



Common Council Meeting - Amended Agenda

Wednesday, April 02, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Pledge of Allegiance

Notice of Open Meeting

Approval of Agenda

Public Comment

Consent Agenda

1. Special Committee of the Whole and Common Council Minutes of 03/18/2025.

New Business

2. Consider and take action on encroachment of garden at 1360 Waterloo Street onto City property (CoW 4/2/25).
3. Consider and take action on Zion Lutheran Conditional Use Permit (CUP). (PC 01/19/25, 03/13/25)
4. Presentation of Annual Report by Columbus Utilities (UC 3/20/25).
5. Consider & take action on claims in the amount of \$249,254.99

6. Consider and take action regarding authorization to begin recruitment for a Finance Director and approval of job description (CoW 4/2/25).

Report of City Officers – Police Chief, City Administrator, Mayor

Convene to Closed Session

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

Reconvene to Open Session

Adjourn

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



Special Committee of the Whole Meeting Minutes

Tuesday, March 18, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Council President Roelke called the meeting to order at 6:33pm. The following members were in attendance: Council President Amy Roelke, Mayor Joe Hammer, Alderperson Trina Reid, Alderperson Ryan Rostad and Alderperson Molly Finkler. Alderperson Sarah Motiff and Alderperson Michael Lawson were excused.

Notice of Open Meeting

Noted as posted.

Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Finkler to approve the agenda with the adjustment of moving the proclamation of Fred Dartt Day to this meeting and removing it from the regular Common Council meeting agenda. Motion carried on a unanimous voice vote.

Public Comment

Mayor Hammer read the recently adopted Resolution 3-25, acknowledging March 20th as Fred Dartt Day in the City of Columbus. There were many members of Fred Dartt's family and the Columbus Fire Department in attendance. Della Dartt spoke about Fred's life and service to the city and introduced her great grandson, Sammuell Frederick, who is hoping to follow in his great-grandpa's footsteps. She thanked the city for the recognition of Fred and shared how much it means to her and her family.

New Business

1. Discussion regarding Purchase Agreement for 1149 W James Street:

Community and Economic Development Director, Mike Kornmann shared that Matt Faust with Edward Jones has expressed interest in purchasing 1149 W. James Street in order to expand his business and renovate the current building to allow for multiple tenants to also occupy the space. His purchase offer is in the amount of \$280,000 with the contingency that the City and the purchaser negotiate in good faith for the creation of a development agreement that includes tax incremental financing and perhaps post-sale rentals of storage space to the city. Alderperson Rostad questioned if \$5,000 was feasible to ask as earnest money on a commercial property. Attorney Johnson had no problem with asking for this amount. Kornmann reiterated to council that this project will bring about a renovated facade which will be presented in the development agreement. Amundson shared that the recommendation is for a 80% Pay as you Go TID, where the onus is on the developer to increase the value of the property.

The council will have the discretion to allocate the proceeds of this sale towards the new Public Safety Building Project. Staff will be working on a storage plan for the antique firetruck and other items currently being stored in the old Countryside building. Committee agreed to move forward to the March 18, 2025 Common Council meeting.

2. Discussion regarding the awarding of the zoning and subdivision proposal by Vandewalle and Associates in an amount not to exceed \$129,090:

Kornmann shared that the Plan Commission is recommending the Vandewalle proposal after receiving and reviewing six proposals. There was also an internal review team. It is a quality proposal and is under our budget with an approximate 18-month timeline. Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

3. Discussion of Parking Reduction Request for Cardinal Heights – Lamps Landing:

Kornmann shared that our current Zoning Code currently has some excessive requirements for parking, such as three parking spaces for a studio apartment. However, it also allows for parking reduction requests from developers and property owners which Lamps Landing has asked for. The Plan Commission has reviewed their request and is recommending 68 stalls for the commercial property. Forty-five of the spaces will be underground. Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

4. Discussion regarding Task Order 2025-02 with Ruckert Mielke for construction assistance associated with the Fireman's Park Stormwater Project:

Engineer Leitha shared the highlights of Task Order 2025-02 for construction assistance associated with the Fireman's Park Stormwater Project with the Committee. Members agreed to move forward to the March 18, 2025 Common Council meeting.

5. Discussion regarding Task Order 2025-03 with Ruckert Mielke for construction services related to the 2025 Street & Utility Improvement project (Brookside Lane):

Engineer Leitha shared the highlights and the breakdown of the costs of Task Order 2025-03 for construction services related to the 2025 Street & Utility Improvement project - Brookside Lane. Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

6. Discussion of Furnace replacements for Fire Department:

Chief Hazeltine presented three bids for replacement of the furnaces at the Fire Station. The replacement cost will come from the building expense line of his budget per Treasurer Larson. It was discussed with staff to get quotes for a two-stage system. Quality Electrical, Air-Care, and TAS all submitted bids but they were variations in the equipment quoted. Alderperson Rostad shared what he discovered about one-stage versus two-stage furnaces. He asked what the potential future use of the current Fire Department building would be when we moved to a new Public Safety building. That can not be determined at this time, however the basic building needs such as a working furnace would be required whether we were retaining the building for city use or selling it. Rostad suggested approving the TAS quote based on tonight's discussion. Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

7. Discussion regarding Ordinance No. 799-25: An Ordinance Concerning Committees, Commissions, and the Manner in which the City Council Conducts its Business:

Administrator Amundson shared the changes staff has worked into the new ordinance. It eliminates the Committee of the Whole method of governance by repealing and recreating section 2-41. All items would go to a Committee, then to Council. Matters concerning cable, public works, personnel and finance, and/or items that don't have a committee go to a Committee of the Whole that meets before the council meeting so all issues can be addressed in one meeting, without a two-week delay, unless that is specifically called for by the Council. The other revisions were discussed which included Section 2-48 concerning members and terms, the renaming/combining of specific committees and boards, and the expectation that all city committees will also share their meeting packets (support materials) when their agendas are posted. No changes were made to Tourism, Joint Review Board or Ethics. The Cable, Investment and Street Light Committees were eliminated.

Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

8. Discussion regarding Janitorial needs of the city:

Amundson shared that our former Part-Time Janitor left in January 2025. Staff has researched various options to replace this service for our city buildings. An idea being brought forward is to create a fourth Maintenance II DPW employee position which would be entry level and whose primary duties would be janitorial services during the week. When those tasks were completed, they would be able to work on other Public Works projects. The specifics would be worked out by our new DPW Director. This proposal would eliminate two part-time positions currently held at the DPW. This would not affect the hiring process of the city's seasonal employees. Committee members agreed to move forward to the March 18, 2025 Common Council meeting.

Adjourn

Motion made by Alderperson Finkler, Seconded by Alderperson Rostad to adjourn at 7:20pm. Motion carried on a unanimous voice vote.

*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.



Common Council Meeting Minutes

Tuesday, March 18, 2025 at 6:35 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Mayor Hammer called the meeting to order at 7:22pm. Members present included: Alderperson Molly Finkler, Mayor Joe Hammer, Alderperson Trina Reid, Council President Amy Roelke, and Alderperson Ryan Rostad. Alderperson Michael Lawson and Alderperson Sarah Motiff were excused.

Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

Notice of Open Meeting

Noted as posted.

Approval of Agenda

Motion made by Alderperson Rostad, Seconded by Alderperson Finkler to approve the agenda with the removal of the Fred Dartt Day recognition. Motion carried on a unanimous voice vote.

Department Reports for File included Fire (02/2025), Library (02/2025), Police (02/2025) and Treasurer (01/2025).

Public Comment - None.

Consent Agenda

Motion made by Alderperson Roelke, Seconded by Alderperson Rostad to approve the Consent Agenda which included: Special Committee of the Whole and Common Council Minutes from 02/27/2025; Special Committee of the Whole, Common Council and Committee of the Whole Minutes from 03/04/2025.

Ordinances – First Reading (Final action may be taken by a motion to suspend the rules and waive the readings under City of Columbus Ordinance Sec 2-46)

4. Ordinance No. 799-25: An Ordinance Concerning Committees, Commissions, and the Manner in which the City Council Conducts its Business:

Motion made by Alderperson Finkler, Seconded by Council President Roelke to suspend the rules. Motion carried on a unanimous voice vote.

Motion made by Council President Roelke, Seconded by Alderperson Finkler to waive the readings of Ordinance 799-25: An Ordinance Concerning Committees, Commission, and the Manner in which the City Council Conducts its Business. Motion carried on a unanimous voice vote.

Motion made by Council President Roelke, Seconded by Alderperson Finkler to adopt Ordinance 799-25: An Ordinance Concerning Committees, Commission, and the Manner in which the City Council Conducts its Business pending final review by the City Attorney. Motion carried on a unanimous voice vote.

New Business

5. Consider and take action regarding the Purchase Agreement for 1149 W James Street:

Motion made by Council President Roelke, Seconded by Alderperson Finkler to approve the Purchase Agreement for 1149 W. James Street. Motion carried on a 3-1 Roll Call vote. Voting Yea: Alderperson Finkler, Council President Roelke, and Alderperson Rostad. Voting Nay: Alderperson Reid.

6. Consider and take action on award of the Zoning and Subdivision Rewrite RFP to Vandewalle & Associates not to exceed the amount of \$129,090:

Motion made by Alderperson Finkler, Seconded by Council President Roelke to award the Zoning and Subdivision rewrite to Vandewalle & Associates not to exceed the amount of \$129,090. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

7. Consider and take action on Parking Reduction Request for Cardinal Heights– Lamps Landing:

Motion made by Alderperson Rostad, Seconded by Council President Roelke to approve the parking restriction, a reduction request by Cardinal Heights. Motion carried on a 3-1 voice vote with Alderpersons Rostad, Finkler, and Roelke voting Yea, and Alderperson Reid voting Nay.

8. Consider and take action on Task Order 2025-02 with Ruckert Mielke for construction assistance associated with the Fireman's Park stormwater project in the amount of \$51,000 (CoW 3/18/25):

Motion made by Council President Roelke, Seconded by Alderperson Finkler to approve Task Order 2025-02 with Ruckert Mielke for Construction Assistance associated with the Fireman's Park Stormwater Project in the amount of \$51,000. Alderperson Rostad asked for clarification of the start date noting the City's 4th of July Celebration. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

9. Consider and take action on Task Order 2025-03 with Ruckert Mielke for construction services related to the 2025 Street & Utility Improvement project (Brookside Lane) in the amount of \$83,220 (CoW 3/18/25):

Motion made by Alderperson Finkler, Seconded by Council President Roelke to approve Task Order 2025-03 with Ruckert Mielke for construction services related to the 2025 Street & Utility Improvement project (Brookside Lane) in the amount of \$83,220. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

10. Consider and take action on award of quote to Quality Electric in the amount of \$8,700 to replace furnaces at the Fire Department (CoW 3/18/25):

Motion made by Alderperson Rostad, Seconded by Alderperson Reid to approve the purchase of furnaces for the Fire Department from TAS HVAC, LLC in an amount not to exceed \$10,400. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

11. Consider and take action on Public Works Director job description (CoW 3/4/25):

Amundson reminded that this item was discussed at the March 4, 2025 Committee of the Whole meeting.

Motion made by Alderperson Finkler, Seconded by Council President Roelke to approve the Public Works Director job description. Alder Rostad asked Amundson if there was an accepted offer. Amundson replied yes, with a April 7, 2025 start date. Motion carried with a unanimous voice vote.

12. Consider and take action on authorizing an additional Maintenance II staff position for Public Works (CoW 3/18/25):

Motion made by Alderperson Rostad, Seconded by Alderperson Finkler to hire an additional Maintenance II staff position at the Public Works Department. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

13. Consider & take action on claims in the amount of \$569,636.85:

Motion made by Council President Roelke, Seconded by Alderperson Reid to pay the Claims in the amount of \$569,636.85. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

Report of City Officers – City Administrator, Mayor

Amundson shared that a Staff Retreat was held on March 13, 2025. The focus was on the implementation of the Strategic Plan. The next step will be putting the discussed data into the work plan. There will be a Council Retreat on June 24th which will be an all day event. Details will be shared at a later date.

Mayor Hammer thanked the City staff for all they continue to do. The upcoming Spring and Summer are going to be busy in the city. He addressed the use of Facebook by others. We, as council, direct our Police Officers to do a job and they are doing their job. We have good people working for our city and we need to be supportive of them.

Convene to Closed Session

Convene to closed session pursuant to § 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically the annual performance review of City Administrator.

Motion made by Alderperson Rostad, Seconded by Alderperson Finkler to go into Closed Session at 7:41pm. Motion carried on a 4-0 Roll Call vote. Voting Yea: Alderperson Finkler, Alderperson Reid, Council President Roelke, and Alderperson Rostad.

Reconvene to Open Session

Motion made by Alderperson Finkler, Seconded by Council President Roelke to reconvene to Open Session at 8:22pm. Motion carried on a unanimous voice vote. No action followed.

Adjourn

Motion made by Alderperson Finkler, Seconded by Council President Roelke to adjourn at 8:22pm. Motion carried on a unanimous voice vote.

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



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: April 2, 2025

Item Title: Discuss encroachment of garden at 1360 Waterloo Street onto City property.

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The property owners at 1360 Waterloo Street recently received a letter informing them of their garden's encroachment onto City property. The property owners have reached out regarding possible solutions, staff have discussed the following options:

- Remove the garden from City property.
- Property owners complete a survey at their expense to determine the additional area needed on city property for the garden, city grants a temporary limited easement to them for the additional needed property.
- Agreement that City grants temporary limited easement for the entirety of the adjacent City property with limitations on what can be done on the property (no structures, no expansion of the garden, etc) in exchange for them maintaining the grass area to expected city standards.

List all Supporting Documentation Attached:

Encroachment Letter

Action Requested of Council:

Discuss encroachment of garden at 1360 Waterloo Street onto City property.



**CITY OF COLUMBUS
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT**

Item #2.

105 N. DICKASON BOULEVARD

COLUMBUS, WISCONSIN 53925-1565

920.623.5900

www.cityofcolumbuswi.com

Zachary A. Freter & Tanya M. Lester
1360 Waterloo Street
Columbus, WI 53925

This letter is in regard to the garden located near your property at 1360 Waterloo Street that has come to our attention. We would like to inform you that the garden you have created and maintained has been placed on City property and is in violation of our municipal ordinance (Ch 86, sections 96 and 97). Attached is a parcel map with the highlighted boundaries including an aerial view of the garden's placement on the adjacent City-owned property.

We recognize that you have put a lot of time and work into your garden, but any further maintenance must cease. Using the parcel maps provided, you are encouraged to relocate the garden onto your property prior to replanting this Spring.

Please call me with any questions at 920-350-5894.

Sincerely,

Michael Kornmann

Michael Kornmann
Zoning Administrator/
Director of Community and Economic Development

CC: Matt Amundson, City Administrator
Dennis Weiner, Police Chief
Darrell Ward, Lieutenant

☆ Parcel Taxkey: 2233952

Owner Name(s):
Freter, Zachary A; Lester, Tanya M

Owner Address:
1360 Waterloo Street
Columbus, WI 53925

(Site or property address is not available from the county data.
Please visit the tax assessment site below.)

[Tax Assessment Data](#)

[Create Work Order](#)

[View Additional Details](#) | [Add to Results](#)

Surface Water Data Viewer Team | Land Information

☆ Parcel Taxkey: 2233958

Owner Name(s):
City of Columbus

Owner Address:
105 N Dickason Boulevard
Columbus, WI 53925

(Site or property address is not available from the county data.
Please visit the tax assessment site below.)

[Tax Assessment Data](#)

[Create Work Order](#)

[View Additional Details](#) | [Add to Results](#)

Surface Water Data Viewer Team | Land Information



Agenda Item Report

Meeting Type: Plan Commission

Meeting Date: April 2, 2025

Item Title: Zion Lutheran Conditional Use Permit (CUP)

Submitted By: Michael Kornmann, Director of Community and Economic Development

Detailed Description of Subject Matter: The application discusses the expansion of the school. The access through the site to Fuller Street is removed creating the need for a fire hydrant in the center of the site. Parking stalls meet the code as required and so a parking reduction request is not necessary. The City Engineer has included a review in the attached letter.

The Plan Commission recommends approval of the CUP with the below conditions including the temporary service drive until Fuller Street is built to support development to the west.

Supporting Documentation Attached:

- City Engineer Review letter
- Zion CUP application

Action Requested of Council: Approve CUP with suggested conditions below:

1. Address items listed in the City Engineer's review letter
2. Grantee obtain staff approval of a site plan that meets code requirements and the conditions in the Conditional Use Permit.
3. Grantee follow all municipal ordinances including storm water management
4. If any changes are made to the site, obtain an amended Conditional Use Permit
5. Provide a fire hydrant in the center of the site and other requirements provided by the Fire Chief
6. Screen refuse from public view
7. Obtain building, sign, and other permits as required by ordinance.
8. The Conditional Use Permit is in effect as long as all conditions of the permit are met.
9. Provide a service drive on Fuller Street until development occurs to the west.

