



Committee of the Whole Meeting Agenda

Tuesday, October 21, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

1. Presentation by Ehlers regarding 2026 borrowing for Capital Projects.
2. Discussion of Employee Handbook, Rev. 10/2025.
3. Discussion of Resolution 12-25: Preliminary Resolution Declaring Intent to Levy Special Assessments under Municipal Police Powers pursuant to Sec. 66.0703, Stats, regarding 2026 Reconstruction of W. School Street.
4. Discussion of the 2026 Dodge County Humane Society Stray Animal Contract.

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.



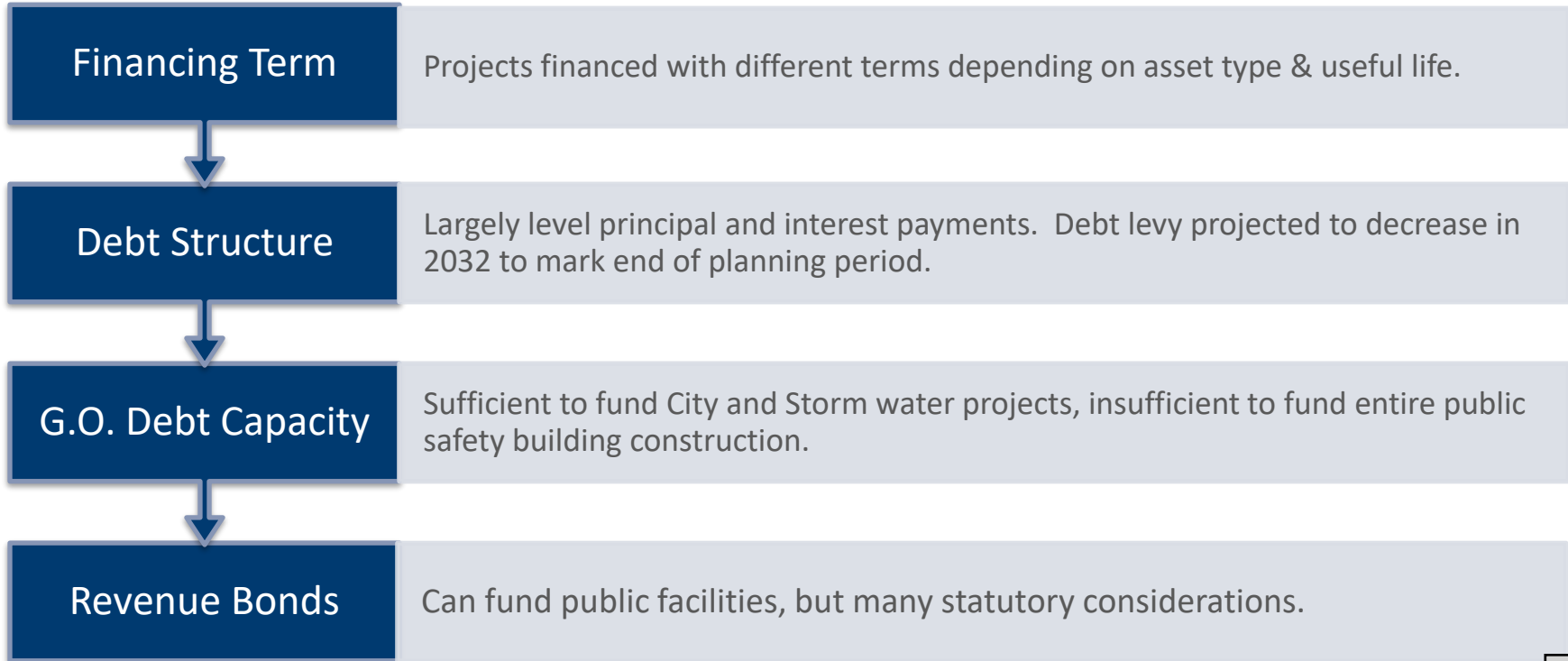
Columbus, WI Preliminary Financing Plan

City & Storm Water Projects 2026-2030

October 15, 2025

Debt Plan Overview

Item #1.



TID Out Equalized Value Growth

Item #1.

II. Five-Year Historical TID OUT Growth by Category (Data Per Wis. Dept. of Revenue - Breakdown Assumes Same Ratios as TID IN)									
Vaulation Year	Budget Year	Historical TID OUT Equalized Value		Economic Change		New Construction		Other & Personal Property	
2021	2022	463,169,300							
2022	2023	535,529,200	15.62%	68,260,603	14.74%	2,564,911	0.55%	1,534,385	0.33%
2023	2024	608,125,600	13.56%	63,616,904	11.88%	3,960,109	0.74%	5,019,387	0.94%
2024	2025	623,982,700	2.61%	28,931,787	4.76%	24,800,279	4.08%	-37,874,967	-6.23%
2025	2026	681,000,100	9.14%	55,110,037	8.83%	4,530,743	0.73%	-2,623,380	-0.42%
AVERAGE CHANGE				53,979,833	10.05%	8,964,010	1.52%	-8,486,143	-1.35%

Existing G.O. Debt Summary

Item #1.

Year Ending	Existing Debt														Annual Taxes \$100,000 Home	Year Ending
	Total City G.O. Debt Payments	G.O. Debt Expense	Less: Water and Electric	Less: Sewer	Less: Storm Water	Less: TID #4	Less: TID #7	Less: Assessments	Less: Premium	Less: Interest Income	Net Tax Levy	Equalized Value (TID OUT)	Tax Rate Per \$1,000			
2025	1,733,539	11,445	(145,582)	(196,066)	(24,252)	(105,501)	0	(60,327)	(156,266)	(180)	1,056,811	623,982,700	\$1.69	\$169.37	2025	
2026	1,817,361	9,350	(151,000)	(205,800)		(103,464)	(14,899)	(61,501)	(79,694)	(2,500)	1,207,854	681,000,100	\$1.77	\$177.36	2026	
2027	1,452,749	9,350	(153,750)	(158,308)		(106,558)	(63,700)	(58,171)		(2,500)	919,113	720,416,385	\$1.28	\$127.58	2027	
2028	1,214,609	9,350	0	(120,750)		(104,520)	(62,200)	(42,107)		(2,500)	891,882	762,114,085	\$1.17	\$117.03	2028	
2029	1,192,052	9,350		(116,250)		(102,420)	(65,575)	(35,347)		(2,500)	879,310	806,225,248	\$1.09	\$109.06	2029	
2030	1,109,477	9,350		(116,625)		(100,320)	(63,825)	(33,824)		(2,500)	801,733	852,889,564	\$0.94	\$94.00	2030	
2031	971,479	9,350		(116,750)		(102,976)	(62,075)	(32,639)		(2,500)	663,889	902,254,811	\$0.74	\$73.58	2031	
2032	976,724	9,350		(116,625)		(100,389)	(65,200)	(26,441)		(2,500)	674,919	954,477,319	\$0.71	\$70.71	2032	
2033	853,893	9,350		(116,800)		(102,720)	(63,400)	(19,446)		(2,500)	558,377	1,009,722,465	\$0.55	\$55.30	2033	
2034	858,134	9,350		(117,300)		(217,525)	(61,800)	(18,628)		(2,500)	449,731	1,068,165,201	\$0.42	\$42.10	2034	
2035	596,842	9,350		0		(205,323)	(65,100)	(12,091)		(2,500)	321,178	1,129,990,602	\$0.28	\$28.42	2035	
2036	580,684	9,350				(203,470)	(63,300)	(11,643)		(2,500)	309,121	1,195,394,457	\$0.26	\$25.86	2036	
2037	279,794	9,350				0	(61,500)	(10,079)		(2,500)	215,065	1,264,583,887	\$0.17	\$17.01	2037	
2038	271,594	9,350					(64,600)	(7,577)		(2,500)	206,267	1,337,778,001	\$0.15	\$15.42	2038	
2039	263,394	9,350					(62,600)	(7,221)		(2,500)	200,423	1,415,208,591	\$0.14	\$14.16	2039	
2040	264,994	9,350					(65,500)	(5,664)		(2,500)	200,680	1,497,120,863	\$0.13	\$13.40	2040	
2041	256,394	9,350					(63,300)	(5,386)		(2,500)	194,558	1,583,774,217	\$0.12	\$12.28	2041	
2042	235,400	9,350					(66,000)	(5,109)		(2,500)	171,141	1,675,443,067	\$0.10	\$10.21	2042	
2043	143,300	9,350					(63,600)	(4,831)		(2,500)	81,719	1,772,417,711	\$0.05	\$4.61	2043	
2044	142,800	9,350					(61,200)	(4,553)		(2,500)	83,897	1,875,005,246	\$0.04	\$4.47	2044	
2045	0						0				0	1,983,530,548	\$0.00	\$0.00	2045	
Total	15,215,214	189,095	(450,332)	(1,381,274)	(24,252)	(1,555,185)	(1,159,374)	(462,585)	(235,960)	(47,680)	10,087,668				Total	
Notes: EV Growth at 5.79% annually. Legend: Represents +/- 25% Change over previous year																

Notes:

EV Growth at 5.79% annually.

Legend:

Represents +/- 25% Change over previous year

CIP Project Amount Summary

Item #1.

Projects	Issue, Repayment, Term	Funding	2026	2027	2028	2029	2030	Totals
Fiber Optic Network	2026 G.O. Notes, Levy, 10 Years	G.O. Debt	50,000					50,000
Fiber Optic Network	2027 G.O. Notes, Levy, 10 Years	G.O. Debt		140,000				140,000
Fiber Optic Network	2028 G.O. Notes, Levy, 10 Years	G.O. Debt			100,000			100,000
Large Capital Equipment	2026 G.O. Notes, Levy, 10 Years	G.O. Debt	45,000					45,000
Large Capital Equipment	2027 G.O. Notes, Levy, 10 Years			18,000				18,000
Large Capital Equipment	2028 G.O. Notes, Levy, 10 Years				75,000			75,000
Large Capital Equipment	2029 G.O. Notes, Levy, 10 Years					15,000		15,000
Vehicles	2026 G.O. Notes, Levy, 10 Years	G.O. Debt	691,505					691,505
Vehicles	2027 G.O. Notes, Levy, 10 Years	G.O. Debt		186,000				186,000
Vehicles	2028 G.O. Notes, Levy, 10 Years	G.O. Debt			133,000			133,000
Vehicles	2028 G.O. Notes, Levy, 20 Years	G.O. Debt			2,250,000			2,250,000
Vehicles	2029 G.O. Notes, Levy, 10 Years	G.O. Debt				189,000		189,000
Vehicles	2030 G.O. Notes, Levy, 10 Years	G.O. Debt					90,000	90,000
Buildings and Grounds	2026 G.O. Notes, Levy, 10 Years	G.O. Debt	226,000					226,000
Buildings and Grounds	2026 G.O. Notes, Levy, 20 Years	G.O. Debt	1,976,065					1,976,065
Buildings and Grounds	2027 G.O. Notes, Levy, 10 Years	G.O. Debt		358,000				358,000
Buildings and Grounds	2027 Revenue Bonds, Levy, 20 Years	G.O. Debt		28,350,000				28,350,000
Buildings and Grounds	2028 G.O. Notes, Levy, 10 Years	G.O. Debt			165,000			165,000
Buildings and Grounds	2029 G.O. Notes, Levy, 10 Years	G.O. Debt				217,000		217,000
Buildings and Grounds	2030 G.O. Notes, Levy, 10 Years	G.O. Debt					10,000	10,000
Parks	2026 G.O. Notes, Levy, 10 Years	G.O. Debt	617,000					617,000
Parks	2027 G.O. Notes, Levy, 10 Years	G.O. Debt		826,225				826,225
Parks	2028 G.O. Notes, Levy, 10 Years	G.O. Debt			305,000			305,000
Parks	2029 G.O. Notes, Levy, 10 Years	G.O. Debt				475,000		475,000
Parks	2030 G.O. Notes, Levy, 10 Years	G.O. Debt					410,000	410,000
Streets	2026 G.O. Notes, Levy, 20 Years	G.O. Debt	1,399,212					1,399,212
Streets	2027 G.O. Notes, Levy, 20 Years	G.O. Debt		1,789,107				1,789,107
Streets	2028 G.O. Notes, Levy, 20 Years	G.O. Debt			1,533,167			1,533,167
Streets	2029 G.O. Notes, Levy, 20 Years	G.O. Debt				1,893,918		1,893,918
Streets	2030 G.O. Notes, Levy, 20 Years	G.O. Debt					1,607,889	1,607,889
Storm Water	2026 G.O. Notes, Storm Water, 20 Years	G.O. Debt	760,155					760,155
Storm Water	2027 G.O. Notes, Storm Water, 20 Years	G.O. Debt		827,000				827,000
Storm Water	2028 G.O. Notes, Storm Water, 20 Years	G.O. Debt			545,188			545,188
Storm Water	2029 G.O. Notes, Storm Water, 20 Years	G.O. Debt				1,065,710		1,065,710
Storm Water	2030 G.O. Notes, Storm Water, 20 Years	G.O. Debt					740,632	740,632
Actual CIP Costs			5,764,937	32,494,332	5,106,355	3,855,628	2,858,521	50,079,773

G.O. Notes Series 2026

Item #1.

Year Ending	Levy (10 Years) Portion			Levy (20 Years) Portion				Storm Water (20 Years) Portion			Year Ending	Totals		
	Principal	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Interest	Total		Principal (4/1)	Interest	Total
2026			0				0			0	2026	0	0	0
2027	120,000	78,476	198,476	150,000	2.90%	195,274	345,274	15,000	15,758	30,758	2027	285,000	289,508	574,508
2028	150,000	47,898	197,898	125,000	2.80%	125,533	250,533	30,000	9,795	39,795	2028	305,000	183,225	488,225
2029	155,000	43,589	198,589	130,000	2.85%	121,930	251,930	30,000	8,948	38,948	2029	315,000	174,466	489,466
2030	160,000	38,820	198,820	135,000	3.20%	117,918	252,918	30,000	8,040	38,040	2030	325,000	164,778	489,778
2031	165,000	33,785	198,785	140,000	3.00%	113,658	253,658	30,000	7,110	37,110	2031	335,000	154,553	489,553
2032	170,000	28,633	198,633	145,000	3.15%	109,274	254,274	30,000	6,188	36,188	2032	345,000	144,094	489,094
2033	175,000	23,024	198,024	150,000	3.35%	104,478	254,478	35,000	5,129	40,129	2033	360,000	132,630	492,630
2034	180,000	17,033	197,033	155,000	3.40%	99,330	254,330	35,000	3,948	38,948	2034	370,000	120,310	490,310
2035	185,000	10,643	195,643	160,000	3.60%	93,815	253,815	35,000	2,723	37,723	2035	380,000	107,180	487,180
2036	195,000	3,656	198,656	165,000	3.75%	87,841	252,841	35,000	1,436	36,436	2036	395,000	92,934	487,934
2037				170,000	3.90%	81,433	251,433	40,000			2037	210,000	81,433	291,433
2038				175,000	4.00%	74,618	249,618	40,000			2038	215,000	74,618	289,618
2039				185,000	4.10%	67,325	252,325	40,000			2039	225,000	67,325	292,325
2040				190,000	4.20%	59,543	249,543	45,000			2040	235,000	59,543	294,543
2041				200,000	4.30%	51,253	251,253	45,000			2041	245,000	51,253	296,253
2042				210,000	4.35%	42,385	252,385	45,000			2042	255,000	42,385	297,385
2043				210,000	4.40%	33,198	243,198	50,000			2043	260,000	33,198	293,198
2044				210,000	4.45%	23,905	233,905	50,000			2044	260,000	23,905	283,905
2045				210,000	4.50%	14,508	224,508	55,000			2045	265,000	14,508	279,508
2046				215,000	4.55%	4,891	219,891	55,000			2046	270,000	4,891	274,891
Total	1,655,000	325,555	1,980,555	3,430,000		1,622,105	5,052,105	770,000	69,073	374,073	Total	5,855,000	2,016,733	7,871,733

Notes:

1) Estimated Rate assumes current rates plus 50 basis points.

G.O. Notes, Series 2027

Item #1.

Year Ending	Levy (10 Years) Portion				Levy (20 Years) Portion				Storm Water (20 Years) Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Est. Rate	Interest	Total		Principal (4/1)	Interest	Total
2027													2027	0	0	0
2028	90,000	4.75%	108,656	198,656	15,000	4.75%	129,319	144,319	5,000	4.75%	60,088	65,088	2028	110,000	298,063	408,063
2029	90,000	4.75%	67,450	157,450	20,000	4.75%	85,263	105,263	30,000	4.75%	39,188	69,188	2029	140,000	191,900	331,900
2030	140,000	4.75%	61,988	201,988	65,000	4.75%	83,244	148,244	30,000	4.75%	37,763	67,763	2030	235,000	182,994	417,994
2031	145,000	4.75%	55,219	200,219	65,000	4.75%	80,156	145,156	30,000	4.75%	36,338	66,338	2031	240,000	171,713	411,713
2032	155,000	4.75%	48,094	203,094	70,000	4.75%	76,950	146,950	30,000	4.75%	34,913	64,913	2032	255,000	159,956	414,956
2033	160,000	4.75%	40,613	200,613	75,000	4.75%	73,506	148,506	35,000	4.75%	33,369	68,369	2033	270,000	147,488	417,488
2034	190,000	4.75%	32,300	222,300	75,000	4.75%	69,944	144,944	35,000	4.75%	31,706	66,706	2034	300,000	133,950	433,950
2035	195,000	4.75%	23,156	218,156	80,000	4.75%	66,263	146,263	35,000	4.75%	30,044	65,044	2035	310,000	119,463	429,463
2036	195,000	4.75%	13,894	208,894	85,000	4.75%	62,344	147,344	40,000	4.75%	28,263	68,263	2036	320,000	104,500	424,500
2037	195,000	4.75%	4,631	199,631	90,000	4.75%	58,188	148,188	40,000	4.75%	26,363	66,363	2037	325,000	89,181	414,181
2038		4.75%			90,000	4.75%	53,913	143,913	45,000	4.75%	24,344	69,344	2038	135,000	78,256	213,256
2039		4.75%			95,000	4.75%	49,519	144,519	45,000	4.75%	22,206	67,206	2039	140,000	71,725	211,725
2040		4.75%			100,000	4.75%	44,888	144,888	45,000	4.75%	20,069	65,069	2040	145,000	64,956	209,956
2041		4.75%			105,000	4.75%	40,019	145,019	50,000	4.75%	17,813	67,813	2041	155,000	57,831	212,831
2042		4.75%			110,000	4.75%	34,913	144,913	50,000	4.75%	15,438	65,438	2042	160,000	50,350	210,350
2043		4.75%			120,000	4.75%	29,450	149,450	55,000	4.75%	12,944	67,944	2043	175,000	42,394	217,394
2044		4.75%			140,000	4.75%	23,275	163,275	55,000	4.75%	10,331	65,331	2044	195,000	33,606	228,606
2045		4.75%			140,000	4.75%	16,625	156,625	60,000	4.75%	7,600	67,600	2045	200,000	24,225	224,225
2046		4.75%			140,000	4.75%	9,975	149,975	65,000	4.75%	4,631	69,631	2046	205,000	14,606	219,606
2047		4.75%			140,000	4.75%	3,325	143,325	65,000	4.75%	1,544	66,544	2047	205,000	4,869	209,869
Total	1,555,000		456,000	2,011,000	1,820,000		1,091,075	2,911,075	845,000		494,950	1,339,950	Total	4,220,000	2,042,025	6,262,025

G.O. Notes, Series 2028

Item #1.

Year Ending	Levy (10 Years) Portion			Levy (20 Years) Portion				Storm Water (20 Years) Portion			Year Ending	Totals		
	Principal	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Interest	Total		Principal (4/1)	Interest	Total
2028			0				0			0	2028	0	0	0
2029		56,288	56,288		4.75%	274,313	274,313	5,000	39,425	44,425	2029	5,000	370,025	375,025
2030	70,000	35,863	105,863	20,000	4.75%	182,400	202,400	20,000	25,650	45,650	2030	110,000	243,913	353,913
2031	70,000	32,538	102,538	135,000	4.75%	178,719	313,719	20,000	24,700	44,700	2031	225,000	235,956	460,956
2032	75,000	29,094	104,094	140,000	4.75%	172,188	312,188	20,000	23,750	43,750	2032	235,000	225,031	460,031
2033	80,000	25,413	105,413	145,000	4.75%	165,419	310,419	20,000	22,800	42,800	2033	245,000	213,631	458,631
2034	95,000	21,256	116,256	155,000	4.75%	158,294	313,294	20,000	21,850	41,850	2034	270,000	201,400	471,400
2035	100,000	16,625	116,625	160,000	4.75%	150,813	310,813	25,000	20,781	45,781	2035	285,000	188,219	473,219
2036	100,000	11,875	111,875	170,000	4.75%	142,975	312,975	25,000	19,594	44,594	2036	295,000	174,444	469,444
2037	100,000	7,125	107,125	175,000	4.75%	134,781	309,781	25,000	18,406	43,406	2037	300,000	160,313	460,313
2038	100,000	2,375	102,375	185,000	4.75%	126,231	311,231	25,000	17,219	42,219	2038	310,000	145,825	455,825
2039				195,000	4.75%	117,206	312,206	30,000	15,913	45,913	2039	225,000	133,119	358,119
2040				205,000	4.75%	107,706	312,706	30,000	14,488	44,488	2040	235,000	122,194	357,194
2041				215,000	4.75%	97,731	312,731	30,000	13,063	43,063	2041	245,000	110,794	355,794
2042				225,000	4.75%	87,281	312,281	30,000	11,638	41,638	2042	255,000	98,919	353,919
2043				265,000	4.75%	75,644	340,644	35,000	10,094	45,094	2043	300,000	85,738	385,738
2044				270,000	4.75%	62,938	332,938	35,000	8,431	43,431	2044	305,000	71,369	376,369
2045				295,000	4.75%	49,519	344,519	35,000	6,769	41,769	2045	330,000	56,288	386,288
2046				295,000	4.75%	35,506	330,506	40,000	4,988	44,988	2046	335,000	40,494	375,494
2047				300,000	4.75%	21,375	321,375	40,000	3,088	43,088	2047	340,000	24,463	364,463
2048				300,000	4.75%	7,125	307,125	45,000	1,069	46,069	2048	345,000	8,194	353,194
Total	790,000	238,450	1,028,450	3,850,000		2,348,163	6,198,163	555,000	323,713	878,713	Total	5,195,000	2,910,325	8,105,325

G.O. Notes, Series 2029

Item #1.

Year Ending	Levy (10 Years) Portion			Levy (20 Years) Portion				Storm Water (20 Years) Portion			Year Ending	Totals		
	Principal	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Interest	Total		Principal (4/1)	Interest	Total
2029			0				0			0	2029	0	0	0
2030		68,625	68,625		5.00%	144,750	144,750	5,000	81,250	86,250	2030	5,000	294,625	299,625
2031	80,000	43,750	123,750	60,000	5.00%	95,000	155,000	35,000	53,125	88,125	2031	175,000	191,875	366,875
2032	85,000	39,625	124,625	65,000	5.00%	91,875	156,875	35,000	51,375	86,375	2032	185,000	182,875	367,875
2033	85,000	35,375	120,375	70,000	5.00%	88,500	158,500	40,000	49,500	89,500	2033	195,000	173,375	368,375
2034	90,000	31,000	121,000	70,000	5.00%	85,000	155,000	40,000	47,500	87,500	2034	200,000	163,500	363,500
2035	115,000	25,875	140,875	75,000	5.00%	81,375	156,375	45,000	45,375	90,375	2035	235,000	152,625	387,625
2036	115,000	20,125	135,125	80,000	5.00%	77,500	157,500	45,000	43,125	88,125	2036	240,000	140,750	380,750
2037	115,000	14,375	129,375	85,000	5.00%	73,375	158,375	45,000	40,875	85,875	2037	245,000	128,625	373,625
2038	115,000	8,625	123,625	90,000	5.00%	69,000	159,000	50,000	38,500	88,500	2038	255,000	116,125	371,125
2039	115,000	2,875	117,875	95,000	5.00%	64,375	159,375	50,000	36,000	86,000	2039	260,000	103,250	363,250
2040				95,000	5.00%	59,625	154,625	55,000	33,375	88,375	2040	150,000	93,000	243,000
2041				100,000	5.00%	54,750	154,750	60,000	30,500	90,500	2041	160,000	85,250	245,250
2042				105,000	5.00%	49,625	154,625	60,000	27,500	87,500	2042	165,000	77,125	242,125
2043				115,000	5.00%	44,125	159,125	65,000	24,375	89,375	2043	180,000	68,500	248,500
2044				120,000	5.00%	38,250	158,250	65,000	21,125	86,125	2044	185,000	59,375	244,375
2045				125,000	5.00%	32,125	157,125	70,000	17,750	87,750	2045	195,000	49,875	244,875
2046				130,000	5.00%	25,750	155,750	75,000	14,125	89,125	2046	205,000	39,875	244,875
2047				140,000	5.00%	19,000	159,000	80,000	10,250	90,250	2047	220,000	29,250	249,250
2048				155,000	5.00%	11,625	166,625	80,000	6,250	86,250	2048	235,000	17,875	252,875
2049				155,000	5.00%	3,875	158,875	85,000	2,125	87,125	2049	240,000	6,000	246,000
Total	915,000	290,250	1,205,250	1,930,000		1,209,500	3,139,500	1,085,000	674,000	1,759,000	Total	3,930,000	2,173,750	6,103,750

G.O. Notes, Series 2030

Item #1.

