



Committee of the Whole Meeting Agenda

Tuesday, April 21, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment (*Public comments will be limited to three (3) minutes per speaker. Speakers must begin by stating their name and address for the record. To ensure that all individuals have an opportunity to be heard, the presiding officer may enforce the time limit and may call speakers to conclude their remarks when their time has expired.*)

New Business

1. Discussion regarding the award of bid for W. School Street Reconstruction to Forest Landscaping & Construction, Inc. in the amount of \$2,755,700.
2. Discussion regarding Task Order No. 2026-04 with Ruckert-Mielke for construction-related services for the W. School Street project.
3. Discussion on Request for Proposals (RFP) related to Auditing Services.
4. Discussion regarding quotes received for Fire Station door repairs.
5. Discussion of Lease Agreement for the Community Garden.

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.

April 8, 2026

Matt Amundson
 City of Columbus
 105 N. Dickason Blvd
 Columbus, WI

RE: 2026 West School Street Reconstruction

Dear Matt:

Bids for the above project were opened on January 28th, at 10:00 a.m. via virtually online at Quest and were as follows:

BIDDER	BASE BID A	BASE BID B	GRAND TOTAL
1. Forest Landscaping & Construction, Inc.	\$2,511,565.00	\$244,135.00	\$2,755,700.00
2. Kopplin & Kinas Co., Inc.	\$2,670,158.40	\$268,909.50	\$2,939,067.90
3. James Peterson Sons, Inc. – Utility Division	\$2,957,709.43	\$286,634.85	\$3,244,344.28
4. Rock Road Companies, Inc.	\$3,128,093.73	\$265,825.44	\$3,393,919.17
5. Parisi Construction, LLC.	\$3,474,124.75	\$239,842.75	\$3,713,607.50

We reviewed the documentation submitted by the apparent low bidder and found that:

1. The Bid Form has been appropriately completed.
2. We have no objections to the low bidder, nor to the proposed major subcontractors and suppliers.
3. Low bidder has successfully completed similar projects over the last 5 years.

On these bases, we recommend that Forest Landscaping and Construction be awarded the 2026 West School Street Reconstruction contract, in the amount of \$2,755,700.00. This amount is based on the bid unit prices and estimated quantities. Actual quantities, and therefore the final contract price, may vary.

Our review did not include an evaluation of bidder's current financial condition nor of their permanent safety program.

Should you decide to accept our recommendation, we have prepared the enclosed Notice of Award for your use. After City Council approval has been received, please have the appropriate official sign where indicated and forward a signed copy of the Notice of Award to our office. We will then fill in the date at the top of page one and forward it, with contracts for execution, to the Contractor. One fully completed Notice of Award will be returned to you for your records.

Bids remain subject to acceptance until April 28, 2026, unless Bidder agrees to an extension. Please advise us of your award decision, or call if there are any questions.

Respectfully,

RUEKERT & MIELKE, INC.



Samantha E. Boman
 Project Engineer
sboman@ruekert-mielke.com

SEB:ied
 Encl: Notice of Award

NOTICE OF AWARD

Item #1.

Contract: 2026 West School Street Reconstruction	Date of Issuance: _____
Bidder: Forest Landscaping & Construction, Inc.	Owner: City of Columbus
Address: W8583 Finch Brothers Road	Engineer: Ruekert & Mielke, Inc.
Lake Mills, WI 53551	Engineer's Project No.: 8117-10105

TO BIDDER:

You are notified that your Bid dated January 28, 2026 for the above Contract has been accepted by Owner and you are the Successful Bidder and are awarded a Contract for:

2026 West School Street Reconstruction

The Contract Price of your Contract is: \$ 2,755,700.00

Two (2) copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award or have been transmitted or made available to Bidder electronically.

Two (2) sets of the Drawings will be delivered separately or otherwise made available to Bidder electronically.