December 26, 2024

Mr. Mike Kornmann
Director of Community and Economic Development
City of Columbus
105 North Dickason Boulevard
Columbus, WI 53925-1565

Re: Columbus – Zion Lutheran Church and School CUP

Dear Mr. Kornmann:

Ruekert & Mielke, Inc. has completed our review of the site plan for the above referenced project, with an application date of December 9, 2024. The submittal was reviewed in accordance with Columbus Ordinance 114, Division 3 - Conditional Use, Chapter 47 - Erosion Control and Chapter 48 - Storm Water Management. This review does not constitute a recommendation for future phases. Future phases for development on this lot shall require additional review and approval. This review may not include all City requirements for this submittal. We offer the following comments, clarifications, or concerns:

General:

1. The Fire Department will need to comment since site circulation has been cut off from Fuller Street to Western Ave. Trucks need to be able to turn around on Fuller Street. Hydrant placement requirements for new construction. Confirm building addition sprinkler requirements and any building connection locations.
2. Confirm all trees on site that will be impacted are shown on the plan, it appears trees in the location of the storm water facility are not shown on the plan.
3. Provide a site lighting plan to show existing and proposed lighting, submit lighting photometric plan showing lighting levels at property line and lighting fixture sheets.
4. Erosion Control Plan is missing, provide plan and calculations in accordance with chapter 47.
5. All permits will be required for erosion control, storm water, driveway, and work in the right-of-way required for construction.

Sheet C2.1

1. No grinding of curbs allowed in City right-of-way on Warner Street, remove and replace in accordance with City standards.
2. Show trees removed for storm water pond and driveway on site plan.

Sheet C2.2

1. Confirm parking is compliant with ordinance requirements with zoning administrator, if a lower number of stalls are shown than required, a reduction must be requested per the ordinance.
2. The driveway on Warner Street needs to be compliant with City driveway standards for width and tapers.
3. Incorrect spelling for Warner Street for street label.
4. Add culvert under driveway onto Western Avenue.
5. Relocate speed limit sign due to conflict with driveway on Western Avenue.
6. Fuller Street extension requirements needed for dead end created by new building.

Mr. Mike Kornmann
City of Columbus
December 26, 2024
Page 2

7. Sidewalk extension on Warner Street required from existing to Western Avenue.

Sheet C2.3

1. Provide storm water management plan and agreement for new site improvements in accordance with chapter 48. Consider designing site to accommodate the future expansion with new stormwater facility.

Sheet C2.4

1. Show sanitary sewer lateral and connection for new facility to sanitary sewer main.
2. Show water service and connection for new facility to water main.

Sheet C2.5

1. No landscaping allowed in Fuller Street right-of-way, consider dumpster enclosure to match architecture for dumpster screening or an opaque fence.
2. Provide grasses for screening on berm along Western Avenue.
3. Add tree to eastern island in parking lot.
4. Show areas of seeding limits and label on plan
5. Provide information on trees removed to determine replacement requirements.

Please feel free to contact me if you have any questions regarding this review.

Respectfully,

RUEKERT & MIELKE, INC.

Jason P.
Lietha

Digitally signed by Jason
P. Lietha
Date: 2024.12.26
10:57:55 -06'00'

Jason P. Lietha, P.E. (WI, MN, MI)
Vice President
jlietha@ruekert-mielke.com

JPL:sjs

cc: Matt Amundson, City of Columbus
Paul Johnson, Boardman & Clark

812 Western Avenue, Columbus, Wisconsin 53925

Owner Representatives: Chad Grambsch, Matt Huber, Matt Yaroch, and Michael Uttech (920.623.5180)

Dear City of Columbus,

The main purpose of the proposed, phase one, 19,005 square feet, addition at Zion Lutheran School is to provide three classrooms, a gymnasium, and a multi-purpose space. A reconfigured parking lot with additional parking spaces, a new vestibule, and an entry lobby will serve as the addition's primary entrance. This addition will have little to no impact on adjacent properties and is sympathetic to the use, layout, and aesthetics of the existing facilities.

The proposed addition will promote economic growth for the existing church while also further encouraging the inclusion of local youth groups. The structure will promote education, cultural activity, and foster multi-generational social gatherings. This will allow Zion Lutheran School to expand its capacity to provide high quality educational and recreational opportunities. This plan aligns with the intended use and provides additional community amenities.

The calculations indicating the total site size, building floor area, number of parking spaces, amount of impervious surface, and amount of non-impervious green space is as follows:

- Total Site Size: 335,584.8 Sq. Ft. (7.70 AC.)
- Building Floor Area: 54,165 Sq. Ft.
- Number of Parking Spaces: 98
- Amount of Impervious Surface: 124,133 Sq. Ft.
- Amount of pervious green space: 211,451.8 Sq. Ft.

Existing site lighting will remain in place and will be utilized for the reconfigured parking layout. Additional site lighting can be provided if necessary.

The new building addition will operate within the same hours as the adjacent existing buildings: Monday through Friday 7:30am-4pm with occasional weekend use. The number of employees and number of shifts will also remain the same. Currently, there are 12-15 full-time staff. The existing exterior marquee signage is to remain, and no new signage is planned as part of the new construction scope.

The anticipated nontaxable value / construction cost for the proposed addition is approximately 3.5 million dollars.

Sincerely,

The Design Team



City of Columbus
105 N Dickason Blvd, Columbus, WI 53925
Phone: (920) 623-5900
Website: www.cityofcolumbuswi.com

ZONING PERMIT APPLICATION

Fees: \$25.00 plus reimbursement of the City for legal, engineering, drainage or other consultants needed to review any land development proposal.

Proposed Activity - Please select the activity below that applies to your project.

- New Construction
- Building Addition or Expansion
- Addition of Primary Use
- Parking Lot Expansion or Site Alterations
- Change of Primary Use
- Reactivation of Primary Use
- Other: Conditional Use Permit

Property Information

Property Address: 812 Western Avenue Parcel Number: 1504.01

Zoning District: Institutional Does the Project need a Building Permit? Yes No

Is the Property in the Floodplain? Yes No Does the Project need a Driveway Permit? Yes No

Is the property or building in a historic district or similar designation? Yes No

Proposed Primary Use of Property: Church & School

Is the property within 300 feet of a waterway? Yes No

Applicant Information

Applicant Name/Authorized Agent: Jeffrey Kachon

Applicant Phone: 920 210-2388

Name of Business: ZION LUTHERAN E-mail: office@zioncrusaders.com

Property Owner Name (if other than applicant): Zion Lutheran Church + School

Property Owner Signature: Jeffrey Kachon (president)

I understand that I must comply with all applicable Building and Zoning Codes and obtain any necessary permits from the Columbus Building Inspector and Zoning Administrator; that I must comply with plans and information submitted with this application; and that falsifying information may result in my Permit being revoked. I grant City staff access to the property to inspect the project/property. I agree to pay all fees related to the review of the development proposal according to City Ordinances.

Signature of Applicant: Jeffrey Kachon Date: 20 November 2024

SUBMITTAL REQUIREMENTS FOR ZONING PERMIT APPLICATIONS

New Construction/Building Addition (Includes new commercial buildings and additions, new residential construction and additions, and permanent accessory structures.

- Completed Zoning Permit Application
- Site Plan
- Plan of Operation (for Commercial buildings only)

Parking Expansion or Site Alteration

- Completed Zoning Permit Application
- Site Plan

Addition, Use Change or Reactivation of Prior Use

- Completed Zoning Permit Application
- Site Plan
- Submit a Plan of Operation in accordance with 114-50, the plan of operation includes:
 - 1) The name and address of the applicant.
 - 2) A description of the business, commercial, industrial or other activities that will occur on the property.
 - 3) The name and address of the on-site manager of the business or entity.
 - 4) The proposed hours during which activities will occur on the property.
 - 5) The number of full-time and part-time employees that will be employed on the property, which may be expressed as a range of full-time and part-time employees.

Other

- Completed Zoning Permit Application
- Site Plan
- Submit a Plan of Operation



City of Columbus
105 N Dickason Blvd, Columbus, WI 53925
Phone: (920) 623-5900
Website: www.cityofcolumbuswi.com

ZONING PERMIT APPROVAL/DENIAL

| | |
|---|-----------------------------------|
| OFFICE USE ONLY: | Property Address/Parcel #: |
| Project Description: | |
| Approved/Denied: | Zoning Permit Number: |
| Permit Conditions/Notes: | |
| Zoning Administrator Signature and Date: _____ | |



City of Columbus
105 N Dickason Blvd, Columbus, WI 53925
Phone: (920) 623-5900
Website: www.cityofcolumbuswi.com

Plan of Operation Application

Plan of operation required per 114-50 - No person or entity may use any property for any purpose, without an approved plan of operation issued pursuant to this section. No activity or enterprise may be engaged in or carried on upon any property, except as provided in an approved plan of operation issued pursuant to this section.

Applicant Name: Chad Grambsch

Business Name: ZION LUTHERAN

Business Address: 812 Western Ave

Applicant Phone Number: 812 Western Ave, Columbus, WI 53925

Applicant E-Mail Address: principal@zioncrusaders.com

Onsite Manager: Chad Grambsch

Description of Business Activities that will occur on the premises: The main purpose of the proposed phase one addition, and Zion Campus, is to provide the local area with high quality education, cultural activity, foster multi-generational social gatherings, worship services, and recreational opportunities.

The planned addition will house three classrooms, a gymnasium, and a multi-purpose space; allowing Zion Lutheran School to expand its capacity and better serve the community.

Proposed Business Hours: 7:30 am - 4:00 pm

Full time employees at this location: 12 Part time employees at this location: 3

What is the highest number of employees that would be working at one time (more than 1 hour straight, do not include shift changes)? 15

If the plan of operation is for a multi-tenant building, the application shall include a floor plan for the building, which shows the area they operate their business.

Signature of Applicant: Chad Grambsch Date: 11/15/2024

Additional Information under section 114-50



City of Columbus
105 N Dickason Blvd, Columbus, WI 53925
Phone: (920) 623-5900
Website: www.cityofcolumbuswi.com

Temporary plan of operation

A temporary plan of operation is required for seasonal business operations, special events, vendor stalls, and other seasonal or short term nonresidential activities such as holiday tree sales and fruit and vegetable stands. The duration of a temporary plan of operation permit shall be established by the city council.

Exceptions

Approval of a plan of operation is not required for residential uses, city facilities and operations, or public school buildings and operations.

New plan of operation required for changed operations

A new or amended plan of operation is required where:

- (1) The person or entity that owns or leases the property or operates the business on the property changes.
- (2) The number of employees working on the property increases beyond the maximum number specified in the existing plan of operation.
- (3) The hours of operation are changed.
- (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities described in the existing plan of operation.

Existing uses

The lawful use of structures or land existing as of the date of adoption of the ordinance from which this section is derived may be continued without an approved plan of operation. For such uses, a plan of operation shall be required where:

- (1) The person or entity that owns or leases the property or operates the business on the property changes.
- (2) The number of employees working on the property increases beyond the number of employees as of the date of adoption of the ordinance from which this section is derived.
- (3) The hours of operation are changed from the hours of operation that existed as of the date of adoption of the ordinance from which this section is derived.
- (4) The business, commercial, industrial or other activities that will occur on the property changes from the activities that occurred on the property as of the date of adoption of the ordinance from which this section is derived.

Any person who violates the terms of this section 114-50 shall be subject to the penalties set forth in section 1-20 of the Columbus Municipal Code for any violation of this section, provided that the minimum forfeiture for a conviction for a violation of this section shall be \$200.00 plus costs.

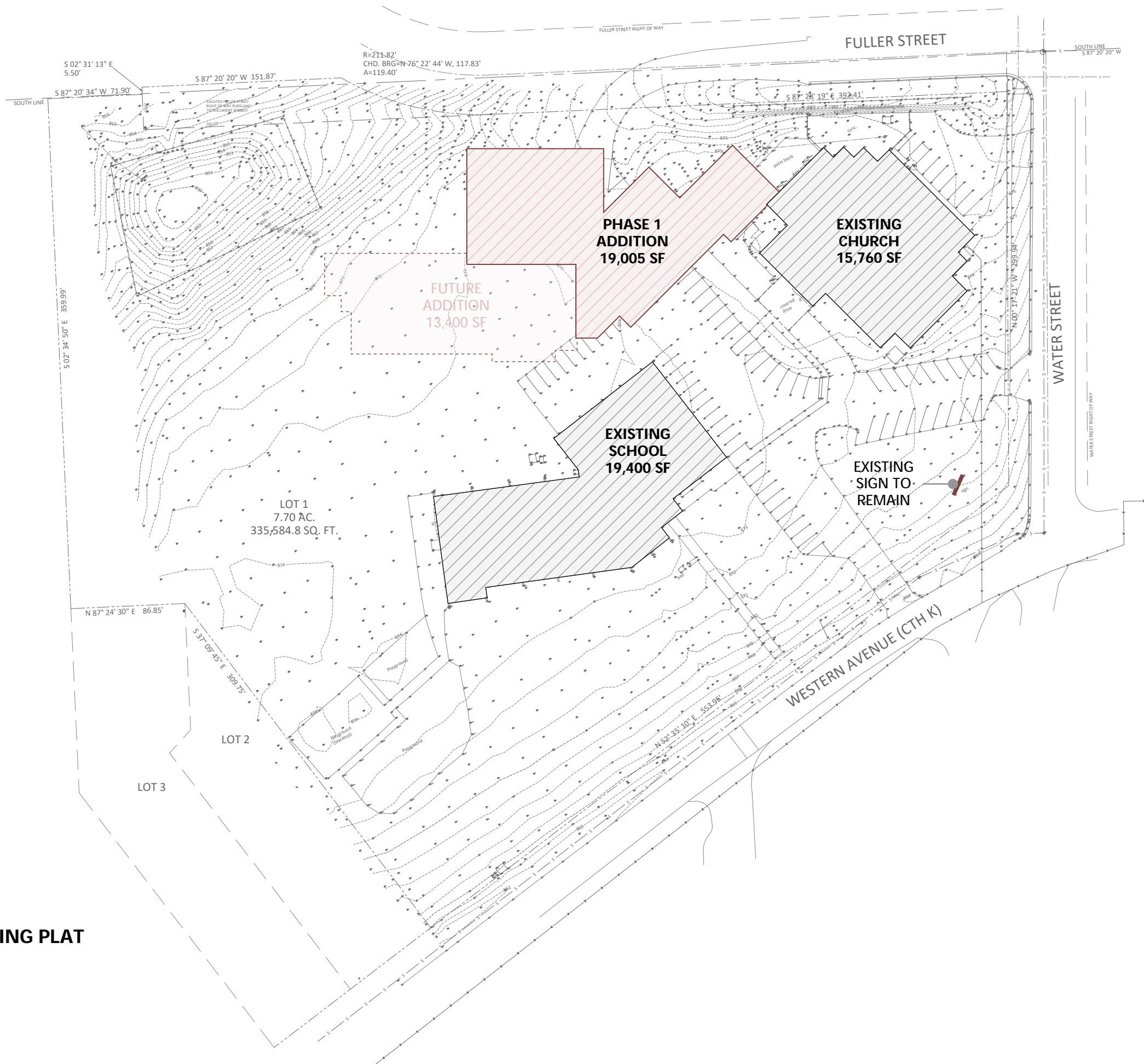


OVERALL EXISTING SITE PLAN

1" = 100'

7.7 ACRES

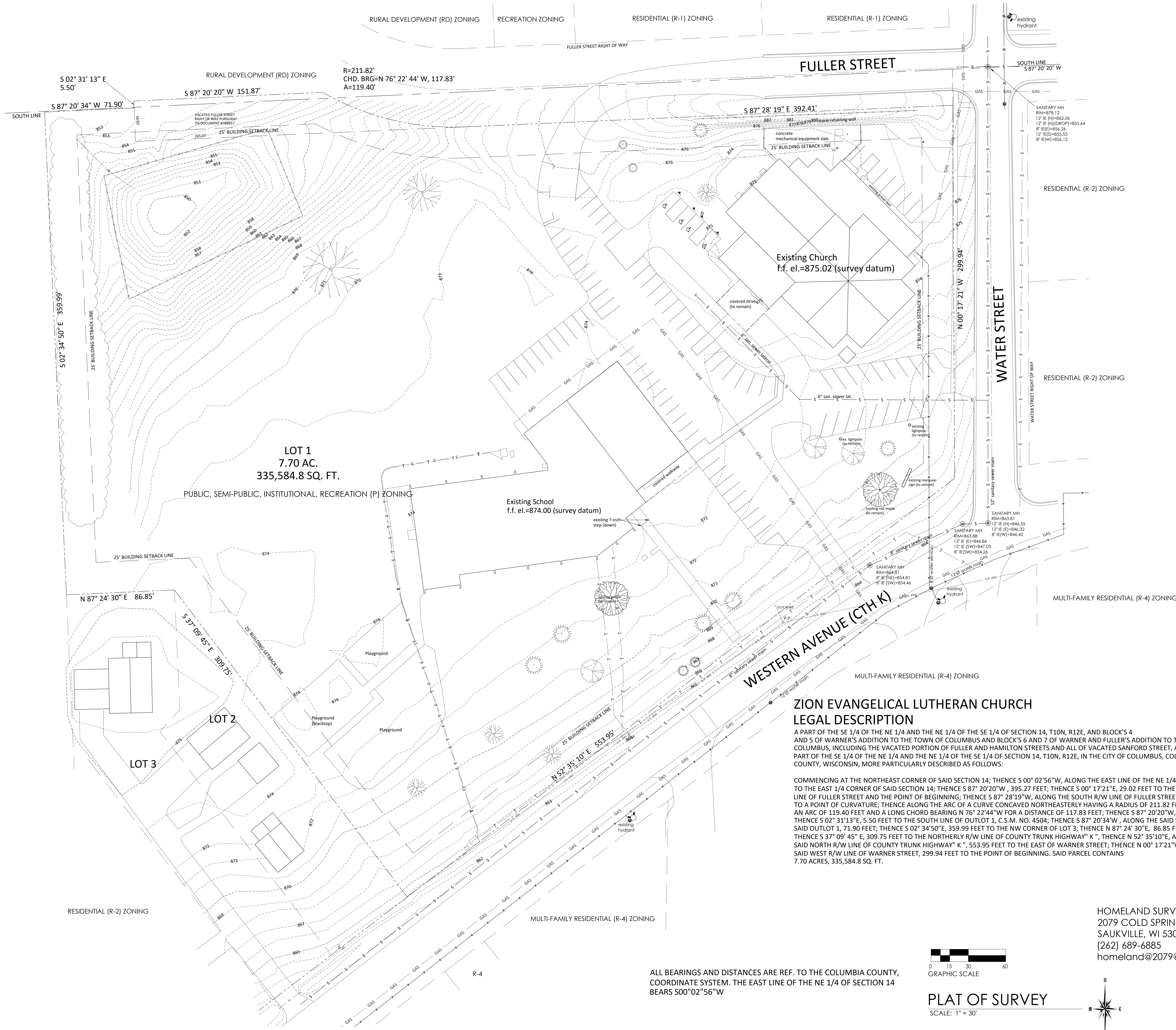




ADDITION FOOTPRINT ON EXISTING PLAT

1" = 80'