Year Ending	Levy (10 Years) Portion			Levy (20 Years) Portion				Storm Water (20 Years) Portion			Year Ending	Totals		
	Principal	Interest	Total	Principal	Est. Rate	Interest	Total	Principal	Interest	Total		Principal (4/1)	Interest	Total
2030										0	2030	0	0	0
2031	30,000	38,625	68,625		5.00%	123,750	123,750	5,000	56,875	61,875	2031	35,000	219,250	254,250
2032	45,000	23,625	68,625		5.00%	82,500	82,500	25,000	37,125	62,125	2032	70,000	143,250	213,250
2033	45,000	21,375	66,375	55,000	5.00%	81,125	136,125	25,000	35,875	60,875	2033	125,000	138,375	263,375
2034	50,000	19,000	69,000	60,000	5.00%	78,250	138,250	25,000	34,625	59,625	2034	135,000	131,875	266,875
2035	50,000	16,500	66,500	60,000	5.00%	75,250	135,250	30,000	33,250	63,250	2035	140,000	125,000	265,000
2036	55,000	13,875	68,875	65,000	5.00%	72,125	137,125	30,000	31,750	61,750	2036	150,000	117,750	267,750
2037	60,000	11,000	71,000	70,000	5.00%	68,750	138,750	30,000	30,250	60,250	2037	160,000	110,000	270,000
2038	60,000	8,000	68,000	70,000	5.00%	65,250	135,250	35,000	28,625	63,625	2038	165,000	101,875	266,875
2039	65,000	4,875	69,875	75,000	5.00%	61,625	136,625	35,000	26,875	61,875	2039	175,000	93,375	268,375
2040	65,000	1,625	66,625	80,000	5.00%	57,750	137,750	35,000	25,125	60,125	2040	180,000	84,500	264,500
2041				85,000	5.00%	53,625	138,625	40,000	23,250	63,250	2041	125,000	76,875	201,875
2042				90,000	5.00%	49,250	139,250	40,000	21,250	61,250	2042	130,000	70,500	200,500
2043				90,000	5.00%	44,750	134,750	45,000	19,125	64,125	2043	135,000	63,875	198,875
2044				95,000	5.00%	40,125	135,125	45,000	16,875	61,875	2044	140,000	57,000	197,000
2045				105,000	5.00%	35,125	140,125	45,000	14,625	59,625	2045	150,000	49,750	199,750
2046				130,000	5.00%	29,250	159,250	50,000	12,250	62,250	2046	180,000	41,500	221,500
2047				130,000	5.00%	22,750	152,750	50,000	9,750	59,750	2047	180,000	32,500	212,500
2048				130,000	5.00%	16,250	146,250	55,000	7,125	62,125	2048	185,000	23,375	208,375
2049				130,000	5.00%	9,750	139,750	55,000	4,375	59,375	2049	185,000	14,125	199,125
2050				130,000	5.00%	3,250	133,250	60,000	1,500	61,500	2050	190,000	4,750	194,750
Total	525,000	158,500	683,500	1,650,000		1,070,500	2,720,500	760,000	470,500	1,230,500	Total	2,935,000	1,699,500	4,634,500

Revenue Debt for Public Facilities

Item #1.

1. Does not count towards G.O. Debt capacity, but debt not exempt from levy limits.



2. CDA or RDA involvement needed.



3. Can be issued in securities market or through USDA.

CDA Financing (non housing projects)

Item #1.

- Wisconsin Statutes permit Community Development Authorities to exercise all powers for:
 - ✓ Blight elimination & slum clearance
 - ✓ Urban renewal programs.
- Projects allowed in:
 - ✓ Approved blighted areas (requires approved Redevelopment Plan)
 - ✓ Approved blighted property ("spot blight")
- May finance projects through issuance of bonds
 - ✓ Redevelopment & Community Development Authorities have no taxing power

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Bonds Issued by Authorities

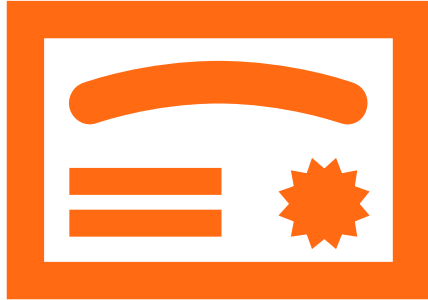
Item #1.

- Bonds issued by Redevelopment, Housing or Community Development Authority **not** an obligation of City or Village
- Bonds may be secured by income, proceeds, revenues & funds of the Authority; may be further secured by pledge of a loan, grant or mortgage
 - ✓ Example: A Lease Revenue Bond would be secured by lease payments received by the Authority in connection with the lease of property it owns
- Potential for double tax-exemption: Bonds issued by an Authority are exempt from State taxes

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CDA Financings: Advantages

Item #1.



Form of revenue debt

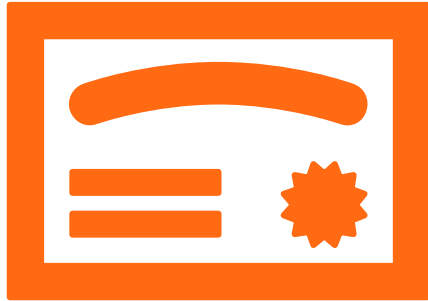
- ✓ Doesn't count toward General Obligation debt limit

Can be issued for terms > 20 years (G.O. limit)

- ✓ Market conditions determine investor appetite

CDA: Disadvantages

Item #1.



Not as secure as G.O. Pledge

✓ More risk = higher rate

Narrower market

✓ Fewer interested investors

Debt service NOT exempt from levy limits

✓ Challenging if levy is needed to make payments

Disadvantages & Risks, continued...

Item #1.

- More costly to issue
 - ✓ Debt service reserve fund often required
 - ✓ More extensive legal & financial review
- Require revenue stream from non-levy sources
 - ✓ Not a formal bond covenant, BUT underwriters prefer non-levy revenue at least 125% > annual debt service payments
- Not legally G.O. debt, but rating agencies treat it as G.O. debt for evaluating burden if tax increment is repaying the debt

CDA Revenue Bonds: Issuance Methods

Item #1.

Bonds sold to underwriter

- Often negotiated vs. competitive sale

Direct placement with local bank

- Comfort level with legal structure & security pledge
- Shorter term likely preferable

USDA Rural Development programs

- Extensive application & eligibility process
- Requires interim financing

Levy Limit Strategy

Item #1.

- G.O. Taxable Note secured prior to budget adoption to pay revenue loan.
- Term of at least 1 year and a day to be considered long-term debt on balance sheet.
- Note is pre-payable. Once taxes are collected early in fiscal year, Note is paid off. Only accruing a few months of interest expense.

2027 Revenue Bonds

Item #1.

Year Ending	Levy (20 Years) Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (4/1)	Interest	Total
2026				0	2026	0	0	0
2027				0	2027	0	0	0
2028	190,000	5.00%	2,295,875	2,485,875	2028	190,000	2,295,875	2,485,875
2029	985,000	5.00%	1,499,625	2,484,625	2029	985,000	1,499,625	2,484,625
2030	1,035,000	5.00%	1,449,125	2,484,125	2030	1,035,000	1,449,125	2,484,125
2031	1,090,000	5.00%	1,396,000	2,486,000	2031	1,090,000	1,396,000	2,486,000
2032	1,145,000	5.00%	1,340,125	2,485,125	2032	1,145,000	1,340,125	2,485,125
2033	1,205,000	5.00%	1,281,375	2,486,375	2033	1,205,000	1,281,375	2,486,375
2034	1,265,000	5.00%	1,219,625	2,484,625	2034	1,265,000	1,219,625	2,484,625
2035	1,330,000	5.00%	1,154,750	2,484,750	2035	1,330,000	1,154,750	2,484,750
2036	1,400,000	5.00%	1,086,500	2,486,500	2036	1,400,000	1,086,500	2,486,500
2037	1,470,000	5.00%	1,014,750	2,484,750	2037	1,470,000	1,014,750	2,484,750
2038	1,545,000	5.00%	939,375	2,484,375	2038	1,545,000	939,375	2,484,375
2039	1,625,000	5.00%	860,125	2,485,125	2039	1,625,000	860,125	2,485,125
2040	1,710,000	5.00%	776,750	2,486,750	2040	1,710,000	776,750	2,486,750
2041	1,795,000	5.00%	689,125	2,484,125	2041	1,795,000	689,125	2,484,125
2042	1,890,000	5.00%	597,000	2,487,000	2042	1,890,000	597,000	2,487,000
2043	1,985,000	5.00%	500,125	2,485,125	2043	1,985,000	500,125	2,485,125
2044	2,085,000	5.00%	398,375	2,483,375	2044	2,085,000	398,375	2,483,375
2045	2,195,000	5.00%	291,375	2,486,375	2045	2,195,000	291,375	2,486,375
2046	2,305,000	5.00%	178,875	2,483,875	2046	2,305,000	178,875	2,483,875
2047	2,425,000	5.00%	60,625	2,485,625	2047	2,425,000	60,625	2,485,625
Total	30,675,000		19,029,500	49,704,500	Total	30,675,000	19,029,500	49,704,500

Tax Impact Analysis

Item #1.

Year Ending	Existing Debt		Proposed Debt												Year Ending
	Net Debt Service Levy	Equalized Value (TID OUT)	2026 G.O. Notes 5,855,000 Dated: 4/1/2026	2027 G.O. Notes 4,220,000 Dated: 4/1/2027	2027 Revenue Bonds 30,675,000 Dated: 4/1/2027	2028 G.O. Notes 5,195,000 Dated: 4/1/2028	2029 G.O. Notes 3,930,000 Dated: 4/1/2029	2030 G.O. Notes 2,935,000 Dated: 4/1/2030	Debt Service Levy		Taxes All Debt		New Debt Only	Public Safety Building Only	
			Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total P&I	Total Net Debt Service Levy	Levy Change from Prior Year	Total Tax Rate for Debt Service	Annual Taxes \$100,000 of Value	Annual Taxes \$100,000 of Value	
			2.90%-4.55%	4.75%	5%	4.75%	5%	5%							
2026	1,207,854	681,000,100	0	0	0	0	0	0	1,207,854		\$1.77	\$177			2026
2027	919,113	720,416,385	574,508	0	0	0	0	0	1,493,620	285,766	\$2.07	\$207	\$80	\$48	2027
2028	891,882	762,114,085	488,225	408,063	2,485,875	0	0	0	4,274,045	2,780,424	\$5.61	\$561	\$444	\$359	2028
2029	879,310	806,225,248	489,466	331,900	2,484,625	375,025	0	0	4,560,326	286,281	\$5.66	\$566	\$457	\$339	2029
2030	801,733	852,889,564	489,778	417,994	2,484,125	353,913	299,625	0	4,847,166	286,841	\$5.68	\$568	\$474	\$321	2030
2031	663,889	902,254,811	489,553	411,713	2,486,000	460,956	366,875	254,250	5,133,235	286,069	\$5.69	\$569	\$495	\$304	2031
2032	674,919	954,477,319	489,094	414,956	2,485,125	460,031	367,875	213,250	5,105,251	(27,985)	\$5.35	\$535	\$464	\$287	2032
2033	558,377	1,009,722,465	492,630	417,488	2,486,375	458,631	368,375	263,375	5,045,251	(60,000)	\$5.00	\$500	\$444	\$271	2033
2034	449,731	1,068,165,201	490,310	433,950	2,484,625	471,400	363,500	266,875	4,960,391	(84,859)	\$4.64	\$464	\$422	\$256	2034
2035	321,178	1,129,990,602	487,180	429,463	2,484,750	473,219	387,625	265,000	4,848,414	(111,977)	\$4.29	\$429	\$401	\$242	2035
2036	309,121	1,195,394,457	487,934	424,500	2,486,500	469,444	380,750	267,750	4,825,999	(22,416)	\$4.04	\$404	\$378	\$229	2036
2037	215,065	1,264,583,887	291,433	414,181	2,484,750	460,313	373,625	270,000	4,509,367	(316,632)	\$3.57	\$357	\$340	\$216	2037
2038	206,267	1,337,778,001	289,618	213,256	2,484,375	455,825	371,125	266,875	4,287,341	(222,026)	\$3.20	\$320	\$305	\$204	2038
2039	200,423	1,415,208,591	292,325	211,725	2,485,125	358,119	363,250	268,375	4,179,342	(107,999)	\$2.95	\$295	\$281	\$193	2039
2040	200,680	1,497,120,863	294,543	209,956	2,486,750	357,194	243,000	264,500	4,056,623	(122,719)	\$2.71	\$271	\$258	\$183	2040
2041	194,558	1,583,774,217	296,253	212,831	2,484,125	355,794	245,250	201,875	3,990,686	(65,937)	\$2.52	\$252	\$240	\$173	2041
2042	171,141	1,675,443,067	297,385	210,350	2,487,000	353,919	242,125	200,500	3,962,420	(28,266)	\$2.36	\$236	\$226	\$164	2042
2043	81,719	1,772,417,711	293,198	217,394	2,485,125	385,738	248,500	198,875	3,910,548	(51,872)	\$2.21	\$221	\$216	\$154	2043
2044	83,897	1,875,005,246	283,905	228,606	2,483,375	376,369	244,375	197,000	3,897,527	(13,021)	\$2.08	\$208	\$203	\$145	2044
2045	0	1,983,530,548	279,508	224,225	2,486,375	386,288	244,875	199,750	3,821,020	(76,507)	\$1.93	\$193	\$193	\$137	2045
2046	0	2,098,337,295	274,891	219,606	2,483,875	375,494	244,875	221,500	3,820,241	(779)	\$1.82	\$182	\$182	\$129	2046
2047	0	2,219,789,055	0	209,869	2,485,625	364,463	249,250	212,500	3,521,706	(298,535)	\$1.59	\$159	\$159	\$112	2047
2048	0	2,348,270,444	0	0	0	353,194	252,875	208,375	814,444	(2,707,263)	\$0.35	\$35	\$35		2048
2049	0	2,484,188,335	0	0	0	0	246,000	199,125	445,125	(369,319)	\$0.18	\$18	\$18		2049
2050	0	2,627,973,154	0	0	0	0	0	194,750	194,750	(250,375)	\$0.07	\$7	\$7		2050
Total	9,030,858		7,871,733	6,262,025	49,704,500	8,105,325	6,103,750	4,634,500	91,712,690			7,734	6,721	4,467	Total

Notes:

1. EV Growth at 5.79% annually.

G.O. Debt Capacity

Item #1.

Existing Debt					Proposed Debt								
Year Ending	Projected Equalized Value (TID IN) ¹	Debt Limit	Existing Principal Outstanding	% of Limit	Combined Principal Existing & Proposed					Residual Capacity	Year Ending		
					2026 G.O. Notes	2027 G.O. Notes	2028 G.O. Notes	2029 G.O. Notes	2030 G.O. Notes				
2025	714,420,000	35,721,000	10,922,280	30.58%						\$10,922,280	31%	\$24,798,720	2025
2026	750,116,486	37,505,824	9,477,508	25.27%	5,855,000					\$15,332,508	41%	\$22,173,316	2026
2027	787,596,572	39,379,829	8,354,219	21.21%	5,570,000	4,220,000				\$18,144,219	46%	\$21,235,609	2027
2028	826,949,375	41,347,469	7,436,214	17.98%	5,265,000	4,110,000	5,195,000			\$22,006,214	53%	\$19,341,255	2028
2029	868,268,469	43,413,423	6,511,241	15.00%	4,950,000	3,970,000	5,190,000	3,930,000		\$24,551,241	57%	\$18,862,183	2029
2030	911,652,100	45,582,605	5,639,292	12.37%	4,625,000	3,735,000	5,080,000	3,925,000	2,935,000	\$23,004,292	50%	\$22,578,313	2030
2031	957,203,423	47,860,171	4,875,295	10.19%	4,290,000	3,495,000	4,855,000	3,750,000	2,900,000	\$21,265,295	44%	\$26,594,876	2031
2032	1,005,030,750	50,251,537	4,074,218	8.11%	3,945,000	3,240,000	4,620,000	3,565,000	2,830,000	\$19,444,218	39%	\$30,807,319	2032
2033	1,055,247,802	52,762,390	3,365,905	6.38%	3,585,000	2,970,000	4,375,000	3,370,000	2,705,000	\$17,665,905	33%	\$35,096,485	2033
2034	1,107,973,983	55,398,699	2,625,315	4.74%	3,215,000	2,670,000	4,105,000	3,170,000	2,570,000	\$15,785,315	28%	\$39,613,384	2034
2035	1,163,334,664	58,166,733	2,122,366	3.65%	2,835,000	2,360,000	3,820,000	2,935,000	2,430,000	\$14,072,366	24%	\$44,094,368	2035
2036	1,221,461,480	61,073,074	1,616,988	2.65%	2,440,000	2,040,000	3,525,000	2,695,000	2,280,000	\$12,316,988	20%	\$48,756,086	2036
2037	1,282,492,642	64,124,632	1,397,773	2.18%	2,230,000	1,715,000	3,225,000	2,450,000	2,120,000	\$11,017,773	17%	\$53,106,859	2037
2038	1,346,573,268	67,328,663	1,177,990	1.75%	2,015,000	1,580,000	2,915,000	2,195,000	1,955,000	\$9,882,990	15%	\$57,445,673	2038
2039	1,413,855,726	70,692,786	957,615	1.35%	1,790,000	1,440,000	2,690,000	1,935,000	1,780,000	\$8,812,615	12%	\$61,880,171	2039
2040	1,484,499,999	74,225,000	726,629	0.98%	1,555,000	1,295,000	2,455,000	1,785,000	1,600,000	\$7,816,629	11%	\$66,408,371	2040
2041	1,558,674,061	77,933,703	495,000	0.64%	1,310,000	1,140,000	2,210,000	1,625,000	1,475,000	\$6,780,000	9%	\$71,153,703	2041
2042	1,636,554,282	81,827,714	275,000	0.34%	1,055,000	980,000	1,955,000	1,460,000	1,345,000	\$5,725,000	7%	\$76,102,714	2042
2043	1,718,325,841	85,916,292	140,000	0.16%	795,000	805,000	1,655,000	1,280,000	1,210,000	\$4,675,000	5%	\$81,241,292	2043
2044	1,804,183,172	90,209,159	(0)		535,000	610,000	1,350,000	1,095,000	1,070,000	\$3,590,000	4%	\$86,619,159	2044
2045	1,894,330,423	94,716,521			270,000	410,000	1,020,000	900,000	920,000	\$2,600,000	3%	\$92,116,521	2045
2046	1,988,981,944	99,449,097			0	205,000	685,000	695,000	740,000	\$1,585,000	2%	\$97,864,097	2046
2047	2,088,362,794	104,418,140			0	0	345,000	475,000	560,000	\$820,000	1%	\$103,598,140	2047
2048	2,192,709,275	109,635,464			0	0	0	240,000	375,000	\$240,000	0%	\$109,395,464	2048
2049	2,302,269,501	115,113,475			0	0	0	0	190,000	\$0	0%	\$115,113,475	2049
2050	2,417,303,978	120,865,199			0	0	0	0	0	\$0	0%	\$120,865,199	2050

Notes:

1) Projected TID IN EV based on 5-year average at 5.5% annual inflation.

Important Disclosures

Item #1.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



Columbus, WI Preliminary Financing Plan

Water & Electric and Sewer Utilities 2026-2030

October 15, 2025

Debt Plan Overview

Item #1.

Financing Term

Projects financed with different terms depending on asset type & useful life.

Debt Structure

Largely level principal and interest payments. Can look at different debt structures.

Revenue Debt Coverage

Water & Electric Revenue Bonds have combined debt coverage requirement with minimum coverage of 1.25. Sewer minimum coverage is also 1.25.

All In Coverage

Includes General Obligation Debt & PILOT if applicable. No legal minimum coverage but recommended coverage of at least 1.00.

Existing G.O. Debt (Water & Electric)

Item #1.

General Obligation Promissory Notes, Series 2024A						City - GO Electric and Water Debt Summary				
Original Par	4,890,000									
Dated Date	12/19/2024									
Call Date	04/01/2032									
Principal Callable	1,945,000									
Paying Agent	Bond Trust Services Corporation									
Principal Payment Date	4/1									
	Principal	Coupon	Interest	Credits	Total P & I	Total Principal	Total Interest	Credits	Total P & I	Callable Principal
2025	140,000	5.000	13,342	(7,760)	145,582	140,000	13,342	(7,760)	145,582	
2026	140,000	5.000	11,000	-	151,000	140,000	11,000	-	151,000	
2027	150,000	5.000	3,750	-	153,750	150,000	3,750	-	153,750	
Totals:	430,000		28,092	(7,760)	450,332	430,000	28,092	(7,760)	450,332	-

Existing Revenue Debt (Electric)

Item #1.

Electric and Waterworks System Revenue Bonds, Series 2016A						City - Rev Electric Debt Summary				
Original Par	3,915,000									
Dated Date	06/08/2016									
Call Date	05/01/2026									
Principal Callable	1,785,000									
Paying Agent	Bond Trust Services Corporation									
Principal Payment Date	5/1									
	Principal	Coupon	Interest	Credits	Total P & I	Total Principal	Total Interest	Credits	Total P & I	Callable Principal
2025	155,000	2.000	4,450	-	159,450	155,000	4,450	-	159,450	
2026	145,000	2.000	1,450	-	146,450	145,000	1,450	-	146,450	
Totals:	300,000		5,900	-	305,900	300,000	5,900	-	305,900	-

Revenue Debt (Water)

Item #1.

Electric and Waterworks System Revenue Bonds, Series 2016A						City - Rev Water Debt Summary				
Original Par	3,915,000									
Dated Date	06/08/2016									
Call Date	05/01/2026									
Principal Callable	1,785,000									
Paying Agent	Bond Trust Services Corporation									
Principal Payment Date	5/1									
	Principal	Coupon	Interest	Credits	Total P & I	Total Principal	Total Interest	Credits	Total P & I	Callable Principal
2025	140,000	2.000	57,850	-	197,850	140,000	57,850	-	197,850	
2026	145,000	3.000	55,000	-	200,000	145,000	55,000	-	200,000	
2027	155,000	3.000	51,225	-	206,225	155,000	51,225	-	206,225	155,000
2028	160,000	3.000	46,500	-	206,500	160,000	46,500	-	206,500	160,000
2029	165,000	3.000	41,625	-	206,625	165,000	41,625	-	206,625	165,000
2030	170,000	3.000	36,600	-	206,600	170,000	36,600	-	206,600	170,000
2031	175,000	3.000	31,425	-	206,425	175,000	31,425	-	206,425	175,000
2032	180,000	3.000	26,100	-	206,100	180,000	26,100	-	206,100	180,000
2033	185,000	3.000	20,625	-	205,625	185,000	20,625	-	205,625	185,000
2034	195,000	3.000	14,925	-	209,925	195,000	14,925	-	209,925	195,000
2035	200,000	3.000	9,000	-	209,000	200,000	9,000	-	209,000	200,000
2036	200,000	3.000	3,000	-	203,000	200,000	3,000	-	203,000	200,000
Totals:	2,070,000		393,875	-	2,463,875	2,070,000	393,875	-	2,463,875	1,785,000

CIP Electric

Item #1.

Projects	Purpose/Dept.	Issue, Repayment, Term	Funding	2026	2027	2028	2029	Totals
Complete 4.16kV Conversion	Electric	2026 Revenue, Electric, 20 year	Revenue Debt	970,000				970,000
Hospital Project	Electric	2026 Revenue, Electric, 10 year	Revenue Debt	320,000				320,000
Circuit 403 Reroute	Electric	2026 Revenue, Electric, 10 year	Revenue Debt	62,000				62,000
Circuit Tie to 202/302	Electric	2026 Revenue, Electric, 10 year	Revenue Debt	361,000				361,000
Transformers (Inventory & Projects)	Electric	2026 Revenue, Electric, 10 year	Revenue Debt	601,000				601,000
Fiber Installation	Electric	2026 Revenue, Electric, 10 year	Revenue Debt	50,000				50,000
Dodge F350 Truck	Electric		Electric Cash		31,295			31,295
Complete 4.16kV Conversion	Electric	2027 Revenue, Electric, 20 year	Revenue Debt		2,200,000			2,200,000
International HV Bucket Truck	Electric		Electric Cash			187,500		187,500
Increase Substation #2 Transformer	Electric	2028 Revenue, Electric, 20 year	Revenue Debt			2,562,000		2,562,000
International Dump Truck	Electric		Electric Cash				140,000	140,000
Actual CIP Costs				2,364,000	2,231,295	2,749,500	140,000	7,484,795
Sources of Funding								
Revenue Debt				2,364,000	2,200,000	2,562,000	0	7,126,000
Electric Cash				0	31,295	187,500	140,000	358,795
Total				2,364,000	2,231,295	2,749,500	140,000	7,484,795
Debt Obligations								
2026 Revenue, Electric, 10 year				1,394,000	0	0	0	1,394,000
2026 Revenue, Electric, 20 year				970,000	0	0	0	970,000
2027 Revenue, Electric, 20 year				0	2,200,000	0	0	2,200,000
2028 Revenue, Electric, 20 year				0	0	2,562,000	0	2,562,000
Total				2,364,000	2,200,000	2,562,000	0	7,126,000

CIP Water

Item #1.

Projects	Issue, Repayment, Term	Funding	2026	2027	2028	2029	2030	Totals
Brookside Street Recon	2026 Revenue, Water, 20 year	Revenue Debt	340,000					340,000
West School Street Recon	2026 Revenue, Water, 20 year	Revenue Debt	652,920					652,920
Plant #1 Softening Repair	2026 Revenue, Water, 10 year	Revenue Debt	120,000					120,000
Plant #2 Softener Reconditioning & Repainting	2026 Revenue, Water, 20 year	Revenue Debt	617,000					617,000
Motor Control Center Replacement	2026 Revenue, Water, 10 year	Revenue Debt	286,200					286,200
SCADA Upgrade		Water Cash	34,600					34,600
Fiber Installation	2026 Revenue, Water, 10 year	Revenue Debt	50,000					50,000
Dodge F350 Truck		Water Cash		31,295				31,295
Church/Legion/Udey/E Prairie/Richmond	2027 Revenue, Water, 10 year	Revenue Debt		278,699				278,699
Annual Hydrant Replacement	2027 Revenue, Water, 10 year	Revenue Debt		155,250				155,250
Plant #2 Booster Pump Replacements & Piping	2027 Revenue, Water, 10 year	Revenue Debt						
				250,000				250,000
Plant #2 Well Pump Replacement	2027 Revenue, Water, 10 year	Revenue Debt		150,000				150,000
Plant #2 Piping Repaint	2027 Revenue, Water, 10 year	Revenue Debt		52,451				52,451
Dehumidifier 1 of 4 Replacement		Water Cash		22,660				22,660
Land Acquisition	2027 Revenue, Water, 20 year	Revenue Debt		275,000				275,000
Brookside to Heritage Water Main Ext	2027 Revenue, Water, 20 year	Revenue Debt		571,320				571,320
Install water main extending from Heritage Way east to just west of Farnham St.	2027 Revenue, Water, 20 year	Revenue Debt						
				747,760				747,760
International HV Bucket Truck		Water Cash			187,500			187,500
W Prairie	2028 Revenue, Water, 20 year	Revenue Debt			776,623			776,623
Annual Hydrant Replacement	2028 Revenue, Water, 20 year	Revenue Debt			160,500			160,500
Dehumidifier 1 of 4 Replacement		Water Cash			23,340			23,340
International Dump Truck		Water Cash				140,000		140,000
Parkview	2028 Revenue, Water, 20 year	Revenue Debt				545,123		545,123
Dehumidifier 1 of 4 Replacement		Water Cash				24,040		24,040
Storage Dive and Inspection Res #2		Water Cash				4,000		4,000
W Harrison & S Main	2030 Revenue, Water, 20 year	Revenue Debt					1,026,196	1,026,196
Install water main extending from Heritage Way east to just west of Farnham St.	2030 Revenue, Water, 20 year	Revenue Debt						
							417,918	417,918
Actual CIP Costs			2,100,720	2,534,435	1,147,963	713,163	1,444,114	7,940,395

CIP Water Funding Summary

Item #1.