Bidder must comply with the following conditions precedent within 15 days of the date of issuance of this Notice of Award:

1. Deliver to Engineer Two (2) fully executed counterparts of the Contract Documents.
2. Deliver with the executed Agreement the Performance Bond, Payment Bond as specified in the Instructions to Bidders (Article 21), General Conditions (Paragraph 6.01), and Supplementary Conditions (Paragraph SC-6.01).
3. Deliver with the executed Agreement certificates and other evidence of insurance as specified in the General Conditions (Article 6) and the Supplementary Conditions modifying Article 6 of the General Conditions.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Engineer will return to you one fully executed counterpart of the Agreement.

Owner: City of Columbus

Signature: _____
Authorized Signature

Title: _____

Date: _____

Copy: Engineer

This is Task Order No. 2026-04,
 consisting of 4 pages
 City of Columbus
 2026 West School Street Reconstruction
 Construction Services

Task Order

In accordance with the Master Professional Services Agreement between the City of Columbus (Owner) and Ruekert-Mielke, Inc. (Engineer) dated March 20, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: 2026 W School Street Reconstruction
- B. Description: This task order includes the construction-related services for the W School Street reconstruction project to provide engineering support and oversight to the contractor for the City of Columbus and Columbus Utilities.

2. Services of Engineer

A. PHASE 1 – CONSTRUCTION ADMINISTRATION

- Prepare construction agreements for execution and send out Notice to Proceed after award.
- Prepare agenda and attend preconstruction meeting.
- Prepare preconstruction meeting minutes and distribute.
- Coordinate construction with private utility upgrades.
- Construction submittal review and approval.
- Pay request review and recommendation as required.
 - Breakdown of fee by City category for each pay request.
- Change order preparation as required.
- Weekly on-site progress meetings and meeting minutes.
- Technical support and administration.
 - Meeting with residents.
 - Project support as directed by the City Administrator.
- Substantial completion inspection.
 - Issue substantial completion certificate.
- Develop punch list/review punch list.
 - Coordination with Contractor and property owner.
- Final completion inspection.
- Provide FieldAlly working drawings and inspection reports.
- Project closeout documentation.

B. PHASE 2 – CONSTRUCTION STAKING

- Construction staking for:
 - Water main and hydrants
 - Sanitary sewer and structures
 - Storm sewer and structures
 - Concrete curb and gutter

C. PHASE 3 – CONSTRUCTION REVIEW

- Construction Review – Utilities
 - Full time review of sanitary sewer construction.
 - Full time review of water main construction.
 - Full time review of storm sewer construction.
 - Full time review of all sanitary sewer laterals and water services.
- Construction Review – Road including sidewalk, curb and gutter, and pavement.
 - Full time review when Contractor is pouring concrete for:
 - Sidewalk.

- Curb and gutter.
- Private driveway aprons.
- Part time review for removals of existing pavement and saw cutting.
- Full time review of proof rolling and undercutting operations.
- Full time review of paving and compaction operations.
- Part time review of restoration and landscaping

D. PHASE 4 – UPDATE GIS

- Update GIS with record drawing information for water main, sanitary sewer, and storm sewer.

DI. PHASE 5 – LRIP GRANT ADMINISTRATION

- Execute signed State Municipal Agreement (SMA)
- Inspect completed project and provide Engineer’s Certification.
- Complete and submit DT 2353 (Project Reimbursement – Municipal Agreement) to WisDOT after final payment to contractor.

3. Owner’s Responsibilities

The City shall have those responsibilities as set forth in Section II of the Agreement, subject to the following:

- A. City shall confirm attendance to meetings prior to meeting.
- B. Attend utility coordination meetings.
- C. Provide timely review for questions.
- D. Attend the weekly on-site meetings.
- E. Attend the final site walk-through.

