



Committee of the Whole Meeting Agenda

Tuesday, February 17, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

1. Discussion and consideration of a Resolution authorizing participation in preparation of an intergovernmental agreement between the City of Columbus, the City of Verona, the Village of Cross Plains, the Village of DeForest, the Village of McFarland, and the Village of Waunakee pursuant to Wis. Stat. §66.0301 for information technology support.
2. Discussion of Revision to the Fund Balance Policy.
3. Discussion of Possible Implementation of New Accounting Software.

Convene to Closed Session

4. Convene to closed session per § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically the Cemetery Secretary position.

Reconvene to Open Session

Adjourn

*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: February 17, 2026

Item Title: Discussion and consideration of a Resolution authorizing participation in preparation of an intergovernmental agreement between the City of Columbus, the City of Verona, the Village of Cross Plains, the Village of DeForest, the Village of McFarland, and the Village of Waunakee pursuant to Wis. Stat. §66.0301 for information technology support.

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Enclosed in the packet is a resolution to create an "IT Consortium" composed of several area municipalities to share information technology services. The intent of the resolution is to bring the group together to develop the structure of this consortium and identify opportunities to pool resources in order to improve service delivery in a more cost-efficient manner (Section 3).

The City Administrator will facilitate this process for the City (Section 2) and work with participating municipalities to develop the Intergovernmental Agreement (IGA) (Section 4). The IGA would require Council approval and would establish the governing framework for the consortium. The City retains the right to withdraw from this process at any time, and participation does not commit the City to signing the IGA or any future service agreements that may be developed.

The goal is to finalize the IGA by the end of 2027, with consortium operations beginning in 2028. The City currently contracts for IT services, and this collaborative effort could replace our individualized approach. The City's current contract with Rhyme expires in 2027.

List all Supporting Documentation Attached:

Resolution 4-26

Action Requested of Council:

Consider and take action on Resolution

Strategic Plan Objective(s):

Objective 6: Leverage technology solutions to enhance efficiencies in service delivery to streamline processes, reduce costs, and improve the quality of services

Objective 11: Strengthen partnerships & relationships

RESOLUTION 4-26

A RESOLUTION AUTHORIZING PARTICIPATION IN THE PREPARATION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF COLUMBUS, THE CITY OF VERONA, THE VILLAGE OF CROSS PLAINS, THE VILLAGE OF DEFOREST, THE VILLAGE OF MCFARLAND, AND THE VILLAGE OF WAUNAKEE PURSUANT TO WIS. STAT. §66.0301 FOR INFORMATION TECHNOLOGY SUPPORT

WHEREAS, staff from the City of Columbus, the City of Verona, the Village of Cross Plains, the Village of DeForest, the Village of McFarland and the Village of Waunakee (hereinafter “Parties”), have engaged in discussions related to the creation of an Information Technology (“IT”) Consortium, and

WHEREAS, municipalities have recently experienced IT challenges including increasing costs, diminishing levels of service and a limited availability of service providers to serve smaller communities; and

WHEREAS, efficient, secure, and coordinated IT services have become increasingly important in providing effective local government operations; and

WHEREAS, the Parties desire to jointly evaluate and create a multi-jurisdictional consortium to provide shared IT services; and

WHEREAS, the City of Columbus City Council finds that implementation of a shared IT Consortium represents a reasonable approach to addressing the foregoing issues, and desires to pursue the potential creation of such a consortium through the preparation of a proposed Intergovernmental agreement;

NOW, THEREFORE, BE IT RESOLVED, the City Council of Columbus, Wisconsin hereby resolves as follows:

1. The City of Columbus staff are hereby authorized to participate in the preparation of a draft intergovernmental agreement (“IGA”) under Wis. Stat. §66.0301 between the City of Columbus, the City of Verona, the Village of Cross Plains, the Village of DeForest, the Village of McFarland, and the Village of Waunakee for the collaborative acquisition of information technology services and to take such actions as are reasonably necessary to evaluate potential service providers in connection with that process.
2. The IGA shall, at the minimum, include provisions addressing:
 - a. Governance and organizational structure for a shared IT consortium.
 - b. Service delivery models.
 - c. Staffing, procurement, and operational needs.
 - d. Legal and technical considerations.

3. The City of Columbus Administrator shall designate the appropriate City staff to participate in the preparation of the IGA.

Adopted at a regular meeting of the City Council this 17th day of February 2026.