Sources of Funding	2026	2027	2028	2029	2030	
Revenue Debt	2,066,120	2,480,480	937,123	545,123	1,444,114	7,472,960
Water Cash	34,600	53,955	210,840	168,040	0	467,435
Total	2,100,720	2,534,435	1,147,963	713,163	1,444,114	7,940,395
Debt Obligations						
2026 Revenue, Water, 10 year	456,200	0	0	0	0	456,200
2026 Revenue, Water, 20 year	1,609,920	0	0	0	0	1,609,920
2027 Revenue, Water, 10 year	0	886,400	0	0	0	886,400
2027 Revenue, Water, 20 year	0	1,594,080	0	0	0	1,594,080
2028 Revenue, Water, 20 year	0	0	937,123	545,123	0	1,482,246
2030 Revenue, Water, 20 year	0	0	0	0	1,444,114	1,444,114
Total	2,066,120	2,480,480	937,123	545,123	1,444,114	7,472,960

2026 Water & Electric Revenue Bonds

Item #1.

Year Ending	Electric 20 year Portion				Electric 10 year Portion			Water 20 Year Portion			Water 10 Year Portion			Year Ending	Totals		
	Principal	Est. Rate	Interest	Total	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total		Principal (5/1)	Interest	Total
2026				0			0			0			0	2026	0	0	0
2027	15,000	3.70%	68,385	83,385	100,000	84,659	184,659	20,000	113,896	133,896	30,000	27,690	57,690	2027	165,000	294,630	459,630
2028	35,000	3.70%	44,573	79,573	130,000	51,568	181,568	60,000	74,328	134,328	45,000	16,888	61,888	2028	270,000	187,355	457,355
2029	40,000	3.70%	43,185	83,185	135,000	46,665	181,665	60,000	72,108	132,108	45,000	15,223	60,223	2029	280,000	177,180	457,180
2030	40,000	3.70%	41,705	81,705	140,000	41,578	181,578	65,000	69,795	134,795	45,000	13,558	58,558	2030	290,000	166,635	456,635
2031	40,000	3.70%	40,225	80,225	145,000	36,305	181,305	65,000	67,390	132,390	50,000	11,800	61,800	2031	300,000	155,720	455,720
2032	40,000	3.85%	38,715	78,715	155,000	30,639	185,639	70,000	64,840	134,840	50,000	9,913	59,913	2032	315,000	144,106	459,106
2033	45,000	3.95%	37,056	82,056	160,000	24,495	184,495	70,000	62,110	132,110	50,000	7,963	57,963	2033	325,000	131,624	456,624
2034	45,000	4.00%	35,268	80,268	165,000	18,035	183,035	75,000	59,228	134,228	55,000	5,875	60,875	2034	340,000	118,405	458,405
2035	45,000	4.10%	33,445	78,445	175,000	11,148	186,148	80,000	56,088	136,088	55,000	3,648	58,648	2035	355,000	104,328	459,328
2036	50,000	4.20%	31,473	81,473	180,000	3,780	183,780	80,000	52,768	132,768	60,000	1,260	61,260	2036	370,000	89,280	459,280
2037	50,000	4.35%	29,335	79,335				85,000	49,239	134,239				2037	135,000	78,574	213,574
2038	55,000	4.45%	27,024	82,024				90,000	45,388	135,388				2038	145,000	72,411	217,411
2039	55,000	4.55%	24,549	79,549				95,000	41,224	136,224				2039	150,000	65,773	215,773
2040	60,000	4.65%	21,903	81,903				100,000	36,738	136,738				2040	160,000	58,640	218,640
2041	60,000	4.75%	19,083	79,083				105,000	31,919	136,919				2041	165,000	51,001	216,001
2042	65,000	4.80%	16,098	81,098				110,000	26,785	136,785				2042	175,000	42,883	217,883
2043	70,000	4.85%	12,840	82,840				115,000	21,356	136,356				2043	185,000	34,196	219,196
2044	70,000	4.90%	9,428	79,428				120,000	15,628	135,628				2044	190,000	25,055	215,055
2045	75,000	4.95%	5,856	80,856				125,000	9,594	134,594				2045	200,000	15,450	215,450
2046	80,000	5.00%	2,000	82,000				130,000	3,250	133,250				2046	210,000	5,250	215,250
Total	1,035,000		582,143	1,617,143	1,485,000	348,870	1,833,870	1,720,000	973,668	2,693,668	485,000	113,815	598,815	Total	4,725,000	2,018,495	6,743,495

2027 Water & Electric Revenue Bonds

Item #1.

Year Ending	Electric 20 year Portion				Water 20 Year Portion			Water 10 Year Portion			Year Ending	Totals		
	Principal	Est. Rate	Interest	Total	Principal	Interest	Total	Principal	Interest	Total		Principal (5/1)	Interest	Total
2027				0			0			0	2027	0	0	0
2028	15,000	5.00%	186,750	201,750	10,000	135,125	145,125	55,000	74,000	129,000	2028	80,000	395,875	475,875
2029	80,000	5.00%	122,000	202,000	60,000	88,250	148,250	85,000	45,375	130,375	2029	225,000	255,625	480,625
2030	85,000	5.00%	117,875	202,875	60,000	85,250	145,250	90,000	41,000	131,000	2030	235,000	244,125	479,125
2031	90,000	5.00%	113,500	203,500	65,000	82,125	147,125	95,000	36,375	131,375	2031	250,000	232,000	482,000
2032	95,000	5.00%	108,875	203,875	70,000	78,750	148,750	100,000	31,500	131,500	2032	265,000	219,125	484,125
2033	95,000	5.00%	104,125	199,125	70,000	75,250	145,250	105,000	26,375	131,375	2033	270,000	205,750	475,750
2034	105,000	5.00%	99,125	204,125	75,000	71,625	146,625	110,000	21,000	131,000	2034	290,000	191,750	481,750
2035	110,000	5.00%	93,750	203,750	80,000	67,750	147,750	115,000	15,375	130,375	2035	305,000	176,875	481,875
2036	115,000	5.00%	88,125	203,125	80,000	63,750	143,750	120,000	9,500	129,500	2036	315,000	161,375	476,375
2037	120,000	5.00%	82,250	202,250	85,000	59,625	144,625	130,000	3,250	133,250	2037	335,000	145,125	480,125
2038	125,000	5.00%	76,125	201,125	90,000	55,250	145,250				2038	215,000	131,375	346,375
2039	130,000	5.00%	69,750	199,750	95,000	50,625	145,625				2039	225,000	120,375	345,375
2040	140,000	5.00%	63,000	203,000	100,000	45,750	145,750				2040	240,000	108,750	348,750
2041	145,000	5.00%	55,875	200,875	105,000	40,625	145,625				2041	250,000	96,500	346,500
2042	155,000	5.00%	48,375	203,375	110,000	35,250	145,250				2042	265,000	83,625	348,625
2043	160,000	5.00%	40,500	200,500	115,000	29,625	144,625				2043	275,000	70,125	345,125
2044	170,000	5.00%	32,250	202,250	125,000	23,625	148,625				2044	295,000	55,875	350,875
2045	180,000	5.00%	23,500	203,500	130,000	17,250	147,250				2045	310,000	40,750	350,750
2046	185,000	5.00%	14,375	199,375	135,000	10,625	145,625				2046	320,000	25,000	345,000
2047	195,000	5.00%	4,875	199,875	145,000	3,625	148,625				2047	340,000	8,500	348,500
Total	2,495,000		1,545,000	4,040,000	1,805,000	1,119,750	2,924,750	1,005,000	303,750	1,308,750	Total	5,305,000	2,968,500	8,273,500

2028 Water & Electric Revenue Bonds

Item #1.

Year Ending	Electric 20 year Portion				Water 20 Year Portion			Year Ending	Totals		
	Principal	Est. Rate	Interest	Total	Principal	Interest	Total		Principal (5/1)	Interest	Total
2028				0			0	2028	0	0	0
2029	20,000	5.00%	213,250	233,250	10,000	123,125	133,125	2029	30,000	336,375	366,375
2030	90,000	5.00%	139,250	229,250	55,000	80,375	135,375	2030	145,000	219,625	364,625
2031	95,000	5.00%	134,625	229,625	55,000	77,625	132,625	2031	150,000	212,250	362,250
2032	100,000	5.00%	129,750	229,750	60,000	74,750	134,750	2032	160,000	204,500	364,500
2033	105,000	5.00%	124,625	229,625	60,000	71,750	131,750	2033	165,000	196,375	361,375
2034	110,000	5.00%	119,250	229,250	65,000	68,625	133,625	2034	175,000	187,875	362,875
2035	120,000	5.00%	113,500	233,500	70,000	65,250	135,250	2035	190,000	178,750	368,750
2036	125,000	5.00%	107,375	232,375	70,000	61,750	131,750	2036	195,000	169,125	364,125
2037	130,000	5.00%	101,000	231,000	75,000	58,125	133,125	2037	205,000	159,125	364,125
2038	135,000	5.00%	94,375	229,375	80,000	54,250	134,250	2038	215,000	148,625	363,625
2039	145,000	5.00%	87,375	232,375	85,000	50,125	135,125	2039	230,000	137,500	367,500
2040	150,000	5.00%	80,000	230,000	85,000	45,875	130,875	2040	235,000	125,875	360,875
2041	160,000	5.00%	72,250	232,250	90,000	41,500	131,500	2041	250,000	113,750	363,750
2042	165,000	5.00%	64,125	229,125	95,000	36,875	131,875	2042	260,000	101,000	361,000
2043	175,000	5.00%	55,625	230,625	100,000	32,000	132,000	2043	275,000	87,625	362,625
2044	185,000	5.00%	46,625	231,625	105,000	26,875	131,875	2044	290,000	73,500	363,500
2045	195,000	5.00%	37,125	232,125	110,000	21,500	131,500	2045	305,000	58,625	363,625
2046	205,000	5.00%	27,125	232,125	120,000	15,750	135,750	2046	325,000	42,875	367,875
2047	215,000	5.00%	16,625	231,625	125,000	9,625	134,625	2047	340,000	26,250	366,250
2048	225,000	5.00%	5,625	230,625	130,000	3,250	133,250	2048	355,000	8,875	363,875
Total	2,850,000		1,769,500	4,619,500	1,645,000	1,019,000	2,664,000	Total	4,495,000	2,788,500	7,283,500

2030 Water & Electric Revenue Bonds

Item #1.

Year Ending	Water 20 Year Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2030				0	2030	0	0	0
2031	10,000	5.00%	120,125	130,125	2031	10,000	120,125	130,125
2032	50,000	5.00%	78,500	128,500	2032	50,000	78,500	128,500
2033	55,000	5.00%	75,875	130,875	2033	55,000	75,875	130,875
2034	55,000	5.00%	73,125	128,125	2034	55,000	73,125	128,125
2035	60,000	5.00%	70,250	130,250	2035	60,000	70,250	130,250
2036	65,000	5.00%	67,125	132,125	2036	65,000	67,125	132,125
2037	65,000	5.00%	63,875	128,875	2037	65,000	63,875	128,875
2038	70,000	5.00%	60,500	130,500	2038	70,000	60,500	130,500
2039	75,000	5.00%	56,875	131,875	2039	75,000	56,875	131,875
2040	75,000	5.00%	53,125	128,125	2040	75,000	53,125	128,125
2041	80,000	5.00%	49,250	129,250	2041	80,000	49,250	129,250
2042	85,000	5.00%	45,125	130,125	2042	85,000	45,125	130,125
2043	90,000	5.00%	40,750	130,750	2043	90,000	40,750	130,750
2044	95,000	5.00%	36,125	131,125	2044	95,000	36,125	131,125
2045	100,000	5.00%	31,250	131,250	2045	100,000	31,250	131,250
2046	105,000	5.00%	26,125	131,125	2046	105,000	26,125	131,125
2047	110,000	5.00%	20,750	130,750	2047	110,000	20,750	130,750
2048	115,000	5.00%	15,125	130,125	2048	115,000	15,125	130,125
2049	120,000	5.00%	9,250	129,250	2049	120,000	9,250	129,250
2050	125,000	5.00%	3,125	128,125	2050	125,000	3,125	128,125
Total	1,605,000		996,250	2,601,250	Total	1,605,000	996,250	2,601,250

Water & Electric Revenue Bond Coverage

Item #1.

Minimum debt coverage
needed is 1.25

Year	Revenue Bond Debt Service				Year
	Existing Revenue Debt	Proposed Revenue Debt	Total	Debt Coverage	
				\$1,866,403 2024 Net Revenues	
2025	357,300	0	357,300	5.22	2025
2026	346,450	0	346,450	5.39	2026
2027	206,225	459,630	665,855	2.80	2027
2028	206,500	933,230	1,139,730	1.64	2028
2029	206,625	1,304,180	1,510,805	1.24	2029
2030	206,600	1,300,385	1,506,985	1.24	2030
2031	206,425	1,430,095	1,636,520	1.14	2031
2032	206,100	1,436,231	1,642,331	1.14	2032
2033	205,625	1,424,624	1,630,249	1.14	2033
2034	209,925	1,431,155	1,641,080	1.14	2034
2035	209,000	1,440,203	1,649,203	1.13	2035
2036	203,000	1,431,905	1,634,905	1.14	2036
2037	0	1,186,699	1,186,699	1.57	2037
2038		1,057,911	1,057,911	1.76	2038
2039		1,060,523	1,060,523	1.76	2039
2040		1,056,390	1,056,390	1.77	2040
2041		1,055,501	1,055,501	1.77	2041
2042		1,057,633	1,057,633	1.76	2042
2043		1,057,696	1,057,696	1.76	2043
2044		1,060,555	1,060,555	1.76	2044
2045		1,061,075	1,061,075	1.76	2045
2046		1,059,250	1,059,250	1.76	2046
2047		845,500	845,500	2.21	2047
2048		494,000	494,000	3.78	2048
2049		129,250	129,250	14.44	2049
2050		128,125	128,125	14.57	2050
Total	2,769,775	24,901,745	27,671,520		Total

Water Coverage

Item #1.

- Water utility not required to minimum revenue debt coverage of 1.25 but it is recommended.
- Recommended all in coverage is 1.00

Year	Water Revenue Bonds				All In Coverage					Year
	Existing Revenue Debt	Proposed Revenue Debt	Total	Debt Coverage	Existing Revenue Debt	Existing G.O. Debt	Proposed Revenue Debt	Total	Debt Coverage	
	\$954,165 2024 Net Revenues				\$747,555 2024 Net Revenues (Less PILOT)					
2025	197,850	0	197,850	4.82	197,850	72,791	0	270,641	2.76	2025
2026	200,000	0	200,000	4.77	200,000	75,500	0	275,500	2.71	2026
2027	206,225	191,586	397,811	2.40	206,225	76,875	191,586	474,686	1.57	2027
2028	206,500	470,340	676,840	1.41	206,500	0	470,340	676,840	1.10	2028
2029	206,625	604,080	810,705	1.18	206,625		604,080	810,705	0.92	2029
2030	206,600	604,978	811,578	1.18	206,600		604,978	811,578	0.92	2030
2031	206,425	735,440	941,865	1.01	206,425		735,440	941,865	0.79	2031
2032	206,100	738,253	944,353	1.01	206,100		738,253	944,353	0.79	2032
2033	205,625	729,323	934,948	1.02	205,625		729,323	934,948	0.80	2033
2034	209,925	734,478	944,403	1.01	209,925		734,478	944,403	0.79	2034
2035	209,000	738,360	947,360	1.01	209,000		738,360	947,360	0.79	2035
2036	203,000	731,153	934,153	1.02	203,000		731,153	934,153	0.80	2036
2037	0	674,114	674,114	1.42	0		674,114	674,114	1.11	2037
2038		545,388	545,388	1.75			545,388	545,388	1.37	2038
2039		548,849	548,849	1.74			548,849	548,849	1.36	2039
2040		541,488	541,488	1.76			541,488	541,488	1.38	2040
2041		543,294	543,294	1.76			543,294	543,294	1.38	2041
2042		544,035	544,035	1.75			544,035	544,035	1.37	2042
2043		543,731	543,731	1.75			543,731	543,731	1.37	2043
2044		547,253	547,253	1.74			547,253	547,253	1.37	2044
2045		544,594	544,594	1.75			544,594	544,594	1.37	2045
2046		545,750	545,750	1.75			545,750	545,750	1.37	2046
2047		414,000	414,000	2.30			414,000	414,000	1.81	2047
2048		263,375	263,375	3.62			263,375	263,375	2.84	2048
2049		129,250	129,250	7.38			129,250	129,250	5.78	2049
2050		128,125	128,125	7.45			128,125	128,125	5.83	2050
Total	2,463,875	12,791,233	15,255,108		2,463,875	225,166	12,791,233	15,480,273		Total

Electric Coverage

Item #1.

- Electric utility not required to minimum revenue debt coverage of 1.25 but it is recommended.
- Recommended all in coverage is 1.00

Year	Electric Revenue Bonds				All In Coverage					Year
	Existing Revenue Debt	Proposed Revenue Debt	Total	Debt Coverage	Existing Revenue Debt	Existing G.O. Debt	Proposed Revenue Debt	Total	Debt Coverage	
	\$912,238 2024 Net Revenues				\$694,801 2024 Net Revenues (Less PILOT)					
2025	159,450	0	159,450	5.72	159,450	72,791	0	232,241	2.99	2025
2026	146,450	0	146,450	6.23	146,450	75,500	0	221,950	3.13	2026
2027	0	268,044	268,044	3.40	0	76,875	268,044	344,919	2.01	2027
2028		462,890	462,890	1.97		0	462,890	462,890	1.50	2028
2029		700,100	700,100	1.30			700,100	700,100	0.99	2029
2030		695,408	695,408	1.31			695,408	695,408	1.00	2030
2031		694,655	694,655	1.31			694,655	694,655	1.00	2031
2032		697,979	697,979	1.31			697,979	697,979	1.00	2032
2033		695,301	695,301	1.31			695,301	695,301	1.00	2033
2034		696,678	696,678	1.31			696,678	696,678	1.00	2034
2035		701,843	701,843	1.30			701,843	701,843	0.99	2035
2036		700,753	700,753	1.30			700,753	700,753	0.99	2036
2037		512,585	512,585	1.78			512,585	512,585	1.36	2037
2038		512,524	512,524	1.78			512,524	512,524	1.36	2038
2039		511,674	511,674	1.78			511,674	511,674	1.36	2039
2040		514,903	514,903	1.77			514,903	514,903	1.35	2040
2041		512,208	512,208	1.78			512,208	512,208	1.36	2041
2042		513,598	513,598	1.78			513,598	513,598	1.35	2042
2043		513,965	513,965	1.77			513,965	513,965	1.35	2043
2044		513,303	513,303	1.78			513,303	513,303	1.35	2044
2045		516,481	516,481	1.77			516,481	516,481	1.35	2045
2046		513,500	513,500	1.78			513,500	513,500	1.35	2046
2047		431,500	431,500	2.11			431,500	431,500	1.61	2047
2048		230,625	230,625	3.96			230,625	230,625	3.01	2048
Total	305,900	12,110,513	12,416,413		305,900	225,166	12,110,513	12,641,578		Total

Sewer CIP

Item #1.

Projects	2026	2027	2028	2029	2030	Totals
W School	358,700					358,700
Contracted Jetting/Televising/Repairs	450,000	150,000	150,000	150,000	150,000	1,050,000
Scum Pumps & Flanges	50,000					50,000
Rehab/Rebuild of Sand Filter System	60,000					60,000
Effluent Sampling System	135,000					135,000
PLC/Fiber Installation Upgrade	75,000					75,000
Biosolids Handling Project	298,115					298,115
Birdsey Lift Station (Control Panel)	75,000					75,000
Church/Udey/E Prairie/Richmond		205,505				205,505
Biosolids Handling Project		3,689,495				3,689,495
Primary Treatemtn/Head Works		97,000				97,000
W Prairie			382,275			382,275
Comprehensive Study on FOG			100,000			100,000
Transit Lift Station			622,000			622,000
Mixed Liquor Ditch Aeration			50,000			50,000
Parkview				375,666		375,666
Birdsey Lift Station (Control Panel)				75,000		75,000
Transit Lift Station				583,100		583,100
W Harrison & S Main					563,108	563,108
Hughes Lift Station Forcemain Replacement					75,000	75,000
Removing Chemical Disinfection					2,100,000	2,100,000
Actual CIP Costs	1,501,815	4,142,000	1,304,275	1,183,766	2,888,108	11,019,964

Sewer CIP Funding Sources

Item #1.

Sources of Funding	2026	2027	2028	2029	2030	
Revenue Debt	1,051,815	3,992,000	1,104,275	958,766	2,663,108	9,769,964
Sewer Cash	450,000	150,000	200,000	225,000	225,000	1,250,000
Total	1,501,815	4,142,000	1,304,275	1,183,766	2,888,108	11,019,964
Debt Obligations						
2026 Revenue, Sewer, 20 Year	1,051,815	0	0	0	0	1,051,815
2027 Revenue, Sewer, 20 Year	0	3,992,000	0	0	0	3,992,000
2028 Revenue, Sewer, 20 Year	0	0	1,104,275	0	0	1,104,275
2029 Revenue, Sewer, 20 Year	0	0	0	958,766	0	958,766
2030 Revenue, Sewer, 20 Year	0	0	0	0	2,663,108	2,663,108
Total	1,051,815	3,992,000	1,104,275	958,766	2,663,108	9,769,964

2026 Sewer Revenue Bonds

Item #1.

Year Ending	Sewer 20 Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2026				0	2026	0	0	0
2027	15,000	3.75%	79,913	94,913	2027	15,000	79,913	94,913
2028	40,000	3.75%	52,150	92,150	2028	40,000	52,150	92,150
2029	45,000	3.75%	50,556	95,556	2029	45,000	50,556	95,556
2030	45,000	3.75%	48,869	93,869	2030	45,000	48,869	93,869
2031	45,000	3.75%	47,181	92,181	2031	45,000	47,181	92,181
2032	50,000	3.90%	45,363	95,363	2032	50,000	45,363	95,363
2033	50,000	4.00%	43,388	93,388	2033	50,000	43,388	93,388
2034	55,000	4.05%	41,274	96,274	2034	55,000	41,274	96,274
2035	55,000	4.15%	39,019	94,019	2035	55,000	39,019	94,019
2036	55,000	4.25%	36,709	91,709	2036	55,000	36,709	91,709
2037	60,000	4.40%	34,220	94,220	2037	60,000	34,220	94,220
2038	60,000	4.50%	31,550	91,550	2038	60,000	31,550	91,550
2039	65,000	4.60%	28,705	93,705	2039	65,000	28,705	93,705
2040	70,000	4.70%	25,565	95,565	2040	70,000	25,565	95,565
2041	70,000	4.80%	22,240	92,240	2041	70,000	22,240	92,240
2042	75,000	4.85%	18,741	93,741	2042	75,000	18,741	93,741
2043	80,000	4.90%	14,963	94,963	2043	80,000	14,963	94,963
2044	85,000	4.95%	10,899	95,899	2044	85,000	10,899	95,899
2045	85,000	5.00%	6,670	91,670	2045	85,000	6,670	91,670
2046	90,000	5.05%	2,273	92,273	2046	90,000	2,273	92,273
Total	1,195,000		680,245	1,875,245	Total	1,195,000	680,245	1,875,245

2027 Sewer Revenue Bonds

Item #1.

Year Ending	Sewer 20 Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2027				0	2027	0	0	0
2028	30,000	5.00%	335,250	365,250	2028	30,000	335,250	365,250
2029	145,000	5.00%	218,875	363,875	2029	145,000	218,875	363,875
2030	150,000	5.00%	211,500	361,500	2030	150,000	211,500	361,500
2031	160,000	5.00%	203,750	363,750	2031	160,000	203,750	363,750
2032	165,000	5.00%	195,625	360,625	2032	165,000	195,625	360,625
2033	175,000	5.00%	187,125	362,125	2033	175,000	187,125	362,125
2034	185,000	5.00%	178,125	363,125	2034	185,000	178,125	363,125
2035	195,000	5.00%	168,625	363,625	2035	195,000	168,625	363,625
2036	205,000	5.00%	158,625	363,625	2036	205,000	158,625	363,625
2037	215,000	5.00%	148,125	363,125	2037	215,000	148,125	363,125
2038	225,000	5.00%	137,125	362,125	2038	225,000	137,125	362,125
2039	240,000	5.00%	125,500	365,500	2039	240,000	125,500	365,500
2040	250,000	5.00%	113,250	363,250	2040	250,000	113,250	363,250
2041	260,000	5.00%	100,500	360,500	2041	260,000	100,500	360,500
2042	275,000	5.00%	87,125	362,125	2042	275,000	87,125	362,125
2043	290,000	5.00%	73,000	363,000	2043	290,000	73,000	363,000
2044	305,000	5.00%	58,125	363,125	2044	305,000	58,125	363,125
2045	320,000	5.00%	42,500	362,500	2045	320,000	42,500	362,500
2046	335,000	5.00%	26,125	361,125	2046	335,000	26,125	361,125
2047	355,000	5.00%	8,875	363,875	2047	355,000	8,875	363,875
Total	4,480,000		2,777,750	7,257,750	Total	4,480,000	2,777,750	7,257,750

2028 Sewer Revenue Bonds

Item #1.

Year Ending	Sewer 20 Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2028				0	2028	0	0	0
2029	10,000	5.00%	95,000	105,000	2029	10,000	95,000	105,000
2030	40,000	5.00%	62,000	102,000	2030	40,000	62,000	102,000
2031	45,000	5.00%	59,875	104,875	2031	45,000	59,875	104,875
2032	45,000	5.00%	57,625	102,625	2032	45,000	57,625	102,625
2033	50,000	5.00%	55,250	105,250	2033	50,000	55,250	105,250
2034	50,000	5.00%	52,750	102,750	2034	50,000	52,750	102,750
2035	50,000	5.00%	50,250	100,250	2035	50,000	50,250	100,250
2036	55,000	5.00%	47,625	102,625	2036	55,000	47,625	102,625
2037	60,000	5.00%	44,750	104,750	2037	60,000	44,750	104,750
2038	60,000	5.00%	41,750	101,750	2038	60,000	41,750	101,750
2039	65,000	5.00%	38,625	103,625	2039	65,000	38,625	103,625
2040	65,000	5.00%	35,375	100,375	2040	65,000	35,375	100,375
2041	70,000	5.00%	32,000	102,000	2041	70,000	32,000	102,000
2042	75,000	5.00%	28,375	103,375	2042	75,000	28,375	103,375
2043	80,000	5.00%	24,500	104,500	2043	80,000	24,500	104,500
2044	80,000	5.00%	20,500	100,500	2044	80,000	20,500	100,500
2045	85,000	5.00%	16,375	101,375	2045	85,000	16,375	101,375
2046	90,000	5.00%	12,000	102,000	2046	90,000	12,000	102,000
2047	95,000	5.00%	7,375	102,375	2047	95,000	7,375	102,375
2048	100,000	5.00%	2,500	102,500	2048	100,000	2,500	102,500
Total	1,270,000		784,500	2,054,500	Total	1,270,000	784,500	2,054,500

2029 Sewer Revenue Bonds

Item #1.

