



Historic Landmarks and Preservation Commission Meeting Agenda

Wednesday, April 23, 2025 at 4:00 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call Meeting to Order

Roll Call

Notice of Open Meeting

Approval of minutes from previous meeting(s)

Public Comments (3 minute limit per person)

Thank You to Peter Kaland for Service to the Historic Landmarks & Preservation Commission

Consent Agenda

1. Approval of Minutes
2. Accept the Financial Report
3. Payment of Invoices and Bills

Unfinished Business

4. Take Action to Schedule Preliminary Review of City Hall Designation Application
5. Take Action to Approve Contracts for the 2025 CHLPC Summer Concerts

New Business

6. Purchasing Policy Update

Adjourn

Columbus Historic Landmarks and Preservation Commission
Meeting Minutes
Tuesday, March 25, 2025
105 North Dickason Boulevard

The meeting was called to order by Chair Ruth Hermanson at 4:05 p.m.

Attendance: Commissioners Altschwager, Hermanson, Gilbertson, Kaland, Nagle and Elling. Commissioner Ulrich was excused. Dave Bennett, Mike Kornmann and Mayor Hammer were also present.

Notice of open meeting: Chair Hermanson noted that the meeting agenda had been posted and distributed per State Statutes.

Approve agenda: Motion by Kaland, second by Gilbertson, to accept the agenda as presented. Motion carried unanimously.

Public Comment: The group welcomed Bryan Nagle as a new member of the group and noted that Pete Kaland would not be requesting reappointment.

Minutes of February 26: Motion by Nagle, second by Gilbertson to approve. Motion carried unanimously.

Treasurer's report: as of February 19, 2025:

- Susan Stare Auditorium Fund (CD)		\$ 19,148.88
- Water Tower Fund	253474	\$ 10,625.02
- Mary Poser/ Former Columbus Auditorium Corporation	2502700 (CD)	\$ 32,307.87
- RestHaven Improvement	255362	\$105,126.01
- Columbus Pavilion ADA Accessibility Fund	250968	\$ 4,015.93
- CHLPC Account	187450	\$ 32,597.71

Motion by Elling, second by Gilbertson to approve as presented. Motion carried unanimously.

Treasurer Altschwager will be meeting with Mike Kornmann to review purchasing procedures and invoice processing.

Summer Concert Series Performance Contracts: All headline acts are confirmed. Food vendors have been contacted and confirmed. Sponsorship letters will be sent the week of March 31st. Commissioner Elling will be applying for a Tourism Grant to supplement advertising by including material in the Events.com site. Total request is \$1,000 (\$750 for Events.com and \$250 for posters and printing).

Application by CHLPC to designate City Hall as a local historical landmark: The commissioners reviewed material prepared by City staff for the nomination process for local landmark designation of Columbus City Hall, 105 Dickason Boulevard. Commissioner Elling questioned whether Mayor Hammer was signing as a private citizen or as the Mayor and Property Owner. Mayor Hammer indicated that his signature on the application was on behalf of the City as Property Owner.

Upon conclusion of the review of information submitted in the application, Commissioner Gilbertson made a motion to acknowledge that the application was complete and to direct staff to prepare for and

schedule a public hearing for April 30, 2025 at 4:00 p.m. at the City Hall. Motion seconded by Commissioners Altschwager. Motion carried unanimously.

Attendance at Wisconsin Association of Historic Preservation Commission annual meeting. Chair Hermanson noted that she will be attending the sessions on April 24-25 in Racine. Others are invited to attend.

Motion by Kaland, second by Altschwager to adjourn at 5:05 p.m. Carried Unanimously.

NEXT MEETING: April 30, 2025 at 4:00 p.m.

Respectfully submitted, Henry J. Elling, CHLPC Secretary



Minuteman Item #3.

Formerly SprintPrint
2790 S Fish Hatchery Rd
Madison, WI 53711

Phone: 1-608-277-7500 / Fax: 1-608-227-7555

E-mail: fitchburg@minutemanpress.com

Web: WI221.minuteman.com

Invoice Number 107605

Invoice Date 4/14/2025

P.O. Date 4/10/2025

INVOICE

Bill to: Ruth Hermanson
CHLPC
105 N. Dickason Blvd
Columbus, WI 53925

Phone: 920-210-7676
Email: ruthhermanson@charter.net

Ship to: Columbus Historical and Landmark
Preservation Commission (CHLPC)
Libby Gilbertson
105 N. Dickason Boulevard
Columbus, WI 53925

Phone: 262-389-2094
Email: dulib913@gmail.com

PLEASE MAKE CHECKS OUT TO MINUTEMAN PRESS OR MMP

9 Stickers - 3 each of 3 - June 19th Rusty Hearts, July 17th Seth & Kylar, August 14th Mark Croft Trio (Job 110113) \$78.75

30 Wide Format - Stickers for Yard Signs - 22x5.5" (Job 110114) \$99.77

Invoice Subtotal: \$178.52

Invoice Total: \$178.52

Balance Due: \$178.52

Tax Exempt ID: CES #008-0000205087-06
Certificate on file in
Waunakee

**Click or Scan the QR Code
to Pay Online**



Salesperson: Brian Fox

Terms: Net 30 Days

2.0000% interest per month on past-due invoices.
A one-time charge of 2.0000% may be applied for late payments.

Please pay from this invoice. No statements will be sent.

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Agenda Item Report

Meeting Type: Historic Landmarks & Preservation Commission

Meeting Date: April 23, 2025

Item Title: Take Action to Schedule Preliminary Review of City Hall Designation Application

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Historic Landmarks & Preservation Commission will need to first set a date for a preliminary hearing prior to the public hearing for the local historic designation of City Hall. Staff have sent out the appropriate notices for the preliminary hearing. Staff recommend May 28, 2025, for the preliminary hearing at which there would be approval of a possible public hearing on June 25, 2025.

List of all Supporting Documentation Attached:

City Hall Designation Application

Sec. 114-177 Landmark and Historic Designation Procedures

Action Requested of Tourism Commission:

Take action to schedule the preliminary hearing for City Hall's application for local historic designation

APPLICATION FOR LANDMARK/HISTORIC DESIGNATION
(STRUCTURE, SITE, NEIGHBORHOOD OR DISTRICT)

CITY OF COLUMBUS

HISTORIC LANDMARK AND PRESERVATION COMMISSION

This application packet is used to file an application(s) for the nomination of a property as a locally designated structure, site, neighborhood or district. This application is to be submitted to the City Clerk. Please refer to the attached Zoning Code, Chapter 114, Article V, Division 9 for Historic Sites and Structures.