4. Items Excluded

The following items are excluded from the scope of services:

- A. Anything not specifically listed in the scope of services above.
- B. Replacing property irons or setting new property irons.
- C. Detail record drawings other than provided working drawings.
- D. Boundary survey or property survey.
- E. Title reports required to create legal documents for any properties.
- F. Creation of easements (temporary or permanent)
- G. Real estate appraisal/acquisition.
- H. Public hearings unless specifically presented.
- I. Any grant application completion or administration related to this project not included above.f
- J. Flow monitoring or dye testing of sewers
- K. Wetland delineations
- L. Historical, environmental, or archeological investigations, coordination, and/or mitigation.
- M. Contaminated site investigations, coordination, and/or remediation design.
- N. Any alternative analysis for approved design
- O. Additional construction staking outside of what is indicated in scope and or the contract documents
- P. Any additional permitting required beyond what was included in the design scope of services

5. Times for Rendering Services

Schedules are subject to change due to activities beyond the control of R/M. In general, the tentative schedule is as follows:

<u>Phase</u>	<u>Completion Date</u>
Begin Construction	April 2026
Substantial Completion	October 30, 2026
Project Walkthrough	November 2, 2026
Final Completion	November 15, 2026

6. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Estimate of Compensation for Services</u>
Construction Administration	Standard Hourly Rates	\$32,000
Construction Staking	Standard Hourly Rates	\$50,000
Construction Review	Standard Hourly Rates	\$150,700
Update GIS	Standard Hourly Rates	\$5,000
LRIP Grant Administration	Standard Hourly Rates	\$1,000
TOTAL		\$238,700

Below is the total fee for construction services breakdown by category for internal City use. All invoicing will reflect the prorated percentage of costs for this task order when received.

Water Utility (28%)	\$66,836.00
Sewer Utility (15%)	\$35,805.00
Storm Utility (10.5%)	\$25,063.50
Street (46.5%)	\$110,995.50

B. The terms of payment are set forth in the Standard Terms and Conditions.

7. Consultants

None.

8. Other Modifications to Standard Terms and Conditions

None.

9. Attachments

None.

10. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / City of Columbus Master Agreement

TASK ORDER

Item #2.

TASK ORDER NO. 2026-04
2026 West School Street Reconstruction Construction Services
Between City of Columbus
and
Ruekert & Mielke, Inc.

Dated: April 8, 2026

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement Amendment between Owner and Engineer, dated March 20, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is April 8, 2026.

OWNER:	ENGINEER:
City of Columbus	Ruekert & Mielke, Inc.
Signature: _____	Signature: <u>Jason P. Lietha</u> <small>Digitally signed by Jason P. Lietha Date: 2026.03.30 13:56:47 -05'00'</small>
Name: <u>Matt Amundson</u>	Name: <u>Jason P. Lietha, P.E.</u>
Title: <u>City Administrator</u>	Title: <u>COO</u>
Date: <u>April 8, 2026</u>	Date: <u>April 8, 2026</u>

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____	Name: <u>Samantha Boman, P.E.</u>
Title: _____	Title: <u>Project Engineer</u>
Address: _____ _____	Address: <u>4630 S. Biltmore Lane</u> <u>Madison, WI 53718</u>
Email: _____	Email: <u>sboman@ruekert-mielke.com</u>
Phone: _____	Phone: <u>608-572-7972</u>
Fax: _____	Fax: <u>262-542-5631</u>



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: April 21, 2026

Item Title: Request for Proposals (RFP) related to auditing services

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

We have had a long-standing relationship with Baker Tilly, but our last letter of engagement with them was from 2023. For due diligence purposes we should RFP every five years to make sure we are receiving what is best for the city. The Finance team would like to explore what others have to offer and will be sending out this RFP to gather data on this.

List all Supporting Documentation Attached:

Auditing Services RFP

Action Requested of Council:

Consider and take action on Request for Proposals (RFP) related to auditing services.

Strategic Plan Objective(s):

n/a



**City of Columbus, Wisconsin
Request for Proposals
Professional Auditing Services**

Issue Date: [April 21, 2026]



1. INTRODUCTION AND BACKGROUND

REQUEST FOR CERTIFIED PUBLIC ACCOUNTING FIRMS – CITY OF COLUMBUS

The City of Columbus, Wisconsin ("City") is requesting proposals from qualified Certified Public Accounting firms to provide professional auditing services for the City. Proposals shall be delivered electronically. All proposals must be received by June 1, 2026. Proposals delivered or received after the submittal deadline will be deemed late and rejected. There are no exceptions to this requirement. Proposals shall be sent to:

Kendra Riddle, Finance Director at kriddle@columbuswi.gov

Inquires regarding this RFP can be directed to Kendra Riddle at (920) 623-5934 or kriddle@columbuswi.gov.