Year Ending	Sewer 20 Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2029				0	2029	0	0	0
2030	5,000	5.00%	77,125	82,125	2030	5,000	77,125	82,125
2031	35,000	5.00%	50,375	85,375	2031	35,000	50,375	85,375
2032	35,000	5.00%	48,625	83,625	2032	35,000	48,625	83,625
2033	35,000	5.00%	46,875	81,875	2033	35,000	46,875	81,875
2034	40,000	5.00%	45,000	85,000	2034	40,000	45,000	85,000
2035	40,000	5.00%	43,000	83,000	2035	40,000	43,000	83,000
2036	45,000	5.00%	40,875	85,875	2036	45,000	40,875	85,875
2037	45,000	5.00%	38,625	83,625	2037	45,000	38,625	83,625
2038	45,000	5.00%	36,375	81,375	2038	45,000	36,375	81,375
2039	50,000	5.00%	34,000	84,000	2039	50,000	34,000	84,000
2040	50,000	5.00%	31,500	81,500	2040	50,000	31,500	81,500
2041	55,000	5.00%	28,875	83,875	2041	55,000	28,875	83,875
2042	55,000	5.00%	26,125	81,125	2042	55,000	26,125	81,125
2043	60,000	5.00%	23,250	83,250	2043	60,000	23,250	83,250
2044	65,000	5.00%	20,125	85,125	2044	65,000	20,125	85,125
2045	65,000	5.00%	16,875	81,875	2045	65,000	16,875	81,875
2046	70,000	5.00%	13,500	83,500	2046	70,000	13,500	83,500
2047	75,000	5.00%	9,875	84,875	2047	75,000	9,875	84,875
2048	80,000	5.00%	6,000	86,000	2048	80,000	6,000	86,000
2049	80,000	5.00%	2,000	82,000	2049	80,000	2,000	82,000
Total	1,030,000		639,000	1,669,000	Total	1,030,000	639,000	1,669,000

2030 Sewer Revenue Bonds

Item #1.

Year Ending	Sewer 20 Portion				Year Ending	Totals		
	Principal	Est. Rate	Interest	Total		Principal (5/1)	Interest	Total
2030				0	2030	0	0	0
2031	20,000	5.00%	232,375	252,375	2031	20,000	232,375	252,375
2032	100,000	5.00%	151,750	251,750	2032	100,000	151,750	251,750
2033	105,000	5.00%	146,625	251,625	2033	105,000	146,625	251,625
2034	110,000	5.00%	141,250	251,250	2034	110,000	141,250	251,250
2035	115,000	5.00%	135,625	250,625	2035	115,000	135,625	250,625
2036	120,000	5.00%	129,750	249,750	2036	120,000	129,750	249,750
2037	130,000	5.00%	123,500	253,500	2037	130,000	123,500	253,500
2038	135,000	5.00%	116,875	251,875	2038	135,000	116,875	251,875
2039	140,000	5.00%	110,000	250,000	2039	140,000	110,000	250,000
2040	150,000	5.00%	102,750	252,750	2040	150,000	102,750	252,750
2041	155,000	5.00%	95,125	250,125	2041	155,000	95,125	250,125
2042	165,000	5.00%	87,125	252,125	2042	165,000	87,125	252,125
2043	175,000	5.00%	78,625	253,625	2043	175,000	78,625	253,625
2044	180,000	5.00%	69,750	249,750	2044	180,000	69,750	249,750
2045	190,000	5.00%	60,500	250,500	2045	190,000	60,500	250,500
2046	200,000	5.00%	50,750	250,750	2046	200,000	50,750	250,750
2047	210,000	5.00%	40,500	250,500	2047	210,000	40,500	250,500
2048	225,000	5.00%	29,625	254,625	2048	225,000	29,625	254,625
2049	235,000	5.00%	18,125	253,125	2049	235,000	18,125	253,125
2050	245,000	5.00%	6,125	251,125	2050	245,000	6,125	251,125
Total	3,105,000		1,926,750	5,031,750	Total	3,105,000	1,926,750	5,031,750

Sewer Debt Coverage

Item #1.

- Sewer utility required to minimum revenue debt coverage of 1.25.
- Recommended all in coverage is 1.00

Year	Sewer Revenue Bonds				All In Coverage					Year
	Existing Revenue Debt	Proposed Revenue Debt	Total	Debt Coverage	Existing Revenue Debt	Existing G.O. Debt	Proposed Revenue Debt	Total	Debt Coverage	
	767,314 2025 Est. Net Revenues				767,314 2025 Est. Net Revenues					
2025	511,578	0	511,578	1.50	511,578	196,066	0	707,644	1.08	2025
2026	512,592	0	512,592	1.50	512,592	205,800	0	718,392	1.07	2026
2027	508,345	94,913	603,258	1.27	508,345	158,308	94,913	761,566	1.01	2027
2028	502,300	457,400	959,700	0.80	502,300	120,750	457,400	1,080,450	0.71	2028
2029	509,075	564,431	1,073,506	0.71	509,075	116,250	564,431	1,189,756	0.64	2029
2030	505,314	639,494	1,144,807	0.67	505,314	116,625	639,494	1,261,432	0.61	2030
2031	506,132	898,556	1,404,688	0.55	506,132	116,750	898,556	1,521,438	0.50	2031
2032	428,491	893,988	1,322,479	0.58	428,491	116,625	893,988	1,439,104	0.53	2032
2033	432,896	894,263	1,327,159	0.58	432,896	116,800	894,263	1,443,959	0.53	2033
2034	431,593	898,399	1,329,991	0.58	431,593	117,300	898,399	1,447,291	0.53	2034
2035	429,538	891,519	1,321,056	0.58	429,538	0	891,519	1,321,056	0.58	2035
2036	431,613	893,584	1,325,196	0.58	431,613		893,584	1,325,196	0.58	2036
2037	427,875	899,220	1,327,095	0.58	427,875		899,220	1,327,095	0.58	2037
2038	301,023	888,675	1,189,698	0.64	301,023		888,675	1,189,698	0.64	2038
2039	286,363	896,830	1,183,193	0.65	286,363		896,830	1,183,193	0.65	2039
2040	281,608	893,440	1,175,048	0.65	281,608		893,440	1,175,048	0.65	2040
2041	207,529	888,740	1,096,269	0.70	207,529		888,740	1,096,269	0.70	2041
2042	199,193	892,491	1,091,684	0.70	199,193		892,491	1,091,684	0.70	2042
2043	0	899,338	899,338	0.85	0		899,338	899,338	0.85	2043
2044		894,399	894,399	0.86			894,399	894,399	0.86	2044
2045		887,920	887,920	0.86			887,920	887,920	0.86	2045
2046		889,648	889,648	0.86			889,648	889,648	0.86	2046
2047		801,625	801,625	0.96			801,625	801,625	0.96	2047
2048		443,125	443,125	1.73			443,125	443,125	1.73	2048
2049		335,125	335,125	2.29			335,125	335,125	2.29	2049
2050		251,125	251,125	3.06			251,125	251,125	3.06	2050
Total	7,413,054	17,888,245	25,301,299		7,413,054	1,381,274	17,888,245	26,682,573		Total

Next Steps

Item #1.

1. Revise financing plan as needed based on CIP changes.



2. Recommend completing long-range cash flow projection for each utility.



3. Cash flow projection can identify rate adjustments needed.

Important Disclosures

Item #1.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: October 21, 2025

Item Title: Discussion of Employee Handbook

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

We have been working together on the new employee handbook to be rolled out for 2026 to update employee quality of life with added benefits and a revamp of our policies and procedures. All staff has had a chance to review the handbook draft and have brought back suggestions. I changed the items that I found necessary and needed. Staff brought suggestions for additions, changes, and suggestions that after speaking with consultants and the current budgetary restraints we will not be able to move forward with a few suggestions at this time.

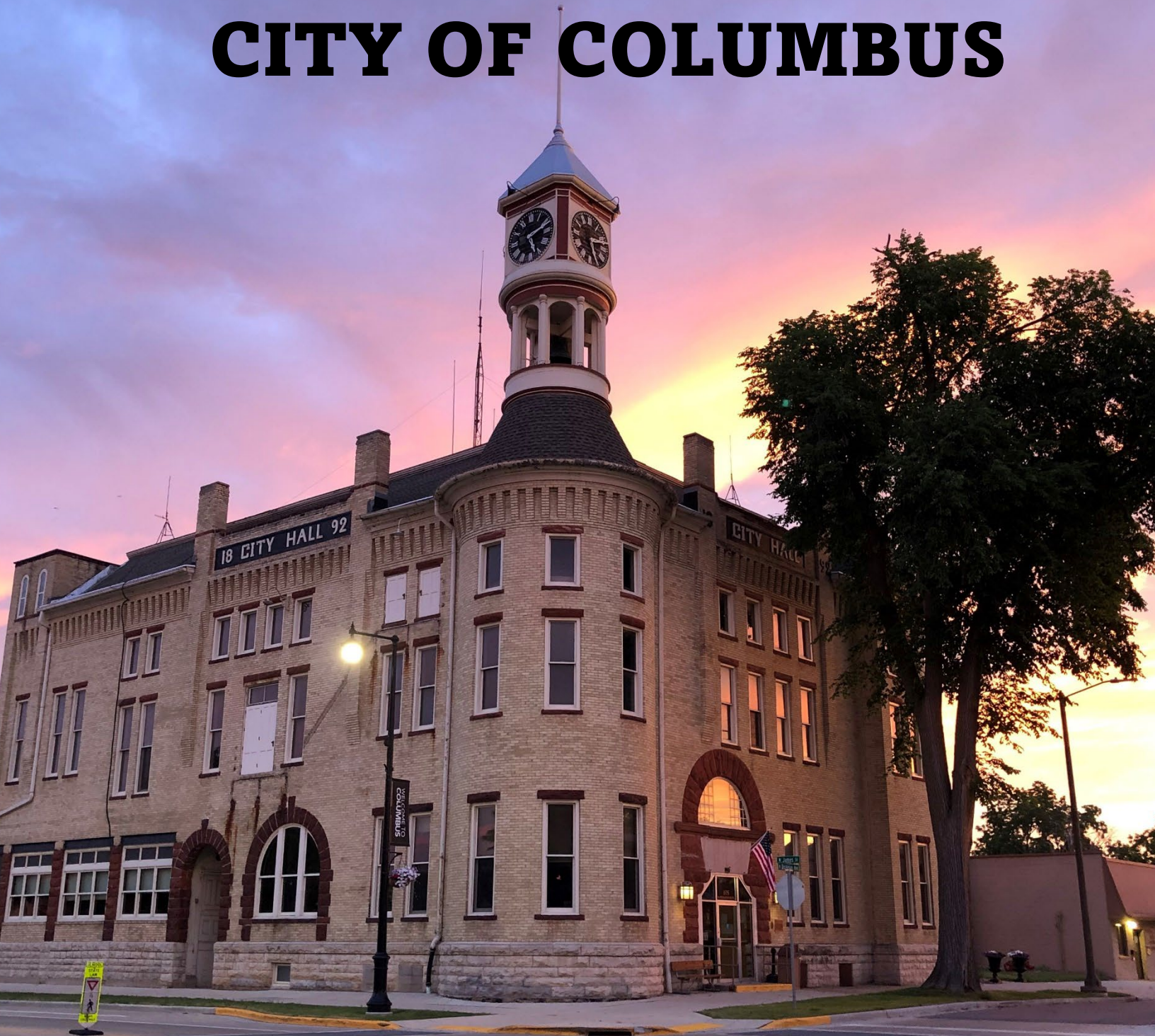
List all Supporting Documentation Attached:

Please see the handbook draft final and the inquiries document to review changes that were made and suggestions for consideration.

Action Requested of Council:

Approve the handbook as presented and addendums will be created based off approved handbook for departments who require them such as utilities, pd, fd, and library.

CITY OF COLUMBUS



Employee Handbook

01/01/2025

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Employee Acknowledgement

WELCOME FROM THE CITY ADMINISTRATOR

For employees who are beginning employment with the City of Columbus, let me extend a warm and sincere welcome.

For employees who have been with us, thank you for your past and continued service.

The City of Columbus values integrity, teamwork, honesty, diligence, compassion and strong ethics in interactions between and among employees, elected officials and the public. We strive to be highly open, transparent and accountable for public actions, expenses, and use of work time. As a city employee, you immediately become part of our work team and family. We value your insights into quality improvement and thank you for your dedication in making the city an even better place to live, work and play.

Purpose of the Handbook

This handbook contains information about working conditions, employee benefits, employee responsibilities, and City of Columbus (the “City”) employment policies. This handbook sets forth employment policy guidelines which employees are expected to follow and informs employees about what employees may generally expect from the City. As a City employee, it is the employee’s responsibility to read, understand, and comply with all provisions of this handbook. The City goal is to provide a work environment that is conducive to the personal and professional growth of all employees.

The City expects all employees to demonstrate professional, competent and reasonable behavior, and to continually serve, both on-duty and off-duty, as positive examples of the high-quality personnel affiliated with this organization and consistent with the high expectations of the public. Compliance with the policies, rules and general expectations of conduct is of paramount importance to fulfill these objectives and for the employee to have a successful career with the City. Failure to comply with the policies, rules and general expectations of conduct can undermine these objectives, and the trust and confidence that the public, businesses, employees and officers of the City must have in that employee. The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of the policies, rules and general expectations of conduct can subject an employee to discipline, up to and including discharge.

This edition of the handbook cannot anticipate every possible circumstance or question about City employment policies. To meet the evolving needs of the organization, the City retains the right to revise, supplement or rescind such policies as may be deemed appropriate. The City reserves all its rights, and final interpretation and implementation of any of the policies in this handbook are vested solely with the City Council through the City Administrator.

This handbook and the statements in this handbook are not, and should not be construed as, an employment contract, nor do they imply that the City is guaranteeing employment for anyone or changing the at-will employment relationship in any manner. Only the Common Council may enter a contract with an employee, and that contract must be in writing and approved by vote of the Council at a duly noticed meeting. No statement or promise by a supervisor, manager, department head, elected or appointed official, or an employee may be interpreted as a change in or constituting a contract with an employee or modification of the at-will employment relationship.

Many of the topics addressed in this handbook are also addressed in the Local 237 employee bargaining group labor agreement. The provisions of this specific employee group labor agreement supersede information or policy provisions of this handbook. Additionally, any wages, hours and working conditions referenced in this handbook that are subject to the mandatory duty to bargain between the City and a collective bargaining representative are not binding on those parties, except for rules of conduct identified in this handbook that are made and revised from time to time under the City’s managements rights authority.

The contents of this handbook are also not to be used as a substitute for any controlling ordinance, resolution, regulation, state or federal statute, code or regulation, common law or other legally binding authority as updated from time to time. Applicable ordinances, resolutions, regulations, state or federal statutes, codes or regulations and common law shall supersede this handbook.

ABOUT THIS HANDBOOK/DISCLAIMER

We prepared this handbook to help employees find the answers to many questions that they may have regarding their employment with City of Columbus. Please take the necessary time to read it.

We do not expect this handbook to answer all questions. Supervisors and Human Resources also serve as a major source of information.

Neither this handbook nor any other verbal or written communication by a management representative is, nor should it be considered to be, an agreement, contract of employment, express or implied, or a promise of treatment in any particular manner in any given situation, nor does it confer any contractual rights whatsoever. City of Columbus adheres to the policy of employment at will, which permits the City or the employee to end the employment relationship at any time, for any reason, or no reason, with or without cause or notice.

No City representative other than the City Administrator may modify at-will status and/or provide any special arrangement concerning terms or conditions of employment in an individual case or generally and any such modification must be in a signed writing.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate City documents. These City documents are always controlling over any statement made in this handbook or by any member of management.

This handbook states only general City guidelines. The City may, at any time, in its sole discretion, modify or vary from anything stated in this handbook, with or without notice, except for the rights of the parties to end employment at will, which may only be modified by an express written agreement signed by the employee and City Administrator.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.

Section 2 – Employment Policies

2-1. Equal Employment Opportunity

City of Columbus is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, pregnancy-related conditions, and lactation), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws and ordinances. City of Columbus's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of Human Resources Administrator. City of Columbus will not allow any form of retaliation against employees who raise issues of equal employment opportunity. If employees feel they have been subjected to any such retaliation, they should contact Human Resources Administrator. To ensure the workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

2-2. Harassment

It is City of Columbus's policy to prohibit intentional and unintentional harassment of or against job applicants, contractors, interns, volunteers or employees by another employee, supervisor, vendor, customer or any third party on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information or any other characteristic protected by applicable federal, state or local laws (referred to as "protected characteristics"). Such conduct will not be tolerated by City of Columbus.

The purpose of this policy is not to regulate our employees' personal morality, but to ensure that no one harasses another individual in the workplace, including while on City premises, while on City business (whether on City premises or otherwise) or while representing the City. In addition to being a violation of this policy, harassment or retaliation based on any protected characteristic as defined by applicable federal, state, or local laws also is unlawful. For example, sexual harassment and retaliation against an individual because the individual filed a complaint of sexual harassment or because an individual aided, assisted or testified in an investigation or proceeding involving a complaint of sexual harassment as defined by applicable federal, state, or local laws are unlawful.

Harassment Defined

Harassment generally is defined in this policy as unwelcome verbal, visual or physical conduct that denigrates or shows hostility or aversion towards an individual because of any actual or perceived protected characteristic or has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), visual (including offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.). Such conduct violates this policy, even if it does not rise to the level of a violation of applicable federal, state or local laws. Because it is difficult to define unlawful harassment, employees are expected to always behave in a manner consistent with the intended purpose of

this policy.

Sexual Harassment Defined

Sexual harassment can include all the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities and other verbal, visual or physical conduct of a sexual nature when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that violate this policy include:

- Unwelcome flirtations, leering, whistling, touching, pinching, assault, blocking normal movement.
- Requests for sexual favors or demands for sexual favors in exchange for favorable treatment.
- Obscene or vulgar gestures, posters or comments.
- Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies.
- Propositions or suggestive or insulting comments of a sexual nature; derogatory cartoons, posters and drawings.
- Sexually explicit e-mails, text messages or voicemails.
- Uninvited touching of a sexual nature.
- Unwelcome sexually related comments.
- Conversation about one's own or someone else's sex life.
- Conduct or comments consistently targeted at only one gender, even if the content is not sexual; and
- Teasing or other conduct directed toward a person because of the person's gender.

Reporting Procedures

If the employee has been subjected to or witnessed conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If the employee is unable for any reason to contact this person, or if the employee has not received an initial response within five (5) business days after reporting any incident of what the employee perceives to be harassment, the employee should contact Human Resources Administrator. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in the reporting hierarchy.

Investigation Procedures

Every report of perceived harassment will be fully investigated, and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. All employees must cooperate with all investigations conducted pursuant to this policy.

Retaliation Prohibited

In addition, the City will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If the employee has been subjected to any such retaliation, the employee should report it in the same way the employee would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including termination.

2-3. Recruitment and Selection

All City of Columbus employment opportunities will be posted through NeoGov onto our City website, as well as posted to other avenues relevant to the position open. If employees find a position of interest on the City website and they meet

the eligibility requirements, an online job posting application must be completed to be considered for the position.

All employees, except Columbus Utilities, Library, Police Chief, Fire Chief and subordinates in the Fire Department and Police Department shall be hired by the City Administrator. Department Heads shall be hired by the City Administrator with the consent of the City Council. The Police Chief, Fire Chief, and subordinates shall be hired by the Police and Fire Commission. Applications for employment must be submitted online at the City's website. All applications must adhere to the approved employment process. Employment process for Columbus Utilities and the Library Board shall be under the guidelines of the Library Board and Utilities Commission, but recruitment and onboarding will be facilitated by the city and the NeoGov platform.

The City Administrator will determine the need for an Interim Department Head and consult with the Human Resources Administrator regarding the selection process. An employee appointed to an Interim Department Head position shall be granted a salary increase. The increase will be determined by the City Administrator in consultation with the Mayor and not be an increase of more than 10% of the employees current salary.

2-4. Employee Classifications

For purposes of this handbook, all City of Columbus employees fall within one of the classifications below.

Regular Full-Time

A regular full-time employee is one who is scheduled to work 40 hours or more per week, on a regular basis, for a continuous and indefinite period. Full-time employees are eligible for all employee benefits.

Regular Part-Time

A regular part-time employee is one who is regularly scheduled to work less than full-time (less than 40 hours) but twenty hours or more on a full workweek basis for a continuous and indefinite period. Part-time employees are eligible for some benefits, as is further explained in the specific benefit information.

Part Time

A part-time employee is one who is regularly scheduled to work less than 20 hours per week for a continuous and indefinite period. Part-time employees are not eligible for benefits.

Temporary

Employees, hired as temporary replacements for full-time or part-time employees, or for short periods of employment such as summer months, peak periods, and vacations, are considered temporary employees. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

Hourly

Hourly employees are paid by an hourly rate for the pay period. Overtime for all authorized hours worked in excess of forty (40) hours per work week are paid out at time and half or banked at the rate of time and half per hour worked as compensatory time. *Refer to: Overtime/Compensatory Time and Flex Time*

Salaried

A salaried employee is paid a fixed rate for the pay period. Salaried employees who are employed in administrative, executive, or professional categories are specifically exempted from overtime pay for hours worked over 40 hours per week. The hours worked by salaried employees are often irregular and begin and end outside the normal workday. The salaried employee may be eligible to use flex time. *Refer to: Overtime/Compensatory Time and Flex Time*

Non-represented Employee

Employee not represented by collective bargaining agreement.

Represented Employee

Employee represented by collective bargaining agreement.

Appointed Employee

An appointed employee is an employee appointed to an officer position according to processes outlined in Wisconsin Statutes or City Ordinance, typically by the mayor with the advice and consent of the City Council, under may also have a specific agreement that outlines the terms and conditions of employment. benefits provided by the city, except as specifically noted.

In addition to the above classifications, employees are categorized as either "**exempt**" or "**non- exempt**" for purposes of federal and state wage and hour laws. Employees classified as exempt do not receive overtime pay; they generally receive the same weekly salary regardless of hours worked. Such salary may be paid less frequently than weekly. The employee will be informed of these classifications upon hire and informed of any subsequent changes to the classifications.

2-5. Employment in Multiple Positions

While uncommon, there may be occasion where the same employee is hired and concurrently working in multiple positions with the City of Columbus. This situation presents unique challenges for the employee, the department(s) the employee works for, and the City.

In these instances, if an employee is working at their primary position and then called to help in their other role for an emergency, the employee will be paid for the rate of the role that they are putting the hours in at.

2-6. Employment Eligibility Verification

New employees must complete Section 1 of the I-9 form. A Form I-9 is a document used by employers in the United States to verify the identity and employment eligibility of every new hire, ensuring they are legally authorized to work in the country. A list of acceptable documents for verifying identity and employment eligibility is provided on the I-9 form. Original documents must be provided to the Human Resources Administrator for verification.

Section 3 – Employee Benefits

3-1. Vacation

The City of Columbus appreciates how hard employees work and recognizes the importance of providing time away from the demands of work for rest, recovery, and recreation. City of Columbus fully encourages employees to use their earned vacation time in accordance with this policy.

Definition of Vacation Days/Time

Vacation Time/Days are paid per the number of scheduled hours for the employee, for which they are not present for work, on the day(s) on which the vacation hours are utilized. Employees cannot take Vacation Time/Days on or for any hours/days they are not scheduled to work, for more hours than they would normally be scheduled to work on a scheduled workday or workweek, or for any hours in which work is actually performed. Vacation policies for union employees are specified in their respective bargaining contracts. Starting discretionary vacation is negotiable with contract.

Vacation leave is calculated on January 1st of every year.

Regular Full Time and Salaried Employees:

<u>Years Employed</u>	<u>Vacation Earned</u>
Upon hire (after 30 days)-2 years completed	128 Hours
3-4 years completed	144 Hours
5-8 years completed	160 Hours
One additional day (8 hours) for each successive year completed after 8 years of service, to a maximum of 280 hours.	

Regular Part-Time Employees:

<u>Years Employed</u>	<u>Vacation Earned</u>
Upon hire (after 30 days)-2 years completed	64 hours
3-4 years completed	72 hours
5-8 years completed	80 hours
One additional day (8 hours) for every other year completed after 8 years of service, to a maximum of 140 hours.	

Employees must submit requests for vacation leave in writing to their supervisor. Vacation may be granted, at a minimum, in two-hour increments. A minimum of seven (7) days' notice must be made for any vacation requests. Vacation leave requests received less than seven days' notice will be considered at the discretion of the Department Head.

Employees who are unable to use all their vacation time due to work schedules and needs of the department may request to carry vacation over a maximum of 40 hours into the following anniversary year. Any vacation carry over must be approved in advance and in writing by the City Administrator, and any carried over vacation leave must be taken in the first six months of the subsequent anniversary year. Vacation not carried over or not used will not be paid out under any circumstances, except when separate employment agreements or collective bargaining agreements state otherwise.

Vacation pay is based on the pay rate in effect when the vacation is used and does not include bonuses or other special forms of compensation. Employees are paid for vacation time on their regular payday.

After 1 year of employment, upon separation of employment, an employee will be paid their earned unused vacation time based upon pay rate in effect. No unused vacation will be paid out if separation of employment occurs before one year of employment is completed. To receive a vacation payout, you must give at least a two week notice as an hourly team member and or a month notice as a salary team member.

In addition to our regular vacation plan, we offer the option to take 8 hours per calendar year to volunteer at an organization of your choice. To utilize this benefit, you must submit the volunteer form to the Human Resources Administrator requesting a day off to volunteer. After the day of volunteering, provide the volunteer confirmation form from the organization you volunteered for to the Human Resources Administrator. * Due to the nature of our organization, you cannot volunteer for a government or religious organization. *

3-2. Holiday Pay

The City provides the following days as paid holidays for regular full-time and salaried employees immediately upon hire:

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
New Year's Eve Day
3 Personal Days

The city provides 36 hours as paid holidays for regular part-time employee's Regular part-time employees can choose from the above list of holidays and the number of hours paid for those holidays not to exceed 36 hours per calendar year.

Employees will receive holiday pay for the preceding Friday if a holiday falls on a Saturday. Conversely employees will receive holiday pay for the following Monday if a holiday falls on a Sunday. If the Christmas Eve/Christmas Day and New Years Eve/New Years Day holidays fall on a Friday/Saturday or Sunday/Monday, employees will receive holiday pay for that Friday and Monday.