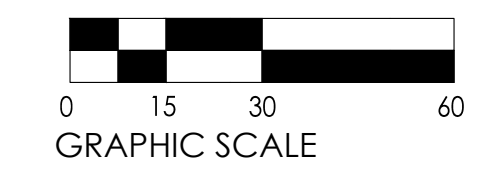


**ZION EVANGELICAL LUTHERAN CHURCH
LEGAL DESCRIPTION**

A PART OF THE SE 1/4 OF THE NE 1/4 AND THE NE 1/4 OF THE SE 1/4 OF SECTION 14, T10N, R12E, AND BLOCK'S 4 AND 5 OF WARNER'S ADDITION TO THE TOWN OF COLUMBUS AND BLOCK'S 6 AND 7 OF WARNER'S ADDITION TO THE TOWN OF COLUMBUS, INCLUDING THE VACATED PORTION OF FULLER AND HAMILTON STREETS AND ALL OF VACATED SANFORD STREET, ALL BEING PART OF THE SE 1/4 OF THE NE 1/4 AND THE NE 1/4 OF THE SE 1/4 OF SECTION 14, T10N, R12E, IN THE CITY OF COLUMBUS, COLUMBIA COUNTY, WISCONSIN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 14; THENCE S 00° 02' 56" W, ALONG THE EAST LINE OF THE NE 1/4, 2654.16 FEET TO THE EAST 1/4 CORNER OF SAID SECTION 14; THENCE S 87° 20' 20" W, 395.27 FEET; THENCE S 00° 17' 21" E, 29.02 FEET TO THE SOUTH R/W LINE OF FULLER STREET AND THE POINT OF BEGINNING; THENCE S 87° 28' 19" W, ALONG THE SOUTH R/W LINE OF FULLER STREET, 392.41 FEET TO A POINT OF CURVATURE; THENCE ALONG THE ARC OF A CURVE CONCAVED NORTHEASTERLY HAVING A RADIUS OF 211.82 FEET, AN ARC OF 119.40 FEET AND A LONG CHORD BEARING N 76° 22' 44" W FOR A DISTANCE OF 117.83 FEET; THENCE S 87° 20' 20" W, 151.87 FEET; THENCE S 02° 31' 13" E, 5.50 FEET TO THE SOUTH LINE OF OUTLOT 1, C.S.M. NO. 4504; THENCE S 87° 20' 34" W, ALONG THE SAID SOUTH LINE OF SAID OUTLOT 1, 71.90 FEET; THENCE S 02° 34' 50" E, 359.99 FEET TO THE NW CORNER OF LOT 3; THENCE N 87° 24' 30" E, 86.85 FEET; THENCE S 37° 09' 45" E, 309.75 FEET TO THE NORTHERLY R/W LINE OF COUNTY TRUNK HIGHWAY "K"; THENCE N 52° 35' 10" E, ALONG THE SAID NORTH R/W LINE OF COUNTY TRUNK HIGHWAY "K", 553.95 FEET TO THE EAST OF WARNER STREET; THENCE N 00° 17' 21" W ALONG THE SAID WEST R/W LINE OF WARNER STREET, 299.94 FEET TO THE POINT OF BEGINNING. SAID PARCEL CONTAINS 7.70 ACRES, 335,584.8 SQ. FT.

ALL BEARINGS AND DISTANCES ARE REF. TO THE COLUMBIA COUNTY, COORDINATE SYSTEM. THE EAST LINE OF THE NE 1/4 OF SECTION 14 BEARS S00°02'56"W



PLAT OF SURVEY
SCALE: 1" = 30'

HOMELAND SURVEYING, LLC
2079 COLD SPRINGS ROAD
SAUKVILLE, WI 53080
(262) 689-6885
homeland@2079@gmail.com



58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003
J&B
SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 1007
WOODRUFF, WISCONSIN 54588
(715) 207-8977
jandesign@gmail.com

PROJECT

**ZION LUTHERAN
SCHOOL
EXPANSION**

**812 Western
Avenue
Columbus, WI
53925**

ISSUE

NO. REV. DATE DESCRIPTION

**PROGRESS
DOCUMENTS**

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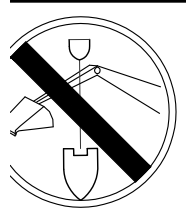
PROJECT INFO

Date: 09.12.2024
Project No. 23.120

SHEET TITLE

PLAT OF SURVEY
SHEET INDEX

C2.0

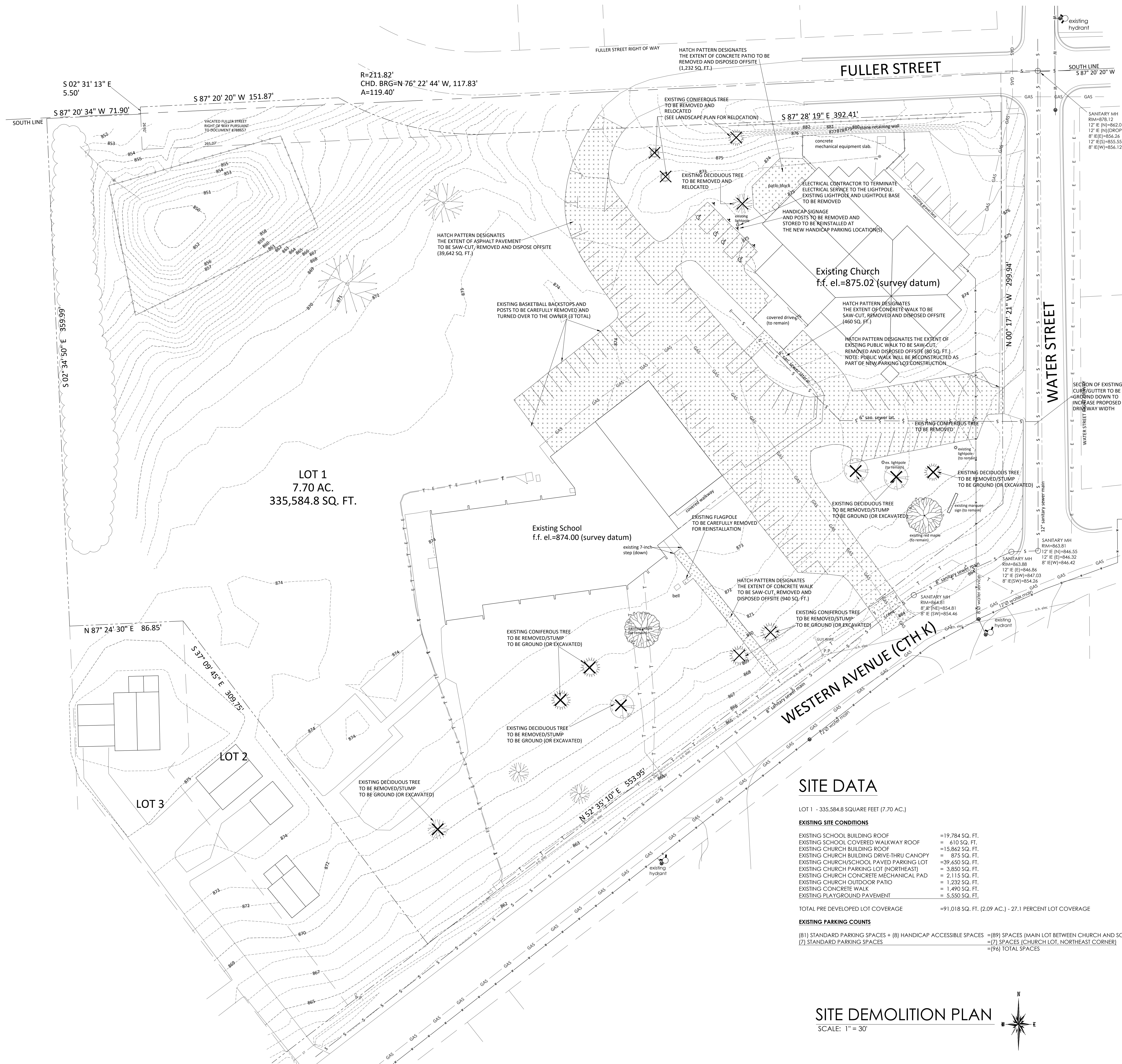


CALL DIGGERS' HOTLINE
1-800-242-8511

TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

NOTE:

THE LOCATION OF UNDERGROUND UTILITIES OR FACILITIES SHOWN ON PLANS ARE BASED ON AVAILABLE RECORDS AT THE TIME OF PREPARATION AND ARE NOT GUARANTEED TO BE COMPLETE OR CORRECT. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING ALL UTILITIES 72 HOURS PRIOR TO CONSTRUCTION TO DETERMINE THE EXACT LOCATION OF ALL FACILITIES AND TO PROVIDE ADEQUATE PROTECTION DURING THE COURSE OF THE PROJECT. THE CONTRACTOR IS ALSO RESPONSIBLE FOR REPAIR OF ALL DAMAGED UTILITIES DURING CONSTRUCTION TO THE SATISFACTION OF UTILITY OWNER(S).



SITE DATA

LOT 1 - 335,584.8 SQUARE FEET (7.70 AC.)

EXISTING SITE CONDITIONS

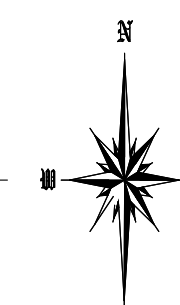
| | |
|--|------------------|
| EXISTING SCHOOL BUILDING ROOF | = 19,784 SQ. FT. |
| EXISTING SCHOOL COVERED WALKWAY ROOF | = 610 SQ. FT. |
| EXISTING CHURCH BUILDING ROOF | = 15,862 SQ. FT. |
| EXISTING CHURCH BUILDING DRIVE-THRU CANOPY | = 875 SQ. FT. |
| EXISTING CHURCH/SCHOOL PAVED PARKING LOT | = 39,650 SQ. FT. |
| EXISTING CHURCH PARKING LOT (NORTHEAST) | = 3,850 SQ. FT. |
| EXISTING CHURCH CONCRETE MECHANICAL PAD | = 2,115 SQ. FT. |
| EXISTING CHURCH OUTDOOR PATIO | = 1,232 SQ. FT. |
| EXISTING CONCRETE WALK | = 1,490 SQ. FT. |
| EXISTING PLAYGROUND PAVEMENT | = 5,550 SQ. FT. |

TOTAL PRE DEVELOPED LOT COVERAGE = 91,018 SQ. FT. (2.69 AC.) - 27.1 PERCENT LOT COVERAGE

EXISTING PARKING COUNTS

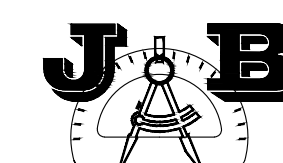
| | |
|---|--|
| [81] STANDARD PARKING SPACES + [8] HANDICAP ACCESSIBLE SPACES | = [89] SPACES (MAIN LOT BETWEEN CHURCH AND SCHOOL) |
| [7] STANDARD PARKING SPACES | = [7] SPACES (CHURCH LOT, NORTHEAST CORNER) |
| | = [96] TOTAL SPACES |

SITE DEMOLITION PLAN
SCALE: 1" = 30'



**GROTH
DESIGN
GROUP**

N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH. (262) 377-8001
FX. (262) 377-8003



J&B
SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 1027
WOODRUFF, WISCONSIN 54568
(920) 207-8977
jandbdesign@gmail.com

Revisions per City of Mukwonago review letter dated September 26, 2024

PROJECT

**ZION LUTHERAN
SCHOOL
EXPANSION**

**812 Western
Avenue
Columbus, WI
53925**

ISSUE

NO. REV. DATE DESCRIPTION

**PROGRESS
DOCUMENTS**

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Date: 09.12.2024

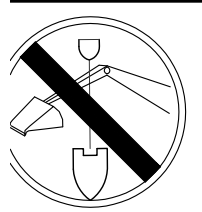
Project No. 23.120

SHEET TITLE

SITE DEMOLITION PLAN

C2.1

BID DRAWINGS



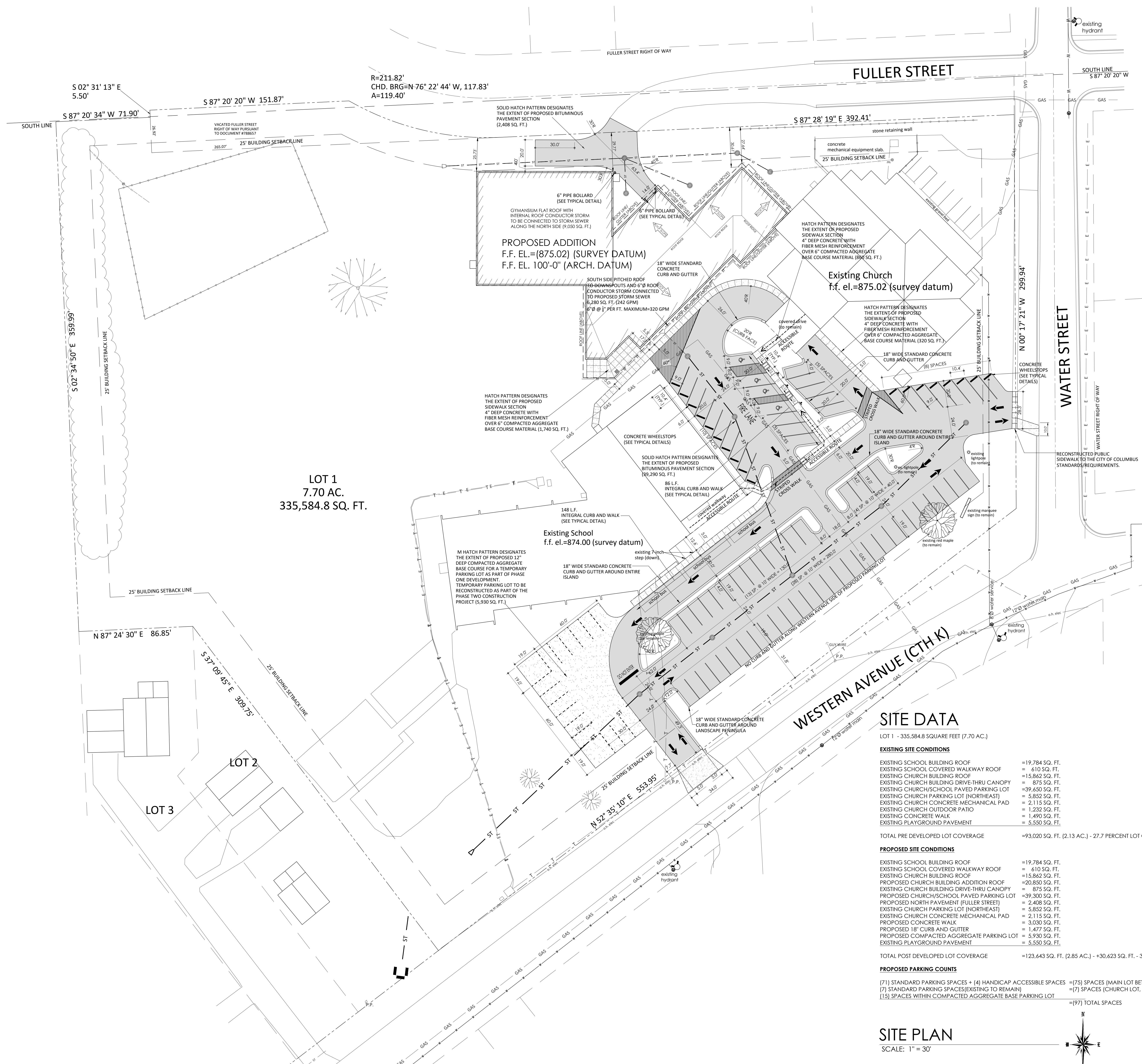
CALL DIGGERS' HOTLINE

1-800-242-8511

TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

NOTE:

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LOT 1
7.70 AC.
335,584.8 SQ. FT.