Contact Information		
Applicant Name: City of Columbus, WI	Phone: 920-623-5900	
Applicants' Mailing Address: 105 N. Dickason Blvd.		
City: Columbus	State: WI	Zip: 53925
Applicant's Email Address: jhammer@columbuswi.gov		
Contact Information		
Property Owner(s): City of Columbus, WI	Phone: 920-623-5900	
<i>If more than one owner, please attached additional contact information</i>		
Property Owner's Mailing Address: 105 N. Dickason Blvd.		
City: Columbus	State: WI	Zip: 53925
Property Owner's Email Address: jhammer@columbuswi.gov		
Property Description		
Name (as shown on the tax assessor's rolls of the owner of property proposed for designation): City of Columbus		
Property Address: 105 N. Dickason Blvd.		Year Built and Historic Name if any: 1891-1892; Columbus City Hall
Legal Description and Parcel Number(s): SW 15' of SE 97' of Lot 4, Blk 3; SE 97' of Lot 5, Blk 3; Columbus Blks 1-9 and Tax Parcel ID Number: 51		
Original Owner: City of Columbus	Original Use: Fire Station, City Hall, Police Station, Auditorium	
Architect: Truman D. Allen	Builder:	

MAP. Has a map delineating the boundaries and location of the property proposed for designation been included with this application? **Yes** or No (Circle One)

WRITTEN STATEMENT. Describe the property and setting forth reasons in support of the designation proposed. Reasons must align as stated in 114-176

Round corner tower with clock and bell cupola, round arches on 1st story. Corbelled cornice. Square corner tower with round arch windows. Massive round arch window and entrance. A fire bell and tower were removed in 1948 when the fire department moved to a new location. Local artist Susan Stare has painted murals on the interior of the City Hall. There is an auditorium on the second floor.

Reasons for the designation as proposed include:

- The auditorium, originally designed by Truman D. Allen of Minneapolis, MN, occupies the second and third floors of the Columbus City Hall. It was originally designed in 1891 to accommodate an audience of 600. It was last occupied in the late 1940s, and the second floor was closed to the public in the 1950s. The auditorium was used for silent movies, traveling speakers, entertainment, and school functions.
- The building is composed of area materials consisting of Watertown cream brick, Doylestown red sandstone, and rock-faced Waukesha limestone. About half of T.D. Allen's works remain and are included in the National Historic Register. The Columbus City Hall displays many characteristics of his works.
- Added to the National Register of Historic Places in 1979 and the State Register of Historic Places in 1989.
- The City of Columbus would like to protect the building in order to retain its historic, cultural, and architectural value to the community if it were to relocate to a new facility and the building sold.

CRITERIA FOR DESIGNATION (check all that apply)

- ☒ Exemplify, reflect or hold significant value as part of the broad cultural, political, economic or social history of the nation, state or city
- ☐ Are identified with historic personages or with important events in national, state or local history
- ☒ Embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship
- ☒ Are representative of the notable work of a master builder, designer or architect whose individual genius influenced his age
- ☒ Are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics

PROPERTY OWNER(S) CONSENT. Has the property owner(s) consented to the proposed designation? **YES** or **NO**

If "yes", please attach a copy of the letter of consent. (attached: Yes or No)

PROPERTY OWNER NOTIFICATION. Has the property owner been notified of this application by certified mail? **YES** or **NO**

ADDITIONAL INFORMATION. Has additional information, not requested on this application, been included with this application? **YES or NO** If yes, then please describe a summary of information provided:

Applicant's Signature

I hereby acknowledge by my signature below that the foregoing application is complete, truthful, and accurate.

Applicant Signature: _____

Date: _____

Application Materials That Shall Be Included

- Current and historic photographs of exterior of existing structure.
- Statement describing the applicant's relationship to the property to be designated. This statement should indicate the applicant's interest in or association with this property.
- Statement describing how the property meets at least one of the criteria for designation as a landmark or historic district contained in Section 599.210 of the City Code.
- Statement describing the physical condition of the property and whether the property retains integrity (i.e. the ability to communicate its historical significance as evident in its location, design, setting, materials, workmanship, feeling and association.)

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Sec. 114-173. Purpose and intent.

It is declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements of special character or special historical interest or value is a public necessity and is required in the interest of health, prosperity, safety and welfare of the people. The purpose of this division is to:

- (1) Effect and accomplish the protection, enhancement and perpetuation of such improvements that represent or reflect elements of the city's cultural, social, economic, political, engineering and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in such historic structures, sites, districts and neighborhoods.
- (3) Stabilize and improve property values.
- (4) Foster civic pride in the beauty and noble accomplishments of the past.
- (5) Protect and enhance the city's attractions for residents, tourists and visitors and to serve as a support and stimulus to business and industry.
- (6) Strengthen the economy of the city.
- (7) Promote the use of historic structures, sites, districts and neighborhoods for the education, pleasure and welfare of the people of the city.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-174. Historic Landmark and Preservation Commission composition.

- (1) An historic landmarks and preservation commission is created, consisting of seven members. Each member shall have to the highest extent practicable a known interest in historic preservation. The mayor shall appoint the commissioners, subject to confirmation by the common council. Each member shall serve staggered terms of three years. The terms of appointees shall commence on May 10 of the year of appointment.
- (2) The commission shall annually designate a chairman, vice-chairman and secretary/treasurer from among its members who shall perform those duties as are common to their offices and shall adopt regular meeting dates and reasonable rules of procedure.
- (3) The preservation commission may adopt specific operating guidelines for designation of historic sites, structures, districts and neighborhoods provided they are in conformity with criteria and standards established by this division.
- (4) The historic landmark and preservation commission is herein referred to as the "preservation commission"

(Ord. No. 643-09, §§ I, II, 4-8-09)

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Sec. 114-175. Powers and duties of the preservation commission.

The preservation commission shall have the following duties as further detailed elsewhere in this division as noted:

- (1) Designation of historic structures, sites, districts and neighborhoods. (See sections 114-176 and 114-177).
- (2) Regulation of construction, reconstruction and exterior alteration involving designated properties. (See sections 114-178 and 114-179).
- (3) Regulation of demolition involving designated properties. (See section 114-182).
- (4) Rescinding of historic structure, site, district or neighborhood designation. (See section 114-182).
- (5) Recommendation on proposed alterations to the interiors of designated municipal buildings. The preservation commission shall consider and make recommendation to the common council regarding proposed alteration to the interior of any designated municipal building.
- (6) Recognition of designated sites. The preservation commission may cause to have prepared and erected, a suitable plaque upon designated properties at public expense. Such plaque shall be easily visible to passing pedestrians. The plaque shall contain such information as the preservation commission deems proper, such as the name of the building or site, important dates and pertinent facts.
- (7) In addition, the preservation commission shall also:
 - (a) Actively work for the passage of enabling legislation that would permit the granting of full or partial tax exemptions to properties it has designated under the provisions of this division in order to encourage owners of historic properties to assist in carrying out the intent of this division.
 - (b) Cooperate with the historic preservation officer for the state and the state historic preservation review board in attempting to include such properties hereunder designated as historic structures or sites in the National Register of Historic Places.
 - (c) Work for the continuing education of the citizens about the historic heritage of the city and the historic structures and sites designated under the provisions of this division.
 - (d) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose; however, any such funds intended by the donor to be controlled by the commission may be placed in a separate trust account of the commission in keeping therewith.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-176. Historic structures, sites, neighborhoods and districts designation criteria.

- (1) For purposes of this division, an historic structure, site, neighborhood or district designation may be placed on any site, natural or improved, including any building, improvement or structure located thereon or any area of particular historic, architectural or cultural significance to the city in accordance with the criteria detailed in this section. Designation shall be based on a comprehensive consideration of all relevant factors. Within this division, properties granted historic structure, site, neighborhood or district designation are referred to as "designated properties".
- (2) Designation may be granted to structures, sites, neighborhoods or districts that:

- (a) Exemplify, reflect or hold significant value as part of the broad cultural, political, economic or social history of nation, state or city;
- (b) Are identified with historic personages or with important events in national, state or local history;

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- (c) Embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction or of indigenous materials or craftsmanship; or
- (d) Are representative of the notable work of a master builder, designer or architect whose individual genius influenced his age.
- (e) Are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-177. Landmark and historic district designation—Procedures.