Employees must work the last scheduled workday preceding and the first scheduled workday following a holiday to be eligible for holiday pay, unless on an excused absence or on a paid leave of absence.

Holiday pay is calculated at the approved hourly rate.

When an hourly employee is required to work on a legal holiday, wages will be paid at the rate of time and one-half, comp time conversion, or according to union contract. Salary employees required to work on a recognized holiday will be eligible for flex time.

Personal Days are granted to give some flexibility for City employees to recognize state or federal holidays as holidays rather than workdays. For example, Martin Luther King Day is a federal holiday in which the City does not recognize as a paid holiday. Regular full-time employees must submit requests for personal days leave in writing to their supervisor. Personal days will be scheduled and considered for approval on a departmental basis. Personal days are not eligible for pay out or carryover.

If a paid holiday falls during an employee's vacation, the paid holiday will be applied in lieu of the paid vacation day.

3-3. Sick Leave

Regular full-time hourly and salaried employees will be granted 40 hours of sick leave upon hire. After completion of 5 months of employment, additional sick leave will accrue at a rate of 8 hours for each month worked up to a maximum of 720 hours.

Regular part-time hourly employees will be granted 20 hours of sick leave upon hire. After completion of three months of employment, additional sick leave will accrue at a rate of 4 hours for each month worked up to a maximum of 360 hours.

Sick leave balance will be paid out upon employees (**separation and/or retirement**). Payout of sick leave balance will not occur if employment is terminated for any reason within five years of hire. To receive sick leave payout an employee must give a one-month notice.

Sick Leave Payout balances are based off years of service:

- 5 Years 50%
- 7 Years 75%
- 10 Years 100%

Sick leave accrues from the employee's date of hire. Sick leave hours do not accrue during disability leave, authorized leave without pay, and absences without leave. Employees on suspension from work shall not be eligible to earn sick leave benefits during periods of suspension.

Sick leave may be used in the following situations:

- Absence from duty because of illness
- On a scheduled basis to attend necessary personal Doctor, Dentist, or other required medical appointments, including but not limited to pregnancy or other recognized health care
- Bodily injury, when not a Worker's Compensation case
- Exposure to contagious disease
- Pet vet appointments, illness, or death.
- Caregiver needs for a child, parent, or partner.
- Serious illness in the family of the employee requiring the employee to provide care for the ill family member
- In conjunction with, or in place of Bereavement Leave for the death of an employee's family member. For specifics on this see the Bereavement Policy.

For situations when the employee has advanced knowledge of the need for sick leave, the employee is to provide notification of the need for sick leave to their supervisor with as much advance notice as is possible. When sick leave is taken for unexpected, unplanned illnesses, the employee must notify their supervisor of intent to take sick leave no later than 30 minutes after the beginning of their regular workday. The supervisor may require a doctor's statement for any requested sick leave that exceeds 3 days or more.

Any payments of accrued but unused sick leave pursuant to this Policy are subject to the approval of the City.

3-4. Sick Leave Donation Program

The Sick Leave Donation Program is to permit an employee to donate sick leave to another employee. This Policy permits such donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave and have a need for additional Family Medical Leave Act (FMLA) qualifying leave. This need may arise for treatment or care of their own illness or qualifying condition; or from their need to care for a family member as permitted under FMLA. This Policy is not intended to provide for the donation of sick leave for common illnesses of short duration, or illnesses or injuries covered by employer paid long term disability policies or those illnesses compensated by Worker's Compensation.

To be eligible, an employee:

1. Must be a regular full-time or regular part-time employee.
2. Be eligible to accrue sick leave.

3. To have exhausted all forms of their own accrued leave (sick, vacation, compensatory time), or plan on exhausting all forms of leave, during or after the qualifying FMLA leave event.

Employees are ineligible to use this policy during any disciplinary suspension or if they are receiving Worker's Compensation benefits and pay.

Procedures:

The Human Resources Administrator is responsible for coordinating donations, reviewing donation requests and authorizing eligibility. Final decisions on eligibility and distribution of donated leave time rests with the City Administrator and shall not be subject to any grievance or appeal procedure.

3-5. Insurance Program Eligibility

Regular Full-time and part-time employees may participate in the City of Columbus insurance programs based on their individual eligibility. Under these plans, eligible employees may receive comprehensive health and other insurance coverage for themselves and their families, as well as other benefits. The benefits offered differ between regular full-time and part-time employees and will be presented to eligible employees as such.

Upon becoming eligible to participate in these plans, employees will receive summary plan descriptions describing the benefits in greater detail. Please refer to the summary plan descriptions for detailed plan information. Contact the Human Resources Administrator with any further questions.

3-6. Health, Dental, And Vision Insurance

Eligible City of Columbus employees have access to Health Insurance, Dental insurance, and Vision Insurance. Depending on the plan, several options may be available to enroll in. Specific information as to plans, providers, premiums, cost shares, and benefits are available from the Human Resources Administrator. These will be provided to eligible employees upon hire, during annual open enrollment and upon request. If you choose not to participate in our health insurance programs you will receive a monthly stipend of \$350.00 a month paid out quarterly.

3-7. Term Life Insurance Plans

Eligible City of Columbus employees have access to a group term Life Insurance program that, at no cost to you, provides coverage equal to your earnings rounded to the next \$1,000. Supplemental, additional, and dependent units may also be purchased at an additional price.

3-8. Long Term Disability

Regular full time hourly and exempt employees are automatically enrolled in long term disability insurance. The City pays for this benefit.

3-9. Wisconsin Retirement System (WRS) Pension Plan

The Wisconsin Retirement System (WRS) is a qualified retirement system under Section 401(a) of the Internal Revenue Code. It is a hybrid defined benefit plan, containing elements of both a 401(k) or defined contribution plan and a defined benefit plan.

Participation in WRS is compulsory for all employees of the City meeting the minimum thresholds for participation. City of Columbus employees are eligible and required to participate in City of Columbus retirement plan, The Wisconsin Retirement System (WRS) if they are:

- Regularly scheduled for and/or expected to work twenty-three (23) hours or more per week **-and-**
- Working or expected to work for 365 days or more **-or-**
- Were a previous participant in the WRS with the City of Columbus's or another participating agency, regardless of the hours worked/expected to work or time worked/expected to work with the City and have not previously retired and are collecting WRS pension payments.

The intention of the WRS pension plan is to provide you with a lifetime retirement payment (annuity) once you are vested and have reached the minimum retirement age. Your retirement annuity is calculated using both a formula calculation and a money purchase calculation. As a retiree, you receive the higher of the two benefit calculations. The money to pay WRS benefits comes from employee and employer-required contributions and investment (interest) earnings. The largest amount comes from investment earnings. Generally, employers pay 50% of the total amount required per pay period and employees pay the other 50%.

3-10. Deferred Compensation 457(B) Plan

City of Columbus employees regularly scheduled for 23 hours or more a week are eligible to participate in the City's voluntary Deferred Compensation 457(b) retirement savings plan. 457 plans allow you to save money directly from your paycheck for retirement, and offers tax benefits and different investment options. The value of your account is based on how much money you put into the account and how much money your investments make over time.

3-11. Supplemental Insurance Plans

City of Columbus offers a multitude of supplemental insurance including Aflac, Globelife, Assurity, and Champion Health. These plans are optional and can be elected by signing up with one of our representatives. To inquire about any of these contact your Human Resources Administrator.

3-12. Employee Assistance Plan (EAP)

The Employee Assistance Program is designed to assist in the prevention, early identification, and resolution of personal issues. EAP might be helpful in addressing health, marital, family, financial, alcohol and other drug, emotional, stress, and other personal concerns. They also offer financial advising sessions. All services are CONFIDENTIAL and at no cost to the employee.

Full details will be provided to employees upon hire or as requested to the Human Resources Administrator.

3-13. Workers' Compensation

On-the-job injuries are covered by the City of Columbus Workers' Compensation Insurance Policy, which is provided at no cost. If employees are injured on the job, no matter how slightly, they should report the incident immediately to their supervisor. Failure to follow City procedures may affect the ability of employees to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who need to miss work due to a workplace injury will also be placed on a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

If any form of restricted or modified duty is prescribed and available for some or all of the employee's normally scheduled hours they are required to accept this duty. Failure to accept the duty may result in withdrawal of benefits or other actions. Employees for whom modified duty is available may also use accrued vacation or sick time, subject to the supervisor's approval, for hours for which there is modified duty available, in lieu of working those hours.

Section 4 – Leaves of Absence

4-1. Family And Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act ("FMLA") and/or the Wisconsin Family and Medical Leave Act ("WFMLA"). This policy provides employees information concerning FMLA and/or WFMLA entitlements and obligations employees may have during such leaves. Whenever permitted by law, the City will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. If employees have any questions concerning FMLA and/or WFMLA leave, they should contact Human Resources Administrator.

Eligibility

FMLA leave is available to "FMLA eligible employees." To be an "FMLA eligible employee," the employee must: 1) have been employed by the City for at least 12 months (which need not be consecutive); 2) have been employed by the City for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave; and 3) be employed at a worksite where 50 or more employees are located within 75 miles of the worksite. Special hours of service eligibility requirements apply to airline flight crew employees.

WFMLA leave is available to "WFMLA eligible employees." To be a WFMLA eligible employee, the employee must: 1) have worked for the City for at least 52 consecutive weeks and have worked at least 1,000 hours in the 52 weeks preceding the commencement of leave; **and** 2) be employed by an employer that has 50 or more employees.

Entitlements

As described below, the FMLA and WFMLA provide eligible employees with a right to leave, health insurance benefits and, with some limited exceptions, job restoration.

Basic FMLA and WFMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The WFMLA provides eligible employees up to six (6) weeks of unpaid leave during a calendar year if the leave is due to childbirth or adoption, an additional two (2) weeks of leave for the employee's serious health condition, and an additional two (2) weeks to care for a parent, spouse, son or daughter with a serious health condition (employees, however, are entitled to no more than a total of eight (8) weeks of family/medical unpaid leave, not to exceed 10 weeks within the 12-month period under the WFMLA - see further information below).

For WFMLA the 12-month period is measured by a calendar year from January 1 to December 31. Leave may be taken for any one, or for a combination, of the following reasons:

- To care for the employee's child after birth, or placement for adoption (or foster care - FMLA only);
- To care for the employee's spouse (or domestic partner WFMLA only), son, daughter or parent (and under the WFMLA parent-in-law) who has a **serious health condition**;
- For the employee's own **serious health condition** (including any period of incapacity due to pregnancy, prenatal medical care or childbirth) that makes the employee unable to perform one or more of the essential functions of the employee's job); and/or

Because of any **qualifying exigency** arising out of the fact that the employee's spouse, son, daughter or parent is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty) in the Reserve component of the Armed Forces for deployment to a foreign country in support of contingency operation or Regular Armed Forces for deployment to a foreign country (FMLA only).

Under the FMLA, a **serious health condition** is an illness, injury, impairment or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing

treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment. Under the WFMLA, a **serious health condition** means a disabling physical or mental illness, injury, impairment or condition involving inpatient care in a hospital, nursing home or hospice, or out-patient care that requires continuing treatment or supervision by a health care provider. **Qualifying exigencies** for FMLA leave may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, caring for the parents of the military member on covered active duty and attending post-deployment reintegration briefings.

Additional Military Family Leave Entitlement (Injured Servicemember Leave) (FMLA only)

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a **covered servicemember** is entitled to take up to 26 weeks of leave during a single 12-month period to care for the servicemember with a serious injury or illness. FMLA leave to care for a servicemember shall only be available during a single 12-month period and, when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured servicemember.

A "**covered servicemember**" is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is on the temporary retired list, for a severe injury or illness. These individuals are referred to in this policy as "current members of the Armed Forces." **Covered servicemembers** also include a veteran who is discharged or released from military service under conditions other than dishonorable at any time during the five year period preceding the date the eligible employee takes FMLA leave to care for the covered veteran, and who is who is undergoing medical treatment, recuperation or therapy for a serious injury or illness. These individuals are referred to in this policy as "covered veterans".

The FMLA definitions of a "serious injury or illness" for current Armed Forces members and covered veterans are distinct from the FMLA definition of "serious health condition" applicable to FMLA leave to care for a covered family member.

Intermittent Leave and Reduced Leave Schedules

FMLA and/or WFMLA leave usually will be taken for a period of consecutive days, weeks or months. However, employees also may be entitled to take leave intermittently or on a reduced leave schedule when medically necessary due to a serious health condition of the employee or covered family member (both FMLA and WFMLA) or the serious injury or illness of a covered servicemember (FMLA only) or birth or adoption (WFMLA only).

No Work While on Leave

The taking of another job while on FMLA/WFMLA or any other authorized leave of absence is grounds for immediate termination, to the extent permitted by applicable law.

Protection of Group Health Insurance Benefits

During FMLA/WFMLA leave, eligible employees are entitled to receive group health plan coverage on the same terms and conditions as if they had continued to work.

Restoration of Employment and Benefits

At the end of FMLA leave, subject to some exceptions, including situations where job restoration of "key employees" will cause the City substantial and grievous economic injury, employees generally have a right to return to the same or equivalent positions with equivalent pay, benefits and other employment terms. The City will notify employees if they qualify as "key employees," if it intends to deny reinstatement and of their rights in such instances. A "key employee" is defined under the FMLA as the employee among the highest paid 10 percent of all employees who are employed within

75 miles of the worksite. Use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an eligible employee's FMLA leave. As with FMLA leave, at the end of WFMLA leave, subject to some exceptions, employees generally have the right to return to the same or equivalent position with equivalent pay, benefits and other terms. There is no key employee exception under WFMLA.

Notice of Eligibility for, and Designation of, FMLA and WFMLA Leave

Employees requesting FMLA leave are entitled to receive written notice from the City telling them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of: 1) their rights and responsibilities in connection with such leave; 2) the City's designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, the reasons why; and 3) the amount of leave, if known, that will be counted against the employee's leave entitlement.

The City may retroactively designate leave as FMLA and/or WFMLA leave with appropriate written notice to employees provided the City's failure to designate leave as FMLA- or WFMLA-qualifying at an earlier date did not cause harm or injury to the employee. In all cases where leaves qualify for FMLA and/or WFMLA protection, the City and employee can mutually agree that leave be retroactively designated as FMLA and/or WFMLA leave. **[Note: There is always risk with retroactive designations.]**

Employees who wish to take FMLA and/or WFMLA leave must timely notify the City of their need for FMLA and/or WFMLA leave. The following describes the content and timing of such employee notices.

Content of Employee Notice

To trigger FMLA and/or WFMLA leave protections, employees must inform their Supervisor of the need for FMLA/WFMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA and/or WFMLA leave specifically, or explaining the reasons for leave so as to allow the City to determine that the leave is FMLA/WFMLA-qualifying. For example, employees might explain that.

- a medical condition renders them unable to perform the functions of their job; • they are pregnant or have been hospitalized overnight;
- a covered family member (including domestic partner and parent-in-law under WFMLA) are under the continuing care of a health care provider or a condition renders the family member unable to perform daily activities;
- the leave is due to a qualifying exigency cause by a military member being on covered active duty or called to covered active duty status to a foreign country (FMLA only); or
- a family member is a covered servicemember with a severe injury or illness (FMLA only).

Calling in "sick," without providing the reasons for the needed leave will not be considered sufficient notice for leave under this policy. Employees must respond to the City's questions to determine if absences are potentially leave-qualifying.

If employees fail to explain the reasons for leave, the leave may be denied. When employees seek leave due to FMLA/WFMLA-qualifying reasons for which the City has previously provided FMLA/WFMLA-protected leave, employees must specifically reference the qualifying reason for the leave or the need for FMLA and/or WFMLA leave.

Timing of Employee Notice

Employees must provide 30 days' advance notice of the need to take FMLA and/or WFMLA leave when the need is foreseeable. When 30 days' notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide the City notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA and/or WFMLA notice obligations, may have leave delayed or denied.

Cooperate in the Scheduling of Planned Medical Treatment (Including Accepting Transfers to Alternative Positions)

and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with the City and make a reasonable effort to schedule treatment so as not to unduly disrupt the City's operations, subject to the approval of the employee's health care provider. Employees must consult with the City prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both the City and the employees, subject to the approval of the employee's health care provider. If employees providing notice of the need to take leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, the City may require employees to attempt to make such arrangements, subject to the approval of the employees' health care provider.

When employees take intermittent or reduced work schedule leave for foreseeable planned medical treatment for the employee or a family member, including during a period of recovery from a serious health condition or to care for a covered servicemember, the City may temporarily transfer employees, during the period that the intermittent or reduced leave schedules are required, to alternative positions with equivalent pay and benefits for which the employees are qualified and which better accommodate recurring periods of leave, to the extent permitted by law. When employees seek intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, employees must advise the City of the reason why such leave is medically necessary. In such instances, the City and employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting the City's operations, subject to the approval of the employee's health care provider.

Submit Medical Certifications Supporting Need for Leave (Unrelated to Requests for Military Family Leave)

Depending on the nature of leave sought, employees may be required to submit medical certifications supporting their need for FMLA/WFMLA-qualifying leave. As described below, there generally are three types of medical certifications: an **initial certification**, a **recertification** and a **return to work/fitness for duty certification**.

It is the employee's responsibility to provide the City with timely, complete and sufficient medical certifications. Whenever the City requests employees to provide medical certifications, employees must provide the requested certifications within 15 calendar days after the City's request, unless it is not practicable to do so despite the employee's diligent, good faith efforts. The City will inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven (7) calendar days to cure deficiencies. The City will deny leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications. With the employee's permission, the City (through individuals other than the employee's direct supervisor) may contact the health care provider to authenticate or clarify completed and sufficient medical certifications. If the employee chooses not to provide the City with authorization allowing it to clarify or authenticate the certification with the health care provider, the City may deny leave if the medical certification is unclear.

Whenever the City deems it appropriate to do so, it may waive its right to receive timely, complete and/or sufficient medical certifications.

Initial Medical Certifications

Employees requesting leave because of their own, or a family member's serious health condition, or to care for a covered servicemember, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification will be required on an annual basis for serious medical conditions lasting beyond a single leave year.

If the City has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at the City's expense. If the opinions of the initial and second health care providers differ, the City may, at its expense, require employees to obtain a third, final and binding certification from a health care provider designated or approved jointly by the City and the employee, to the extent permitted by applicable law.

Medical Recertifications

Depending on the circumstances and duration of FMLA leave, the City may require employees to provide recertification of medical conditions giving rise to the need for leave. The City will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.

Return to Work/Fitness for Duty Medical Certifications

Unless notified that providing such certifications is not necessary, the employee returning to work from leave that was taken because of their own serious health conditions that made the employee unable to perform their job must provide the City medical certification confirming the employee is able to return to work and the employee's ability to perform the essential functions of the employee's position, with or without reasonable accommodation, to the extent permitted by law. The City may delay and/or deny job restoration until the employee provides a return to work/fitness for duty certification, subject to applicable law.

Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the covered active duty or call to covered active duty status of a military member, the City may require employees to provide: 1) a copy of the military member's active duty orders or other documentation issued by the military indicating the military member is on covered active duty or call to covered active duty status and the dates of the military member's covered active duty service; and 2) a certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employees shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different covered active duty or call to covered active duty status of the same or a different military member.

When leave is taken to care for a covered servicemember with a serious injury or illness, the City may require employees to obtain certifications completed by an authorized health care provider of the covered servicemember. In addition, and in accordance with the FMLA regulations, the City may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered servicemember confirming entitlement to such leave.

Substitute Paid Leave for Unpaid FMLA and WFMLA Leave

Employees may use any accrued paid time while taking unpaid FMLA leave. Employees may elect to use any accrued paid time while taking unpaid WFMLA leave. The substitution of paid time for unpaid FMLA and/or WFMLA leave time does not extend the length of FMLA and/or WFMLA leaves and the paid time will run concurrently with the employee's FMLA and/or WFMLA entitlement.

During the leave, employees may be eligible for compensation, such as temporary disability benefits, family leave benefits or workers' compensation benefits. Any compensation or leave taken in connection with any other policy/plan shall run concurrently with any FMLA/WFMLA leave entitlement. Upon **[written]** request, the City will allow employees to use accrued paid time to supplement any paid disability benefits and workers' compensation benefits. Pay Employee's Share of Health Insurance Premiums During FMLA/WFMLA leave, employees are entitled to continued group health plan coverage under the same conditions as if they had continued to work. Unless the City notifies employees of other arrangements, whenever employees are receiving pay from the City during leave, the City will deduct the employee portion of the group health plan premium from the employee's paycheck in the same manner as if the employee was actively working. If leave is unpaid, employees must pay their portion of the group health premium through a "pay-as-you-go" method.

The City's obligation to maintain health care coverage ceases if the employee's premium payment is more than 30 days late. If the employee's payment is more than 15 days late, the City will send a letter notifying the employee that coverage will be dropped on a specified date unless the co-payment is received before that date. If employees do not return to work within 30 calendar days at the end of the leave period (unless employees cannot return to work because of a serious health condition or other circumstances beyond their control), they will be required to reimburse the City for the cost of the premiums the City paid for maintaining coverage during their unpaid FMLA leave.

Coordination of FMLA/WFMLA Leave with Other Leave Policies

The FMLA and WFMLA do not affect any federal, state or local law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement that provides greater family or medical leave rights. However, whenever permissible by law, the City will run FMLA leave concurrently with WFMLA and any other leave provided under state or local law. For additional information concerning leave entitlements and obligations that might arise when FMLA/WFMLA leave is either not available or exhausted, please consult the City's other leave policies in this handbook or contact Human Resources Administrator.

Questions and/or Complaints about FMLA/WFMLA Leave

If you have questions regarding this FMLA/WFMLA policy, please contact Human Resources Manager. The City is committed to complying with the FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with the FMLA/WFMLA.

The FMLA makes it unlawful for employers to: 1) interfere with, restrain or deny the exercise of any right provided under FMLA; or 2) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA. If employees believe their rights have been violated, they should contact Human Resources Administrator immediately. City will investigate any complaints and take prompt and appropriate remedial action to address and/or remedy any violation. Employees also may file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations.

4-2. Parental Leave

General Policy

The City of Columbus will provide up to 160 hours (prorated for less than 1.0 FTE) of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will be in effect for births, adoptions or placements of foster children.

Eligible employees must meet the following criteria:

Have been employed with the company for at least 12 months (the 12 months do not need to be consecutive).

Have worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin. Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria: Have given birth to a child.

Be a spouse or committed partner of a woman who has given birth to a child.

Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates.

Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.

Employees must take paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

Upon termination of the individual's employment at the company, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Paid parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under

this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child due to adoption or foster care, the leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.

The City will maintain all benefits for employees during the paid parental leave period just as if they were taking any other company paid leave such as paid vacation leave or paid sick leave.

If a company holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee were on FMLA-qualifying leave.

The employee will provide his or her supervisor and the human resource department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy.

4-3. Bereavement

Regular full-time employees may be eligible for paid bereavement leave of absence. In the event of a death of a member of the employee's family (spouse or domestic partner, child, parent, sibling, stepparents and stepchildren, parent of spouse or domestic partner, grandparent, grandchild, and spouse's or domestic partner's children) an employee will be granted time off up to a maximum of seven paid days for the express purpose of preparation for and attendance at the funeral. An additional three days of sick pay may be allowed if the employee has the time in their sick pay bank, and the department head approves the employee's request to use sick leave.

In the event of a death of the employee's spouse's or domestic partner's grandparent, brother or sister-in-law, uncle, aunt, nephew or niece, an employee may be granted three paid days for attendance at the funeral.

Employees may, at the discretion of the department head, be allowed up to one day with pay to attend the funeral of a close relative or friend.

Notice and prior approval must be obtained from the Human Resources Generalist as soon as the employee determines that he or she will be absent. The name and relationship of the deceased relative must be submitted in writing to the Human Resources Generalist before payment will be made.

4-4. Organ And Bone Marrow Donor Leave

Employees may take up to six (6) weeks of unpaid leave in a 12-month period for the purpose of serving as bone marrow or organ donors. Leave may only be taken for the period necessary to undergo and recover from the bone marrow or organ donation procedure.

In order to take leave to serve as a bone marrow or organ donor, employees must provide the City with advance notice of the bone marrow or organ donation in a reasonable and practicable manner. Employees must make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the City's operations

(subject to the approval of the bone marrow or organ recipient's health care provider).

Employees may substitute paid time off while taking otherwise unpaid leave under this policy, and the substitution of paid time does not extend the length of leave under this policy. If applicable, this leave also will run concurrently with FMLA and/or applicable state law.

If applicable, the City will maintain group health insurance coverage under the conditions that applied immediately before the leave began. In these cases, the City reserves the right to require the employee to have in escrow with the City an amount equal to the entire premium or similar expense for eight (8) weeks of the employee's group health insurance coverage (which may be paid in equal installments at regular intervals over at least a 12-month period and which the City will deposit in an interest-bearing account).

The City may require certification issued by a health care provider (of either the employee or the bone marrow/organ recipient, as appropriate) which indicates:

- the recipient has a serious health condition that necessitates a bone marrow or organ transplant;
- the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and
- the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure.

When employees return from bone marrow and organ donation leave, the City will return them to the position they held immediately before going on leave or, if that position is not available, to an equivalent position with equivalent compensation, benefits, working shift, hours of employment and other terms and conditions of employment. If the employee wishes to return to work before the end of the leave as scheduled, the City will return the employee to the same or a similar position (as described above) within a reasonable time (not to exceed the duration of the originally-scheduled leave).

When employees end their employment with the City, any payments in escrow (as described above) will be returned to them. If employees end their employment during or within 30 days after taking bone marrow and organ donation leave, the City reserves the right to deduct from the amount returned to the employee any premium or similar expense paid for the employee's group health insurance coverage while the employee was on leave under this policy.

4-5. Lactation Accommodations

City of Columbus will provide a reasonable amount of break time to accommodate lactating employees, in accordance with and to the extent required by applicable law. The break time if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

Employees should advise management if they need break time and an area for this purpose.

4-6. Voting Leave

In the event employees do not have sufficient time outside of working hours to vote in a statewide election, if required by state law, the employee may take off up to two hours working time to vote. Such time is unpaid. This time should be taken at the beginning or end of the regular work schedule, but in all circumstances is granted by the employer at the time most conducive to the employee.

Where possible, supervisors should be notified at least two (2) days prior to the voting day.

4-7. Jury Duty

The City of Columbus realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so.

All employees will be allowed time off to perform such civic service as required by law. Employees are expected, however, to provide proper notice of a request to perform jury duty and verification of their service. Employees also are expected to keep management informed of the expected length of jury duty service and to report to work for the major portion of the day if excused by the court.