LOT 3

LOT 2

Existing School
f.f. el.=874.00 (survey datum)

Existing Church
f.f. el.=875.02 (survey datum)

PROPOSED ADDITION
F.F. EL.=875.02 (SURVEY DATUM)
F.F. EL. 100'-0" (ARCH. DATUM)

SITE DATA

LOT 1 - 335,584.8 SQUARE FEET (7.70 AC.)

EXISTING SITE CONDITIONS

| | |
|--|------------------|
| EXISTING SCHOOL BUILDING ROOF | = 19,784 SQ. FT. |
| EXISTING SCHOOL COVERED WALKWAY ROOF | = 610 SQ. FT. |
| EXISTING CHURCH BUILDING ROOF | = 15,862 SQ. FT. |
| EXISTING CHURCH BUILDING DRIVE-THRU CANOPY | = 875 SQ. FT. |
| EXISTING CHURCH/SCHOOL PAVED PARKING LOT | = 39,650 SQ. FT. |
| EXISTING CHURCH PARKING LOT (NORTHEAST) | = 5,852 SQ. FT. |
| EXISTING CHURCH CONCRETE MECHANICAL PAD | = 2,115 SQ. FT. |
| EXISTING CHURCH OUTDOOR PATIO | = 1,232 SQ. FT. |
| EXISTING CONCRETE WALK | = 1,490 SQ. FT. |
| EXISTING PLAYGROUND PAVEMENT | = 5,550 SQ. FT. |

TOTAL PRE DEVELOPED LOT COVERAGE = 93,020 SQ. FT. (2.13 AC.) - 27.7 PERCENT LOT COVERAGE

PROPOSED SITE CONDITIONS

| | |
|--|------------------|
| EXISTING SCHOOL BUILDING ROOF | = 19,784 SQ. FT. |
| EXISTING SCHOOL COVERED WALKWAY ROOF | = 610 SQ. FT. |
| EXISTING CHURCH BUILDING ROOF | = 15,862 SQ. FT. |
| PROPOSED CHURCH BUILDING ADDITION ROOF | = 20,850 SQ. FT. |
| EXISTING CHURCH BUILDING DRIVE-THRU CANOPY | = 875 SQ. FT. |
| PROPOSED CHURCH/SCHOOL PAVED PARKING LOT | = 39,300 SQ. FT. |
| PROPOSED NORTH PAVEMENT (FULLER STREET) | = 2,408 SQ. FT. |
| EXISTING CHURCH PARKING LOT (NORTHEAST) | = 5,852 SQ. FT. |
| EXISTING CHURCH CONCRETE MECHANICAL PAD | = 2,115 SQ. FT. |
| PROPOSED CONCRETE WALK | = 3,030 SQ. FT. |
| PROPOSED 18" CURB AND GUTTER | = 1,477 SQ. FT. |
| PROPOSED COMPACTED AGGREGATE PARKING LOT | = 5,930 SQ. FT. |
| EXISTING PLAYGROUND PAVEMENT | = 5,550 SQ. FT. |

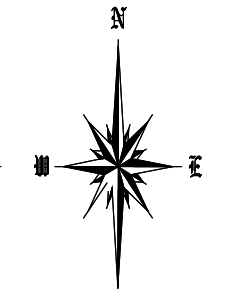
TOTAL POST DEVELOPED LOT COVERAGE = 123,643 SQ. FT. (2.85 AC.) - +30.623 SQ. FT. - 37.0 PERCENT LOT COVERAGE

PROPOSED PARKING COUNTS

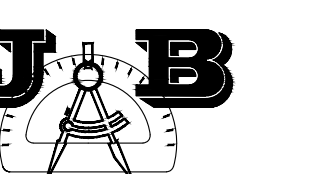
- (7) STANDARD PARKING SPACES + (4) HANDICAP ACCESSIBLE SPACES = (75) SPACES (MAIN LOT BETWEEN CHURCH AND SCHOOL)
- (7) STANDARD PARKING SPACES (EXISTING TO REMAIN) = (7) SPACES (CHURCH LOT, NORTHEAST CORNER)
- (15) SPACES WITHIN COMPACTED AGGREGATE BASE PARKING LOT = (97) TOTAL SPACES

SITE PLAN

SCALE: 1" = 30'



N58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012
PH: (262) 377-8001
FX: (262) 377-8003



SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 107
WOODRUFF, WISCONSIN 54588
(920) 207-8977
jandesign1@gmail.com

Revisions per City of Muskego review letter dated September 26, 2024.

PROJECT

ZION LUTHERAN
SCHOOL
EXPANSION

812 Western
Avenue
Columbus, WI
53925

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS DOCUMENTS

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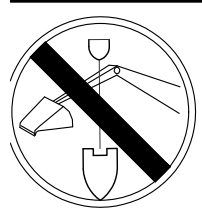
Date: 09.12.2024
Project No.: 23.120

SHEET TITLE

SITE PLAN

C2.2

BID DRAWINGS



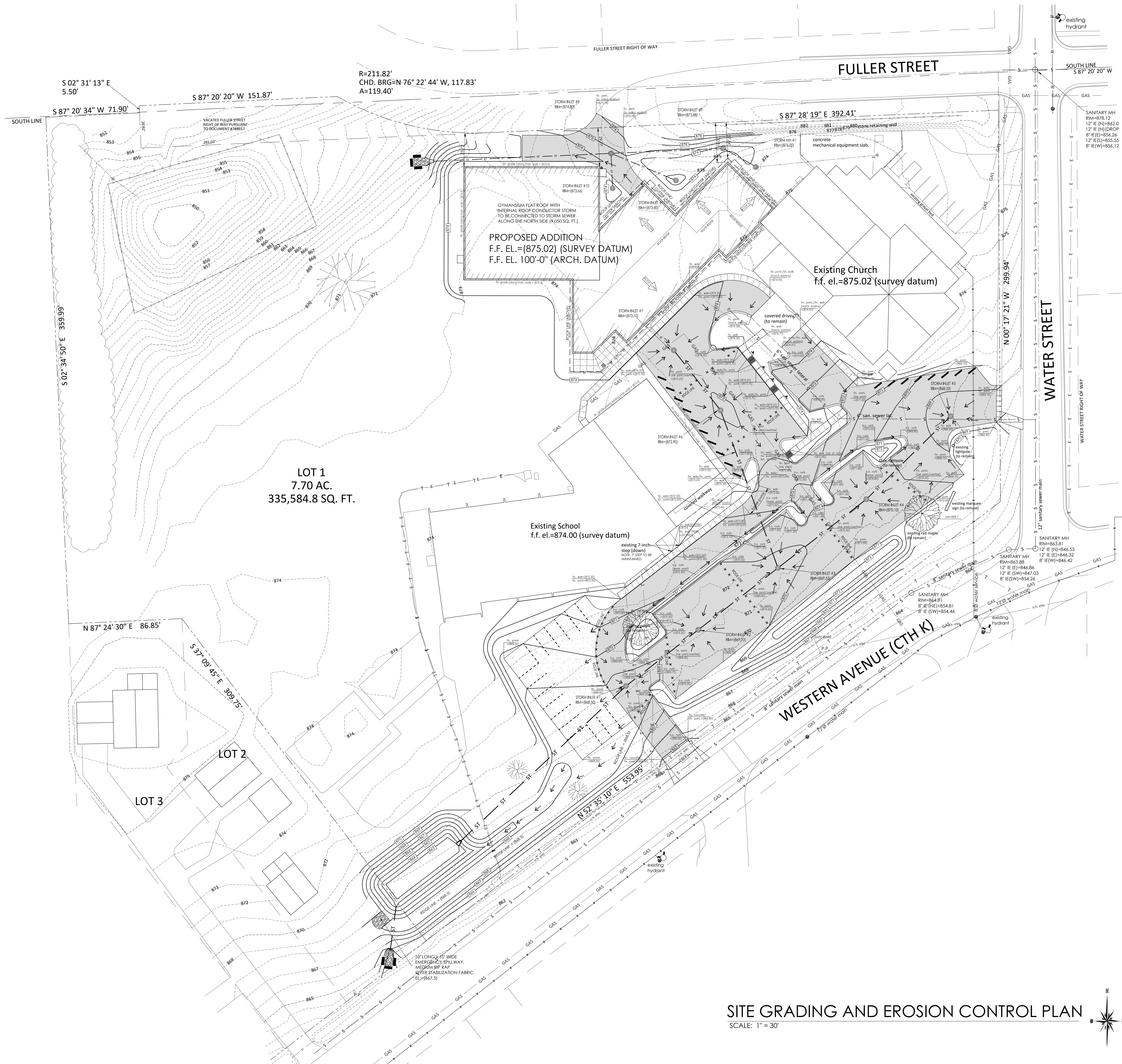
CALL DIGGERS' HOTLINE

1-800-242-8511

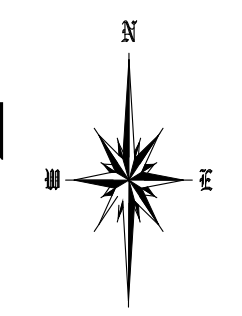
TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG. WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

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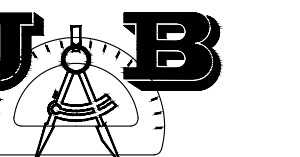


SITE GRADING AND EROSION CONTROL PLAN
SCALE: 1" = 30'



GROTH
DESIGN
GROUP

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CEDARBURG, WISCONSIN 53012
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FX. (262) 377-8003



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1/201 207-9977
sitedesign@gmail.com
Revisions per City of Moskego review letter dated September 26, 2024

PROJECT

ZION LUTHERAN
SCHOOL
EXPANSION

812 Western
Avenue
Columbus, WI
53925

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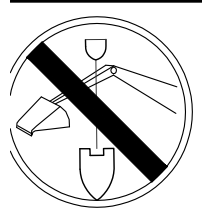
SHEET TITLE

SITE PLAN

C23

© Groth Design Group, Inc.

BID DRAWINGS

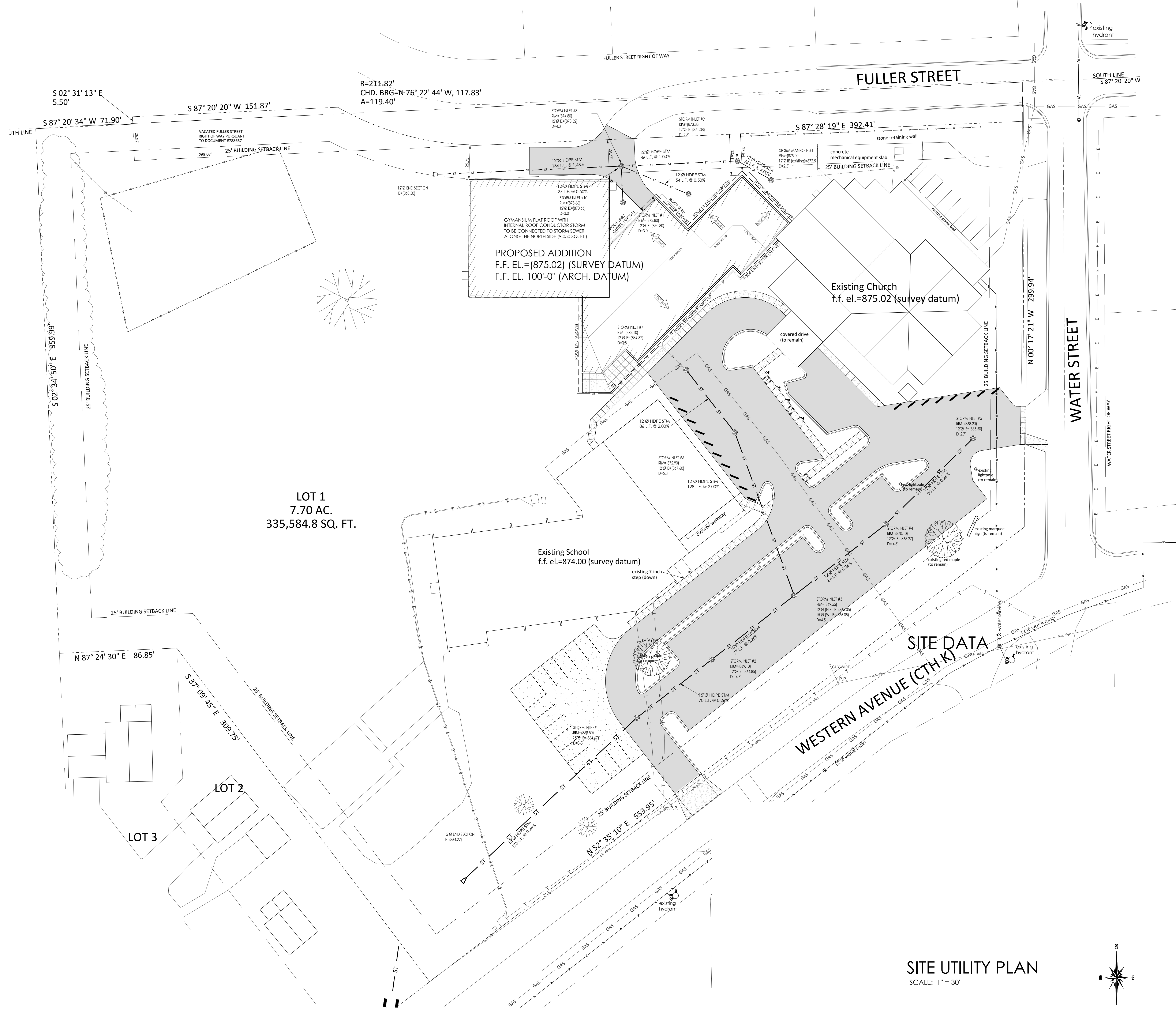


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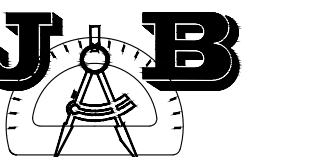
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**GROTH
DESIGN
GROUP**

NSB W6181 COLUMBIA RD.
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CEDARBURG, WISCONSIN 53012
PH: (262) 377-8001
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J&B
SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 1057
WOODRUFF, WISCONSIN 54588
(720) 301-8977
info@jandbdesign.com

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PROJECT

**ZION LUTHERAN
SCHOOL
EXPANSION**

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53925**

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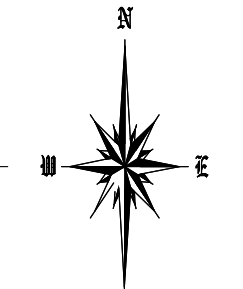
PROJECT INFO

Date: 09.12.2024
Project No.: 23.120

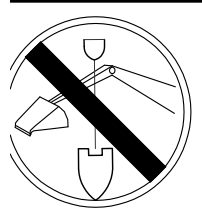
SHEET TITLE

SITE UTILITY PLAN

SITE UTILITY PLAN
SCALE: 1" = 30'



C2.4



CALL DIGGERS' HOTLINE

1-800-242-8511

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LANDSCAPE NOTES

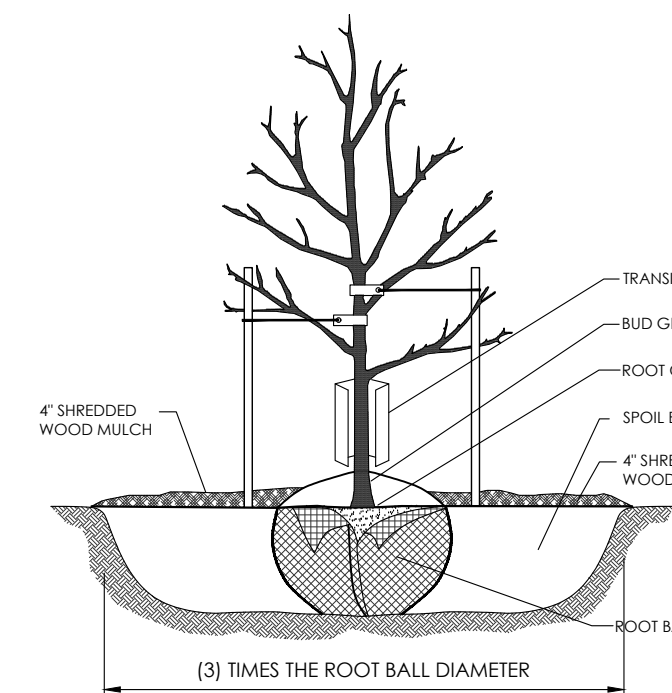
LANDSCAPE INSTALLATION:

- 1. All written dimensions supersede scaled dimensions.
2. The Contractor shall verify location of all underground utilities and additional information prior to commencing construction.
3. Rough grading and drainage construction is to be completed prior to Landscape Contractor's work.
4. All work shall be in conformance with all applicable local codes and ordinances.
5. All areas disturbed by grading or site construction shall be fine graded, planted or seeded.
6. Contractor shall verify plant quantities shown on the Plan and provide a list to the client identifying the species and size to be used throughout the project.
7. All turf grass areas shall receive a blended topsoil mix to a depth of six (6) inches.
8. Soil preparation for perennial or groundcover planting beds shall be as follows:
A. Remove all roots, lumps, stones, sod and other extraneous materials harmful or toxic to plant growth.
9. All mixed planting beds with perennials, groundcover, shrubs and trees shall receive a two (2) inch to three (3) inch layer of shredded bark mulch as noted on the Plan.
10. Unless otherwise shown, all perennials and shrubs to be planted in a triangular arrangement, spaced according to plant recommendation.
11. Plant Bed Edging - install a shovel-cut bed edge to six (6) inch depth at perimeter of bed.
12. Unless otherwise noted, do not stake deciduous trees less than or equal to 2.5 inches caliper diameter at breast height and evergreen trees less than or equal to 6-feet in height.
13. See the Tree Staking Detail on this Plan if tree staking is required.
14. Plant species as defined are general planting types and are subject to modification/adjustment/change.