Joseph Hammer, Mayor

Attest: _____
Susan L. Caine, Clerk

Vote: _____



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: February 17, 2026

Item Title: Discussion of Revision to the Fund Balance Policy

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

Our fund balance policy is outdated and needing a revision to be clearer on what fund balances can be used for and how much of a reserve we want to have to keep financials stable.

List all Supporting Documentation Attached:

Draft Fund Policy 2026

Action Requested of Council:

Consider and take action on Draft Fund Policy 2026

Strategic Plan Objective(s):

Objective 4: Utilize all financial tools available

Objective 12: Review all current revenue sources and identify possible new non-levy revenues to pursue

REV: February 2026

Fund Balance Spending Policy:

Maintaining appropriate levels of fund balance is a key element of the City's overall financial health. This guideline is intended to provide the rationale of maintaining and use of undesignated funds.

Purpose:

- a.) To ensure the City can respond to large, unanticipated one-time expenditures or revenue reductions
- b.) To allow the City to have funds on hand to respond to unforeseen emergencies
- c.) To provide enough reserve to eliminate the need for short term borrowings or short-term borrowings due to timing issues with long term financing
- d.) To provide enough reserve to maintain a good credit rating for financial purposes
- e.) To provide the ability for the City Council to offset the tax levy due to the State imposed levy limits or a reduction in state aids or other non-tax revenue

Fund Balance Reporting in Governmental Funds:

Fund balance will be reported in governmental funds under the following categories using the definitions provided by GASB Statement No. 54:

Nonspendable fund balance:

Definition - includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.

Classification - Nonspendable amounts will be determined before all other classifications. It is the responsibility of the City Finance Director to report all Nonspendable Funds appropriately in the City's financial statements.

Examples of Nonspendable Fund balance are inventory and prepaid expenditures.

Restricted fund balance:

Definition- Fund balance should be classified as restricted when constraints are placed on the use of resources are either:

Externally imposed by creditors (such as through debt covenants), grantors, contributors or laws or regulations of other governments; or
Imposed by law through constitutional provisions or enabling legislation.

Committed fund balance:

Definition-includes amounts that can be used only for specific purposes determined by a formal action of the City's highest level of decision-making authority (i.e. City Council). Authority to Commit-Commitments will only be used for specific purposes pursuant to a formal action of the City Council. A majority vote is required to approve a commitment and must take place within the fiscal reporting period, no later than December 31st; however, the amount can be determined subsequent to the release of the financial statements. A majority vote will be required to remove or change the specific use of a commitment

Assigned fund balance:

Definition-includes amounts intended to be used by the City for specific purposes but do not meet the criteria to be classified as restricted or committed. In governmental funds other than the general fund, assigned fund balance represents the remaining amount that is not restricted or committed.

Authority to Assign - The City Council delegates the City Finance Director to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

Unassigned fund balance:

Definition-includes the residual classification for the City's general fund and includes all spendable amounts not contained in the other classifications. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes from which amounts had been restricted, committed, or assigned.

Review and Execution:

To preserve working capital and to adequately prepare for unforeseen events which require ready access to funds, it is the general rule of the City to maintain as the undesignated fund balance in the General Fund a sum not less than 10% or more than *funds equal to three months* of the annual General Fund operating budget.

After the annual audit is completed, the undesignated fund balance for all funds will be available for review by the Council. If the undesignated balance is greater than funds equal to three months of the current operating budget, the Council may take action to allocate excess funds.



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: February 17, 2026

Item Title: Discussion of Possible Implementation of New Accounting Software

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

Caselle raised annual support costs to \$20,900. After inquiring why, they said it's due to being able to keep up the level of service they provide. We have had nothing, but trouble with Caselle for awhile now. Budgetary concerns and growing costs everywhere I want to switch to an affordable, but municipal focused software. Workhorse is Wisconsin based and works with 310 municipalities in Wisconsin and will save us up to \$16,500 in support costs after initial setup. Not everything listed in the proposal is needed so the total of this is up to \$28,900 but will be less.