- (1) Application.
 - (a) Any person, group of persons or association, may apply for historic structure, site, district or neighborhood designation for property and improvements located within the corporate limits of the city. The owner of any property that is currently designated may apply for a rescission of that dedication following the same procedures. Where this section refers to procedures applicable to the nomination and designation of properties, those procedures also apply to the rescission of dedication unless otherwise stated. When rescission is requested for economic reasons it shall only be considered in accordance with parameters established under subsection 114-182(2).
 - (b) Nominations shall be made to the preservation commission on forms provided for that purpose. The application shall include or be accompanied by the following:
 - 1. The name and address, as shown on the tax assessor's rolls of the owner of property proposed for designation.
 - 2. The legal description and common street address of property proposed for designation.
 - 3. A map delineating the boundaries and location of property proposed for designation.
 - 4. A written statement describing the property and setting forth reasons in support of the designation proposed.
 - 5. An indication of whether or not the owner(s) consents to the proposed designation.
 - 6. Such other information as may be required by the preservation commission.
- (2) Notification of nomination and preliminary review. Upon receipt of an application for designation or rescission, the chairman of the preservation commission shall schedule a preliminary review to be held within 45 days. He shall notify the applicant and the property owner(s) of the time and place of the preliminary review. The city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission shall also be notified with the request that they each report to the preservation commission in a timely manner on any matters affecting the subject property or surrounding area.
- (3) Public hearing and decision.

- (a) Scheduling of the public hearing. If the preservation commission finds at the time of the preliminary review that an application merits further consideration, then a public hearing shall be scheduled to be held within the next 60 days. The preservation commission shall notify the city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission. Each such department shall respond to the commission within 30 days of notification with its comments on the proposed designation or rescission.

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- (b) Notice of the public hearing. In cases of a nomination of a structure or site, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of the nominated property, to the nominator(s), and to the owners of record as listed in the office of the city assessor of all property in whole or in part situated within 200 feet of the boundaries of the nominated property at least ten days prior to the date of the hearing. In cases of a nomination of an area as a historic district or historic neighborhood, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of each property located within the boundaries of the nominated historic district or historic neighborhood and to the nominator(s), at least ten days prior to the date of the hearing. Notice of such hearing shall also be published as a Class 1 notice under state statutes stating the common street address and legal description of a nominated structure or site or legal description and boundaries of a nominated district along with the date, time, place and purpose of the public hearing. Requirements set forth in this subsection also apply to applications for rescission.
- (c) Required materials. The applicant shall produce at the time of the hearing such information as the preservation commission may require including, but not limited to, the following:
1. All information required with the application.
 2. A visual presentation of the significant improvements on the subject property, together with information as to the age, condition and use of each.
 3. Proposals for preservation and enhancement of the property proposed for designation or a detailed explanation of the reason rescission is requested.
- (d) Conduct of the hearing. The preservation commission shall conduct such public hearing. The applicant and the owners of subject property shall be entitled to speak at the public hearing and the preservation commission will accept comments from all other interested parties. In addition to notified persons and members of the general public, the preservation commission may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The preservation commission may conduct an independent investigation into the proposed designation or rescission. The preservation commission shall review and evaluate all available information according to the applicable standards set forth herein. A record of the proceedings shall be made and retained as a public record.
- (e) Approval timeline. The preservation commission shall approve, approve with modifications or deny the requested designation within ten days after the public hearing; provided, however, that the preservation commission may not modify a designation to extend beyond the property described in the application unless a new application is filed and the procedure repeated. Rescission of designation for economic reasons is subject to timelines as specified under subsection 114-182(2). A majority vote of the entire preservation commission is required for approval.
- (f) Informing parties of interest. Following the public hearing, the secretary of the preservation commission shall prepare a report on the outcome of the preservation commission's action including all available information for submission to the city council within 30 days, as an information item. The owner(s) of record and parties who spoke at the public hearing shall be notified promptly by a letter containing information on the preservation commission's decision. Notification shall also be given to the city clerk, building inspector and the city assessor.

The preservation commission shall cause the designation or rescission to be recorded at city expense in the county register of deeds' office.

- (g) Effect of denial. If the preservation commission denies the petition, no petitioner or applicant can file for 90 days to the secretary of the preservation commission to consider this same request.
- (h) Effect of approval. Properties approved for designation as historic structures, sites, districts or neighborhoods become subject to all provisions of this division. Properties approved for a rescission of dedication are no longer subject to the provisions of this division.

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- (i) Voluntary restrictive covenants. The owner of any historic structure or site may at any time following such designation of his property enter into a restriction covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the historic property. The owner shall record such covenant in the county register of deeds office and shall notify the city assessor of such covenant and the conditions thereof.
- (4) After the date of filing an application, as outlined above, until the date of a final decision by the preservation commission no building permit shall be issued for the alteration, construction, demolition, or removal of the nominated property except as permitted under the provisions of section 114-179. In no event shall the delay so imposed exceed 210 days.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-178. Establishment of regulated work, activities and uses.

- (1) Work on designated property and improvements shall be regulated as follows:
 - (a) Historic structures. No alterations, interior construction which affects structural members, exterior construction or exterior demolition may be performed on designated historic structures or the property on which they are located, except as have been approved by a certificate of appropriateness. Such work is herein referred to as "regulated work".
 - (b) Historic sites, districts and neighborhoods. No alterations, exterior construction or exterior demolition may be performed on property and improvements located within an area that has been designated under this division as an historic site, district or neighborhood, except as have been approved by a certificate of appropriateness. Such work is herein referred to as "regulated work".
- (2) Signs, banners, canopies and the like for designated properties are subject to the same restrictions as "regulated work".
- (3) Regulated work restricted.
 - (a) Any application for a permit from the building inspector involving regulated work shall be filed with the preservation commission. Unless such certificate has been granted by the preservation commission, the building inspector shall not issue a permit for any such work.
 - (b) No one shall cause or permit any regulated work to be performed unless a certificate of appropriateness has been granted by the preservation commission.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-179. Certificate of appropriateness, procedure.

- (1) *Application.* Persons wishing to undertake regulated work shall file an application for a certificate of appropriateness at the city clerk's office on forms provided for that purpose. Each application shall be accompanied by all relevant plans and specifications for the work to be undertaken. The city clerk, within seven working days, shall submit copies of all applications to the preservation commission.
- (2) *Review and approval process.*
 - (a) *Preapplication consultation.* Any applicant may request a meeting with the preservation commission before submitting an application for a certificate of appropriateness and may consult with the preservation commission during the review of the application.