The City operates under a Mayor–Common Council form of government and provides a full range of municipal services. The City’s fiscal year ends December 31.

Annual Audit, Financial Statements, TIF Financial Statements, and Council Presentation ideally are completed by May of the following year. IE: 2025 audit completed May 2026. This is to ensure that the Form C and other required reporting are completed by state deadlines and that city operations can move forward smoothly into the second half of the year when preparing the following year budget.

2. SCOPE OF SERVICES

A. Annual Financial Audit

- Conduct an audit in accordance with GAAS, GAS, and GAAP
- Issue Independent Auditor’s Reports and governance communications
- Financial Statement Preparation
- TIF Financial Statement Preparation
- Adjusting Journal Entries

B. State and Regulatory Reporting

- Prepare and file reports required by Wisconsin DOA and applicable agencies
- Regulatory Reports such as State Financial Report Form C and TID Annual Report

C. Meetings and Presentations

- Planning, exit conferences, and Common Council presentations if requested

3. TERM OF ENGAGEMENT



The initial contract term shall be one (1) year, with up to four (4) optional one-year renewals, subject to Common Council approval.

4. PROPOSAL REQUIREMENTS

Firms shall submit qualifications, personnel details, audit approach, references, fee proposal, and independence disclosures as outlined in the RFP.

5. SUBMISSION INSTRUCTIONS

Proposals must be received by the stated deadline and clearly labeled "RFP – City of Columbus Professional Auditing Services."

6. EVALUATION CRITERIA

Proposals will be evaluated based on municipal experience, staff qualifications, methodology, fees, and references.

7. CONDITIONS

All proposals are subject to Wisconsin public records law. The City reserves the right to reject any or all proposals.

City's Rights and Options:

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether the proposal is selected.

The City of Columbus reserves the right to reject any and all submittals, waive any irregularities, reissue all or part of this Request for Proposals, and not award any contract, all at its discretion and without penalty.



Agenda Item Report

Meeting Type: Committee of the Whole / Common Council Meetings

Meeting Date: April 21, 2026

Item Title: Apparatus Bay Door Opener & Springs Replacement

Submitted By: Scott Hazeltine, Fire Chief

Detailed Description of Subject Matter: We have one opener to be replaced on the back apparatus bay door. There are also a few springs that need to be updated; then all bay doors will be updated.

List all Supporting Documentation Attached:

Received Bids from Peak Garage Doors who is familiar with the Station doors, Overhead Door Company of Madison, Inc., and Rod's Doors LLC.

Action Requested of Council:

Asking to approve either the low bid, or bid of their choosing, to update a door opener and springs.



Salesperson	Job
Boyd Olbert	Multiple doors

To:
 City of Columbus Fire Dept.
 123 W Harrison St
 Columbus WI 53925

Date: 3/24/2026

Description

We are pleased to present the following for your review and consideration.

QUOTE FOR REMAINING SPRINGS AND OPERATOR

OPTION ONE:

Replace Springs Back Door

- 1 Pair-362x46xCR.....\$1455.00

OPTION TWO:

Replace Operator Back Door

1-LIFTMASTER T75 3L5

- ¾ H.P. 230V 3Phase
- Photo eyes to Reverse
- 2-3 Button wall stations
- 4 891 LM Remotes
- Exterior Antenna Kit.....\$3175.00

\$9,115.00

OPTION THREE:

Replace Springs West Front Door

- 1 375x54xCR
- 1 362x46xCR.....\$1575.00

OPTION FOUR:

Replace Springs East Front Door

- 2 Pair-362x46xCR&L.....\$2910.00

ALL PRICES INCLUDE MATERIAL and LABOR F.O.B. JOBSITE

Item #4.

Quotation prepared by: _____

Openings are to be prepared by others in accordance with our specifications. The above price does not include glass, glazing, painting or wiring from electric operator, unless included in above proposal. Above proposal is made for prompt acceptance. Prices subject to review after 15 days. Agreements are contingent upon accidents or other conditions beyond our control. We carry manufacturers contracts, and employers liability and workman's compensation insurance. We reserve the right to add finance charges to past due accounts.