List all Supporting Documentation Attached:

Workhorse Proposal

Action Requested of Council:

Consider and take action on implementing new accounting software and authorizing signature of proposal

Strategic Plan Objective(s):

Objective 4: Utilize all financial tools available



City of Columbus - Municipal Offering

City of Columbus

105 N. Dickason Boulevard
Columbus, 53925

Kendra Riddle

kriddle@columbuswi.gov
+19206235934

Reference: 20260121-084319520

Quote created: January 21, 2026

Quote expires: July 22, 2026

Quote created by: Justin Nelson

Sales & Marketing Manager

justin@workhorsewi.com

+18006544892

Comments from Justin Nelson

We are thrilled at the possibility of working together and are confident that our collaboration will yield outstanding results for the City of Columbus. Below, you will find the different options available for you to consider moving forward. Note only one Payroll Portal tier is necessary which is based on the number of timecards processed through that system.

Additionally, the COA / Accounting setup fee listed is optional. This fee covers the time and effort required to convert and review your current Chart of Accounts to ensure alignment with Wisconsin standards something we would be happy to discuss further if desired.

Please note that the options listed reflect our **Online Training** format. Our Online Training consists of one-on-one virtual sessions, each tailored to your specific needs. This approach allows for focused instruction and maximum scheduling flexibility, helping to ensure a smooth and effective transition to your applicable Workhorse modules.

We also offer a **Mixed Onsite Training** option, which combines in-person, hands-on instruction with virtual sessions. Please note that this option is available at an additional cost due to travel expenses.

Products & Services

Item & Description	Quantity	Unit Price	Total
Municipal Accounting	1	\$6,100.00	\$6,100.00

Item & Description	Quantity	Unit Price	Item #3.
COA / Accounting Setup Fee	1	\$1,200.00	\$1,200.00
Municipal Accounting - Training Online	1	\$1,200.00	\$1,200.00
Municipal Accounting - Annual Support	1	\$1,450.00 / year	\$1,450.00 / year
Municipal Payroll	1	\$4,700.00	\$4,700.00
Municipal Payroll - Training Online	1	\$600.00	\$600.00
Municipal Payroll - Annual Support	1	\$1,450.00 / year	\$1,450.00 / year
Payroll Portal Includes Online training	1	\$3,000.00	\$3,000.00
Portal - Annual Subscription Fee - Tier 1 Tier 1 (0-400 Timesheets Annually)	1	\$350.00 / year	\$350.00 / year
Portal - Annual Subscription Fee - Tier 2 Tier 2 (401-800 Timesheets Annually)	1	\$500.00 / year	\$500.00 / year
Portal - Annual Subscription Fee - Tier 3 Tier 3 (801-1500 Timesheets Annually)	1	\$850.00 / year	\$850.00 / year
Portal - Annual Subscription Fee - Tier 4 Tier 4 (1501 + Timesheets Annually)	1	\$1,200.00 / year	\$1,200.00 / year
Accounts Receivable	1	\$3,000.00	\$3,000.00
Accounts Receivable - Training (Online Only)	1	\$300.00	\$300.00
Accounts Receivable - Annual Support	1	\$800.00 / year	\$800.00 / year
Receipting	1	\$1,000.00	\$1,000.00
Remote Hosted Option	1	\$1,200.00 / year	\$1,200.00 / year

Annual subtotal	\$7,	Item #3.
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One-time subtotal	\$21,100.00	
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Total	\$28,900.00	

Purchase terms

**** Note:** Annual support will be pro-rated based on installation of module at customer site for the first year. After which annual support will be billed annually at the current annual support fee that can be seen on the [Support Policy](#) of our website.

Note: In lieu of an annual support fee the Payroll Portal has a subscription fee that is based on the number of timesheets used annually. Pricing also includes Tier 1 for free for the first year and/or \$350.00 credit to Tiers 2-4.

Data Conversion Feasibility: The feasibility of data conversion is determined by the source file type (e.g., CSV, XLSX, TXT, database files such as SQL, Access, or other structured data formats) and how it aligns with the Workhorse program. It is your responsibility to ensure the accuracy and completeness of the data provided. While Workhorse will convert the data as accurately as possible to the best of our ability, you, the customer, are ultimately responsible for verifying and validating the accuracy of the converted data.

Disclaimer: While Workhorse Software Services, Inc. strives to maintain stable pricing for software fees, the stated prices are valid for 180 days. After this period, a price refresh should be requested as prices may be subject to change.

By signing you agree to our standard Software Services Agreement, which can be found at www.workhorsewi.com/contract.

Signature

Item #3.

Signature

Date

Printed name

Countersignature

Countersignature

Date

Printed name

Questions? Contact me



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United States