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- (b) *Decision.* At the next regular meeting following receipt of all necessary materials for review of the certificate of appropriateness, the preservation commission shall review and decide upon the application. The applicant may request a special meeting if the next regular preservation commission meeting is scheduled 15 days or more after the city's receipt of all necessary materials. The preservation commission shall grant a certificate of appropriateness if it finds that the proposed work is clearly appropriate and in accordance with the applicable criteria set forth in subsection (4). Copies of the certificate of appropriateness shall be forwarded to the owner(s) of record and the building inspector.
 - (c) *Effect of denial.* When an application has been denied, the preservation commission shall notify the applicant in writing of the decision, with reasons for denial. The denial letter shall list the criteria and standards set forth in subsection (4), which if met, would make the application acceptable to the preservation commission. Within 30 days of receipt of the notification of denial, the applicant must either file a written modification of his application bringing it in conformity with the criteria and standards set forth in the denial letter or file an appeal to the common council on the basis of economic hardship. If the applicant fails to respond in either of those ways, in the required timeframe, the application shall be deemed null and void.
 - (d) *Action on modified applications.* Following denial of a certificate of appropriateness, within 30 days of the receipt of a written modification, the preservation commission shall issue or deny the certificate of appropriateness in accordance with the established procedures and criteria detailed in this section.
- (3) *Changes following issuance of a certificate of appropriateness.* After the issuance of a certificate of appropriateness, no change may be made in the proposed work without review and approval of a new application for a certificate of appropriateness.
- (4) *Criteria.* In making a determination whether to issue or deny a certificate of appropriateness, the preservation commission shall consider, among other things, the effect of the proposed construction, alteration, removal or demolition upon historic, aesthetic or architectural value, characteristics and significance of the structure, site, neighborhood and/or district. The criteria to be used by the preservation commission in making its determination shall include, but are not limited to:
 - (a) The maintenance of the significant original qualities or character of the structure or property, including, if significant, its landscape. The removal or alteration of any historic or distinctive architectural features shall be avoided.
 - (b) The compatibility of the architectural style and design detailing the proposed construction, alteration, addition or repair with the original architecture of the landmark or styles within the historic district.
 - (c) The compatibility of the general design, arrangement, scale, texture or materials of the construction or alteration, with the historic, aesthetic or architectural values, characteristics and significance of the historic district and/or landmark.

- (d) The relationship of the location of the construction, alteration, or demolition to the streets, public or semipublic ways and any other improvement or property within a historic district.
- (e) Whether, in the case of a designated historic structure, site or structure within an historic district, the proposed work would detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement upon which such work is to be done.
- (f) Whether, in the case of the construction of a new improvement upon an historic site, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site.
- (g) Whether construction, alteration and demolition are done in accordance with the following:
 - 1. All buildings, structures, and sites are recognized as products of their own time, and alterations have a historical basis.

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- 2. Such exterior physical changes as may have taken place in the course of time are evidence of the history and development of a building, structure, or site and its environment. Because these changes may have acquired significance in their own right, this significance should be recognized and respected.
- 3. Distinctive stylistic features or examples of skilled craftsmanship which characterize a building, structure, or site are treated with sensitivity.
- 4. Deteriorated architectural features are repaired rather than replaced, wherever possible. In the event replacement is necessary, the new material need not be identical to but should match the material being replaced in composition, design, color, texture and other visual qualities.
- 5. The surface cleaning of structures is undertaken with the gentlest means possible. Abrasive cleaning and other cleaning methods that will damage the historic building materials should not be undertaken.
- 6. Every reasonable effort will be made to protect and preserve archaeological resources affected by, or adjacent to, any project.
- 7. Contemporary design for alterations and additions to existing properties is undertaken in such a manner that it does not destroy significant historical, architectural or cultural materials, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment as outlined:
 - a. Height. The height of the proposed structure or additions or alterations should be compatible with surrounding structures.
 - b. Proportions of structure's front façade. The proportions and relationships between the width and height of the proposed structure should be compatible with nearby structures.
 - c. Proportions of openings into facility. The proportions and relationships between doors and windows should be compatible with existing structures.
 - d. Relationship of building masses and spaces. The relationship of a structure to the open space between it and adjoining structures should be compatible.
 - e. Roof shapes. The design of the roof should be compatible with adjoining structures.
 - f. Landscape and appurtenances. Landscaping and the use of appurtenances should be sensitive to the individual structures, its occupants and their needs. Further, the landscape treatment should be compatible with surrounding structures and landscapes.
 - g. Scale of structure. The scale of the structure should be compatible with surrounding structures.

- h. Directional expression of front elevation. Street façades should blend with other structures with regard to directional expression. When adjacent structures have a dominant horizontal or vertical expression, this should be carried over and reflected.
 - i. Architectural details. Architectural details and materials should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of that area.
8. Wherever possible, new additions or alterations to structures should be done in such manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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Sec. 114-180. Certificate of economic hardship.

- (1) *Eligibility and terms.* Notwithstanding any of the provisions of this division to the contrary, the common council may issue a certificate of economic hardship to allow the performance of work for which a certificate of appropriateness has been denied. The certificate of economic hardship requires a two-thirds vote of the full council upon a clear showing of economic hardship by the applicant in accordance with the terms of this section.
- (2) *Application.* To be considered for a certificate of economic hardship the applicant shall provide the following information in an affidavit signed by the owner of the subject property:
 - (a) The amount paid for the property, the date of purchase and the party from whom purchased (including description of the relationship, if any, between the owner and the person from whom the property was purchased).
 - (b) The assessed value of the land and improvements thereon according to the two most recent assessments.
 - (c) Real estate taxes for the previous two years, and proof that they are paid in full.
 - (d) Annual debt service, if any, for the previous two years.
 - (e) All appraisals obtained within the previous two years by the owner or applicant in connection with his purchase, financing or ownership of property.
 - (f) Any listing of the property for sale or rent, price asked and offers received, if any.
 - (g) Any consideration by the owner as to profitable adaptive uses for the property.
 - (h) If the property is income-producing, the annual gross income from the property for the previous two years, itemized operating and maintenance expenses for the previous two years, and annual cash flow, if any, during the same period.
 - (i) A description of the necessity for the work, as proposed, explaining the economic hardship resulting from denial of the certificate of appropriateness and/or the economic hardship that would be incurred in efforts to satisfy the criteria detailed in the denial of the certificate of appropriateness.
- (3) *Decision.* If the common council finds that, without approval of the proposed work, the property and improvements cannot be put to a reasonable beneficial use or the owner cannot obtain a reasonable economic return therefrom the common council is authorized to issue a certificate of economic hardship. If the common council finds otherwise, it shall

deny issuance of the certificate of economic hardship. At the discretion of the common council a final decision regarding issuance of the certificate of economic hardship may be delayed for a period not to exceed six months. During this period of delay, the applicant shall investigate plans to allow for a reasonably beneficial use or a reasonable economic return, or to otherwise preserve the subject property and improvements. The common council may request that the preservation commission provide assistance to the applicant in this endeavor. Upon a decision by the common council regarding a certificate of economic hardship, the city clerk shall notify the preservation commission, the applicant and the building inspector within seven days.

- (4) *Effect of decision.* The issuance of a certificate of economic hardship acts in lieu of a certificate of appropriateness for the identified work. The building inspector may proceed to issue building permits for such work following standard procedures once a certificate of economic hardship has been granted.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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Sec. 114-181. Miscellaneous provisions.

- (1) *Notice to preservation commission.* The city administrator or designee shall provide notice in writing to the chairperson of the preservation commission at least 15 days in advance of any forthcoming public hearings regarding zoning, conditional use or variance petitions involving designated properties. Additionally, the building inspector shall provide notice in writing to the chairman of the preservation commission at least 60 days in advance of plans by the city to alter or demolish a designated property owned by the city.
- (2) *Affirmation of existing codes and ordinances.* Nothing contained in this division shall supersede the powers of other local legislative or regulatory bodies, or relieves any property owner from complying with the requirements of any other applicable codes and ordinances.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-182. Demolition and rescission.

- (1) *Regulation of demolition.* No permit to demolish all or part of an historic structure shall be granted by the building inspector, except as follows:
- (a) At such time as a person applies for a permit to demolish such property, the application shall be filed with the preservation commission. Upon application, the preservation commission may refuse to grant such written approval for a period of up to ten months from the time of such application, during which time the commission and the applicant shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the applicant and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this ten-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is underway or no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the common council may direct the building inspector to issue the permit to demolish the subject property without the approval of the preservation commission.

