Lot 1 of Certified Survey Map 6827 recorded with the Columbia County Register of Deeds in Vol 51 of Records, page 75 as document Number 967274 (the "Property")

This Agreement made and entered into this 2nd day of September, 2025, by and between the City of Columbus, a Wisconsin Municipal Corporation (hereinafter "City") and Keith Loppnow and Andrea Loppnow (hereinafter "Loppnow").

WHEREAS, Loppnow is the owner of the Property located in the City of Columbus, Columbia County, Wisconsin; and

WHEREAS, a portion of the existing building on the Property encroaches into the Dickason Blvd. right-of-way by approximately 4 feet; and

WHEREAS, a portion of the proposed alteration of the building (Exhibit A) on the Property encroaches into the Dickason Blvd. right-of-way by approximately 4 feet; and

WHEREAS, the parties hereto have agreed that until such time as the building shall be destroyed, relocated, or in need of repair to greater than 50% of its 2025 assessed value, the building may remain as presently situated on the Property.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, it is hereby agreed as follows:

1. The portion of the building and improvements owned by Loppnow on the Property which presently encroaches into the Dickason Blvd right-of-way shall be and is hereby allowed to remain as is.

Drafted by and Return To:

Paul A. Johnson
Boardman & Clark LLP
PO Box 256
Lodi, WI 53555

11-211-45.03

Parcel Identification Number(s)

2. At such time as the building on the Property is destroyed, relocated, or in need of repair to greater than 50% of its 2025 assessed value, the building shall be moved so as not to encroach upon the Dickason Street right-of-way and to comply with all applicable City setbacks so that it is totally and completely within the Property owned by Loppnow.
3. This Agreement shall run with the land and is made and entered into for the benefit of the parties hereto and shall be binding upon them and upon their heirs, successors, personal representatives, agents, trustees and successors in interest.

Dated and approved this ____ day of _____, 2025.