SEED MIXES:

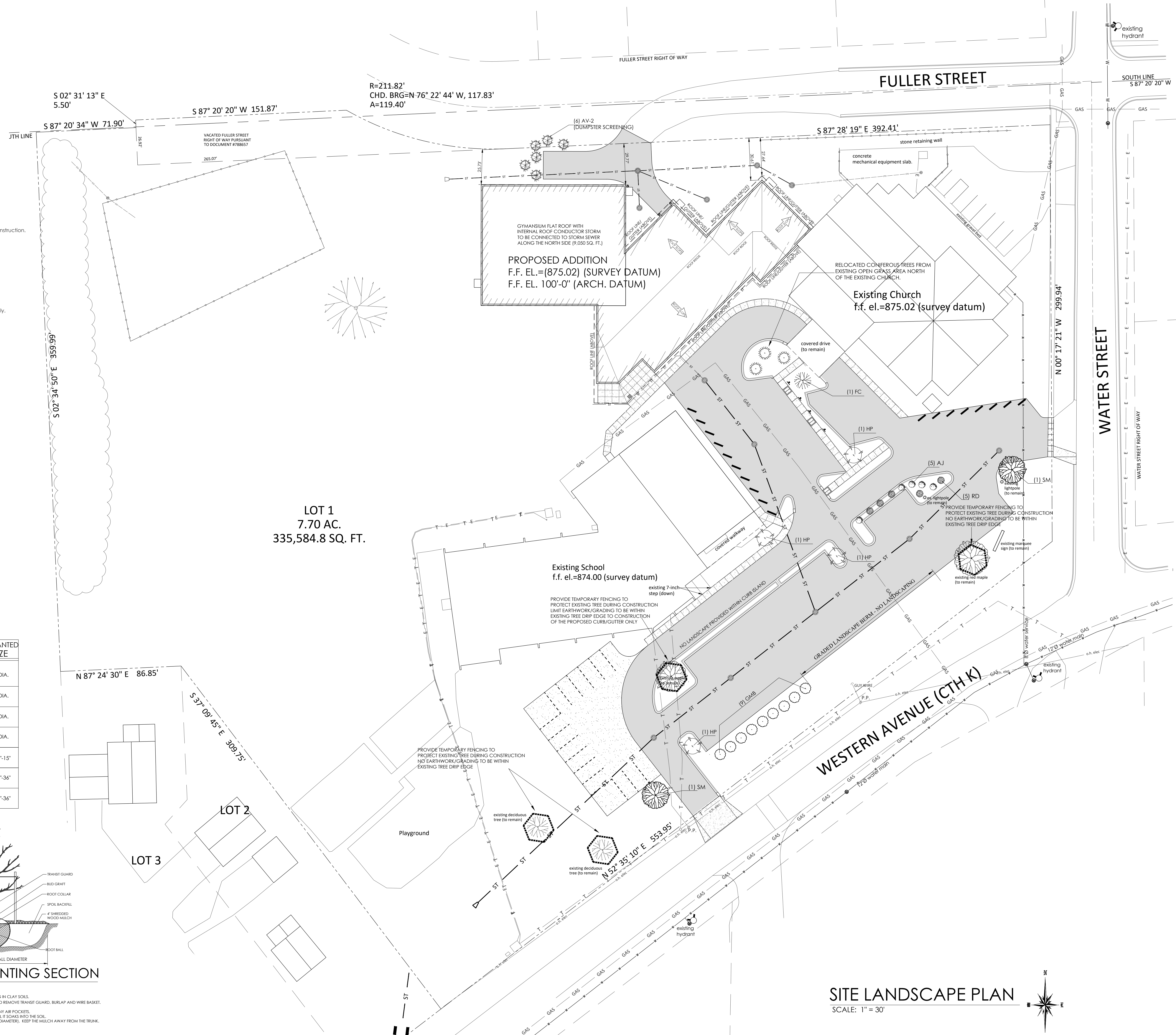
SEEDING TURF FOR LAWN AREAS:
Sow at 5 lbs. / 1,000 sq. ft.
Supreme Lawn Seed Mix
Available from Reinders, Inc. (800) 785-3301, or approved equal
to be installed and maintained per supplier's specifications.
17% Mercury Kentucky Bluegrass 16% America Kentucky Bluegrass
17% SR 2100 Kentucky Bluegrass 25% Garnet Creeping Red Fescue
15% Replicator Perennial Ryegrass 10% TXR Annual Ryegrass

Table with 5 columns: SYMBOL, MARK, QTY., BOTANICAL NAME, COMMON NAME, PLANTED SIZE. Lists plants like ACER TRUNCATUM, THUJA PUCATA, MALUS HYBRID 'PRAIRIEFIRE', etc.



TYPICAL TREE PLANTING SECTION

- INSTALLATION SEQUENCING:
1. DIG HOLE 3 TIMES BIGGER THAN ROOT BALL.
2. PLACE TREE IN HOLE, BACKFILL WITH EXISTING SOIL AND REMOVE TRANSIT GUARD, BURLAP AND WIRE BASKET.
3. GENTLY TAMP TO HELP SETTLE THE SOIL AND REMOVE ANY AIR POCKETS.
4. PROVIDE 4" DEEP SHREDDED WOOD MULCH (10" FOOT DIAMETER). KEEP THE MULCH AWAY FROM THE TRUNK. REMOVE ONLY BROKEN OR DAMAGED BRANCHES.



LOT 1
7.70 AC.
335,584.8 SQ. FT.

LOT 2
LOT 3

SITE LANDSCAPE PLAN
SCALE: 1" = 30'



58 W6181 COLUMBIA RD.
P.O. BOX 332
CEDARBURG, WISCONSIN 53012

J & B
SITE DESIGN AND ENGINEERING, LLC
715 1st AVENUE, SUITE 5
PO BOX 1007
WOODRUFF, WISCONSIN 54588

PROJECT

ZION LUTHERAN
SCHOOL
EXPANSION

812 Western
Avenue
Columbus, WI
53925

ISSUE

NO. REV. DATE DESCRIPTION

PROGRESS DOCUMENTS

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and should not be used for final bidding or construction-related purposes.

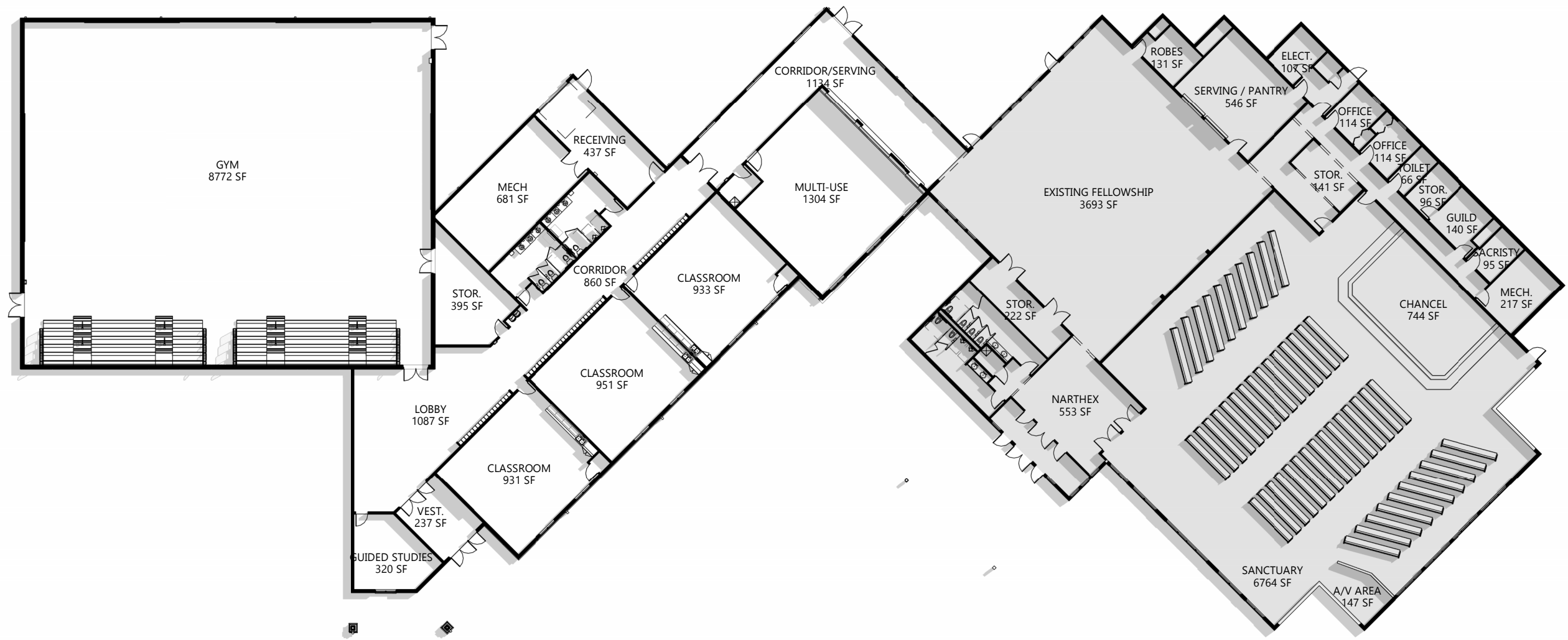
PROJECT INFO

Date: 09.12.2024
Project No.: 23-120

SHEET TITLE

SITE LANDSCAPE PLAN

C2.5

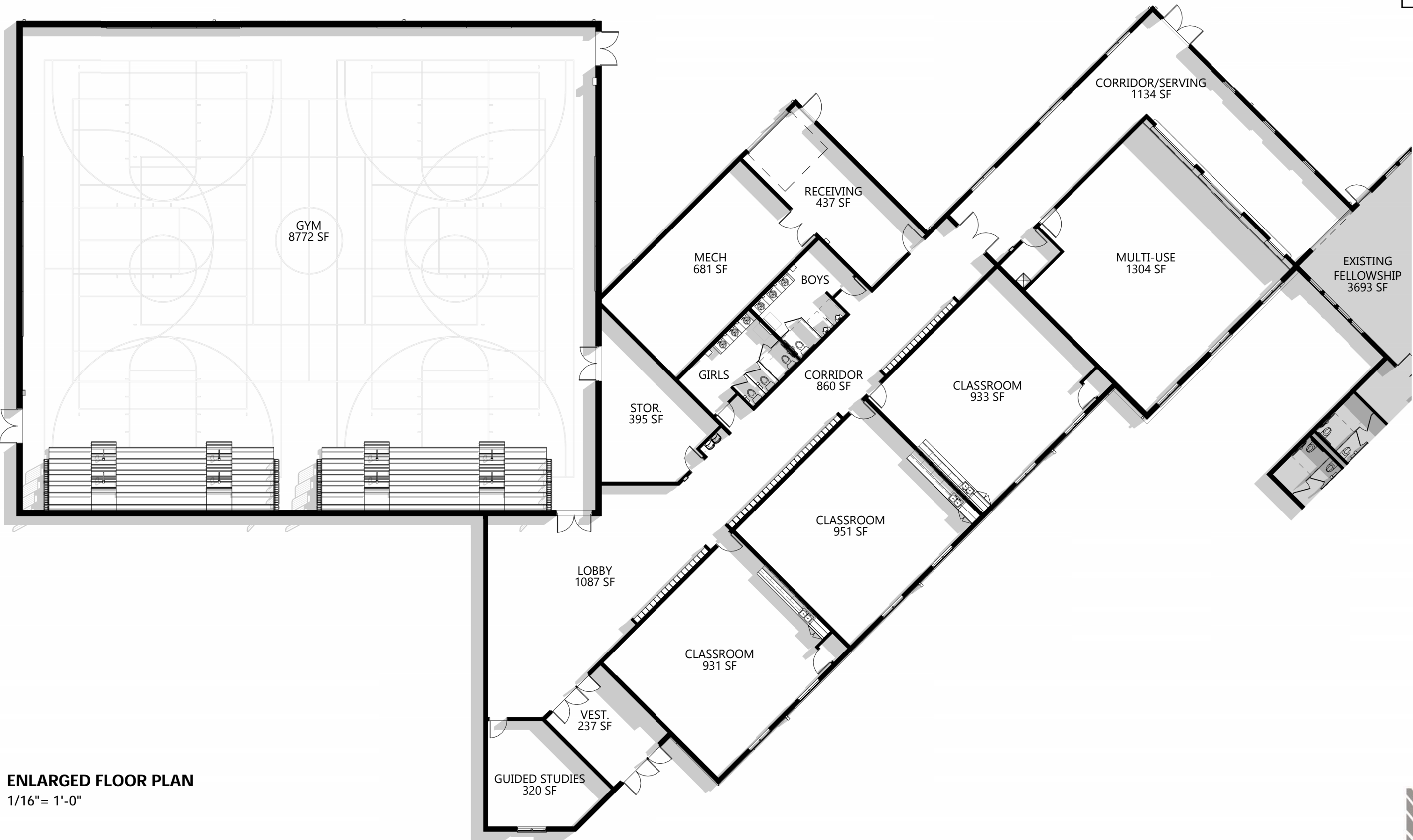


OVERALL FLOOR PLAN

1" = 30'



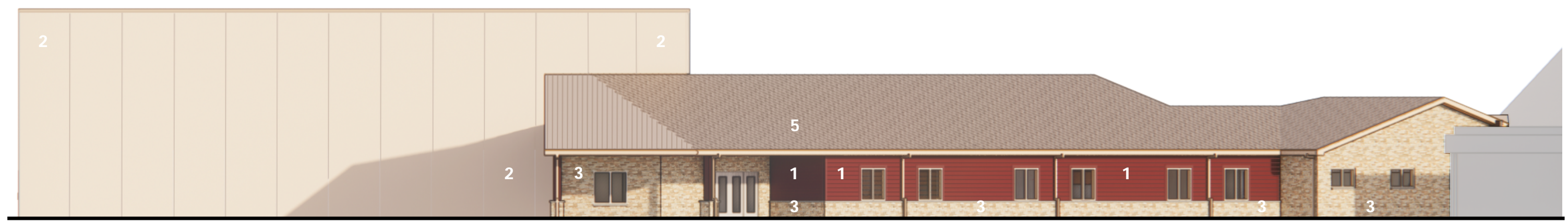
ZION LUTHERAN SCHOOL EXPANSION - COLUMBUS, WI



ENLARGED FLOOR PLAN

1/16" = 1'-0"

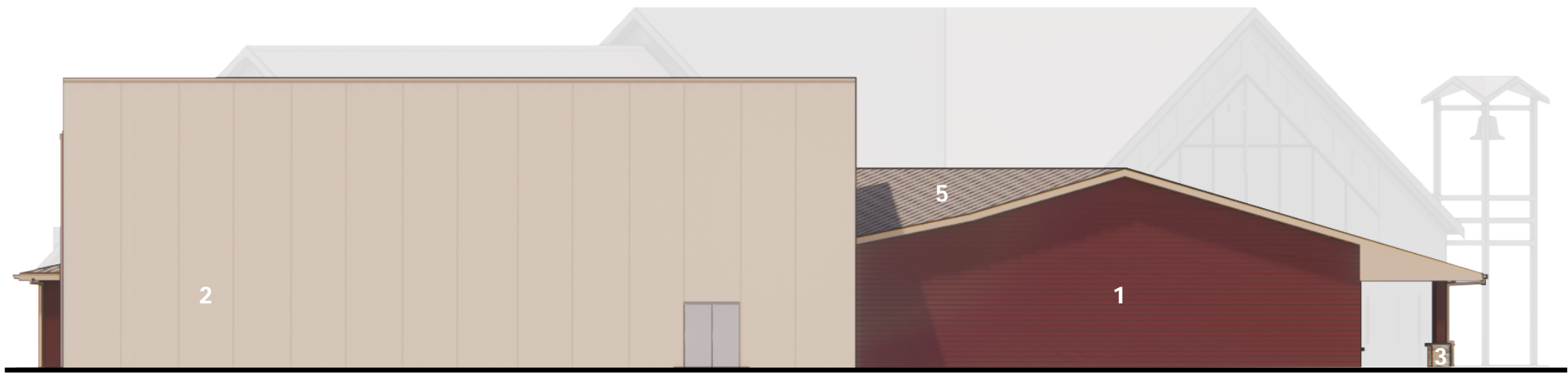




SOUTH ELEVATION
1/16" = 1'-0"



NORTH ELEVATION
1/16" = 1'-0"



WEST ELEVATION
1/16" = 1'-0"

- 1 - SIDING
LP SMARTSIDE REDWOOD
RED 8" LAP SIDING
 - 2 - PRECAST PANEL &
STONE SILLS
PRECAST PANEL
SPECIFICATION TBD
 - 3 - STONE VENEER
BUECHEL 90% FOND DU
LAC RUSTIC 10% MILL
CREEK WITH INDIANA
SILVERBUFF SANDED SILLS
 - 4 - SOFFITS
ALUMINUM SOFFITS
TO MATCH EXISTING
 - 5 - METAL ROOF
METAL ROOF TO MATCH
EXISTING
- ADDITIONAL FASCIA, TRIM,
GUTTER, AND
DOWNSPOUT ACCENT
COLORS





Aerial Phase 1
NTS

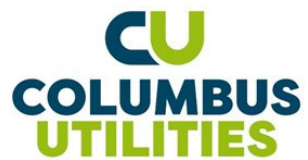


Artistic and/or computer renderings are not a contractual representation of the finished product and GROTH Design Group makes no warranties and representations that the depictions of such renderings will be replicated in the finished product. Client acknowledges and agrees that the terms of the contract, not the renderings shall control.