Non-Exempt City employees absent from scheduled work hours due to jury duty, or travel to and from the location for performance of Jury Duty, where the salary paid for such jury duty is less than the salary paid by the City for such employee, the City shall reimburse said employee for the difference in pay.

Exempt employees will be paid their full salary for any week in which time is missed due to jury duty if work is performed for the City during such week.

4-8. Subpoenaed Witness Leave

Any employee missing scheduled work by virtue of a subpoena to testify in a matter directly related to City employment is paid for those hours missed without the requirement to apply any accrued paid time off.

Any employee missing scheduled work hours by virtue of a subpoena to testify in a matter not directly related to City employment must use vacation, accumulated compensatory time, personal day time, or leave without pay to cover the absence.

Notification and request for leave, should be submitted as far in advance as possible (ideally two weeks) in advance through the employee's Department head to the HR Administrator for final approval.

4-9. Military Leave

If employees are called into active military service or enlist in the uniformed services, they will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, employees must provide management with advance notice of service obligations unless they are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable to provide such notice. Provided the absence does not exceed applicable statutory limitations, employees will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Employees should ask management for further information about eligibility for Military Leave.

The City endeavors to comply with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) regarding all employees engaged in part-time or mobilized full-time military service.

The City provides limited differential pay to certain employees ordered to service in the U.S. Armed Forces or National Guard. Individuals employed on a temporary, emergency, and/or limited term basis, are not eligible for differential pay. If the pay received by the eligible employee for the military service is less than the pay the employee would have received from the City during such period, the City shall pay the difference to the employee. Differential pay is paid for no more than two weeks of service time per calendar year.

Request, approval, certification, and all other details regarding the administration of military leave is made through the employee's Department Head to the HR Administrator.

4-10. Personal Leave

All employees may request Discretionary Personal Leave(s) of Absence. These leaves are unpaid, and other accrued Paid Time Off is not charged against the employee for any time missed pursuant to an approved Discretionary Personal Leave.

Such leaves of absence are limited to three (3) calendar days per year. The days may be continuous or non-continuous. Personal Leaves of Absence must be requested in writing through the employee's department head, and HR Administrator for final approval.

Exceptional Requests for a longer leave of absence without pay, may be submitted for consideration/review/recommendation in writing through the employee's supervisor, manager, and HR Administrator for final approval or disapproval.

During any exceptional extended personal leave, the employees will not earn vacation, personal days, or sick days. The City of Columbus will continue health insurance coverage during the leave if employees submit their share of the monthly premium payments to the City in a timely manner, subject to the terms of the plan documents.

Upon completion of an extended personal leave of absence, the City will attempt to return employees to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed. Failure to advise management of availability to return to work, failure to return to work when notified or a continued absence from work beyond the time approved by the City will be considered a voluntary resignation of employment.

Section 5 – Compensation and Payroll

5-1. Pay Periods

Employees are paid bi-weekly, receiving their paychecks on Friday for the prior pay period's work. At the City's discretion, with advance notification to employees, paydays may be changed to occur on an alternate basis. If a payday falls on a Holiday, checks may be distributed on the preceding work day.

Payroll Corrections

Employees are responsible to contact their department head with any errors, omissions or deficiencies found on their paycheck.

Daily Time Reports

All employees are required to record time worked, break time, and use of paid time off. Employees are to record the beginning and end of every shift. Employees must obtain the approval of the supervisor if leaving the work site for any non-work-related reason.

Employees are prohibited from engaging in any conduct to falsify their own or another employee's time record. Tampering, altering or falsifying time records, or recording time on another employee's time or attendance record is a serious infraction of policy and may result in disciplinary action for both parties.

Compensation

Employees of the City of Columbus may receive a pay rate commensurate with the relevant labor market value of their position and individual performance.

Salary Plan

Employees are paid by an approved salary schedule and labor contracts.

5-2. Timekeeping Procedures

Employees must record their actual time worked, and/or benefit time off used for payroll and benefit purposes. Time entry methods vary between departments, physical work sites, and positions. Your supervisor will provide you detailed direction on how, and where, to enter your time worked.

Non-Exempt Employees

Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason, using the process and entry method prescribed by their Department and supervisor. This process will generally be accomplished through direct entry into the City's automated timekeeping system. Failure to enter time accurately, consistently, and in a timely manner is prohibited and may subject the employee to progressive discipline, up to and including discharge.

Non-exempt employees may not start work until their scheduled starting time, and must clock out at the end of their scheduled working time unless receiving prior approval for working beyond that time by a supervisor, or engaged in work reasonably considered to be critical for which stopping at a specific time will create a hazardous, disruptive, or other consequence negative to the consistent and effective operations of the City.

It is the employee's responsibility to correctly enter and certify the accuracy of all time recorded. Any errors in the time record should be reported immediately to a supervisor, who will attempt to correct legitimate errors.

Repeated failure by employees to enter time and verify time, by supervisors and managers to verify and validate their

employee time records, any altering, falsifying or tampering with time records is prohibited and subjects the employee to potential discipline, up to and including discharge.

Exempt Employees

Exempt employees are generally not required to enter time worked into the timekeeping system, or to tracking of starting and stopping times or breaks of any type. Exempt employees are not paid more per work week if they work beyond their generally expected and accepted hours of work, nor are they paid less if they work less except in specific circumstances.

Exempt employees must enter a request for any and all benefit time off used, prior to the time missed, or in compliance with the rules that are applicable to all other employees. Although it is not prohibited to require all time away from work to be covered by an appropriate accrued benefit time, it is not required and may not be appropriate given the extensive duties and variations in schedule that encumber many exempt employees.

Exempt employees are required to record and report full days of absence from work for reasons such as leaves of absence, sick leave or personal business not covered by accrued time off or leave. Reduction of pay may be made in the above circumstance, and in response to disciplinary time away from work only.

Supervisors may require exempt employees found or believed to be abusing the above timekeeping flexibility to record their start times and hours worked, but may not reduce their pay for any reason other than those stated above.

5-3. Overtime Compensation and Flex Time

All overtime and flex time work shall be authorized in advance by a Department Head or City Administrator before such time is worked or used. Employees may not work unauthorized overtime or take unauthorized flex time.

Hourly employees working over forty (40) hours in a given work week are paid out at time and half or hours may be banked at the rate of time and half per hour worked as compensatory time under the Fair Labor Standards Act. Banked compensatory time off for hours shall not be allowed to accumulate to more than forty (40) hours per calendar year. Compensatory time off is to be scheduled at the mutual convenience of the employer and employee. All compensatory time must be used prior to December 31st within the year of which it was earned, or it may be paid out. The City may elect to schedule or payout compensatory time off at any time. The City may not withhold payment of compensatory time upon separation of employment.

Salaried employees do not earn overtime for hours worked over forty (40) hours. In recognition of the varying and at times substantial workloads of salaried employees, the City may allow salaried employees to accrue a bank of flex time on an hour for hour basis for hours worked above forty (40) hours in each workweek. Salaried employees shall not be allowed to accumulate more than forty (40) hours of flex time at any time. Flex time off is to be scheduled at the mutual convenience of the employer and employee. The City Administrator reserves the right to determine when use of flex time may be permitted.

The City reserves the right to require mandatory overtime. Failure to report to duty under these circumstances may result in disciplinary action.

A non-clerical hourly employee of the Department of Public Works who is called in to work in the event of an emergency occurring outside the employee's normal working hours, as determined by the Department Director, may be eligible to receive two hours of pay at the rate of time and one-half as a minimum for up to two hours of work performed by the employee as a result of the call in and only if the employee reports to the onsite work location and performs compensable work. Additional work performed after this two-hour duration will be compensated at straight time unless an overtime rate is required by law. Employees who are called in and perform authorized work but who do not report to a worksite, employees who respond and work adjacent to normal work hours (typically within the two hours before or after the employee's shift or assignment ends), or employees performing previously scheduled work outside of the

normal work hours will be paid only as required by law. The City's decision as to whether an employee should receive the two-hour minimum pay at time and one-half shall be final. Employees are required to perform any call-in responsibilities in the most-efficient manner possible in the interests of the City. Employees are required to keep accurate time records of time worked for purposes of determining call-in compensation, if any is required by law. Employees must respond to calls from the City or as required by the City in a timely manner.

The City may assign on-call responsibilities to an employee of the Department of Public Works. Depending on the duration of the on-call assignment, the Department Director may determine the employee is eligible for an on-call stipend for a seven-day assignment. The City's decision as to whether the employee should receive the on-call stipend and the amount of the stipend shall be final.

Emergency Overtime

The Emergency Management Director, Mayor or City Administrator may declare an emergency during periods of disruption resulting from accidents, weather, acts of God, events of crisis proportions or as deemed necessary. Employees shall notify Department Heads by any means available and may instruct them to deploy their subordinates from home, job, or any other place for the purpose of alleviating such emergency situations. Department Heads will coordinate the Department's staff with the necessary other departments such as but not limited to the Fire Department, Emergency Medical or Police Department. Failure to report to duty under these circumstances may result in disciplinary action.

5-4. FLSA Safe Harbor Practice

The City has created this Safe Harbor Policy for employees who are classified as exempt under the FLSA. This Policy's purpose is to:

- Announce our "good faith" commitment to comply with the regulations and our commitment to reimburse employees for any improper deductions;
- Clearly state and inform our employees of the procedures and exceptions surrounding permissible salary deductions;
- Define "actual practice" in relation to improper salary deductions; and
- Inform our employees of a complaint mechanism if the employee believes that their pay has been improperly deducted.

The City is committed to complying with the pay practices governed by the Fair Labor Standards Act. If you have questions about this Policy or the regulations defining this Policy, please see the Human Resources Administrator. The City will work with you to help you understand how the regulations affect you.

Exempt employees are not entitled to receive overtime pay regardless of how many hours worked each week. Exempt employees receive a guaranteed salary of a "predetermined amount" and the amount cannot be reduced because of variations in the quality or quantity of work that you perform.

There are certain instances when the City is allowed to deduct wages from an exempt employee's salary. These permissible deductions are as follows:

- When an employee is absent from work for one or more full days for personal reasons, other than sickness or disability and the employee has no vacation or personal time off remaining for the year.
- When an employee is absent from work for one or more full days due to sickness or disability if the deductions are made under a bona fide plan, policy, or practice of providing wage replacement benefits for these types of absences, such as Long-term Disability, and the employee has no vacation or personal time off remaining for the year.
- Proportionate part of an employee's full salary may be paid for time actually worked in the first and last weeks of employment.
- To offset any amounts received as payment for jury fees, witness fees, or military pay.

- Penalties imposed in good faith for violating safety rules of “major significance” .
- Unpaid disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules such as insubordination, sexual harassment, workplace violence, or other violations as stated in this Manual
- Unpaid leave taken under the Family and Medical Leave Act.
- Pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because: (1) Permission for its use has not been sought or has been sought and denied; (2) Accrued leave has been exhausted; or (3) The employee chooses to use leave without pay.
- Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough.
- As otherwise permitted by law.

Isolated or inadvertent improper deductions will not result in the loss of an employee's exempt status if the employer reimburses the employee. However, an “actual practice” of making improper deductions from salary will result in the loss of the exemption:

- During the time period in which improper deductions were made.
- For employees in the same job classifications.
- Working for the same managers responsible for the actual improper deductions Factors that may suggest an actual practice of improper salary deductions include:
- The number of improper deductions, particularly as compared to the number of employee infractions warranting discipline;
- The time period during which the employer made improper deductions;
- The number and geographic location of both the employees whose salaries were improperly reduced and the managers responsible; or
- Whether the employer has a clearly communicated policy permitting or prohibiting improper deductions.

Improper deductions are a serious violation of this Safe Harbor Policy. If an employee feels improper deductions have been made from his or her paycheck, please contact the City Administrator immediately. Once notified, the employer will work to resolve the issue and reimburse if an improper deduction had in fact been made. If an employee feels the resolution offered is unsatisfactory or unlawful, then the employee may file a complaint with the U.S. Department of Labor, Wage and Hour Division either by mail or in person.

5-5. Your Paycheck

Employees will be paid bi-weekly for all the time worked during the past pay period.

Payroll stubs itemize deductions made from gross earnings. By law, the City of Columbus is required to make deductions for Social Security, federal income tax and any other appropriate taxes. These required deductions also may include any court-ordered garnishments. Payroll stubs also will differentiate between regular pay received and overtime pay received.

Deductions for any enrolled benefits will also be deducted from your paycheck.

If there is an error in any employee's pay, the employee should bring the matter to the attention of Human Resources Administrator, Deputy Treasurer or City Treasurer immediately so the City can resolve the matter quickly and amicably.

Payroll statements for employees using the miPay web portal are available on miPay. Hard copy statements will be provided to employees not on the miPay web portal.

Paychecks will be given only to the employee through Direct Deposit.

5.6. Performance Appraisals and Merit Increases

Depending on the employee's position and classification, the City of Columbus endeavors to review performance annually. However, a positive performance evaluation does not guarantee an increase in wages, a promotion or continued employment. Compensation increases and the terms and conditions of employment, including job assignments, transfers, promotions, and demotions, are determined by and at the discretion of management.

In addition to these formal performance evaluations, the City encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Section 6 – Work Schedule and Attendance

6-1. Hours of Work

General

Each department, and often within those departments, specific work schedules are set and implemented to best support the needs of the community and its citizens. These tailored work weeks are set by department heads, with approval by the City Administrator, but subject to change.

The basic work-week length for most departments is no greater than forty (40) hours per week. Work schedules for Police Officers are governed by their respective collective bargaining agreements and department.

Employees will be assigned a work schedule and will be expected to begin and end work according to the schedule. To accommodate the needs of the City and its citizens, at some point the City of Columbus may need to change individual work schedules on either a short-term or long-term basis.

Schedules may be changed with mutual consent between supervisors and employees, or at the direction of supervisors with reasonable notification to the employee.

Temporary Changes to the Standard Workweek or Hours of Work

Emergency or routine operationally required changes are made at the discretion of the Department Head and City Administrator. This includes the scheduling and execution of specific tasks on off hours.

In the rare instance where a non-emergent change to standard workdays and/or work weeks does not meet the broad conditions of the previous paragraph, they may be implemented temporarily by the department heads, subject to the approval of the City Administrator.

Temporary changes must be communicated within a reasonable period in advance of the change. This is generally considered to be no less than one calendar week, and optionally two calendar weeks, unless required by emergency circumstances.

6-2. Attendance, Punctuality, And Absenteeism

All employees of the City of Columbus are expected to report to work in a timely and consistent manner in accordance with all their scheduled work hours. This includes reporting during inclement weather, disasters, and other adverse conditions.

Employees are hired to perform important functions at the City of Columbus. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on fellow employees and supervisors. We expect excellent attendance from all employees. Excessive absenteeism or tardiness will result in disciplinary action up to and including discharge.

We do recognize, however, there are times when absences and tardiness cannot be avoided. In such cases, employees are expected to notify supervisors as early as possible, but no later than one hour prior the start of the work day. Asking another employee, friend or relative to give this notice is improper and constitutes grounds for disciplinary action. Employees should call, stating the nature of the illness and its expected duration, for every day of absenteeism. Regular full-time and part-time employees earning accrued Paid Time Off of any type must have and use such time to substitute for all hours missed. No employee earning paid time off may be approved of unpaid time off in lieu of using paid time off, or after exhaustion of earned paid time off except as noted previously. Any employee not adhering to the guidance above are subject to discipline for absenteeism/tardiness.

Employees not earning accrued Paid Time Off must be approved for an unpaid leave status, or they are subject to discipline for absenteeism/tardiness.

Employees will adhere to their scheduled hours, directed meal or other breaks if so granted, and not leave the work site/duty in a paid status unless approved by a supervisor.

Acceptable leave status from work may include, as appropriate and approved:

- Sick Leave
- Vacation
- Personal Holiday
- Discretionary Unpaid Personal Leave
- Bereavement, Jury, or other special leave as authorized by the City Personnel Ordinance, or by policy as contained in this Employee Handbook.
- Supervisor approved unpaid time off for part-time employees not accruing any type of paid time off.

The specific request process, approval, applicability, use, and accounting of leave during employee absence from duty is per policy in the relevant sections of this Employee Handbook.

Unreported absences of three (3) consecutive work days generally will be considered job abandonment/voluntary resignation of employment with the City.

6-3. Meal Period And Other Breaks

Meal Periods

Employees under 18 years of age may not work longer than six consecutive hours without receiving at least a 30-minute duty free meal period. Breaks of shorter duration are not required, but may be offered per Departmental and facility standards established by the Department Head.

FLSA Non-Exempt Employees over 18 years of age, working six hours or greater are provided a paid or unpaid meal period determined by departmental procedures. The duration and type of meal period is determined by the Departments Head with consideration of impact to the employees and the efficiency and effectiveness of work. Supervisors will provide reasonable advance notice of any changes to the length or type of meal period

Duration: Meal Periods are 30 or 45 minutes in duration minutes and scheduled at times reasonably close to the usual meal period.

Unpaid Meal Periods: Employees are fully relieved of duty during unpaid meal periods but are allowed to use City vehicles to facilitate the Meal period as appropriate.

Paid Meal Periods: Employees must remain "ready to work" and within immediate recall availability during paid Meal Periods.

The timing of Meal Periods is determined directly between the supervisor and the employee. These meal breaks are required and cannot be skipped and added to time worked to leave early or arrive late to work, or in any other way reduce the normally scheduled workday.

FLSA Exempt Employees over 18 years of age are provided a 30 or 45-minute meal break. This meal break is integral to their schedule and salary and is not considered in terms of paid or unpaid time. These employees will determine the timing of their Meal Period independently or in conjunction with their supervisor. They may or may not be fully relieved of duty during this period.

Breaks

Department Heads will determine if break periods are offered and any appropriate break period timing for their employees. Break periods are paid. These breaks will not exceed two 15- minute breaks in one shift and cannot be combined to create a single longer break.

Section 7 – Code of Conduct and Ethics

7-1. Workplace And Personal Conduct

The City of Columbus endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense and fair play. Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the City's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Obtaining employment based on false or misleading information.
- Stealing, removing or defacing City of Columbus property or a co-worker's property, and/or disclosure of confidential information.
- Completing another employee's time records.
- Violation of safety rules and policies.
- Violation of City of Columbus's Drug and Alcohol-Free Workplace Policy.
- Fighting, threatening or disrupting the work of others or other violations of City of Columbus's Workplace Violence Policy.
- Failure to follow lawful instructions of a supervisor.
- Failure to perform assigned job duties.
- Violation of the Punctuality and Attendance Policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
- Gambling on City property.
- Willful or careless destruction or damage to City assets or to the equipment or possessions of another employee.
- Wasting work materials.
- Performing work of a personal nature during working time.
- Violation of the Solicitation and Distribution Policy.
- Violation of City of Columbus's Harassment or Equal Employment Opportunity Policies.
- Violation of the Communication and Computer Systems Policy.
- Unsatisfactory job performance.
- Engaging in disruptive, disrespectful, inappropriate, or unprofessional behavior in the workplace or outside of the workplace that detrimentally impacts the work environment, productivity, negatively impacts the morale of colleagues-clients-public, damages the reputation of the City, creates an untenable or ineffective workplace, or hinders in any way the ability to discharge the duties of your position.
- Any other violation of City of Columbus policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and the City of Columbus reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The City will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation. However, the City of Columbus will endeavor to utilize progressive discipline but reserves the right in its sole discretion to terminate the employee at any time for any reason.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

7-2. Conflict of Interest and Business Ethics

It is City of Columbus's policy that all employees avoid any conflict between their personal interests and those of the City. The purpose of this policy is to ensure that the City's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have,

personal interests or relationships that actually or potentially conflict with the best interests of the City.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with the City, by any employee who is in a position to directly or indirectly influence either the City's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with the City;
- Being employed by (including as a consultant) or serving on the board of any organization which does, or is seeking to do, business with the City or which competes with the City; and/or
- Profiting personally, e.g., through commissions, loans, expense reimbursements, or other payments, from any organization seeking to do business with the City.

A conflict of interest would also exist when a member of the employee's immediate family is involved in situations such as those above.

This policy is not intended to prohibit the acceptance of modest courtesies, openly given and accepted as part of the usual business amenities, for example, occasional business-related meals or promotional items of nominal or minor value.

It is the employee's responsibility to report any actual or potential conflict that may exist between the employee (and the employee's immediate family) and the City.

7-3. Confidentiality

During work, employees may become aware of confidential information about City of Columbus's business, including but not limited to information regarding City finances, pricing, products, and new product development, software, and computer programs, marketing strategies, suppliers, and customers and potential customers. Employees also may become aware of similar confidential information belonging to the City's clients. It is extremely important that all such information remain confidential, and particularly not be disclosed to City of Columbus's competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

7-4. Social Media and Electronic Communications

Technology has permeated nearly every aspect of the business world. Electronic technology provides employees with tools that can enhance service to the public. These guidelines will assist in the appropriate, productive, and cost-effective use of this valuable resource.

Property, including technology, provided by the City is intended for City business purposes only. Any other use is prohibited.

No employee can have any reasonable expectation of privacy regarding the use of any City property. The City has the right to inspect and monitor use of its property, including records and information within its property and the City may inspect and monitor its property at any time.

All resources provided by the City, including programs and information created using City resources are considered City property. This includes, but is not limited to:

- Computers, electronic communications devices, and computer support equipment.
- Software programs, whether purchased or written in-house.
- Data created, sent from or received into City equipment, including e-mail.

Any provision of this policy that is violated, whether intentionally or innocently, is subject to appropriate discipline.

Computers

Hardware

Hardware is not to be moved between City departments or removed from City property without prior approval from the appropriate department head(s). This restriction does not apply to the transport of laptop computers in normal business use.

Software

Any software owned or leased by the City is not to be installed on any non-City equipment. Further:
Software is to remain on the machine on which it is installed.

Purchased or leased software may not be modified from its original content using debuggers, compilers or other programming tools.

Software is to be used specifically for City business activity only.

Usage

City property is to be used solely for the benefit and advancement of City goals and priorities. It may not be used for non-business use, nor may it be used for the illegal copying and/or distribution of software. Likewise, it may also not be used to set up, create, host or otherwise maintain any repository or bulletin board system that would carry materials or communications beyond specific City business purposes.

Citizens routinely visit city offices and form impressions based on what they see. Additionally, software is rarely written to exact standards, and the potential for conflicts between different programs is high. Given these conditions, the following are specifically prohibited on City equipment:

Third-party screen savers not included with the operating system.

It is prohibited to install games. It is prohibited to reinstall games after systems personnel have removed them.

Employees are strictly prohibited from downloading videos and movies or streaming music, without prior approval of Department Head.

Other third-party utilities or memory managers not specifically obtained and installed by Systems personnel.

Other programs not specifically obtained and installed by systems personnel.

The City recognizes it is common to customize the computer background (commonly referred to as 'wallpaper') with pictures of family, friends, etc. Since these are data files (and not running programs) they are allowed if:

- They do not conflict with other City software or equipment.
- They do not degrade network performance.
- They cannot be considered derogatory or offensive.
- They are not stored on file servers.
- They are less than one megabyte in size.
- They are virus-scanned before being installed onto hardware.
- Only one file resides on the machine at any given time.

The City maintains the right to periodically monitor, audit and inspect hardware, software and data for unauthorized or inappropriate usage or content. The City also retains the right to remove such content or access it without notice. This

includes, but is not limited to desktops, laptops, LAN equipment, backups, data files of any type (e.g., e-mail, fax, voice documents) as well as Internet access and usage.

Licensing

Software acquired by the City is used with the appropriate licensing strictly for City business purposes. Copying and/or distributing software without the appropriate licenses is illegal and puts the City at significant risk. Creating backups is legitimate usage. Beyond that, federal penalties may apply. Under no circumstances should license software be:

- Copied, transferred or installed to another machine or media, unless approved in writing by the appropriate department head.
- Taken outside City premises and installed elsewhere unless a specific written exception is made by the appropriate department head.

Electronic Communications

The City of Columbus maintains e-mail, voicemail and Internet and other electronic communications that are in place to facilitate employees' ability to do their jobs efficiently and productively. These systems are solely for business purposes; however, the City recognizes and understands that on occasion employees will use these systems for personal reasons. As long as such personal use complies with this policy, is not excessive, and is not done during normal working hours, such actions will not be prohibited.

The electronic communications may not be used at any time to solicit others for commercial purposes, for political or religious causes or for any other non-job-related solicitations. Confidential information should not be sent via the city's e-mail or voicemail systems. All copyright laws apply to all use of City property and electronic communications.

Employees are prohibited from using the City's electronic communications systems to display, communicate, or access sexually explicit images or messages. Obscene, profane or offensive materials may not be transmitted over any City communication system. Any communications that contain ethnic slurs, racial references or anything that would constitute harassment of others is not permitted. Such communications should be reported immediately to the City Administrator (or designee) or appropriate supervisor. Electronic communications systems should not be used in a way that would be disruptive or offensive to others or harmful to morale.

Management reserves the right to review, audit, intercept, access and disclose any messages created and transmitted on the system. All electronic communications, are not private and are considered City records and the City reserves the right to monitor and access those records at any time. Deleting an e-mail or voicemail message does not guarantee that it has been erased from the system; backup copies are retained.

No employee is authorized to retrieve or read any e-mail or voicemail not sent to them without prior approval or express permission. Employees' improperly accessing, using or monitoring e-mail, voicemail, or the Internet can be subject to discipline or discharge.

Social Media Policy

PURPOSE

This document defines the website and social media policy for the City of Columbus, Wisconsin and its departments. To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, City departments may consider using various online tools to reach and engage a broader audience. The City encourages the use of its website, other external websites and social media sites to further the goals of the City and the missions of its departments, where appropriate.

This Policy applies to any current or proposed websites and social media sites created by City employees within the scope of their employment, and on which the public is encouraged to interact with the City.

PERSONAL VS. PROFESSIONAL GUIDELINES

Personal Use – All City employees may have personal social media sites. These sites should remain personal in nature and share personal opinions. While City employees may have a First Amendment right to comment on some City issues that are of significant public concern, employees should know that posts about City issues that are closer to employment complaints or human resources concerns may not be protected. Employees should be mindful of the distinction between sharing personal and City views.

City employees must never use their City e-mail account or password in conjunction with a personal social media site, blog, chat, or website, etc. The following guidance is for City employees who decide to have a personal social media or who decide to comment on posts about official City business:

State your name and, if relevant, role, when discussing City business.

Use a disclaimer such as: “The postings on this site are my own and don’t reflect or represent the opinions of the City for which I work.”

If online tools such as a website or social media is used for official City business, the entire City site, regardless of any personal views, is subject to best practice guidelines and standards.

Professional Use – All official City-related communication through website, blog, chat, social media, etc. should remain professional in nature. Employees must not use official City websites, social media accounts, etc. for political purposes, to conduct private commercial transactions, or to engage in private business activities.