- (b) In determining whether to allow the issuance of a permit for any demolition, the preservation commission shall consider and may give decisive weight to any or all of the following:
1. Whether the building or structure is of such architectural or historic significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and the state.
 2. Whether the building or structure is of such old and unusual or uncommon design, texture and/or material that it could not be reproduced or be reproduced only with great difficulty and/or expense.
 3. Whether retention of the building or structure would promote the general welfare of the people of the city and the state by encouraging study of American history or architecture design, or by developing an understanding of American culture and heritage.
 4. Whether the building or structure is in such a deteriorated condition that it is not structurally or economically feasible to preserve or restore it, provided that any hardship or difficulty claimed by the owner that is self-created or is the result of any failure to maintain the property in good repair cannot qualify as a basis for the issuance of a demolition permit.
- (c) An appeal from the decision of the preservation commission to grant or deny a demolition permit or to suspend action on a demolition application may be taken to the common council by the applicant for the demolition permit or by the mayor or the council member of the district in which the subject building or structure is located. Such appeal shall be initiated by filing a petition to appeal specifying the grounds with the city clerk within ten

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days of the date the final decision of the preservation commission is made. The city clerk shall file the petition to appeal with the common council. After a public hearing, the council may by favorable vote of two-thirds of its members, reserve or modify the decision of the preservation commission if, after balancing the interest of the public in preserving the subject property and the interest of the owner in using it for his own purposes, the council finds that owing to special conditions pertaining to the specific piece of property, demolition will preclude any and all reasonable use of the property and/or a failure to approve the demolition will cause serious hardship for the owner, provided that any self-created hardship shall not be a basis for reversal or modification of the preservation commission's decision.

- (2) *Rescinding designation of historic structures, sites or structures within an historic district for economic reasons.* Any person who is listed as the owner of record of an historic structure, site, or structure within an historic district at the time of its designation who can demonstrate to the preservation commission that by virtue of such designation he is unable to find a buyer willing to preserve such an historic structure or site even though he has made reasonable attempts in good faith to find and attract such a buyer, may petition the preservation commission for a rescission of its designation. Following the filing of such petition with the secretary of the preservation commission:
- (a) The owner and the preservation commission shall work together in good faith to locate a buyer for the subject property who is willing to abide by its designation.
 - (b) If at the end of a period not exceeding 12 months from the date of such petition no such buyer can be found and if the owner still desires to obtain such rescission, the preservation commission shall rescind its designation of the subject property.
 - (c) In the event of such rescission, the preservation commission shall notify the city clerk, the building inspector and the city assessor of the rescission and shall cause the rescission to be recorded at its own expense in the office of the county register of deeds.
 - (d) Following such rescission, the preservation commission may not redesignate the subject property an historic structure or site for a period of not less than five years following the date of rescission.

Sec. 114-183. Conformance with regulations.

Every person in charge of any historic structure or site shall maintain the structure or site or cause or permit it to be maintained in a condition consistent with the provisions of this division. The city council may appoint the building inspector or other designee to enforce this division. The duties of the designee shall include periodic inspection at intervals provided by the city council of designated historic structures and sites. These inspections may include physical entry upon the property and its improvements with permission of the owner to ensure that interior alterations or maintenance will not jeopardize the exterior appearance or structural stability of the improvement. If an owner refuses permission for entry for purposes of inspection, the building inspector may obtain a warrant of entry pursuant to Wis. Stats. § 66.122, and take any other reasonable measures to further enforce this division.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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Sec. 114-184. Maintenance of historic structures, sites and districts.

- (1) Every person in charge of an improvement on an historic site shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof that, if not so maintained, may cause or tend to cause the exterior portions of such improvement to fall into a state of disrepair. This provision shall be in addition to all other provisions of law requiring such improvement to be kept in good repair.
- (2) Insofar as they are applicable to an historic structure, site or district designated under this division, any provision of articles III and V of chapter 18, may be varied or waived on application to the appropriate board having such jurisdiction over such chapters or in the absence of such board, to the building inspector, provided such variance or waiver does not endanger public health or safety.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-185. Conditions dangerous to life, health or property.

Nothing contained in this division shall prohibit the making of necessary construction, reconstruction, alteration or demolition of any historic structure or any improvement on an historic site pursuant to order of any governmental agency or any court judgment for the purpose of remedying emergency conditions determined to be dangerous to life, health or property. In such cases, no approval from the preservation commission shall be required.

(Ord. No. 643-09, §§ I, II, 4-8-09)

Sec. 114-186. Penalties for violations.

Any person violating any provisions of this division or any regulation, rule or order made under this division shall be subject to a penalty as provided in section 1-14.

(Ord. No. 643-09, §§ I, II, 4-8-09)

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(Supp. No. 26)





City Hall Local Historic Designation – Applicant Relationship to the Property Designated

The City of Columbus' relationship to the City Hall building is that of owner. The City is the original owner of the building and has utilized it for various public functions including City offices, police station, fire station, and allowed use of the auditorium for entertainment and school events.

The City is interested in preserving the property as it has become a center of pride and identity for the community with its iconic clock tower. The City wishes to protect the property from potential modification and / or demolition in the event of selling the building through Council action. The City is interested in utilizing local historic designation to fulfill this.

Statement describing the physical condition of the property and whether the property retains integrity (i.e. the ability to communicate its historical significance as evident in its location, design, setting, materials, workmanship, feeling and association.)

The property at 105 N. Ludington Boulevard has seen some cosmetic changes over the years, such as the fire engine bay doors being bricked over and replaced with windows, the fire escape removed, the fire tower and bell removed and the addition of the annex. The original exterior doors to the building have been replaced and new roofing shingles were installed.

Despite these changes, the building retains most of its original integrity. Its iconic clock tower has seen various painting jobs over the years but is still functional and still keeps its original design. The materials used in replacing the fire engine bay doors are designed to match the original design materials. The building itself has not seen any major design changes since its opening in 1892. Even the annex was designed to imitate buildings from the downtown area while evoking the design elements of the City Hall building. The Watertown cream brick is used in several other downtown buildings bridging the design elements of the downtown area.

The location of the City Hall building has not changed and sits in the city's "historic corner" that showcases City Hall's architecture but also the unique Jewel Box design of Farmers and Merchants Union Bank, the storybook design of the Columbus Public Library, and the classic downtown buildings. Much of the area retains the late-1800's charm and was even used as a backdrop for the 2009 movie, Public Enemies.

City Hall Local Historic Designation – Statement Describing how the Property Meets at Least 1 Criteria for Designation

The City Hall building, located at 105 N. Dickason Blvd. meets three of the criteria for designation. It meets (2)(a), (2)(c), and (2)(e) under Sec. 114-176. Historic structures, sites, neighborhoods and districts designation criteria of the City code.

The property meets (2)(a) that states “exemplify, reflect, or hold significant value as part of the broad cultural, political, economic or social history of the nation, state or city”. The offices of city government, the police and fire departments, the jail and firefighting equipment, and the city library were located in the building when it opened. On the second floor of the building is a large public auditorium. This was the location of most of the cultural and educational events in the community. In addition to class plays and graduation exercises, the auditorium hosted traveling theater troupes and served as a motion picture theater until the local Rudalt Theater was built in 1917.