To accept this quotation, sign here and return: _____

Thank you for your business!

Overhead Door Co. of Madison Inc.

Overhead Door Co. of Madison Inc.
 917 Watson Ave.
 Madison WI 53713

Voice: 608-271-4288
 FAX: 608-271-6707



Proposal #: 1-13997

PROPOSAL SUBMITTED TO: Columbus Fire Department			Date 4/15/2026	Attention Scott
STREET 123 W Harrison St			Job Name Columbus Fire Department	
City Columbus	State WI	ZipCode 53925	Job Location Columbus	
Phone Number 920-623-5914	Fax Number shazeltine@columbuswi.gov		Job Phone 920-623-5914	

FURNISH AND INSTALL:

Replacement torsion springs and operator for rear door
 One- Pair .362 x 46" x 3 3/8" ID RW Torsion Springs with plugs - \$1,040.00

One- Liftmaster Model MAXUM TDC1200 Electric Operator with 3/4HPc 230V three-phase motor, 14ft c-channel heavy duty chain drive trolley, logic type control board, one NEMA1 surface mount three-button wall control, one set NEMA1 photo eyes- to reverse, built-in radio receiver with coax antenna, and four 811LMX single-button dipswitch style remote transmitters - \$4,530.00

Operator options:

1) Provide operator with LMC36 3ft monitored light curtain in lieu of photo eyes providing coverage of bottom 3ft of opening versus the standard single beam 6" off the floor add (+) \$950.00 to proposal price

Options: (pricing valid at same time as work above only)

Replace torsion springs on west front door add (+) \$1,040.00 to proposal price

One- Pair .362 x 46" x 3 3/8" ID RW Torsion Springs with plugs

Replace torsion springs on east front door add (+) \$1,830.00 to proposal price

One- Pair .362 x 46" x 3 3/8" ID RW Torsion Springs with plugs

One- Pair .362 x 46" x 3 3/8" ID LW Torsion Springs with plugs

\$9390.⁰⁰

We hereby propose to complete in accordance with above specification, for the sum of:

As Above

As Above

Signature JOHN GRADEL

Direct Dial: _____

TERMS AND CONDITIONS

Payment to be made as follows:

Prices subject to change if not accepted in 30 days.

BY OTHERS: Jams, spring pads, all wiring to motors and control stations, unless otherwise stated above, are not included. Purchaser agrees that doors shall remain in Seller's possession until paid in full. In the event Purchaser breaches or defaults under the terms and provisions of this Agreement, the Purchaser shall be responsible for the costs of collection, including reasonable attorneys' fees. There shall be a 1 1/2% service charge per month for all payments due and owing after 30 days. (Agreements are contingent upon strikes, accidents, or delays beyond our control.)

ACCEPTANCE: Terms, Price, and specifications on all pages of this proposal are hereby accepted and the work authorized.

Purchaser: _____

Signature Title Date of Acceptance

From: Rod Strauss <rodsdoors@charter.net>
Sent: Wednesday, April 15, 2026 6:45 AM
To: Scott Hazeltine
Subject: Re: Quote on Fire Department double bay doors

Quote for remaining springs and operator option one

1-One pair of 362 wire 46 inches long 3 3/8 ID both right hand wound installed \$1250

Option 2 replace operator on back door

1. Liftmaster model TDC22X3 phase installed with photo eyes

5-five remotes The extra remote will work as a wall station

I don't believe with the new frequency you will need an external antenna

Installed and wired \$3750

Option three

Replace springs West front door

1. 1-375 wire by 54 inches long by 3/8 ID right hand wound \$450

2. 1-362 wire by 46 inches long by 3 3/8 ID right hand wound \$400

Labor to switch out Spring's \$250

Option four

1. 1-pair of 262 wire by 46 inches long by 3 3/8 ID right and left hand wound \$800

Labor to install brings \$250

\$7,150.00

Sent from my iPad

On Apr 14, 2026, at 4:20 PM, Scott Hazeltine <SHazeltine@columbuswi.gov> wrote:

Hi Rod,

Any way I can get the quote tomorrow before noon? I just got done at the council agenda meeting and the clerk wants to have the bid to add to the packet.