By: _____
Keith Loppnow

By: _____.....
Andrea Loppnow

CITY OF COLUMBUS

By: _____
Joe Hammer, Mayor

By: _____
Susan Caine, City Clerk

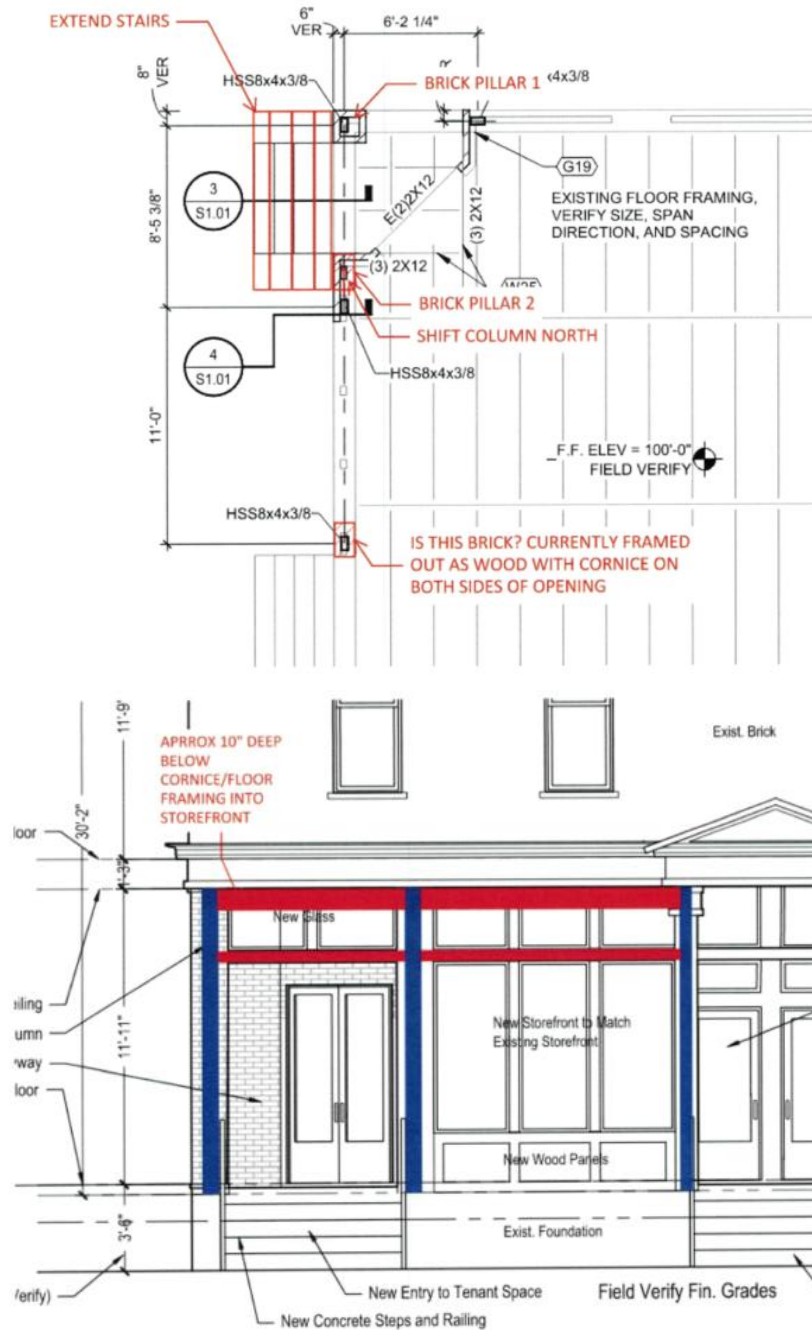
AUTHENTICATION

Signatures of all signers to this Agreement, in their capacities indicated, are hereby authenticated this ____ day of _____, 2025.

Attorney Paul A. Johnson
Notary Public, State of Wisconsin
My Commission is Permanent.

EXHIBIT A

Existing steps on right are six foot by 4' 2" deep. New steps 8' 3/8" wide and 4' 2" deep.



N. Dickason Street Elevation



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: September 2, 2025

Item Title: Ordinance to Repeal & Recreate 86-191

Submitted By: Duane Millard, Director of Public Works

Detailed Description of Subject Matter:

Attorney Johnson has drafted the amended ordinance due to some recent conversations and issues related to driveways in an attempt to clean up this ordinance. The following are the changes:

- section 1, added the date of January 1, 2004 for the date all driveways had to be something other than gravel.
- section 2, changed building inspector to director of public works.
- section 3, allows one driveway on a single-family residential lot and two driveways on a multi-family lot. Eliminates 200-foot rule and no allowance for a driveway on each frontage of a corner lot.
- section 4, consistency with commercial and industrial lots except two driveways are allowed.
- section 5, the Plan Commission can grant waivers to the requirements of section 86-191. They are the final decision maker in this regard. The Plan Commission can require an applicant for a waiver to submit an engineered plan if it so chooses. This is discretionary and not mandatory with the Commission.

List all Supporting Documentation Attached:

Draft Ordinance ORD.810-25

Action Requested of Council:

Discussion regarding an ordinance to repeal and recreate certain provisions of Section 86-191 of the City Code of Ordinances concerning requirements for driveways.

CITY OF COLUMBUS**ORDINANCE NO. 810-25****AN ORDINANCE TO REPEAL AND RECREATE CERTAIN PROVISIONS OF
SECTION 86-191 OF THE CITY CODE OF ORDINANCES CONCERNING
REQUIREMENTS FOR DRIVEWAYS**

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

1. Sec. 86-191(a)(5) is repealed and recreated to read now as follows:
 - (5) Any driveway constructed after January 1, 2004, shall be constructed of one of the following: Concrete, asphalt, brick or other surface approved by the Director of Public Works. Driveway approaches, between the edge of the pavement and the right-of-way line, shall be constructed of concrete pavement.
2. Sec. 86-191(a)(10) is repealed and recreated to now read as follows:
 - (10) No person shall install, alter, change, replace or extend any driveway without first obtaining a permit from the Director of Public Works.
3. Sec. 86-191(b)(1) is repealed and recreated to now read as follows:
 - (1) There shall be no more than 1 driveway per lot or 2 driveways per multi-family residential lot.
4. Sec. 86-191(c)(1) is repealed and recreated to now read as follows:
 - (1) There shall be no more than 2 driveways per commercial or industrial lot. Each driveway on a commercial or industrial lot shall meet the requirements for street frontage separately. Driveways may be prohibited or restricted in size, number or direction of traffic flow, if, in the opinion of the Public Works Director, the proposed location of a driveway will present a hazard to the safety and general welfare of the public.
5. Sec. 86-191(d)(1) and (2) are repealed and recreated to now read as follows:
 - (1) The City Planning Commission may waive the requirements for residential, commercial or industrial driveways when, in its opinion, the waiving of the requirements will not have a detrimental effect on the safety of the general public. The Plan Commission may require the applicant for a waiver to submit an engineered plan that will effectively permit ingress and egress with a minimum of hazard or congestion to pedestrian and vehicle traffic both on and off the street.