The property meets 2(c) that states “embody the distinguishing characteristics of an architectural type or specimen, inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship”. The building is composed of local materials consisting of Watertown cream brick, Doylestown red sandstone, and rock-faced Waukesha limestone. About half of T.D.Allen’s works remain and are included in the National Historic Register. The City Hall is the best local example of the Richardsonian Romanesque style. The style was commonly used for government buildings, where it expressed the stability and permanence of democratic institutions. Here it is characterized by the general massive and heavy appearance of the building, the large arched openings framed in red sandstone, and the contrasting stonework of the lintels, foundation and arches.

The property meets 2(e) that states “are identifiable as established and familiar visual features in the community owing to their unique location or physical characteristics”. Residents in the city instantly identify the building with its iconic clock tower. City government has adopted the clock tower portion of City Hall into its branding and prominently features it in the City’s logo. By the late nineteenth century, Columbus had developed into a prosperous rural trading center, its economic wellbeing depending on the success of the surrounding agricultural community. Columbus’ economic boom of the 1880s and 1890s necessitated additional city services to support the expanding downtown and new residential neighborhoods. The city responded by building a new Columbus City Hall, which opened to the public in 1892.

Sec. 114-177. Landmark and historic district designation—Procedures.

- (1) Application.
 - (a) Any person, group of persons or association, may apply for historic structure, site, district or neighborhood designation for property and improvements located within the corporate limits of the city. The owner of any property that is currently designated may apply for a rescission of that dedication following the same procedures. Where this section refers to procedures applicable to the nomination and designation of properties, those procedures also apply to the rescission of dedication unless otherwise stated. When rescission is requested for economic reasons it shall only be considered in accordance with parameters established under subsection 114-182(2).
 - (b) Nominations shall be made to the preservation commission on forms provided for that purpose. The application shall include or be accompanied by the following:
 1. The name and address, as shown on the tax assessor's rolls of the owner of property proposed for designation.
 2. The legal description and common street address of property proposed for designation.
 3. A map delineating the boundaries and location of property proposed for designation.
 4. A written statement describing the property and setting forth reasons in support of the designation proposed.
 5. An indication of whether or not the owner(s) consents to the proposed designation.
 6. Such other information as may be required by the preservation commission.
- (2) Notification of nomination and preliminary review. Upon receipt of an application for designation or rescission, the chairman of the preservation commission shall schedule a preliminary review to be held within 45 days. He shall notify the applicant and the property owner(s) of the time and place of the preliminary review. The city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission shall also be notified with the request that they each report to the preservation commission in a timely manner on any matters affecting the subject property or surrounding area.
- (3) Public hearing and decision.
 - (a) Scheduling of the public hearing. If the preservation commission finds at the time of the preliminary review that an application merits further consideration, then a public hearing shall be scheduled to be held within the next 60 days. The preservation commission shall notify the city tax assessor, public works department, parks division, fire and police departments, health officer, building inspector and plan commission. Each such department shall respond to the commission within 30 days of notification with its comments on the proposed designation or rescission.
 - (b) Notice of the public hearing. In cases of a nomination of a structure or site, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of the nominated property, to the nominator(s), and to the owners of record as listed in the office of the city assessor of all property in whole or in part situated within 200 feet of the boundaries of the nominated property at least ten days prior to the date of the hearing. In cases of a nomination of an area as a historic district or historic neighborhood, notice of the date, time, place and purpose of the public hearing and a copy of the completed nomination form shall be sent to the owners of record of each property located within the boundaries of the nominated historic district or historic neighborhood and to the nominator(s), at least ten days prior to the date of the hearing. Notice of such hearing shall also be published as a Class 1 notice under state statutes stating the

- common street address and legal description of a nominated structure or site or legal description and boundaries of a nominated district along with the date, time, place and purpose of the public hearing. Requirements set forth in this subsection also apply to applications for rescission.
- (c) Required materials. The applicant shall produce at the time of the hearing such information as the preservation commission may require including, but not limited to, the following:
 - 1. All information required with the application.
 - 2. A visual presentation of the significant improvements on the subject property, together with information as to the age, condition and use of each.
 - 3. Proposals for preservation and enhancement of the property proposed for designation or a detailed explanation of the reason rescission is requested.
 - (d) Conduct of the hearing. The preservation commission shall conduct such public hearing. The applicant and the owners of subject property shall be entitled to speak at the public hearing and the preservation commission will accept comments from all other interested parties. In addition to notified persons and members of the general public, the preservation commission may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The preservation commission may conduct an independent investigation into the proposed designation or rescission. The preservation commission shall review and evaluate all available information according to the applicable standards set forth herein. A record of the proceedings shall be made and retained as a public record.
 - (e) Approval timeline. The preservation commission shall approve, approve with modifications or deny the requested designation within ten days after the public hearing; provided, however, that the preservation commission may not modify a designation to extend beyond the property described in the application unless a new application is filed and the procedure repeated. Rescission of designation for economic reasons is subject to timelines as specified under subsection 114-182(2). A majority vote of the entire preservation commission is required for approval.
 - (f) Informing parties of interest. Following the public hearing, the secretary of the preservation commission shall prepare a report on the outcome of the preservation commission's action including all available information for submission to the city council within 30 days, as an information item. The owner(s) of record and parties who spoke at the public hearing shall be notified promptly by a letter containing information on the preservation commission's decision. Notification shall also be given to the city clerk, building inspector and the city assessor. The preservation commission shall cause the designation or rescission to be recorded at city expense in the county register of deeds' office.
 - (g) Effect of denial. If the preservation commission denies the petition, no petitioner or applicant can file for 90 days to the secretary of the preservation commission to consider this same request.
 - (h) Effect of approval. Properties approved for designation as historic structures, sites, districts or neighborhoods become subject to all provisions of this division. Properties approved for a rescission of dedication are no longer subject to the provisions of this division.
 - (i) Voluntary restrictive covenants. The owner of any historic structure or site may at any time following such designation of his property enter into a restriction covenant on the subject property after negotiation with the commission. The commission may assist the owner in preparing such covenant in the interest of preserving the historic property. The owner shall record such covenant in the county register of deeds office and shall notify the city assessor of such covenant and the conditions thereof.
- (4) After the date of filing an application, as outlined above, until the date of a final decision by the preservation commission no building permit shall be issued for the alteration, construction, demolition, or removal of the

nominated property except as permitted under the provisions of section 114-179. In no event shall the delay so imposed exceed 210 days.

(Ord. No. 643-09, §§ I, II, 4-8-09)



Agenda Item Report

Meeting Type: Historic Landmarks & Preservation Commission

Meeting Date: April 23, 2025

Item Title: Take Action to Approve Contracts for the 2025 CHLPC Summer Concerts

Submitted By: David Bennett, Communications & Economic Development Coordinator

Detailed Description of Subject Matter:

The Columbus Historic Landmarks & Preservation Commission (CHLPC) is working with Mark Croft to secure performers for the 2025 CHLPC Summer Concert Series. The bands will total \$2,350 of which Seth & Kylar will be \$650, The Rusty Hearts will be \$900, and the Mark Croft Trio will be \$800.

List of all Supporting Documentation Attached:

Seth & Kylar Contract

The Rusty Hearts Contract

Mark Croft Trio Contract

Action Requested of Tourism Commission:

Approving the contracts with performers for the 2025 CHLPC Summer Concert Series

Performer Contract

City of Columbus, Wisconsin

This contract is for the services of **MUSICAL PERFORMANCE** for the **CHLPC SUMMER CONCERT SERIES** to be described below, is made between the City of Columbus, hereinafter referred to as "City," and the undersigned **PERFORMER**, hereinafter referred to as "Performer," for the services of **MUSICAL PERFORMANCE**.