If a City employee identifies themselves as such, be mindful that the content of the message is consistent with all City policies and procedures. Only individuals authorized by the City may publish content to the City’s online platforms.

GENERAL POLICY

This policy directs city staff on how to provide information to the public via the use of the City’s social media outlets.

In order for any city department to establish a social media site, the request must first be provided to the City Administrator and approved by the City Council. Requests for social media sites must include a plan that assigns certain individuals (department head or designees) to update and monitor the sites. The request must also include ways that the department plans to utilize their social media site.

All social media sites must be monitored on a daily basis.

Each site must clearly state that it is city-operated and maintained by city staff. The site must also include the City of Columbus logo that identifies it as such. All social media sites, when possible, should include a link back to the City of Columbus website: www.cityofcolumbuswi.com, or a subdomain thereof.

The City reserves the right to take down any abusive or inappropriate posts that violate this policy. Any post that is taken down from the site must be documented by the department head responsible for the social media site. Documentation must include a copy of the post, time of the post, date of the post, name of the individual responsible for the content, and any other relevant information.

City of Columbus social media sites are subject to State of Wisconsin public record laws. Any content on these sites related to City business is considered a public record. Content can range from messages, lists of subscribers, images and other content that exists. The department responsible for their social media site is responsible for following the City’s public record request process. If possible, all social media sites from the City should remind its viewers through a disclaimer that content on its site is considered public record.

Employees entrusted with maintaining social media sites on behalf of the City of Columbus must conduct themselves as

representatives of the City. All posts by employees must be completed in a professional manner that is strictly used for informative purposes related to the City. Employees who fail to conduct themselves in an appropriate manner can be subject to disciplinary action.

The City of Columbus encourages all departments and staff to use the following disclaimer for their social media sites, where possible:

"This is the official account for [insert department or affiliate name here]. Any abusive or inappropriate content that violates the City of Columbus social media policy will be removed from the site. All information posted on the site is subject to public record."

POSTING

Authorized City employees within each department as designated by the appropriate Department Head will manage appropriate City websites, pages and social media sites, blogs, etc. Access for authorized employees will be given by the City Administrator or Department Head, including those serving an independent Commission or their designee(s).

Official City websites and social media sites need to be clear, precise and follow industry best practices for posting updates. All content posted to the City's online platforms should be:

- Relevant – Information that engages residents, visitors and other appropriate users and pertains to their daily lives.
- Timely – Pertains to deadlines, upcoming events or current news.
- Actionable – Prompts residents, visitors and other appropriate users to take action.

What not to post:

- Confidential information.
- Copyrighted material without permission.
- Profane, discriminatory, threatening or derogatory content or comments.
- Partisan political views.
- Commercial endorsements or SPAM.

All City-sponsored social media sites must have one or more staff assigned to update content on the site, respond to requests or questions asked by the public, and monitor content posted. Posting administration: city staff must provide any planned text and get approval prior to posting information on a City social media profile.

Page type: City of Columbus Facebook pages will be an organizational-type page, which will allow for singular postings of information. Those posts will be closely monitored per the Comment policy listed.

Postings will frequently refer followers to follow up with the City website or particular city departments if there are specific questions or concerns about any post.

All City social media accounts will be updated at least on a bi-weekly basis. Though more frequent updates up to 3 times per day are encouraged. Emergency messaging may be posted as frequently as needed.

Any social media presence partially or totally controlled by City staff for work purposes must provide access to the City Administrator with the most administrative privileges possible.

Any monies spent on advertisements or features designed to increase the reach of a social media profile or post should come from funds budgeted for marketing or advertising.

Official City of Columbus social media are limited to the accounts, profiles and pages listed in this policy.

APPROVED ACCOUNTS

The City holds the list of approved accounts. Approved accounts that need to be changed and or removed must request updates through the City Administrator.

RETENTION

City websites and social media sites are subject to applicable public records laws. Any content produced or maintained on a City website or social media site, including communication posted by the City and communication received from citizens is a public record.

The City will preserve records of sites maintained by its departments pursuant to the relevant records retention schedule in a format that preserves the integrity of the original record and is easily producible. Furthermore, retention of website and social media records shall fulfill the following requirements:

- Social media and website records are captured in a continuous, automated fashion throughout the day to minimize a potential loss of data due to deletion, editing, and/or changes on the sites.
- Records are maintained in an authentic format (i.e. ideally the native technical format provided by the website or social media site such as XML or JSON) along with complete metadata.
- Records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Records are archived indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Designated City employees who administers one or more website or social media sites on behalf of the City has self-service, read-only access to search and produce relevant records to fulfill public information and legal discovery requests as needed.

The City utilizes an automated archiving solution to comply with applicable public records law and fulfill the above record retention requirements. The City's archive is accessible by the City Administrator, Clerk and other designated City employees.

REGISTERING A NEW PAGE

All City website pages, and third-party sites shall be (1) approved by the City Administrator or Department Head, including those serving an independent Commission, (2) published using approved website platforms and tools, and (3) administered by the Department Head or their designee.

For any city department to establish a social media site, the request must first be provided to the City Administrator and approved by the City Council. Requests for social media sites must include a plan that assigns certain individuals (department head or designees) to update and monitor the sites. The request must also include ways that the department plans to utilize their social media site.

DEREGISTERING AN EXISTING PAGE

If a City webpage, site or a social media page is no longer of use, (1) notify the City Administrator or Department Head, (2) ensure records have been archived according to City guidelines, (3) unpublish the page(s), de-register the page(s) and (4) hold or delete the page(s).

Unregistered, held and deleted pages are not archived and may be re-registered and published by following the steps outlined in this section of the Website and Social Media Internal Policy.

EXTERNAL POLICY

PURPOSE

To build communication and trust with our residents and visitors, and encourage participation through comments and feedback.

GOALS

The City of Columbus aims to effectively use websites, pages, blogs, social media sites, and other online tools to:

- Provide information.
- Support community engagement and outreach.
- Support marketing and promotional campaigns.
- Frame the public conversation around the City of Columbus.
- Assist with recruitment efforts.

MODERATION OF THIRD-PARTY CONTENT

The City of Columbus does not necessarily endorse, support, sanction, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any City website, page, social media site, or any other online platform.

The City's social media sites serve as a limited public forum and all content published is subject to preservation and disclosure in accordance with Wisconsin Public Record Law. User-generated posts may be rejected or removed if the content:

- Contains obscenity.
- Incites or promotes violence or illegal activities.
- Contains SPAM or links to malware or inappropriate site(s).
- Promotes illegal discrimination.
- Contains actual defamation.
- Uses the copyrighted work of another without expressed written permission.

The City does not allow information intended to compromise the safety or security of the public or public systems. Users participate at their own risk, taking personal responsibility for comments, username and any information they provide.

RETENTION

Any communications sent to or received by the City of Columbus and its employees via social media may be subject to our retention and disclosure requirements. The City is required to comply with applicable WI State public records statute(s) to ensure government is open and that the public has access to public records and information of which the City is the custodian. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). To that end, the City will automatically collect and store all information posted the City's social media sites. All information posted on these sites may be the subject of public disclosure under applicable WI State public records statute(s), even if it has been edited or deleted. The City shall preserve records pursuant to a relevant records retention schedule.

Section 8 – Health and Safety

8-1. Workplace Safety

The health and safety of employees and others on City property are of critical concern to the City of Columbus. The City intends to comply with all health and safety laws applicable to our business. To this end, the City must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the City's premises, or in a product, facility, piece of equipment, process, or business practice for which the City is responsible should be brought to the attention of management immediately.

Periodically, the City may issue rules and guidelines governing workplace safety and health. The City may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with these rules and guidelines as strict compliance will be expected.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

8-2. Accident Reporting

Employees must report all work-related injuries and/or illnesses immediately and complete an accident report (regardless of the seriousness of the injury/illness) within 24 hours to their immediate supervisor or Human Resources. This applies whether the employee is involved in an accident or witness an accident while working. Failure to follow this work rule, or any other City safety policy or procedure, may result in disciplinary action.

All City owned vehicles and facilities are equipped with first aid kits. Minor injuries may be attended to using these kits.

If outside medical attention is required, the City will allow the employee to go (or will transport) to a clinic, urgent care center or emergency room. In non-emergency situations, do not leave City premises or the job site to obtain outside medical attention without first obtaining approval from one's immediate supervisor, department head or the City Administrator's office.

Employees have the right to secure treatment from the physician of their choice; however, to avoid responsibility for these personal medical bills, the employee must participate and cooperate in the worker's compensation process. An employee injured while working must provide a release signed by a licensed physician stating they are able to return specifically to light or full duty. This will assure the employee and the City that the employee is safe to resume their responsibilities. All accidents will be investigated and corrective actions written to prevent reoccurrence.

8-3. Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect City property, and to ensure efficient operations, the City of Columbus has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the City.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances (including medical marijuana), drug paraphernalia or alcohol by an individual anywhere on City premises, while on City business (whether or not on City premises) or while representing the City, is strictly prohibited. This prohibition regarding alcohol does not include events, receptions, or other incidental occasions that may be a

part of off-work employee social events, training seminars, remote professional seminars or similar events. It is important to note that employee behavior at these events is still important and any consumption should be in moderation.

Employees and other individuals who work for the City also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact the employee's ability to perform their job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, consistent with Wisconsin law, this exception does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law. Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs or jeopardizes the health and safety of any City employee, including themselves.

However, this exception does not extend any right to report to work under the influence of lawful recreational or medical marijuana or to use such as a defense to a positive drug test, to the extent the employee is subject to any drug testing requirement, except as permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The City maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any City employee, including themselves.

Employees are strictly prohibited from abusing or misusing prescription drugs while on workplace premises or when reporting to work. Prescription drugs must be used only as prescribed by a licensed medical professional.

Employees who are prescribed medication that may impair their ability to perform their job safely and effectively must report such use to their immediate supervisor or Human Resources Administrator. This reporting should be made before the employee's next scheduled work shift or as soon as reasonably possible if the medication is newly prescribed during employment.

Employees are expected to be fit for duty while at work. Any impairment caused by prescription drug use that could compromise job performance or the safety of others is strictly prohibited. If an employee is uncertain about their ability to perform their duties safely due to medication use, they must notify their supervisor or HR Administrator and refrain from engaging in potentially hazardous tasks until they are fit for duty.

8-4. Drug and Alcohol Testing

Employees will be required to submit to drug and/or alcohol testing under certain circumstances. An employee that refuses to take a required drug and/or alcohol test will be removed from their assignments, and be subject to discipline. Testing will be conducted in the following situations:

1. Pre-Employment Testing. All Individuals being considered for positions with the City of Columbus will be required to undergo a pre-employment drug and alcohol test after a conditional offer of employment has been made. The City will not hire an applicant who tests positive on a pre-employment drug and alcohol test.

2. Random Testing. To the extent permitted by law, employees will participate in random drug and alcohol testing. The random selection of eligible employees for testing will be done by a contracted agent. Under the random selection process, each employee subject to testing will be part of the “pool” of employees from which the random selections will be made. Each employee will have an equal chance of being tested each time selections are made. As a result, some employees may be tested more than once a year, while other employees may not be tested at all. Safety sensitive positions will be subject to random testing to the extent permitted by law, and these positions include those in which employees regularly or occasionally operate a commercial vehicle, including mechanics and supervisors or anyone else who is required by the City to have a Commercial Driver’s License (CDL).

3. Reasonable Suspicion Testing. In cases where an employee is acting in an abnormal manner or appears unfit to perform his or her duties in a safe manner, which results in reasonable suspicion to believe the employee is using or is under the influence of alcohol or a controlled substance, the employee will be required to submit to a drug and/or alcohol test. Reasonable Suspicion of alcohol or controlled substances use is a belief that an employee is using or has used alcohol or controlled substances in violation of the City’s policy drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of familiarity with the individual. The symptoms of influence are not confined to those consistent with misconduct, or to obvious impairment of physical or mental ability, such as slurred speech or difficulty in maintaining balance. A determination of influence can be established by professional opinion, a scientifically valid test, and, in many cases, by a layperson’s opinion based on observations including the appearance, behavior, speech or body odors of the employee.

4. Post-Accident Testing. All employees must submit to post-accident drug and/or alcohol testing when involved in an accident that results in personal injury or property damage.

Post-accident testing is to be conducted as soon as practicable following the accident. The employee involved must remain readily available for such testing or may be deemed by the City to have refused to submit to testing. Employees who test positive for alcohol or other controlled substances as the result of post-accident testing will be subject to discipline. In any event an employee may not be allowed to return to work without first having been evaluated in order to determine the employee’s fitness for duty.

Section 9 – Performance Management

9-1. Performance Expectations

Public service as an employee of the City is a privilege and not a right. The City desires to employ public servants who serve the public, who protect and further the trust and confidence the public has placed in its servants, who work together as team members, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism and good judgment are fundamentally required of each employee. Other standards of conduct exist in order to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. These expectations apply to all City employees.

9-2. Performance Evaluation Process

Performance evaluations are given to new employees when they have completed six months of employment with the City and then annually thereafter. Performance evaluations are for the improvement of individual job performance, the strengthening of supervisor/employee relationships and the recognition of employee accomplishments and good work.

Performance evaluation results shall be considered in personnel decisions affecting merit pay increases, promotion, demotion, layoff, re-employment, training and termination.

The Human Resources Administrator shall be responsible for the overall administration of the employee performance evaluation program and shall advise and assist employees and Department Heads to ensure that performance evaluation procedures are handled as intended. Both the employee and their supervisor will complete the performance evaluation form.

9-3. Work Rules, Correction Action and Disciplinary Procedures

Work Rules

Public service as an employee of the City is a privilege and not a right. The City desires to employ public servants who serve the public, who protect and further the trust and confidence the public has placed in its servants, who work together as team members, and who strive for professional growth and effective service.

High quality performance, honesty, respect, reliability, professionalism, and good judgment are fundamentally required of each employee. Other standards of conduct exist to maintain an orderly and efficient working environment and for preservation of the public's trust in its public servants. The Rules of Conduct apply to all City employees.

The primary objectives for each employee are to protect and further the public's trust and confidence and to perform at a high-quality level so that the City's citizens, businesses, representatives of other entities, co-workers, and visitors receive high quality services from each employee. Conduct that is inconsistent with those objectives or in violation of policy, rules or general expectations of professional conduct is forbidden and will subject the offending employee to discipline up to and including discharge. The City has established policies, rules and general expectations of conduct in furtherance of the effective operation of the City, to further these objectives, and for the employee to have a successful career.

No list of rules or types of unacceptable conduct can substitute for the sound and reasonable judgment expected of each employee. It is impossible to list every conceivable type of unacceptable conduct contrary to the interests of the City. The City believes unacceptable acts of misconduct, stand alone, warrant serious discipline up to and including discharge, such as the following:

- Dishonest, misleading or deceptive conduct

- Unauthorized circumvention of the chain of command
- Undermining the authority of a supervisor
- Refusing or failing to follow an order or directive
- Theft, falsification, or misappropriation of City records or property, or the property of others, including theft of work time, excessive unauthorized time at break periods, misuse of sick leave or other designated leave, misrepresenting work time, or failing to accurately record work time
- Failing to completely and accurately document relevant information
- Failing to provide accurate and complete information to a supervisor or others who require the information
- Leaving the job without permission
- Causing or working unauthorized overtime
- Failing to cooperate/communicate with others
- Engaging in conduct that creates an unsafe work environment
- Fighting, threats, intimidation or harassment of others
- Damage or defacing of City or employee property
- Failure to report damage of equipment or property to supervisor
- Misuse or unauthorized use of City property
- Possession, use, or being under the influence of illegal substances or alcohol while on duty or refusal to take a drug or alcohol test
- Engaging in unethical conduct
- Conviction of a crime or other offense subject to civil forfeiture, while on or off duty, if the conviction makes it impossible for the employee to perform their duties
- Unauthorized possession of weapons or firearms during work time or on City premises or property
- Absence of two consecutive workdays without notifying supervisor prior to start of work shift
- Excessive absenteeism or tardiness
- Failing to promptly report absence or tardiness to supervisor prior to start of work shift
- Working another job while on sick leave or when not released for full duty while receiving workers' compensation benefits
- Disclosing confidential information to unauthorized sources
- Loafing or sleeping on the job during working hours
- Misuse of licenses, patents or copyrights while on work time or using work resources
- Unauthorized solicitations or distributions
- Failure to promptly report defective equipment or safety hazard
- Failure to report injury or accident immediately to supervisor within 24 hours
- Horseplay or violation of safety rules
- Engaging in conduct or activities which serve to lengthen the healing period for a work-related injury
- Substandard quality or quantity of work, including deliberate reduction of output
- Failure to complete assignments promptly and accurately
- Smoking, use of e-cigarettes, or use of smokeless tobacco in unauthorized areas during work time (unpaid break times excluded)
- Unprofessional appearance
- Discourteous treatment of others
- Profane or disrespectful conduct
- Conducting more than a diminutive amount of personal business on City time or property, including promoting or selling any item or soliciting, unless permission is obtained from your supervisor
- Failing to fully comply with standard operating procedures, policies or rules
- Failing to comply with expectations of conduct communicated to an employee
- Failing to appropriately supervise an employee or hold employee accountable
- Failing to report a possible violation of the policies or rules through the chain of command or other authorized reporting procedure
- Inability to work as a member of a team or having attitudinal issues

The City reserves the right to determine whether any other conduct is contrary to the interests of the City and warranting disciplinary action, up to and including discharge.

Corrective Action

The City treats all violations of the policies, rules and general expectations of conduct very seriously. Violations of these policies, rules, and general expectations of conduct can subject an employee to discipline, up to and including termination.

The City's corrective action program is designed to encourage individuals to be high-quality employees and to remove employees from service who do not or will not meet that high standard of performance. Some discipline is intended to be corrective in nature to allow the employee an opportunity to rehabilitate their conduct. Employee misconduct may call for severe forms of discipline such as suspension, transfer, demotion, termination or other action. In some cases, termination of an employee is appropriate because of the nature, seriousness or continuation of unacceptable conduct. The appropriate level of discipline is determined by the City Administration on a case-by-case basis, and any pre-termination disciplinary measure may be passed over in favor of more severe discipline including termination of the employee. The City's imposition of discipline or other corrective action, or the City's use of any form of progressive discipline, does not change any employee's status as an at-will employee or create any additional rights. The Human Resources Administrator must review and approve any suspension, demotion, or termination prior to it being issued.

Investigation and Administrative Leave

The City Administrator will determine the scope, duration and strategy of internal investigations into employee conduct. The City reserves its right to place an employee on administrative leave, with or without pay. The determination of whether leave will be with pay or without pay is reserved to the City. The City may place an employee on administrative leave pending an internal investigation, pending disposition of a criminal matter, or for other reasons determined by the City.

9-4. Grievance Policy and Procedure

The City has adopted a Grievance Policy and Procedure pursuant to the requirements of Wis. Stat. § 66.0509(1m) (a) for purposes of providing a process for employee grievances regarding workplace safety, employee discipline, and employee termination. Public safety employees shall adhere to the provisions of Wis. Stat. § 62.13, when applicable, to address employee discipline and termination rather than utilizing the Grievance Policy and Procedure.

This policy formalizes a grievance procedure to review employee concerns. It is not intended to discourage discussion between employees and supervisors on an informal basis. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems and/or misunderstandings that have arisen. Accordingly, employees should first discuss any complaints or questions they may have with their immediate supervisors, and are urged to initiate such discussions at the time the dissatisfaction or questions arises. Supervisors, in turn, should take positive and prompt action to answer employees' questions and resolve complaints presented to them.

A. Definitions

The following words shall be given the meaning as set forth below wherever such words appear within this policy:

Discipline: Any written reprimand, unpaid suspension, demotion, or other formal adverse disciplinary action, other than termination, issued against an employee by a supervisor. The term discipline does not include performance meetings or evaluations, implementation and evaluation of an employee, a performance improvement plan, informal discussions between a supervisor and employee, employee assignments or transfers, or any oral reprimand that is not memorialized in writing and placed in the employee's personnel file.

Employee: For purposes of a grievance of discipline and termination (as defined in this Grievance Procedure) means a benefit eligible full time or regular part-time employee who has completed one (1) year of continuous employment with

the City. "Employee" does not include, without limitation, any of the following: other part-time employees, temporary employees, seasonal employees, limited term employees, contractors, or their respective employees, elected officials, or employees covered by the collective bargaining agreement containing a grievance procedure for discipline or termination. "Employee" for the purposes of Workplace Safety (as defined in this procedure) means any employee of the City.

Grievance: A written complaint by an employee filed with the Human Resources Administrator that seeks review of the discipline, termination, or workplace safety of that employee.

Termination: Any involuntary termination of an employee's employment with the City, excluding such termination due to layoff, partial layoff, voluntary resignation, retirement, job abandonment (no call, no show), or termination due to the employee's lack of qualifications or other inability to perform the job.

Workplace Safety: Any conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to the same.

B. Grievance Procedure

1. An earnest and deliberate effort shall be made to informally resolve the matter between grievant by meeting with their immediate supervisor and department head to discuss the subject of the grievance. If the matter is not resolved, then the employee shall reduce the grievance to writing and submit the grievance to their immediate supervisor within ten days after the facts upon which the grievance is known or should have been known to the employee. The immediate supervisor shall give a written answer within ten business days of receipt of the grievance, with a copy to the Human Resources Administrator.
2. If the grievance is not satisfactorily resolved at Step A and the grievant wishes to appeal the decision, the grievant may submit the grievance to the City Administrator within five business days after having received the answer in the Step A. After receipt of the written grievance by the City Administrator, the City Administrator will meet with the grievant in an effort to resolve the issues raised by the grievance. Within ten days after the meeting, the City Administrator shall respond to the grievance in writing. The City Administrator shall also determine if the grievance is timely, if the subject matter of the grievance is within the scope of this policy, and otherwise properly processed as required by this policy. If the City Administrator is aware of other similar pending grievances, then the City Administrator may consolidate those matters and process them as one grievance.

This step shall be omitted and grievance moved from Step A to Step C in cases where a department head is the grievant and the grievance is initially filed with the City Administrator under Step A.

3. The decision of the City Administrator shall be final unless the grievant files a written appeal requesting a hearing before an Impartial Hearing Officer (IHO) within five days of the City Administrator's response. The grievance will be referred to an IHO who will be designated by the City Attorney.

The IHO will convene a hearing in the manner which the IHO determines necessary. The IHO shall have the authority to administer oaths, issue subpoenas at the request of the parties, and decide if a transcript is necessary. The IHO may require the parties to submit grievance documents and witness lists in advance of the hearing to expedite the hearing. The IHO shall make evidentiary rulings utilizing a relaxed standard of evidence and may accept hearsay evidence. The burden of proof shall be a preponderance of the evidence.

In all cases, the employee shall have the burden of proof. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision.

The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from, or modify the terms of the City policy or rule that forms the basis for the grievance.

After receiving the evidence and closing the hearing, the IHO shall issue a written response. The recommendation shall contain findings of fact, analysis and a recommendation. The IHO must answer the following question: Based on the preponderance of the evidence presented, has the grievant proven the decision of the Administration was arbitrary or capricious?

The IHO shall have the power to issue a response to the grievance. The IHO shall have no power to issue any remedy, but the IHO may recommend a remedy. Remedial authority shall be subject to the determination and approval of the City Administrator and shall be addressed by the governmental body in the event the grievance is sustained.

Either party may appeal an adverse determination at Step C to the Common Council, by filing a written notice appealing the decision of the IHO in the City Administrator's office within five days of the decision of the IHO. The written request for review must clearly state the reasons why the decision of the IHO is not acceptable. New issues to the grievance not raised at Step A may not be considered by the Common Council. The Common Council shall, within 30 days after submission of the appeal, schedule a review of the IHO's decision. The review will be conducted by the Common Council during a closed session meeting unless an open session is requested by the employee. The Common Council may make its decision based on the written decision of the IHO or the Common Council may examine any records, evidence and testimony produced at the hearing before the IHO. A simple majority vote of the Common Council membership shall decide the appeal within 20 days following the last session scheduled for review. The Common Council will issue a final written decision which shall be binding on all parties.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

This procedure constitutes the exclusive process for the redress of any employee grievances as defined herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration, and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration which has final authority, subject to any applicable City policy or directive, to resolve the matter.

C. Procedure for Workplace Safety Grievance

1. Any employee personally involved in a workplace safety issue or incident must notify their supervisor of the issue or incident as soon as reasonably practicable. All safety issues, no matter how insignificant the situation may appear to be, must be reported.

Time Limit: Any workplace safety incident or issue must be reported by an employee within 24 hours after the incident or issue was raised in order to be addressed as part of the grievance procedure.

A written report of the incident or issue, outlining the events that transpired and resolution, if any, shall be created by the supervisor involved in the incident and signed by all concerned parties and submitted to the Human Resources Administrator for review and consideration within five days of the incident or issue.

2. After receipt of the written report, the Human Resources Administrator will conduct an additional investigation, if required, and normally issue a final report on its findings and conclusions within ten days of meeting to review the written report. Copies of the report will be given to the grievant, the person(s) who signed the written report and to the City Administrator.

3. The employee may appeal the findings and conclusions of the Human Resources Administrator and request the appointment of an IHO. The grievant shall have the burden of proof to show the decision of the Human Resources Administrator was arbitrary or capricious. The IHO may request oral or written arguments and replies. The IHO shall provide the parties with a written decision. The IHO may only consider the matter presented in the initial grievance filed by the employee. The IHO shall have no power to add to, subtract from or modify the terms of the City policy or rule that forms the basis for the grievance.

Time Limit: If the employee does not submit a written grievance to the City Administrator requesting a hearing before an IHO within five days after receipt of the Human Resources Administrators Report, the grievance can no longer be addressed in the grievance procedure. If timely requested, the hearing will normally be scheduled within 30 days of receipt of the request for hearing. The IHO may require the parties to submit documents and witness lists in advance of the hearing in order to expedite the hearing. At the conclusion of the hearing, the IHO shall record one of three outcomes:

- (1) Sustaining the conclusions of the Human Resources Administrator,
- (2) Denying the conclusions of the Employee Safety Team, or
- (3) Recommending additional investigation prior to a final determination.

4. The City or employee may appeal the decision of the IHO to the Common Council. In cases where the IHO recommends an additional investigation, at the conclusion of the additional investigation, the matter will be automatically referred to the Common Council. The decision of the Common Council shall be final and binding upon the parties.

Time Limit: The employee may request a hearing before the Common Council by filing a request within five days of receipt of the written decision of the IHO. If not timely submitted, the grievance can no longer be addressed in the grievance procedure.

Each party shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees, in investigating, preparing or presenting a grievance. The costs and fees of the IHO will be borne by the City.