Phase 1 Entry
NTS





2024 COLUMBUS UTILITIES ANNUAL REPORT TO THE COLUMBUS CITY COUNCIL

A Community-Owned Utility Since 1896

OUTLINE OF 2024 ANNUAL REPORT

- **THE FORMATION OF CWL & GOVERNANCE STRUCTURE –**
 - *COLUMBUS UTILITIES (CWL) COMMISSION FORMATION*
 - *PUBLIC SERVICE COMMISSION OF WISCONSIN*
 - **COLUMBUS UTILITIES COMMISSION MEMBERS**
 - **BENEFITS OF A MUNICIPAL UTILITY**
 - **SALES AND REVENUE INFORMATION – ELECTRIC, WATER, & WASTEWATER**
- **COLUMBUS UTILITIES RATE COMPARISONS ELECTRIC & WATER VS. OTHER COMMUNITIES**
 - **FUTURE COLUMBUS UTILITIES PROJECTS**
 - **Q & A**

People you know.....Service You Trust

THE FORMATION OF CU & GOVERNANCE STRUCTURE

- *THE COLUMBUS WATER DEPARTMENT WAS FORMED IN 1896.*
- *THE COLUMBUS ELECTRIC DEPARTMENT WAS FORMED IN 1898.*
- *THE COLUMBUS CITY COUNCIL ESTABLISHED THE WATER & LIGHT COMMISSION IN 1901.*
- *ORIGINALLY THE COMMISSION WAS ASSIGNED THE DUTIES TO MANAGE, CONTROL AND SUPERVISE THE ELECTRIC AND WATER DEPARTMENTS. THE WASTEWATER UTILITY WENT UNDER COMMISSION GUIDANCE IN 2022, AND FULL TRANSITION WAS MADE JANUARY 1, 2024*
- *CITY OF COLUMBUS ORDINANCE 102-56 – 102-62: EXPLAINS THE RESPONSIBILITIES OF THE CU COMMISSION, TERMS OF OFFICE, POWERS AND DUTIES, PROCEDURE, REPORTS, ACCOUNTS AND FUNCTIONS.*
- *THE CU COMMISSION OPERATES THE WATER, WASTEWATER & LIGHT UTILITY AS A SEPARATE BUSINESS ENTITY OF THE CITY – AKA – AN ‘**ENTERPRISE FUND**’ OF THE CITY OF COLUMBUS.*
- *THE CU COMMISSION CANNOT BORROW/BOND WITHOUT APPROVAL FROM THE CITY COUNCIL*

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CU GOVERNANCE STRUCTURE

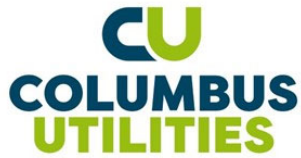
- **PUBLIC SERVICE COMMISSION OF WISCONSIN**
- **THE NATION'S FIRST STATE TO REGULATE UTILITIES BEGINNING IN 1907**
- THE 'MISSION' OF THE PSC IS TO OVERSEE AND FACILITATE ADEQUATE AND REASONABLY PRICED UTILITY SERVICES THAT ARE PROVIDED FOR WISCONSIN UTILITY CUSTOMERS.
- ENSURES FAIR PRICING FOR UTILITY SERVICES AND CUSTOMERS. BASICALLY, THIS STATEMENT MEANS THAT THE PSC HAS FINAL APPROVAL OF ANY PROPOSED RATES – WATER, ELECTRIC OR NATURAL GAS.
- ENSURES RELIABILITY OF UTILITIES TO MEET THE NEEDS OF PRESENT AND FUTURE UTILITY CUSTOMERS AT A REASONABLE PRICE.
- UTILITY CUSTOMERS, OF ANY UTILITY CAN 'LOG A COMPLAINT' WITH THE PSC ABOUT THEIR UTILITY SERVICE ONLY, AFTER FIRST TRYING TO RESOLVE THE DISPUTE DIRECTLY WITH THE UTILITY.
- WISCONSIN DEPARTMENT OF NATURAL RESOURCES ALSO PLAYS KEY PARTS IN PERMIT REGULATION AND COMPLIANCE GOVERNANCE FOR THE WATER AND WASTEWATER UTILITIES.

People you know.....Service You Trust

CU COMMISSION MEMBERS

- MICHAEL THOM – PRESIDENT
- SANDY CURTIS – VICE PRESIDENT
- BROOK ANDLER – SECRETARY
- REGAN RULE – COMMISSIONER
- MOLLY FINKLER – COMMISSIONER/COUNCIL MEMBER
- JOE HAMMER – MAYOR/COUNCIL MEMBER/COMMISSIONER
- (VACANT 2024/NEW 2025)/JACK SANDERSON – COMMISSIONER

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BENEFITS OF A MUNICIPAL UTILITY

❖ PAYMENT-IN-LIEU-OF-TAXES OR P.I.L.O.T PAYMENT

- 2024 PAYMENTS EQUALED - \$425,031
- ELECTRIC DEPARTMENT SHARE - \$212,958
- WATER DEPARTMENT SHARE - \$212,073
- CU IS THE LARGEST TAX PAYING ENTITY
WITHIN THE CITY OF COLUMBUS

❖ LOCAL CONTROL BY COLUMBUS RESIDENTS

- CU COMMISSION
- ❖ FASTER RESPONSE TIME TO OUTAGES
 - SHARING OF SERVICES
- RUEKERT - MIELKE ENGINEERING
- 48% CITY TREASURER, 48% DIRECTOR OF
COMMUNITY & ECONOMIC DEVELOPMENT, &
48% CITY ADMINISTRATOR SALARY
CONTRIBUTION

2024 AMOUNT = \$279,431.76

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ENTERPRISE FUND OF THE CITY OF COLUMBUS

- *ENTERPRISE FUNDS ARE USED TO ACCOUNT FOR OPERATIONS THAT ARE FINANCED AND OPERATED IN A MANNER SIMILAR TO A PRIVATE BUSINESS OR WHERE THE GOVERNING BODY HAS DECIDED THAT THE DETERMINATION OF REVENUES EARNED, COSTS INCURRED AND NET INCOME IS NECESSARY FOR MANAGEMENT ACCOUNTABILITY.*
- *'A SELF SUSTAINING BUSINESS ARM OF THE CITY, THAT GENERATES ITS OWN REVENUES BASED ON SALES OF ELECTRICITY, WATER, AND WASTEWATER SERVICES FROM UTILITY CUSTOMERS / RATE PAYERS WITHIN THE SERVICE TERRITORY OF THE RESPECTIVE UTILITY. THE REVENUES ARE THEN USED TO MEET OPERATIONAL EXPENSES AND MAINTENANCE COSTS FOR THE ELECTRIC, WATER, AND WASTEWATER DEPARTMENTS.'*
- ***NOTE – CU DOES NOT RECEIVE ANY FUNDING FROM PROPERTY TAXES**

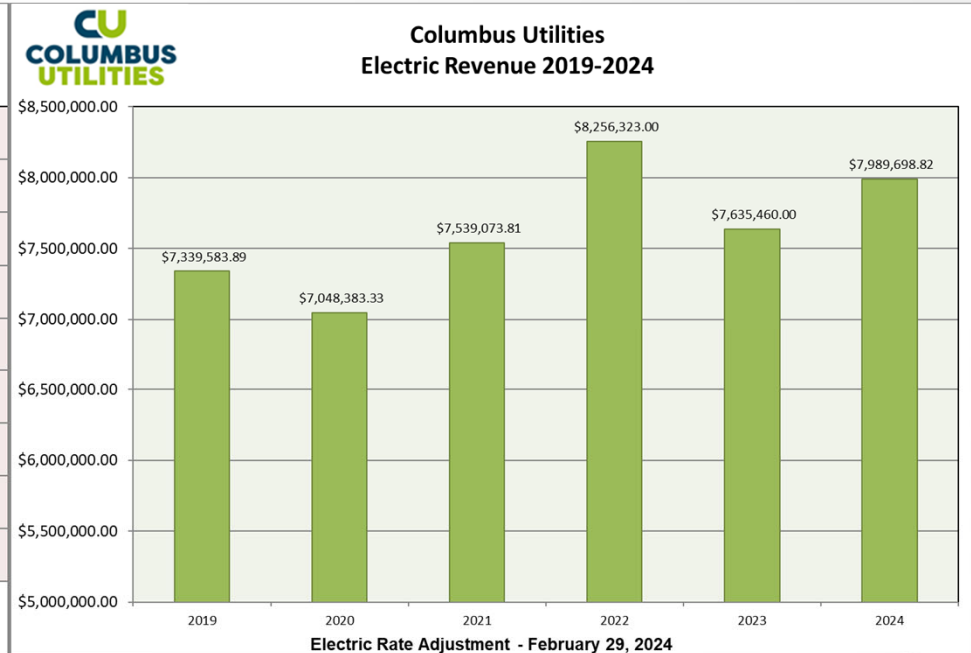
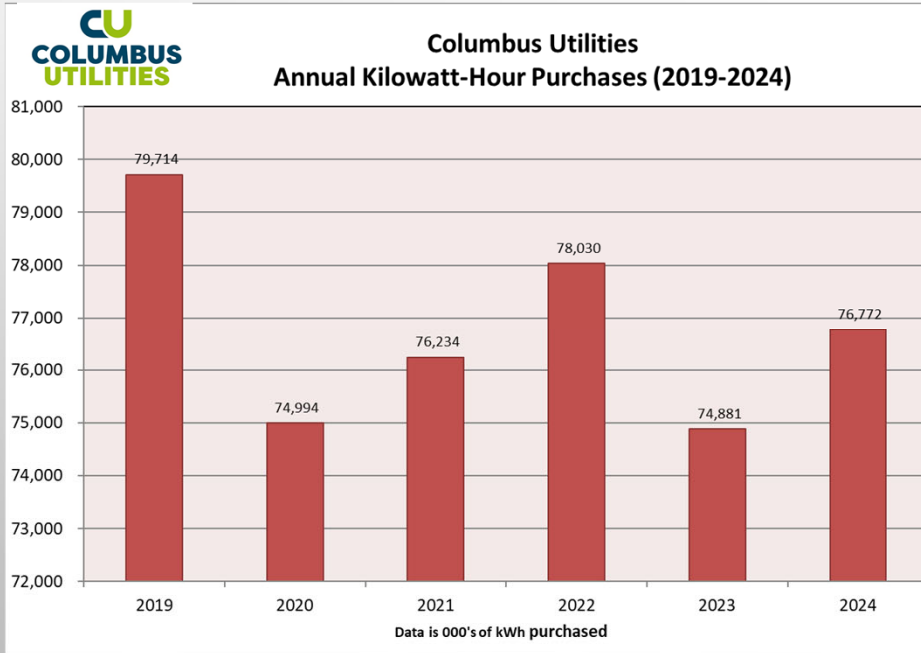
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SALES AND REVENUE INFORMATION

ELECTRIC DEPARTMENT

6 YEAR ELECTRIC SALES COMPARISON

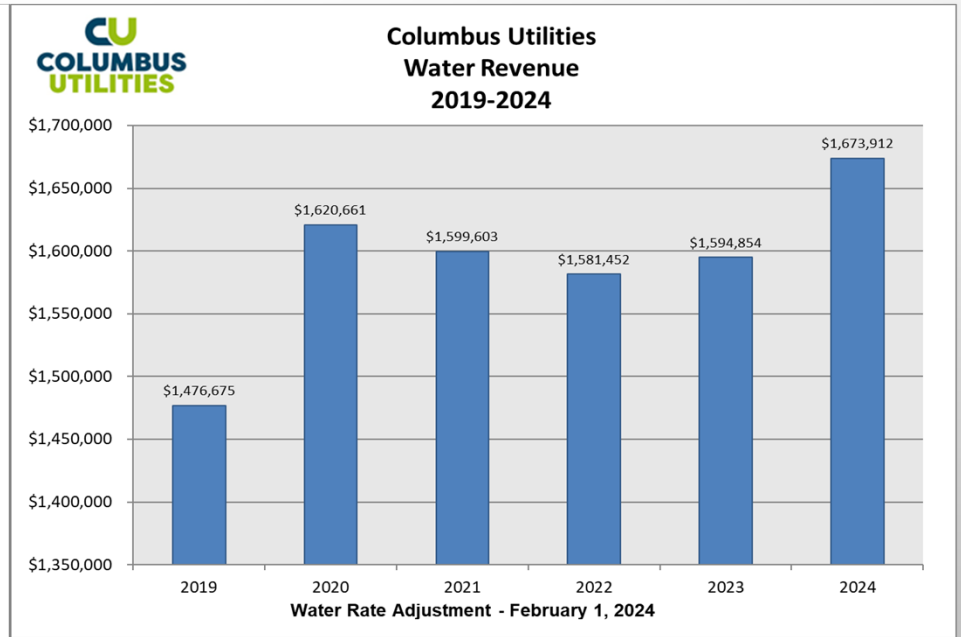
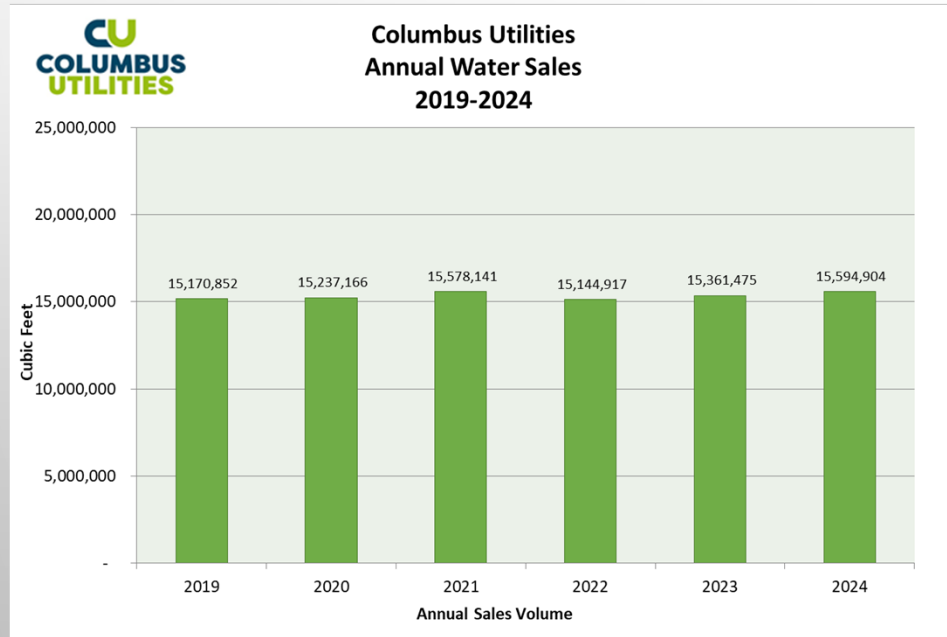
6 YEAR ELECTRIC REVENUE COMPARISON