1. EVENT DESCRIPTION:

Date(s): 6/19/25

Time(s): 6:00-8:00pm

Event Location: Fireman's Park Picnic Shelter

- a. City staff, committee members, or volunteers are responsible for providing and clearing the staging area prior to Performer arrival. This would typically be completed an hour before the event's start time. The Performer can request additional time in section 2. of this contract.
- b. A staging area of 12 feet wide to 8 feet deep and grounded electrical outlets will be provided for the Performer.
- c. Outdoor performances in Fireman's Park may be moved indoors to the park's Pavilion due to rain or inclement weather.

2. PERFORMER NAME:

Name: Seth & Kylar

Additional Set Up Time Requested:

- a. The Performer is responsible for their own staffing and cannot direct City staff in any capacity. Likewise, the City, its committees and/or volunteers will not have
- b. The Performer is responsible for their own equipment, sound, lighting, props, etc.
- c. The Performer will have up to 1 hour for set up, sound check, changing of attire, etc. prior to the event's start time. The Performer may request additional time via this contract.
- d. The Performer executes this agreement as an independent contractor, not as an employee of the City. Responsibility for appropriate payments, payroll taxes, and other charges under applicable federal and state law will be assumed by the Performer.

3. CITY CONTACT:

Name and Title:

Phone: 920-623-5900

Email:

4. COMPENSATION:

Fee / Honorarium: \$650.00

Transportation: NA

Other: NA

Total Compensation: \$650.00

Optional Costs if Applicable:

Advance Deposit if required by Performer:

- a. If the Performer is not able to fulfill the obligations as agreed to in this contract, the Performer will not be compensated unless by fault of the City or its venue. In the exception of documentable fault of the City or its venue, the Performer may receive payment.
- b. The Performer will not be responsible for any make-up time if the staging area is not properly cleared at least 1 hour prior to the event's start time for the Performer to set up. If at no fault by the City or its venue, the Performer is tardy, takes additional time to set up / requests additional time after agreeing to this contract, experiences technical difficulties, or has other issues delaying this performance, they may make up the time or receive pro-rated reduced payment.
- c. Optional Costs that may be incurred after this contract is agreed to shall be listed in this contract and full descriptions of the charges will be added to this contract as an addendum.
- d. The Advance Deposit that may be required and possibly forfeited after this contract is agreed to shall be listed in this contract and full description of the deposit will be added to this contract as an addendum.
- e. If the City requests an early set up of more than 1 hour prior to the event's start time, it acknowledges it may incur a separate charge if applicable.
- f. If the City cancels the event, it acknowledges it may not receive its deposit if applicable.
- g. If the event is cancelled within 90 days, it acknowledges that it may incur up to full liability if applicable.

5. INSURANCE:

Insurance Carrier:

Coverage Amount:

Applicable Coverage:

Agree to Hold Harmless: Act agrees to hold harmless

- a. The City requires the Performer to have some insurance coverage in the event attendees, staff, volunteers, etc. are injured due to the actions of the Performer during the event.
- b. If the Performer does not have insurance, then the Performer agrees to hold harmless the City for anything the Performer does during the event by signing after the Agree to Hold Harmless in section 5 of this contract.

6. PAYMENT:

Make Payment To: Kylar Kuzio, LLC**Street Address:** PO Box 5171**City:** De Pere**State:** WI**ZIP:** 54115**Amount:****Deposit (If Applicable):** \$650.00**City Authorization By:****Date:**

- a. All payments will be in the form of a check issued by the City of Columbus and will be payable to the Performer as indicated in section 6 of this contract.

7. AGREEMENT:

Performer Signature: Mark Croft - Agent, Bananas Entertainment**Date:** 4/10/25**City Contact Signature:****Date:**

- a. If any provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions hereof shall remain in effect.
- b. This agreement and any accompanying addendums are the entire agreement of the parties and may not be altered or amended unless agreed upon by all parties.
- c. We acknowledge and confirm that we have read and approve the terms and conditions set forth in this contract.
- d. Commencement of engagement as described in this contract is deemed to be an acceptance of all the terms and conditions by the City and the Performer.

Performer Contract

City of Columbus, Wisconsin

This contract is for the services of **MUSICAL PERFORMANCE** for the **CHLPC SUMMER CONCERT SERIES** to be described below, is made between the City of Columbus, hereinafter referred to as "City," and the undersigned **PERFORMER**, hereinafter referred to as "Performer," for the services of **MUSICAL PERFORMANCE**.

1. EVENT DESCRIPTION:

Date(s): 7/17/25

Time(s): 6:00-8:00pm

Event Location: Fireman's Park Picnic Shelter

- a. City staff, committee members, or volunteers are responsible for providing and clearing the staging area prior to Performer arrival. This would typically be completed an hour before the event's start time. The Performer can request additional time in section 2. of this contract.
- b. A staging area of 12 feet wide to 8 feet deep and grounded electrical outlets will be provided for the Performer.
- c. Outdoor performances in Fireman's Park may be moved indoors to the park's Pavilion due to rain or inclement weather.

2. PERFORMER NAME:

Name: The Rusty Hearts

Additional Set Up Time Requested: 1hr

- a. The Performer is responsible for their own staffing and cannot direct City staff in any capacity. Likewise, the City, its committees and/or volunteers will not have
- b. The Performer is responsible for their own equipment, sound, lighting, props, etc.
- c. The Performer will have up to 1 hour for set up, sound check, changing of attire, etc. prior to the event's start time. The Performer may request additional time via this contract.
- d. The Performer executes this agreement as an independent contractor, not as an employee of the City. Responsibility for appropriate payments, payroll taxes, and other charges under applicable federal and state law will be assumed by the Performer.

3. CITY CONTACT:

Name and Title:

Phone: 920-623-5900

Email:

4. COMPENSATION:

Fee / Honorarium: \$900.00

Transportation: NA

Other: NA

Total Compensation: \$900.00

Optional Costs if Applicable:

Advance Deposit if required by Performer:

- a. If the Performer is not able to fulfill the obligations as agreed to in this contract, the Performer will not be compensated unless by fault of the City or its venue. In the exception of documentable fault of the City or its venue, the Performer may receive payment.
- b. The Performer will not be responsible for any make-up time if the staging area is not properly cleared at least 1 hour prior to the event's start time for the Performer to set up. If at no fault by the City or its venue, the Performer is tardy, takes additional time to set up / requests additional time after agreeing to this contract, experiences technical difficulties, or has other issues delaying this performance, they may make up the time or receive pro-rated reduced payment.
- c. Optional Costs that may be incurred after this contract is agreed to shall be listed in this contract and full descriptions of the charges will be added to this contract as an addendum.
- d. The Advance Deposit that may be required and possibly forfeited after this contract is agreed to shall be listed in this contract and full description of the deposit will be added to this contract as an addendum.
- e. If the City requests an early set up of more than 1 hour prior to the event's start time, it acknowledges it may incur a separate charge if applicable.
- f. If the City cancels the event, it acknowledges it may not receive its deposit if applicable.
- g. If the event is cancelled within 90 days, it acknowledges that it may incur up to full liability if applicable.