6. **Severability.** Each section, paragraph, sentence, clause, word, and provision of this Section is severable, and if any such provision shall be held unconstitutional or invalid for any reason, such decision(s) shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.
7. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this ____ day of _____, 2025.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: September 2, 2025

Item Title: Discussion of approval of job description for Utility Director and authorization to fill vacancy

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

In accordance with the ordinance revisions approved at the August 19th meeting. I've included the draft of the Utility Director job description for your review. Additionally, I'm asking for authorization to fill the vacancy.

List all Supporting Documentation Attached:

Utility Director Job Description

Action Requested of Council:

Approval of Utility Director job description and authorization to fill vacancy

POSITION DESCRIPTION

Title: Utilities Director
 Department: Columbus Utilities
 Date: 10/19/2023
 FLSA: Exempt
 Wage Range: \$110,000 - \$130,000 annually
 Approved: 12/5/2023 City Council

GENERAL PURPOSE

This position is responsible for the general administration, planning, development, direction, and day-to-day operations of Columbus Utilities to include Water, Electric and Wastewater.

SUPERVISION RECEIVED

This appointed position works under the supervision of the City Administrator.

SUPERVISION EXERCISED

Provides direct supervision to Columbus Utilities staff; assigns, directs and evaluates their performance. Makes effective recommendations regarding salary increases, promotions, hiring and terminations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Holds primary responsibility for all aspects of utility operations, administration, financial oversight, and planning:
 - Operation and maintenance
 - Planning and development
 - Policy development and implementation
 - Budget oversight
 - Financial strategy
 - Personnel management
 - Facilitation of Utility Commission oversight and governance
 - Community relations
- Oversee day-to-day operations including operation, construction, maintenance and repair of the electric, water, and the wastewater systems.
- Work collaboratively with other city departments and department personnel to achieve productivity targets and to meet established City policies, objectives, and goals.
- Be an active participant in all Department Head and Utility Commission meetings, and attend Common Council and other city meetings as required.
- Attends various community and intergovernmental meetings as City representative to obtain/share information, explain policies and goals, and gain cooperation and support.
- Assures all work is carried out within budget; monitors revenues and expenditures to assure sound fiscal control and maximum cost-efficiency; prepares annual budget requests.

- Works in partnership with City Engineer in the review of all private project development plans to ensure adequate infrastructure planning and compliance of plans to construction standards for all related infrastructure development, including wastewater and water connections.
- Select, train, motivate, and evaluate personnel; provide or coordinate staff training: work with employees to correct deficiencies; implement discipline and termination procedures.
- Produce required regulatory reports and ensure compliance with regulatory requirements, laws codes, and enforcement actions.
- Ensure that a safe work environment is maintained by monitoring and enforcing proper equipment checks, workplace safety and situational awareness among staff.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- A bachelor's degree from an accredited college or university in engineering, business administration, accounting, public administration preferred, or other directly relevant experience;
- Six years of progressively responsible experience and demonstrated ability in the administration of public or private utilities, utility design, and construction.
- Minimum of three years of supervisory experience.
- Excellent interpersonal and communication skills.
- Project management experience.
 - Highly responsible professional able to manage multiple tasks simultaneously and to provide constant oversight of department activities and emergency response.
 - Ability to establish and maintain effective and positive working relationships and communicate effectively with other city employees, City Council, and the public.
 - Experience to interpret and apply federal, state, and local policies, laws, and regulations.
 - Ability to ensure compliance with city and department safety rules and regulations including training per Federal (OSHA) and State (DSPA) regulations.
 - Lead and motivate with integrity and honesty at all times.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Exposure to extreme hot or cold temperatures.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive and movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have read the job description for my employment position with the City of Columbus and I certify that I can perform these functions.

Employee Name – *Please print*

Employee Signature

Date