Sent from my iPhone

On Apr 9, 2026, at 1:31 PM, Rod Strauss <rodsdoors@charter.net> wrote:

He must not want anybody to know what he's using for springs. I'm gonna have to come up and measure.

Sent from my iPad

On Apr 9, 2026, at 7:37 AM, Scott Hazeltine <SHazeltine@columbuswi.gov> wrote:

The guy got back to me on the "CR" and below is what he said.



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: April 21, 2026

Item Title: Community Garden

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Mike Kornmann, Randy Myrum, and I met with representatives from the Community Garden currently located at Tower Drive. As a result of the pending sale of the property and future development, we discussed a new garden location on city owned property at River Road, located adjacent to the Waste Water Treatment Plant and near the butterfly garden. The attached lease was drafted and shared with representatives of the Community Garden and reviewed by the City Attorney.

List all Supporting Documentation Attached:

Draft Lease

Action Requested of Council:

Consider and take action on lease agreement for community garden.

Community Gardens Lease

This Lease made and effective the ___ day of April, 2026, by and between the City of Columbus, a Wisconsin Municipal Corporation (hereinafter “Lessor”), and Columbus Community Garden, Inc. (hereinafter “Lessee”), as follows:

1. **Premises.** Lessor, in consideration of the covenants and agreements hereinafter set forth to be kept and performed by the Lessee, does hereby demise, lease, and let unto the Lessee approximately 0.50 acres of land located on parcel 21110131833009 within the City of Columbus as identified on the attached Exhibit A (hereinafter “the Premises”)

2. **Term.** The term of this Lease shall begin May 1, 2026 and conclude December 31, 2026. As long as Lessee is not in default under any terms of this Lease, this Lease shall automatically renew for successive one year periods unless either Lessor or Lessee gives written notice to the other party by May 1 of the current Year of its intent to terminate the Lease at the end of the current Year.

3. **Rent.** The parties to this Lease agree that the rent for the Premises shall be One and no/100 Dollars (\$1.00) per year. Rent shall be due and payable on or before the first day of May each year during the term of this Lease. All members of Lessee shall donate a portion of their produce to a local food pantry.

4. **Maintenance-** Lessee will maintain the Premises, including mowing of all areas adjacent to the community gardens as identified by Lessor.

5. **Department of Public Works (DPW) Assistance-** As requested by Lessee, Lessor shall deliver Mulch to the Premises. Deliveries will be coordinated with DPW, and deliveries should be made within 10 business days of the request. Lessee should have mulch installed within 14 days of delivery. DPW will collect yard waste on the Monday of the first full week in each month, yard waste should be located along the northern portion of the garden so it can be accessed from Hamilton Street.

6. **Indemnification.** Lessee, intending to be legally bound, does hereby release and agree to indemnify and hold harmless Lessor, its agents and insurers from and against any and all claims, actions, suits, demands, damages (including consequential damages), losses, liabilities and expenses, direct or indirect, foreseen or unforeseen, including, but not limited to, attorney fees and court costs arising out of this Lease, and/or Lessee, and Lessee's livestock, use of or presence upon the Premises, unless it is the result of reckless or intentional acts of Lessor and/or its agents. Lessee shall provide a certificate of insurance verifying that the Lessor is listed as a co-insured for general liability purposes and in an amount of not less than \$1,000,000.00.

7. **Notices.** Notice to Lessor shall be given by regular mail to:

City of Columbus
c/o City Administrator
105 N. Dickason Blvd.
Columbus, WI 53925

Notice to Lessee shall be given by regular mail to:

Columbus Community Garden, Inc
Registered Agent on file with the Dept. of Financial Institutions

Joseph A. Hammer, Mayor
City of Columbus

Susan Caine, Clerk
City of Columbus

Authorized Representative of Lessee

Exhibit A Premises