5. INSURANCE:

Insurance Carrier:

Coverage Amount:

Applicable Coverage:

Agree to Hold Harmless: Act agrees to hold harmless

- a. The City requires the Performer to have some insurance coverage in the event attendees, staff, volunteers, etc. are injured due to the actions of the Performer during the event.
- b. If the Performer does not have insurance, then the Performer agrees to hold harmless the City for anything the Performer does during the event by signing after the Agree to Hold Harmless in section 5 of this contract.

6. PAYMENT:

Make Payment To: Alex Fortney**Street Address:** PO Box 5171**City:** De Pere**State:** WI**ZIP:** 54115**Amount:****Deposit (If Applicable):** \$900.00**City Authorization By:****Date:**

- a. All payments will be in the form of a check issued by the City of Columbus and will be payable to the Performer as indicated in section 6 of this contract.

7. AGREEMENT:

Performer Signature: Mark Croft - Agent, Bananas
Entertainment**Date:** 4/10/25**City Contact Signature:****Date:**

- a. If any provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions hereof shall remain in effect.
- b. This agreement and any accompanying addendums are the entire agreement of the parties and may not be altered or amended unless agreed upon by all parties.
- c. We acknowledge and confirm that we have read and approve the terms and conditions set forth in this contract.
- d. Commencement of engagement as described in this contract is deemed to be an acceptance of all the terms and conditions by the City and the Performer.

Performer Contract

City of Columbus, Wisconsin

This contract is for the services of **MUSICAL PERFORMANCE** for the **CHLPC SUMMER CONCERT SERIES** to be described below, is made between the City of Columbus, hereinafter referred to as "City," and the undersigned **PERFORMER**, hereinafter referred to as "Performer," for the services of **MUSICAL PERFORMANCE**.

1. EVENT DESCRIPTION:

Date(s): 8/14/25

Time(s): 6:00-8:00pm

Event Location: Fireman's Park Picnic Shelter

- a. City staff, committee members, or volunteers are responsible for providing and clearing the staging area prior to Performer arrival. This would typically be completed an hour before the event's start time. The Performer can request additional time in section 2. of this contract.
- b. A staging area of 12 feet wide to 8 feet deep and grounded electrical outlets will be provided for the Performer.
- c. Outdoor performances in Fireman's Park may be moved indoors to the park's Pavilion due to rain or inclement weather.

2. PERFORMER NAME:

Name: Mark Croft Trio

Additional Set Up Time Requested:

- a. The Performer is responsible for their own staffing and cannot direct City staff in any capacity. Likewise, the City, its committees and/or volunteers will not have
- b. The Performer is responsible for their own equipment, sound, lighting, props, etc.
- c. The Performer will have up to 1 hour for set up, sound check, changing of attire, etc. prior to the event's start time. The Performer may request additional time via this contract.
- d. The Performer executes this agreement as an independent contractor, not as an employee of the City. Responsibility for appropriate payments, payroll taxes, and other charges under applicable federal and state law will be assumed by the Performer.

3. CITY CONTACT:

Name and Title:

Phone: 920-623-5900

Email:

4. COMPENSATION:

Fee / Honorarium: \$800.00

Transportation: NA

Other: NA

Total Compensation: \$800.00

Optional Costs if Applicable:

Advance Deposit if required by Performer:

- a. If the Performer is not able to fulfill the obligations as agreed to in this contract, the Performer will not be compensated unless by fault of the City or its venue. In the exception of documentable fault of the City or its venue, the Performer may receive payment.
- b. The Performer will not be responsible for any make-up time if the staging area is not properly cleared at least 1 hour prior to the event's start time for the Performer to set up. If at no fault by the City or its venue, the Performer is tardy, takes additional time to set up / requests additional time after agreeing to this contract, experiences technical difficulties, or has other issues delaying this performance, they may make up the time or receive pro-rated reduced payment.
- c. Optional Costs that may be incurred after this contract is agreed to shall be listed in this contract and full descriptions of the charges will be added to this contract as an addendum.
- d. The Advance Deposit that may be required and possibly forfeited after this contract is agreed to shall be listed in this contract and full description of the deposit will be added to this contract as an addendum.
- e. If the City requests an early set up of more than 1 hour prior to the event's start time, it acknowledges it may incur a separate charge if applicable.
- f. If the City cancels the event, it acknowledges it may not receive its deposit if applicable.
- g. If the event is cancelled within 90 days, it acknowledges that it may incur up to full liability if applicable.

5. INSURANCE:

Insurance Carrier:

Coverage Amount:

Applicable Coverage:

Agree to Hold Harmless: Act agrees to hold harmless

- a. The City requires the Performer to have some insurance coverage in the event attendees, staff, volunteers, etc. are injured due to the actions of the Performer during the event.
- b. If the Performer does not have insurance, then the Performer agrees to hold harmless the City for anything the Performer does during the event by signing after the Agree to Hold Harmless in section 5 of this contract.

6. PAYMENT:

Make Payment To: Mark Croft**Street Address:** PO Box 5171**City:** De Pere**State:** WI**ZIP:** 54115**Amount:****Deposit (If Applicable):** \$800.00**City Authorization By:****Date:**

- a. All payments will be in the form of a check issued by the City of Columbus and will be payable to the Performer as indicated in section 6 of this contract.

7. AGREEMENT:

Performer Signature: Mark Croft - Agent, Bananas
Entertainment**Date:** 4/10/25**City Contact Signature:****Date:**

- a. If any provisions hereof are determined to be void by a court of competent jurisdiction, the remaining provisions hereof shall remain in effect.
- b. This agreement and any accompanying addendums are the entire agreement of the parties and may not be altered or amended unless agreed upon by all parties.
- c. We acknowledge and confirm that we have read and approve the terms and conditions set forth in this contract.
- d. Commencement of engagement as described in this contract is deemed to be an acceptance of all the terms and conditions by the City and the Performer.

Purchasing Policies and Procedures

JANUARY 2025

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

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

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

A. Purchase Authority

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

B. Authorization Policies and Limits

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

1. Department Head may authorize purchases that do not exceed \$5,000 if the source of funding has been identified in the budget. The City Administrator shall approve all purchases in excess of \$5,000 but less than \$25,000. Purchases in excess of \$25,000 require City Council or governing body approval except that the City Administrator may approve purchases in excess of \$25,000 where the Department Head complied with and completed the competitive bidding requirements, as outlined in Section E. herein, during the annual budget approval process and the item was approved in the current budget. Any purchase in excess of \$25,000 that was not secured by competitive bid and approved during the budget approval process requires approval of the City Council.

2. Purchasing for public construction projects shall follow requirements of State Statutes (62.15(1)).

3. Each department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein. Department heads must provide accurate budget and expenditure information to the City Administrator to ensure the effective administration of this policy. No department may make charges against budget accounts of other departments without prior authorization.

4. The City Administrator is responsible for determining if an item is budgeted, adequate funds are available, and that proper purchasing procedures are followed.

C. Purchase Orders

A Purchase Order must be prepared for the following purchases:

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

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

D. Vendor Payments

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

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

E. Purchasing Procedures

1. Construction Projects:

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

2. Purchases in excess of \$25,000 (for non-construction projects):

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

3. Purchases in excess of \$5,000 but less than \$25,000:

If item is budgeted the City Administrator may authorize purchase subsequent to a request from the Department head. The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.

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

5. Purchases less than \$5,000:

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

6. Petty Cash:

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

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

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

7. Purchases of a repetitive nature:

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

8. Joint Purchasing:

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

9. Minor Contracts:

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

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

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