Failure to process a grievance within the time limit, or agreed-upon extensions, shall constitute a waiver of the grievance and the grievance will be considered resolved on the basis of the City's or IHO's last answer. Failure of a management representative to meet the time limits shall cause the grievance to move automatically to the next step in the procedure. To encourage that grievances are addressed in a prompt manner, the time limits set by this policy are intended to be strictly observed and may not be extended except in extreme circumstances and then only upon the express written consent of the parties.

Section 10 – Miscellaneous Policies

10-1. Dress Code and Personal Appearance

Employees are expected to report to work well-groomed, clean, and dressed according to the requirements of their position. Some employees may be required to wear uniforms or safety equipment/clothing. Employees should contact their supervisor for specific information regarding acceptable attire for their position. If employees report to work dressed or groomed inappropriately, they may be prevented from working until they return to work well-groomed and wearing the proper attire.

10-2. Personal Use Of City Facilities, Equipment, And Property

The City of Columbus provides its employees with a variety of facilities and resources to facilitate the efficient delivery of City services. These resources include equipment, vehicles, buildings, materials, tools, and land. All city facilities and resources are provided to City of Columbus employees to serve the public and are part of the public trust. It is important that these resources are used only for official City business and that the personal use of City property and facilities is strictly prohibited. This policy has been established to ensure that all City of Columbus property and facilities are used solely for the benefit of the City and its citizens.

Exceptions can be made when such use is in accordance with goals and objectives and specifically authorized by the City Administrator.

10-3. Smoking Policy

Smoking, including the use of eCigarettes and chewing tobacco, is prohibited in all City buildings and on all City grounds, unless it is identified and marked as an approved smoking area. Approved smoking areas are only permitted with the approval of the City Administrator and/or Common Council.

The use of any tobacco products, including eCigarettes, is prohibited in any City-owned vehicle.

Violations of this policy should be reported to a supervisor and will be subject to disciplinary action.

10-4. Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, the City of Columbus may refuse to hire or place a relative in a position where the potential for favoritism or conflict exists.

In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the City. Accordingly, all parties to any type of intimate personal relationship must inform management.

If two employees marry, become related, or enter an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The City generally will attempt to identify other available positions, but if no alternate position is available, the City retains the right to decide which employee will remain with the City.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is like that of persons who are related by blood or marriage.

10-5. Possession of Weapons

No employee or City official may possess a weapon or ammunition while on City property, at a City job site or within a City vehicle. Prohibited weapons include not only guns, clubs and knives of any size, but any other device used to hurt, threaten or endanger another person. Nothing in this policy prohibits an individual with a concealed carry permit from keeping a weapon in his or her vehicle to the extent required by law, or from carrying the weapon while traveling during his or her duties to the extent required by law. This policy does not apply to sworn Police Officers employed by the City.

10-6. Business Expense Reimbursement

Employees will be reimbursed for reasonable approved expenses incurred during business. These expenses must be approved by the employee's supervisor, and may include air travel, hotels, motels, meals, cab fare, required licenses, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted along with the receipts in a timely manner.

Employees are expected to exercise restraint and good judgment when incurring expenses. Employees should contact their supervisor in advance if they have any questions about whether an expense will be reimbursed.

10-7. Publicity/Statements to The Media

All media inquiries regarding the position of the City as to any issues should be referred to City Administrator, or a designated representative for specific or departmental issues. Only the City Administrator or duly designated representatives are authorized to make or approve public statements on behalf of the City. No employees, unless specifically designated by the City Administrator, are authorized to make those statements on behalf of the City. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the City other than those for whom this is a specific duty of their position must first obtain approval from the City Administrator.

10-8. Outside Employment

It is the policy of the City to allow its employees to engage in secondary employment. Department heads must be advised in writing of an employee's intent to accept outside employment. Department heads need to set a clear expectation of what is expected of the employee when accepting outside employment.

Such employment shall not be acceptable if any of the following conditions apply or develop:

- Where the performance of duties for the secondary employment interferes with the best quality performance and work time of the employee when performing his or her duties for the City.
- Where the nature or place of employment might bring disfavor on the employee or City.
- Where the secondary employment involves the employee's appearance in City uniform or involves use of City equipment.
- Where an employee might consider using their city position to influence their outside employment.

The City may terminate the employment of an employee whose secondary employment may interfere with the performance of his or her work, where a conflict, whether real or implied exists, where the interests of the City are impacted as a result of the secondary employment, or where such employment or conduct negatively affects the image of the City or employees. The City may also notify an employee at any given time that they must decide whether to keep their employment with the City and end their secondary employment.

10-9. Recording of Conversations

Secret recordings of employees are strictly prohibited unless authorized in writing by the City Attorney's Office. A

violation of this provision may result in disciplinary action, including termination. The Police Department is exempt from this policy.

10-10. Confidential City Information

During work, employees may become aware of confidential information about City of Columbus business, including but not limited to information regarding City finances, pricing, products, software, computer programs, suppliers and citizens. It is extremely important that all such information remain confidential, and particularly not to be disclosed to City of Columbus' competitors. Any employee who improperly copies, removes (whether physically or electronically), uses, or discloses confidential information to anyone outside of the City may be subject to disciplinary action up to and including termination.

Section 11 – Employee Separation

11-1. Resignation, Retirement and Involuntary Termination

Voluntary Resignation of Employment: Resigning department heads are asked to submit a letter to the City Administrator at least 30 days prior to such resignation. All other employees should submit a letter to the department head and the Human Resources Administrator at least two weeks prior to such resignation.

Retirement: Employees desiring to retire are asked to submit a letter to their department head and the Human Resources Administrator at least sixty (60) days prior to such retirement.

Involuntary Termination: The City of Columbus is an “at will” employer which means the City may terminate the employment of any employee at any time, with or without cause, and with or without notice.

11-2. Exit Interviews

Employees who resign are requested to participate in an exit interview with the Human Resources Administrator, if possible.

The purpose of the exit interview is to gain insight into the effectiveness of City personnel and managerial practices, to determine where personnel policies and procedures need review or revision, and to determine where supervisory or managerial practices need modification or improvement.

An exit interview will be conducted, when possible, with every employee who is separating from City employment regardless of her/his length of service, position or circumstances of separation. An employee may complete an exit interview questionnaire on their own if so desired. This questionnaire must be returned to Human Resources Administrator prior to the employee’s separation from City employment.

11-3. Return of Property

All City property including, but not limited to, keys, laptop computers, tablets, cell phones, power cords, credit cards, uniforms, etc., must be returned at separation. Police Officers must return all City issued equipment as per their hiring agreement.

Employees also must return all the City's Confidential Information upon separation. To the extent permitted by law, employees will be required to repay the City (through payroll deduction, if lawful) for any lost or damaged City property.

Employment at Will

Neither this handbook, nor any of the principles, policies and procedures contained herein, is intended to create contractual obligations for either the City of Columbus or any of its employees. The City is not guaranteeing employment for anyone. Your employment with the City is at-will. You are free to terminate your employment with the City at any time, with or without reason. Likewise, the City has the right to make changes regarding your employment status, including termination, with or without reason.

With the exception of any collective bargaining agreement; any oral statements, promises, or assurances to the contrary are not binding to the City and should not be relied upon by the employee. The City is not responsible for and shall not be bound by any statements that are not reaffirmed in writing by the Mayor and approved at a duly-noticed meeting of the City Council.

Statements on the City's employment application, in this handbook, in our training manuals, or in other City documents do not constitute or imply an employment contract and should not be relied upon by the employee under any circumstances to assure continued employment or superseding the City's decision to terminate an employee's employment.

RECEIPT: I have received a copy of the Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand. I understand that the contents of this Manual and my compensation and benefits may be changed by the city at any time, with or without notice to the extent permitted by law.

EMPLOYEE NAME – *PLEASE PRINT*

DEPARTMENT

EMPLOYEE SIGNATURE DATE

Columbus Team Member Inquiries for Council Consideration To Be Added or Addressed

1. Utilities – Addendum item. Based on surrounding stipend rate study. \$1200 annually for lineman and \$750 annually for water/wastewater operators. Asking to eliminate the wording of clothing, boots, etc. as itemized amounts, but rather changing it to a “Stipend for Clothing/PPE”. They have already allocated for their 2026 budget with these amounts. Need direction for their addendum if you want an itemized list and allowance for each individual item needed or the generic overview of stipend for clothing/ppe.
2. DPW – Stipend for clothing is at \$300 annually. This is not only a handbook update request but would involve budget implications to up this stipend amount. With rising costs of clothing and ppe there is want for consideration for an increase in this amount.
3. Inquiry regarding the unfairness of new employees getting more vacation/sick time to start than people who have years of service with the city. Will there be consideration for a one-time payout of the additional vacation and sick time that they did not receive. Also, a budget implication for 2026 to consider.
4. Inquiry regarding if longevity pay based on years of service is being considered? Also, a budget implication for 2026 and beyond to consider.
5. Inquiry regarding if recognition for years of service can be considered to be added? Also, a budget implication for 2026 to consider. Could be something engagement committee looks at for celebrations for employees who hit milestones in their career with the city. Could be factored into their budget.
6. Addendums for specific departments will be finalized in November for approvals (Utilities, Library, PD, FD) after I am given direction from the above items to let department heads know if we are adding anything additional or changing before they finalize their addendums.

Items that were changed for review

1. Sick time – after multiple inquiries I changed the sick leave policy to state that after 3 days or more a supervisor may require a sick note rather than any sick time at all requiring a sick note from a doctor. I trust our employees that they will not abuse sick time and that is a department head discretionary item to monitor their staff. Exact wording: "The supervisor may require a doctor's statement for any requested sick leave that exceeds 3 days or more."
2. Secondary Jobs – we should not be requiring an employee to wait 10 days to get approval from a supervisor to take a second job. Most job offers need to be accepted within a day or two so that is unfair. Employees should simply have to let their department head know they are taking a second job in writing so they are aware of it and that it is not a conflict of interest and or will not interfere with their

job with the city. This is again a department heads discretion to trust their team and work with them. New wording refers to 10-8. Outside Employment.

3. Holiday Pay I changed the following to account for hourly employees who wish to convert to comp time rather than receive time and a half pay for holiday work:
"When an hourly employee is required to work on a legal holiday, wages will be paid at the rate of time and one-half, comp time conversion, or according to union contract. Salary employees required to work on a recognized holiday will be eligible for flex time."
4. Parental Leave 160 Hours. Not all parents need to take off the entire time consecutively. Parental leave should be allotted to be used for the new child and should be able to use the leave within the first 12 months after the event rather than lose the time after the initial time off. All allotted time for parental leave should be able to be used for follow up appointments, emergencies, and items after the return to work if they did not take the full amount of time initially rather than losing it. I updated the section to state: Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame Employees must take paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.

RESOLUTION NO. 12-25**PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY
SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWERS
PURSUANT TO SECTION 66.0703, STATS.**

The City of Columbus, Columbia County, Wisconsin, by its Common Council, hereby resolves as follows:

1. The City of Columbus Common Council hereby declares its intention to exercise its police power under Section 66.0703, Stats., to levy special assessments upon property in the Assessment District hereafter described, for benefits conferred upon such properties by reason of the following public work and improvements: Street replacement, utility improvements, installation of curb and gutter, driveway aprons, stormwater improvements, and restoration.
2. The Properties to be assessed are within the following described Assessment District as shown on the attached Exhibit A, all lying within the City of Columbus, Columbia County, Wisconsin:
 - a. The lots abutting both sides of West School Street between South Ludington Street and Hibbard Street.
3. The total amount assessed against the properties in the described Assessment District shall not exceed 100% of the administrative expenses and total costs of the improvements.
4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The Municipal Engineer, Ruekert & Mielke Inc. shall prepare a report which shall consist of:
 - a. Preliminary Plans and specifications for the improvements; and
 - b. Schedule of proposed assessments for all properties within the Assessment District.
6. When the report is completed, the Municipal Engineer shall file a copy of the report with the Municipal Clerk for public inspection.

7. All interested persons and owners of the property affected by this special assessment shall be provided with the notice and hearing requirements as set forth in sec. 66.0703(7)(a) Stats.
8. The assessment against any parcel may be paid in cash or in annual installments, the number of which shall be determined at the public hearing on the proposed assessments.

Dated this _____ day _____, 2025.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

Attest: _____
Susan L. Caine, Clerk





Agenda Item Report

Meeting Type: Committee of the Whole/Common Council

Meeting Date: November 21, 2025

Item Title: 2026 Dodge County Humane Society Stray Animal Contract

Submitted By: Susan L. Caine, Clerk

Detailed Description of Subject Matter: The City of Columbus has had an annual contract with the Dodge County Humane Society which in exchange for an annual lump sum payment from the city, we are covered for up to five domestic stray animals, with an additional amount for each animal over five. The Humane Society has been required to seek approval from the city before accepting any animal.

The lump sum fee for 2026 is quoted at \$1,800, the same as in 2025, for up to five domestic stray animals, and animals in excess of five would be an additional \$450 each. There are other options available for up to 10, 20, or 40 animals.

The approved, signed contract is due back to Dodge County Humane Society by January 1, 2026, to be in effect.

List all Supporting Documentation Attached: The cover letter received and 2026 contract are attached.

Action Requested of Council: Consideration of approval.



September 19, 2025

To our Dodge County Municipal and Law Enforcement Partners,

The Dodge County Humane Society remains committed to animal welfare by providing care and shelter to animals throughout Dodge County. Over the past year, DCHS has taken in nearly 300 animals through stray pick-up services and law enforcement seizure. In addition, suitable homes were found for all adoptable animals and over 100 lost pets were reunited with their owners.

Attached please find the stray animal services contract offering for 2026. As we work to encourage municipalities to provide help for more animals, you will notice that the fee per animal decreases as more animals are covered.

Choosing to contract with DCHS benefits your municipality with both time and cost savings. The following are a direct result of the services that we are able to provide:

- Local law officials can be relieved of most of the calls and subsequent duties related to stray animals.
- Area citizens need not be burdened with the health hazards and safety issues related to stray animals.
- Municipalities do not have to house and feed stray animals for five days in order to be in compliance with state statutes.
- Owners of lost pets have a consistent and safe place to contact to reclaim their pet.

As part of this contract, we make the following commitments to you and your municipality:

- We guarantee that all animals will be handled in a humane way.
- We will make shelter staff accessible to you at all times. This will include use of our call system and also personal cell phone numbers of our Executive Director.
- We agree to be the responsible agency and quarantine facility for all domestic animal bite cases. This includes compliance with all state requirements.
- We agree to assist your officers with any neglect or abuse calls including both domestic animals and livestock.

The Dodge County Humane Society is also happy to work with municipalities that do not feel a contract is right for them. In an effort to provide services for as many animals as possible, we are offering a per animal option. We will accept animals from non-contracted areas at a cost of \$650 per animal, as space permits. This fee helps to offset the costs of any necessary medical care the animal may need.

We appreciate the opportunity to be of service to you and believe that the attached contract accurately summarizes the significant terms of our agreement. The attached contract reflects our best efforts to streamline our services and our strong desire to partner with your municipality. If you agree with the terms as described, please sign the contract and return it to us. If you have any questions, please feel free to contact me.

Kensie Drinkwine, Executive Director
Dodge County Humane Society



2026 STRAY ANIMAL CONTRACT

WHEREAS, the **City of Columbus** desires to enter into a contract (“the Annual Contract”) with The Dodge County Humane Society, Inc. for the care of stray and domesticated animals; and

WHEREAS, the Dodge County Humane Society is willing to agree to contract with the **City of Columbus** to provide such services for the term and subject to the terms and conditions described below;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the **City of Columbus** (hereafter referenced as “the municipality”) hereby enters into the following agreement with The Dodge County Humane Society, Inc. (hereafter referenced as “the humane society”), a Wisconsin not-for-profit Corporation, organized under Chapter 181 of the Wisconsin Statutes, without stock, located at N6839 State Road 26, Juneau, WI 53039, for the care of stray and domesticated animals (referenced as “the services”).

In consideration for the humane society’s agreement to provide the services during the term of this agreement, the municipality shall pay to the Dodge County Humane Society one of the following:

Please choose one of the following contract options:

- ☐ A lump sum of \$1,800. Covers up to 5 domestic stray animals. Animals in excess of 5 will be charged \$450/animal over 5.
- ☐ A lump sum of \$2,900. Covers up to 10 domestic stray animals. Animals in excess of 10 will be charged \$400/animal over 10.
- ☐ A lump sum of \$4,000. Covers up to 20 domestic stray animals. Animals in excess of 20 will be charged \$350/animal over 20.
- ☐ A lump sum of \$5,500. Covers up to 40 domestic stray animals. Animals in excess of 40 will be charged \$250/animal over 40.

Please choose one of the following approval options:

- ☐ Humane society must have approval before accepting any animal. In the event that a municipal representative cannot be reached, **City of Columbus** authorizes the Executive Director of DCHS to act on your behalf in emergency situations.
- ☐ Humane society must have approval for each animal after the contract term has been reached.
- ☐ No pre-approval is needed before accepting animals.

(Municipality must provide contact list to humane society by January 1, 2026.)

1. Other Fees and Charges. In addition to the municipality's agreement to pay the sum(s) specified above, the municipality also agrees to pay all other fees and charges that it may incur under the terms of this agreement, including but not limited to pick-up and/or drop-off fees, after-hours drop-off fees, and all charges and fees associated with quarantines as provided in this agreement. All such fees and charges shall be billed to the municipality monthly and will be due and payable to the humane society no later than 15 days after the date of the invoice.
2. Drop-Off and Pick-Up of Animals: Days/Hours, Fees, and Manner of Delivery.
 - a. Normal Hours. On days that are not legal holidays, the humane society agrees to accept stray and domesticated animals during the following hours, which are subject to change upon notice by the humane society:

Monday/Wednesday/Friday	8:00am – 1:00pm
Tuesday/Thursday	8:00am – 7:00pm
Saturday	8:00am – 4:00pm
 - b. Delivery of Animals. The animals must be either (1) brought to the humane society by an agent of the municipality at the humane society's address as listed above; or (2) picked up by humane society staff when staff members are available to respond to requests for pick up, subject to the terms set forth in paragraph 2.c. and 2.d., below.
 - c. Pick-Up Fee Normal Hours. The humane society may, at its sole discretion and if it has staff available, agree to pick up an animal, during the normal hours listed in paragraph 2.a., above, for a fee of \$100. Staff members may not be available to respond to requests for pick up during all of the hours during which the humane society accepts animals by drop off.

- d. After-Hours Pick-Up Fee. The humane society may, at its sole discretion and if it has staff available, agree to accept an animal or to pick up an animal outside of the normal hours listed in paragraph 2.a., above. Any pick-up of an animal outside of the normal hours listed in paragraph 2.a., above, shall constitute an after-hours pick-up and shall be subject to an “after-hours” pick-up fee of \$200. The after-hours pick-up fee shall apply if the pick-up occurs outside of normal hours regardless of whether municipality’s request for an after-hours pick-up was made during normal hours.
- e. Hours for Public Redemption of Strays. The humane society shelter building will be open to the public for stray animal redemption during the following hours, subject to change upon notice:
- | | |
|----------|----------------|
| Tuesday | 12:00 – 7:00pm |
| Thursday | 12:00 – 7:00pm |
| Saturday | 12:00 – 4:00pm |
- f. Drop-Offs by Police Officers. At its sole discretion, the humane society may allow the municipality’s police officers to drop off animals from contracted areas outside normal pick-up and drop-off hours by special arrangement with the humane society, the terms are subject to change on notice at the sole discretion of the humane society.
- g. Canceled Pick-Ups. If an animal is reclaimed by its owner and a request for pick-up is canceled prior to the arrival of humane society staff, there will be no pick-up fee. If a humane society staff member arrives at the designated location to pick up the animal, the appropriate pick-up fee will apply even if the animal has been reclaimed by its owner prior to the staff member’s arrival.
3. Drop-Off and Pick-Up of Animals: Containment. Any stray domestic animal must be contained in some manner so as to be easily approached and apprehended. The humane society may, at its sole discretion, attempt to capture a stray animal that is running at large.
4. Care of Relinquished Animals. Upon acceptance of an animal, the humane society will have sole responsibility for the animal(s) and the sole right to determine the means of its care, relieving the municipality of any further care for the animal(s), subject to the municipality’s responsibility to pay all applicable fees owed under this contract. The humane society will furnish and maintain facilities and equipment adequate for the humane care and treatment of the animals in compliance with Wisconsin laws and regulations concerning the humane treatment of animals. The humane society will use reasonable care to employ competent persons to perform the necessary functions of its shelter.

5. Stray Holding Period. The parties understand that Wisconsin law requires that stray dogs must be held for four (4) days plus the day of impoundment prior to disposition (adoption or euthanasia) and that notice of a stray animal must be provided in the county in which the animal is apprehended. Stray cats will be held for a minimum of four (4) days plus the day of impoundment prior to disposition. The holding period may be waived if a licensed veterinarian determines that an animal is so ill or injured that housing it for the lawful period will only prolong its death.
6. Stray Redemption by Owner. If an animal is redeemed by an owner in accordance with the procedures prescribed by Wisconsin Statutes, the owner will be required to pay any and all expenses incurred and/or fees charged by the humane society, including, but not limited to, veterinary costs and daily boarding fees. If an animal is not rabies vaccinated or licensed, an owner must sign a contract agreeing to have the pet rabies vaccinated and licensed by the deadline stated in the contract. If the municipality requests, and provides the humane society with a fax number, the humane society will fax a copy of the contract to the municipality for follow-up.
7. Records. Upon request, the humane society will submit a record showing the date each animal entered the shelter, where it was originally found, and how and when the animal was disposed of.
8. Bite/Rabies Quarantine; Seizures.
 - a. Known Owner. If an animal that is subject to a bite or rabies quarantine has a known owner, the animal will be held only if space is available at the shelter. The owner will be primarily responsible for daily boarding fees, travel time, charges incurred for veterinary checks on the animal(s), and all other fees and costs for the animal's care, as described in Paragraph 2 of Exhibit A to this agreement; however, if the animal has a known owner and an officer of the municipality requires the animal to be quarantined at the humane society and the owner is unable to pay the daily boarding fees, travel time, charges incurred for veterinary checks, and all other fees and costs associated with the animal's care, the municipality will be responsible for payment of all such fees and charges directly to the humane society.
 - b. Owner Unknown/Unavailable. Animals that must be held for rabies or bite quarantine will be held by the humane society if the owner is unknown or unavailable, and if space is available. In the event the owner is unable to be found or identified, the humane society will request reimbursement from Dodge County for quarantine, travel time, and veterinary expenses pursuant to Wisconsin Statutes Section 95.21(8). Any amount not reimbursed by Dodge County will become the responsibility of the municipality.
 - c. Policies, Fees and Charges. The humane society's current rabies/bite policies and the amounts of fees and charges for quarantine are attached hereto as Exhibit A;

however, all policies are subject to change on notice at the humane society's sole discretion.

- d. Seizures. Animals that are seized by a law enforcement officer can be housed at the humane society if space is available. If the animal has a known owner and an officer of the municipality requires the animal to be quarantined at the humane society, the municipality will be responsible for payment directly to the humane society for the daily boarding fees, travel time, charges incurred for veterinary checks, and all other fees and costs for the animal's care.

9. General Provisions.

- a. Inspection. Any official of any contracted municipality shall have access to the humane society shelter building for the purposes of inspecting the conditions of the shelter. Any such visits shall be conducted during normal staffed hours as listed in paragraph 2a.
- b. Indemnification. Each party agrees to indemnify and save harmless the other from all suits, claims and demands and actions arising out of its own alleged actions or inactions and agrees that it is solely responsible for its own operations, employees and agents.
- c. Effect of Waiver. If the humane society waives any term of this contract at any time, it will not constitute a waiver of the same term for other instances in which it might apply, nor will it constitute a waiver of any of the other provisions of this contract.
- d. Effect of Invalidity of Provision. If any provision in this contract shall be declared invalid, the remaining provisions shall continue in full force and effect.
- e. Entire Agreement. This document contains the entire agreement between the parties and the municipality warrants and represents that there are no statements or representations by any humane society representatives which are contrary to or which would vary or add to the terms of this agreement.
- f. Limited to Stray and domesticated animals. The term "stray and domesticated animals for purposes of this agreement includes dogs, cats, rabbits, hamsters, and domesticated gerbils, mice, rats, certain snakes, and birds. It does not include any other animals, including but not limited to livestock, wild or exotic animals or birds of prey.

- 10. Additional Services. The humane society may, upon request by the municipality, and at the humane society's sole discretion, agree to perform additional or ancillary services or services in extraordinary circumstances beyond those contemplated as within the

normal scope of this agreement. The municipality will pay to the humane society a reasonable or hourly reasonable and customary fee in an amount determined by the humane society as appropriate for additional services under the circumstances of each such request.

11. Term; Binding Effect. The term of this agreement shall be for a period of twelve months, commencing January 1, 2026 and expiring December 31, 2026. Therefore, services provided by the humane society to the municipality will be governed by the terms of this agreement commencing January 1, 2026 and continuing through December 31, 2026. However, this agreement shall be binding upon the parties hereto as soon as it is legally executed by resolution and approved by the municipality and when executed by the humane society.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the dates indicated below:

City of Columbus

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

The Dodge County Humane Society, Inc.

By: *Kensington Drinkwine* Title: Executive Director Date: 9/19/25

Exhibit A – Rabies/Bite Quarantine Policies, Fees and Charges*

1. Owned animal up to date on rabies vaccination, not vicious: Not required to be quarantined at a facility; owner can quarantine at home with the following provisions:
 - a. THREE veterinary checks are required: one within 24 hours of bite; a second check thereafter but before 10 days elapse from the date of the bite; and a third on 10th day after the bite. The owner is responsible for veterinary charges for all visits.
 - b. The animal must be kept separate from other animals and have minimal human contact. This means no playing in a yard that is not securely fenced, no walking a dog outside the yard, and no playing with other dogs or cats.
 - c. If there are multiple animals in the home, the animal must be kept in a separate room or crated.

2. Owned animal not up to date on rabies vaccination, not vicious: Must be quarantined off site (not at the home). If the animal will be quarantined at the humane society. Fee is \$500.00. Owner is responsible for the applicable fees at time of drop off.

3. Owned animal considered vicious (whether up to date on rabies or not): Bite euthanasia is an option. Animal will be immediately euthanized and the head sent in to the state for evaluation. Fee is \$750.00. Owner is responsible for the applicable fees at time of drop off.

4. Unknown owner: After applicable stray hold period is up, animal will be euthanized. Charges as listed in paragraphs 2a-2d will apply; however, prior to billing the municipality for the charges, the humane society will attempt to bill the county, per state law. If the animal is injured or considered vicious, a veterinarian will be consulted as to whether the four day stray hold can be waived.

*If state statute or state or local health department directive requires a course of action inconsistent with these policies, they shall be deemed modified to the extent of such statutory or health department directive only, and all remaining portions of these policies, fees and charges shall remain in full force and effect.