SALES AND REVENUE INFORMATION WATER DEPARTMENT

6 YEAR WATER SALES COMPARISON

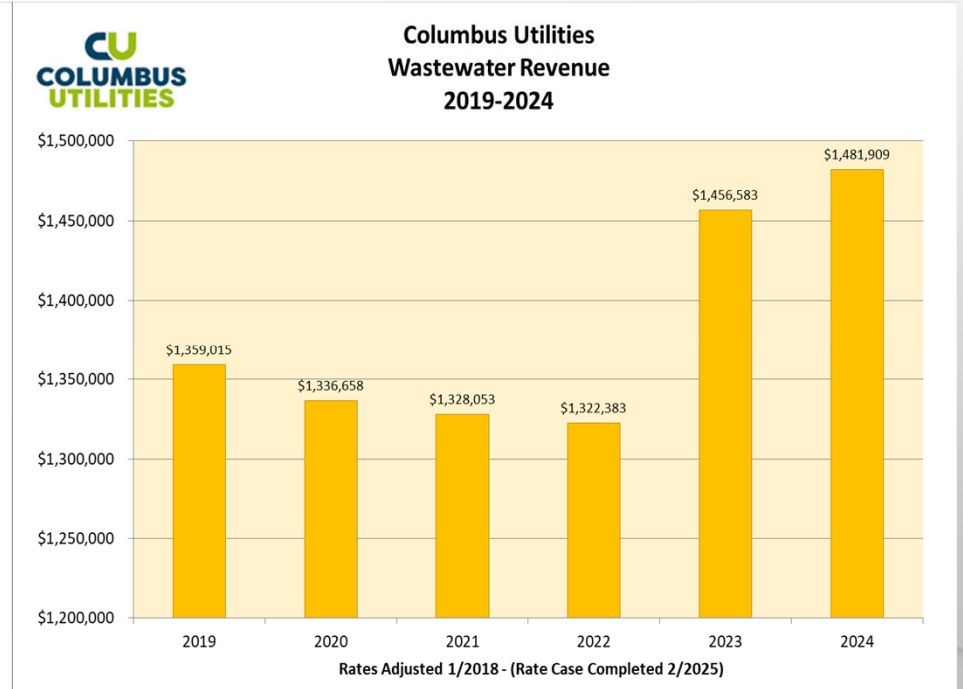
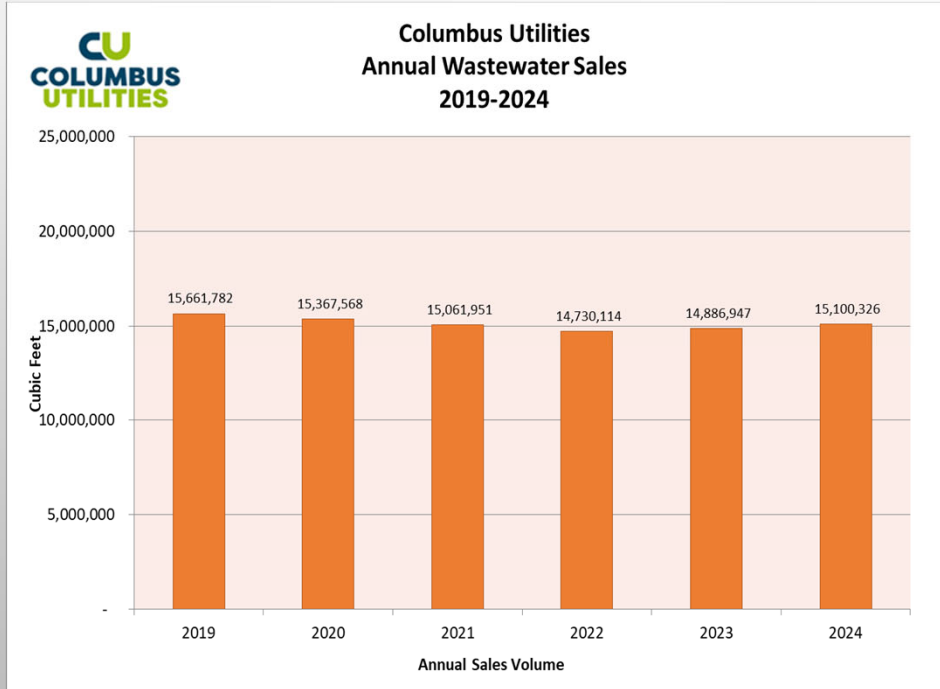
6 YEAR WATER REVENUE COMPARISON



SALES AND REVENUE INFORMATION WASTEWATER DEPARTMENT

6 YEAR WASTEWATER SALES COMPARISON

6 YEAR WASTEWATER REVENUE COMPARISON





ELECTRIC RATE COMPARISONS

ELECTRIC RATE COMPONENTS:

- FEBRUARY 2024 USAGE MONTH
 - AVERAGE OF 600 KWH OF USAGE
 - COMPARISON INCLUDES:
 - MONTHLY METER CHARGE
 - KWH CHARGE
 - PCAC/FUEL CHARGE
 - CU RANKED #
- 18 OUT OF 81 MUNI'S

ELECTRIC COMPARISONS PSC WEBSITE – FEBRUARY 2024

- BLACK RIVER FALLS - \$81.26
- HUSTISFORD UTILITIES - \$77.40
- LODI LIGHT & WATER - \$70.64
- OCONOMOWOC UTILITIES - \$76.24
- REEDSBURG UTILITY - \$67.36
- BROADHEAD W&L - \$72.76
- ELKHORN W&L - \$73.80
- COLUMBUS UTILITIES- \$65.53

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WATER RATE COMPARISONS

WATER RATE COMPONENTS

PSC WEBSITE - FEBRUARY 2025

- AVERAGE OF 468 CUBIC FEET / 3500 GALLONS OF USAGE
 - COMPARISON INCLUDES:
 - MONTHLY METER CHARGE
- DOES NOT INCLUDE PUBLIC FIRE PROTECTION
- COMPARABLE WATER SYSTEMS – SOFTENERS, IRON FILTERS OR A REVERSE OSMOSIS SYSTEM

WATER COMPARISONS PSC WEBSITE – FEBRUARY 2025

- HUSTISFORD UTILITIES - \$52.98
- FRIESLAND WATER UTILITY - \$44.50
- CAMPBELLSPORT WATER UTILITY- \$51.45
- FOND DU LAC WATER UTILITY - \$43.24
- JOHNSON CREEK WATER UTILITIES- \$52.47
 - COLUMBUS UTILITIES- \$48.19
 - ELKHORN LIGHT & WATER - \$57.76

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RATES – KEY TAKE AWAYS

- RATES DO NOT CHANGE VERY OFTEN. AVERAGE HAS BEEN ~6 +/- YEARS.
 - THERE IS A PROCESS –
 - FROM CU COMMISSION REQUEST TO PSC APPROVAL CAN BE 9 TO 12 MONTHS OR MORE
 - STARTS WITH A LOCAL DECISION – CU COMMISSION BASED ON NEED FOR THE UTILITY
 - PSC HAS FINAL APPROVAL OF RATES TO ENSURE THAT RATES ARE FAIR FOR ALL CUSTOMERS
 - CUSTOMER NOTIFICATION OF RATE HEARING, LOCATION, DATE AND TIME
 - NEW RATES ARE APPLIED DURING NEXT BILLING CYCLE
 - PSC REGULATIONS DO NOT APPLY TO WASTEWATER UTILITIES

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FUTURE UTILITY PROJECTS

ELECTRIC UTILITY PROJECTS

- 4160 VOLTAGE TO 12.47 VOLTAGE CONVERSION – CITY WIDE
- PRAIRIE RIDGE HOSPITAL EXPANSION AND UTILITY LOOP
- UPSIZE SUBSTATION #2 TRANSFORMER
- DECOMMISSION SUBSTATION #1
- CIRCUIT 301 CONVERSION TO TRANSMISSION

WATER UTILITY PROJECTS

- 2025 BROOKSIDE DRIVE WATER MAIN REPLACEMENT AND UPSIZING
- UPDATING WATER PLANT #2
- INSPECTING AND CLEANING/PAINTING OF THE WATER TOWER
- PREPARE TO IDENTIFY NEW SITE FOR FUTURE WATER PLANT

WASTEWATER UTILITY PROJECTS

- 2026 BIOSOLIDS FACILITIES UPGRADE
- COLLECTION SYSTEM INSPECTIONS AND REPAIRS
- SCADA AND C.M.M.S. PROGRAM, UPGRADE AND IMPLEMENTATION
- SEPTAGE RECEIVING STATION?/ANAEROBIC DIGESTION?

People you know.....Service You Trust

QUESTIONS?

IF YOU HAVE ADDITIONAL QUESTIONS

PLEASE SEE MY CONTACT INFORMATION BELOW

Please contact Jacob R. Holbert at 623-5912 or jholbert@columbusutilitieswi.com

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Agenda Item Report

Meeting Type: Common Council

Meeting Date: 4/2/2025

Item Title: Claims Packet

Submitted By: Krystal Larson, Treasurer

Detailed Description of Subject Matter:

Claims from 3/13/2025 to 3/26/2025 in the amount of \$249,254.99

List all Supporting Documentation Attached:

Claims Packet 3/13/2025 – 3/26/2025

Action Requested of Council:

Consider & take action on claims in the amount of \$249,254.99

CITY CLAIMS

THROUGH: 3/26/2025

| | | |
|-----------------------------------|----|------------------|
| PAYROLL MONTHLY LIABILITIES - ACH | \$ | - |
| PAYROLL - PAYDATE 3/21/2025 | \$ | 69,017.93 |
| TOTAL PAYROLL | \$ | 69,017.93 |

| | | |
|------------------------------------|----|-------------------|
| ADMINISTRATION | \$ | 143,568.53 |
| CABLE | \$ | - |
| CAPITAL PROJECTS | \$ | - |
| COMMUNITY CENTER | \$ | 100.00 |
| COMMUNITY ECONOMIC DEVELOPMENT | \$ | - |
| DEBT PAYMENTS | \$ | - |
| FIRE DEPARTMENT | \$ | 8,637.10 |
| HISTORIC LAND PRESERVATION | \$ | - |
| LIBRARY | \$ | - |
| MUNICIPAL COURT | \$ | - |
| POLICE DEPARTMENT | \$ | 5,951.13 |
| POOL | \$ | - |
| PR ADMIN | \$ | - |
| PUBLIC WORKS DEPARTMENT | \$ | 13,724.19 |
| RECREATION | \$ | - |
| REVOLVING LOAN FUND | \$ | - |
| TAX INCREMENTAL FINANCIAL DISTRICT | \$ | 8,256.11 |
| TOURISM COMMISSION | \$ | - |
| TOTAL OPERATIONS | \$ | 180,237.06 |

TOTAL ALL CLAIMS:

\$ 249,254.99

Krystal Larson

Krystal Larson, City Treasurer

3/27/25

Date

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Description | GL Account | Amount |
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| 03/16/2025 | PC | 03/21/2025 | 32125076 | | 001-111000 | -373.22 |
| 03/16/2025 | PC | 03/21/2025 | 32125077 | | 001-111000 | -343.22 |
| Grand Totals: | | | | | | -69,017.93 |
| | | | 77 | | | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|--|-------------|-----------|--|---|--------------|--------------------|--------|
| ADMINISTRATION | | | | | | | |
| AT&T | | 92062359 | ADMINISTRATION (CU TO REIMBURSE \$255.67) | 100-511800-225 CITY HALL; TELEPHONE | 03/07/2025 | 376.83 | |
| AT&T | | 92062359 | CABLE | 225-511220-225 CABLE TV; TELEPHONE | 03/07/2025 | 17.31 | |
| AT&T | | 92062359 | POLICE DEPT | 100-522100-225 PD; TELEPHONE & WIRELESS | 03/07/2025 | 155.76 | |
| AT&T | | 92062359 | FIRE DEPT | 100-522200-225 FIRE; TELEPHONE/TV/INTERNET SV | 03/07/2025 | 133.78 | |
| AT&T | | 92062359 | DPW | 100-533200-225 PWKS ADMIN; TELEPHONE | 03/07/2025 | 93.77 | |
| AT&T | | 92062359 | LIBRARY | 210-555000-225 LIBRARY; TELEPHONE & DATA | 03/07/2025 | 86.55 | |
| AT&T | | 92062359 | COMMUNITY CENTER | 100-555100-225 C CENTER; TELEPHONE | 03/07/2025 | 17.32 | |
| AT&T | | 92062359 | 161 BUILDING | 100-555200-225 RECREATION; TELEPHONE | 03/07/2025 | 17.32 | |
| AT&T | | 92062359 | MEDIA ROOM | 225-511220-225 CABLE TV; TELEPHONE | 03/07/2025 | 17.32 | |
| Total AT&T: | | | | | | 915.96 | |
| AT&T MOBILITY II LLC | | 28734817 | CELL PHONES - ADMINISTRATOR & CITY CLERK | 100-511800-225 CITY HALL; TELEPHONE | 03/07/2025 | 65.02 | |
| AT&T MOBILITY II LLC | | 28734817 | MAYOR | 100-511300-332 MAYOR; MILEAGE & EXP | 03/07/2025 | 32.51 | |
| AT&T MOBILITY II LLC | | 28734817 | CABLE | 225-511220-225 CABLE TV; TELEPHONE | 03/07/2025 | 32.51 | |
| AT&T MOBILITY II LLC | | 28734905 | CELL PHONES - RECREATION | 100-555200-225 RECREATION; TELEPHONE | 03/07/2025 | 48.51 | |
| AT&T MOBILITY II LLC | | 28734905 | POOL | 215-555210-225 POOL FACILITY; TELEPHONE | 03/07/2025 | 12.13 | |
| AT&T MOBILITY II LLC | | 28734905 | WWTP | 100-511800-225 CITY HALL; TELEPHONE | 03/07/2025 | 30.32 | |
| Total AT&T MOBILITY II LLC: | | | | | | 221.00 | |
| BAKER TILLY US LLP | | BT308979 | PROFESSIONAL SERVICES - PERIOD ENDING FEBRUARY 28, 2025 | 100-511570-213 ACCTG; AUDIT & ACCTG FEES | 03/01/2025 | 3,363.00 | |
| BAKER TILLY US LLP | | BT308979 | PROFESSIONAL SERVICES - FINANCIAL STATEMENT AUDIT FOR CITY FUNDS | 100-511570-213 ACCTG; AUDIT & ACCTG FEES | 03/01/2025 | 2,532.00 | |
| BAKER TILLY US LLP | | BT308979 | TECHNOLOGY FEE | 100-511570-213 ACCTG; AUDIT & ACCTG FEES | 03/01/2025 | 294.75 | |
| Total BAKER TILLY US LLP: | | | | | | 6,189.75 | |
| BOARDMAN & CLARK LLP | | 299017 | GENERAL MATTERS | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 3,375.00 | |
| BOARDMAN & CLARK LLP | | 299017 | CARDINAL HEIGHTS | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 475.00 | |
| BOARDMAN & CLARK LLP | | 299017 | 235 W HARRISON ST | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 100.00 | |
| BOARDMAN & CLARK LLP | | 299017 | MUNICIPAL PROSECUTIONS | 100-511600-212 ATTORNEY; MUNICIPAL PROSECUTIO | 03/19/2025 | 1,175.00 | |
| BOARDMAN & CLARK LLP | | 299017 | ORDINANCES | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 1,300.00 | |
| BOARDMAN & CLARK LLP | | 299017 | UTILITY COMMISSION - ORDINANCE UPDATE | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 100.00 | |
| BOARDMAN & CLARK LLP | | 299017 | 2025 BROOKSIDE LN RECONSTRUCTION | 415-581000-250 CAP PRJTS; 2025 BROOKSIDE LANE | 03/19/2025 | 450.00 | |
| BOARDMAN & CLARK LLP | | 299017 | LESS RETAINER | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 3,400.00 | |
| BOARDMAN & CLARK LLP | | 4/2025 | APRIL 2025 RETAINER | 100-511600-219 ATTORNEY; PFL SVCS RENDERED | 03/19/2025 | 3,400.00 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|--|--------------------------|------------|--|---|--------------|--------------------|--------|
| Total BOARDMAN & CLARK LLP: | | | | | | 6,975.00 | |
| | BREUNIG, WILLIAM | 3/6/2025 & | MILEAGE REIMBURSEMENT - WI EM GOVERNOR'S CONFERENCE | 100-522410-349 EMD; OTHER EXPENSES | 03/11/2025 | 157.50 | |
| | BREUNIG, WILLIAM | 3/6/2025 & | MILEAGE REIMBURSEMENT - WI SCHOOL SAFETY COORDINATORS CONFERENCE | 100-522410-349 EMD; OTHER EXPENSES | 03/11/2025 | 63.00 | |
| Total BREUNIG, WILLIAM: | | | | | | 220.50 | |
| | CAINE, SUSAN | 3/10/2025 | MILEAGE REIMBURSEMENT - PICK UP SPRING ELECTION SUPPLIES/BALLOTS AT COUNTY | 100-511420-310 ELECTIONS; SUPPLIES/MISC EXP | 03/20/2025 | 39.83 | |
| Total CAINE, SUSAN: | | | | | | 39.83 | |
| | COLUMBUS SCHOOL DISTRICT | 3/24/2025 | 2024 LOTTERY CREDIT COLLECTED 2025 | 100-246000 DUE TO SCHOOL DISTRICT | 03/24/2025 | 604.37 | |
| Total COLUMBUS SCHOOL DISTRICT: | | | | | | 604.37 | |
| | COLUMBUS UTILITIES | 02/1/2025- | CITY HALL | 100-511800-221 CITY HALL; UTILITIES | 03/08/2025 | 903.46 | |
| | COLUMBUS UTILITIES | 02/1/2025- | EMERGENCY CITY SIRENS | 100-522410-221 EMD; SIREN ELECTRICITY | 03/08/2025 | 24.44 | |
| | COLUMBUS UTILITIES | 02/1/2025- | STREET LIGHTING | 100-522440-228 STREET LIGHTING | 03/08/2025 | 10,420.61 | |
| | COLUMBUS UTILITIES | 02/1/2025- | TRAFFIC LIGHTS | 100-533500-392 STREETS; TRAFFIC LIGHTS EXPENS | 03/08/2025 | 191.19 | |
| | COLUMBUS UTILITIES | 02/1/2025- | 1149 W JAMES ST | 100-511230-348 CONTINGENCY ACCOUNT | 03/08/2025 | 45.98 | |
| | COLUMBUS UTILITIES | 02/1/2025- | POLICE DEPT | 100-522100-221 PD; UTILITIES | 03/08/2025 | 330.99 | |
| | COLUMBUS UTILITIES | 02/1/2025- | FIRE DEPT | 100-522200-221 FIRE; UTILITIES | 03/08/2025 | 392.94 | |
| | COLUMBUS UTILITIES | 02/1/2025- | FIRE DEPT - WATER ONLY | 100-522200-221 FIRE; UTILITIES | 03/08/2025 | 93.71 | |
| | COLUMBUS UTILITIES | 02/1/2025- | COMMUNITY CENTER | 100-555100-221 C CENTER; UTILITIES | 03/08/2025 | 298.47 | |
| | COLUMBUS UTILITIES | 02/1/2025- | 161 BUILDING | 100-555200-221 RECREATION; UTILITIES | 03/08/2025 | 511.95 | |
| | COLUMBUS UTILITIES | 02/1/2025- | POOL | 215-555210-221 POOL FACILITY; UTILITIES | 03/08/2025 | 950.09 | |
| | COLUMBUS UTILITIES | 02/1/2025- | LIBRARY | 210-555000-221 LIBRARY; ELECTRIC/WATER/SEWER | 03/08/2025 | 426.73 | |
| | COLUMBUS UTILITIES | 02/1/2025- | LIBRARY ANNEX | 210-555100-224 ANNEX; HEATING/UTILITIES | 03/08/2025 | 141.47 | |
| | COLUMBUS UTILITIES | 02/1/2025- | UDEY DAM LIGHTS | 100-522420-221 UDEY DAM; UTILITIES | 03/08/2025 | 18.70 | |
| | COLUMBUS UTILITIES | 02/1/2025- | SCHOOL CROSSING LIGHTS | 100-522440-228 STREET LIGHTING | 03/08/2025 | 10.41 | |
| | COLUMBUS UTILITIES | 02/1/2025- | DPW OFFICES | 100-533200-221 PWKS ADMIN; UTILITIES | 03/08/2025 | 693.32 | |
| | COLUMBUS UTILITIES | 02/1/2025- | PAVILION | 100-555400-251 PARKS; PAVILION EXPENSES | 03/08/2025 | 569.77 | |
| | COLUMBUS UTILITIES | 02/1/2025- | LANDSCAPE RECYCLING CENTER | 230-577400-221 RECYCLING; UTILITIES | 03/08/2025 | 42.39 | |
| | COLUMBUS UTILITIES | 02/1/2025- | CEMETERY | 235-577800-221 CEMETERY; UTILITIES | 03/08/2025 | 75.11 | |
| | COLUMBUS UTILITIES | 02/1/2025- | PARKS ATHLETIC FIELDS | 100-555410-221 ATHLETIC FIELDS; UTILITIES | 03/08/2025 | 203.38 | |
| | COLUMBUS UTILITIES | 02/1/2025- | PARKS | 100-555400-221 PARKS; UTILITIES | 03/08/2025 | 840.81 | |
| Total COLUMBUS UTILITIES: | | | | | | 17,185.92 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|--|--------------------------|-----------|--|---|--------------|--------------------|--------|
| | EGOLDFAX | 12112525 | EMAIL FAX SERVICE - ADMINISTRATION | 100-511800-225 CITY HALL; TELEPHONE | 03/13/2025 | 15.25 | |
| | EGOLDFAX | 12112525 | LIBRARY | 210-555000-225 LIBRARY; TELEPHONE & DATA | 03/13/2025 | 15.24 | |
| Total EGOLDFAX: | | | | | | 30.49 | |
| | FREY, CHERYL | 3/24/2025 | 2023 GARBAGE/RECYCLING REFUND | 230-577110-296 COLLECTION FEES GARBAGE/REC | 03/24/2025 | 199.00 | |
| | FREY, CHERYL | 3/24/2025 | 2024 GARBAGE/RECYCLING REFUND | 230-577110-296 COLLECTION FEES GARBAGE/REC | 03/24/2025 | 206.00 | |
| Total FREY, CHERYL: | | | | | | 405.00 | |
| | LIFESTAR EMERGENCY MEDIC | 4/2025 | APRIL 2025 AMBULANCE SERVICE | 240-511350-291 EMS - CONTRACTUAL SERVICES | 03/19/2025 | 17,894.88 | |
| Total LIFESTAR EMERGENCY MEDICAL: | | | | | | 17,894.88 | |
| | MADISON MEDIA PARTNERS | 230920 | 2025 SPRING PRIMARY NOTICE | 100-511420-313 ELECTIONS: PRINTING/ADVERTISE | 02/02/2025 | 11.48 | |
| Total MADISON MEDIA PARTNERS: | | | | | | 11.48 | |
| | RUEKERT - MIELKE INC | 155740-15 | COUNCIL MEETING ATTENDANCE | 100-578000-211 ENGINEERING; OTHER NON-INFRAST | 02/25/2025 | 692.80 | |
| | RUEKERT - MIELKE INC | 155740-15 | DRT MEETING ATTENDANCE | 100-578000-210 ENGINEERING; PLANNING & OTHER | 02/25/2025 | 990.00 | |
| | RUEKERT - MIELKE INC | 155740-15 | DPW SUPPORT | 100-578000-210 ENGINEERING; PLANNING & OTHER | 02/25/2025 | 2,012.00 | |
| | RUEKERT - MIELKE INC | 155740-15 | ADMINISTRATION SUPPORT | 100-578000-211 ENGINEERING; OTHER NON-INFRAST | 02/25/2025 | 706.75 | |
| | RUEKERT - MIELKE INC | 155740-15 | GIS DATA MAINTENANCE | 100-578000-212 ENGINEERING; GIS SERVICES PROV | 02/25/2025 | 1,762.50 | |
| | RUEKERT - MIELKE INC | 155740-15 | CARDINAL HEIGHTS | 100-511230-348 CONTINGENCY ACCOUNT | 02/25/2025 | 540.00 | |
| | RUEKERT - MIELKE INC | 155740-15 | UDEY DAM SPILLWAY | 100-522420-249 UDEY DAM; REPAIR/MAINTENANCE | 02/25/2025 | 496.75 | |
| | RUEKERT - MIELKE INC | 155740-15 | PRAIRIE RIDGE HEALTH | 201-231400 DUE FROM COLUMBUS HOSPITAL | 02/25/2025 | 631.00 | |
| | RUEKERT - MIELKE INC | 155740-15 | DOLLAR TREE | 201-231049 DOLLAR STORE | 02/25/2025 | 432.00 | |
| | RUEKERT - MIELKE INC | 155740-15 | 2025 STREETS - STREETS | 415-581000-250 CAP PRJTS; 2025 BROOKSIDE LANE | 02/25/2025 | 11,389.07 | |
| | RUEKERT - MIELKE INC | 155740-15 | 2025 STREETS - WATER (CU TO REIMBURSE) | 415-581000-250 CAP PRJTS; 2025 BROOKSIDE LANE | 02/25/2025 | 11,089.36 | |
| | RUEKERT - MIELKE INC | 155740-15 | 2025 STREETS - SEWER (CU TO REIMBURSE) | 415-581000-250 CAP PRJTS; 2025 BROOKSIDE LANE | 02/25/2025 | 4,195.98 | |
| | RUEKERT - MIELKE INC | 155740-15 | 2025 STREETS - STORM | 650-555210-830 STORM WATER; STREET PROJECTS | 02/25/2025 | 3,296.84 | |
| | RUEKERT - MIELKE INC | 155740-15 | TIF #7 - STORMWATER FIREMAN'S PARK | 416-574100-700 TIF #7; STORMWATER CONSTRUC | 02/25/2025 | 30,003.25 | |
| | RUEKERT - MIELKE INC | 155938-15 | COUNCIL MEETING ATTENDANCE | 100-578000-211 ENGINEERING; OTHER NON-INFRAST | 03/10/2025 | 207.50 | |
| | RUEKERT - MIELKE INC | 155938-15 | DRT MEETING ATTENDANCE | 100-578000-210 ENGINEERING; PLANNING & OTHER | 03/10/2025 | 990.00 | |
| | RUEKERT - MIELKE INC | 155938-15 | DPW SUPPORT | 100-578000-210 ENGINEERING; PLANNING & OTHER | 03/10/2025 | 900.50 | |
| | RUEKERT - MIELKE INC | 155938-15 | ADMINISTRATION SUPPORT | 100-578000-211 ENGINEERING; OTHER NON-INFRAST | 03/10/2025 | 1,104.75 | |
| | RUEKERT - MIELKE INC | 155938-15 | FIRST SUPPLY | 100-578000-210 ENGINEERING; PLANNING & OTHER | 03/10/2025 | 108.00 | |
| | RUEKERT - MIELKE INC | 155938-15 | ZION SCHOOL - SITE PLAN REVIEW | 100-578000-210 ENGINEERING; PLANNING & OTHER | 03/10/2025 | 1,080.00 | |
| | RUEKERT - MIELKE INC | 155938-15 | UDEY DAM SPILLWAY | 100-522420-249 UDEY DAM; REPAIR/MAINTENANCE | 03/10/2025 | 3,560.00 | |
| | RUEKERT - MIELKE INC | 155938-15 | ENERPAC PARK SITE PLAN | 245-555400-810 PARKS; CAPITAL PROJ/PURCHASES | 03/10/2025 | 2,797.30 | |
| | RUEKERT - MIELKE INC | 155938-15 | TIF #7 ENGINEERING | 416-574000-215 TIF #7; ENGINEERING | 03/10/2025 | 513.00 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|------------------------------------|---------------------------|-----------|---|--|--------------|--------------------|--------|
| | RUEKERT - MIELKE INC | 155938-15 | TIF #7 - STORMWATER FIREMAN'S PARK | 416-574100-700 TIF #7; STORMWATER CONSTRCTI | 03/10/2025 | 10,379.00 | |
| | RUEKERT - MIELKE INC | 155938-15 | CARDINAL HEIGHTS | 100-511230-348 CONTINGENCY ACCOUNT | 03/10/2025 | 486.00 | |
| Total RUEKERT - MIELKE INC: | | | | | | 90,364.35 | |
| | TANGENT COMPUTER INC | SI122433 | ANNUAL HOSTED ARCHIVING 4/21/2025-4/21/2026 | 100-511800-251 CITY HALL; SOFTWARE/LICENSES | 03/19/2025 | 2,310.00 | |
| Total TANGENT COMPUTER INC: | | | | | | 2,310.00 | |
| | VANDEWALLE & ASSOCIATES I | 20250200 | TOWER DRIVE SITE EVALUATION | 100-578000-210 ENGINEERING; PLANNING & OTHER | 02/18/2025 | 200.00 | |
| Total VANDEWALLE & ASSOCIATES INC: | | | | | | 200.00 | |
| Total ADMINISTRATION: | | | | | | 143,568.53 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voiced |
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| SENIOR CENTER | | | | | | | |
| | DEPIES, STACEY | March Re | DEPOSIT REFUND | 100-233100 C CENTER; RENT DEPOSITS | 03/18/2025 | 100.00 | |
| Total DEPIES, STACEY: | | | | | | 100.00 | |
| Total SENIOR CENTER: | | | | | | 100.00 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|-------------|--|-----------|--|---|--------------|--------------------|--------|
| FIRE | | | | | | | |
| | DUFFY FLEET SERVICES INC | W 48176 | REPAIR EXHAUST | 100-522200-249 FIRE; REPAIR & MAINTENANCE | 03/13/2025 | 794.15 | |
| | Total DUFFY FLEET SERVICES INC: | | | | | 794.15 | |
| | FIRE SAFETY USA INC | 198569 | PREMIXED PLUG N DIKE WITH ANTIFREEZE | 100-522200-820 FIRE; EQUIP REPLACEMENT | 02/20/2025 | 98.45 | |
| | FIRE SAFETY USA INC | 198739 | BULLARD 6" SHIELD | 100-522200-820 FIRE; EQUIP REPLACEMENT | 03/11/2025 | 101.20 | |
| | Total FIRE SAFETY USA INC: | | | | | 199.65 | |
| | HAMMES FIRE & SAFETY LLC | 43465 | SERVICE CALL #10 DRY CHEMICAL EXTINGUISHER | 100-522200-820 FIRE; EQUIP REPLACEMENT | 02/28/2025 | 84.00 | |
| | Total HAMMES FIRE & SAFETY LLC: | | | | | 84.00 | |
| | J & B SERVICE | 2453 | ALTERNATOR | 100-522200-249 FIRE; REPAIR & MAINTENANCE | 03/06/2025 | 415.80 | |
| | Total J & B SERVICE: | | | | | 415.80 | |
| | MACQUEEN EQUIPMENT LLC | P44416 | EXTRACTOR, WARRANTY, SHIPPING AND HANDLING | 100-522200-820 FIRE; EQUIP REPLACEMENT | 02/25/2025 | 6,801.00 | |
| | Total MACQUEEN EQUIPMENT LLC: | | | | | 6,801.00 | |
| | PRAIRIE RIDGE HEALTH INC | G285483 | EMPLOYEE DRUG SCREENS | 100-522200-233 FIRE; PFL SVCS - LEGAL | 03/05/2025 | 342.50 | |
| | Total PRAIRIE RIDGE HEALTH INC: | | | | | 342.50 | |
| | Total FIRE: | | | | | 8,837.10 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|---------------------------------|--------------------------|-----------|---|---|--------------|--------------------|--------|
| POLICE | | | | | | | |
| | AMAZON CAPITAL SERVICES | 1YTC-LG | OFFICE AND SQUAD ROOM SUPPLIES | 100-522160-312 PD; SUPPORT SVCS - OP EXPENSES | 03/17/2025 | 90.25 | |
| Total AMAZON CAPITAL SERVICES: | | | | | | 90.25 | |
| | BAYCOM INC | EQUIPINV | CRADLE POINT WITH NET CLOUD FOR 3 YEARS FOR NEW SQUAD | 415-513000-602 CAP PRJTS; POLICE DEPARTMENT | 03/18/2025 | 1,091.00 | |
| Total BAYCOM INC: | | | | | | 1,091.00 | |
| | CAMPS AND CONFERENCES | IPMBA 2/2 | OFFC JULIA KNOLL IPMBA - BIKE SCHOOL | 100-522120-191 PD; PATROL TRAINING | 03/19/2025 | 200.00 | |
| Total CAMPS AND CONFERENCES: | | | | | | 200.00 | |
| | COLUMBUS ACE HARDWARE | PD 2/2025 | K16407 KEYS | 100-522100-314 PD; SMALL ITEMS OF EQUIPMENT | 02/28/2025 | 11.97 | |
| Total COLUMBUS ACE HARDWARE: | | | | | | 11.97 | |
| | DIGITALBAY LLC | 14487 | UPDATE MULTIPLE EXTENSIONS | 100-522100-225 PD; TELEPHONE & WIRELESS | 03/07/2025 | 151.50 | |
| Total DIGITALBAY LLC: | | | | | | 151.50 | |
| | MARLIN LEASING CORP | 21705889 | COPIER LEASE | 100-522160-825 PD; SUPPORT SVCS - CAP LEASE | 03/19/2025 | 148.35 | |
| Total MARLIN LEASING CORP: | | | | | | 148.35 | |
| | MOTOROLA SOLUTIONS | 82820948 | RADIO FOR NEW SQUAD | 415-513000-602 CAP PRJTS; POLICE DEPARTMENT | 03/13/2025 | 3,573.06 | |
| Total MOTOROLA SOLUTIONS: | | | | | | 3,573.06 | |
| | NATIONAL ASSOCIATION OF | 24651 | ANNUAL MEMBERSHIP NNO | 100-522100-935 PD; COMMUNITY SERVICES | 01/07/2025 | 35.00 | |
| Total NATIONAL ASSOCIATION OF: | | | | | | 35.00 | |
| | PERSONNEL EVALUATION INC | 54267 | PEP TESTING SGT POSITION | 100-522100-219 PD; PROFESSIONAL FEES | 02/28/2025 | 150.00 | |
| Total PERSONNEL EVALUATION INC: | | | | | | 150.00 | |
| | PRAIRIE RIDGE HEALTH INC | G285483 | EMPLOYEE TESTING | 100-522100-219 PD; PROFESSIONAL FEES | 03/04/2025 | 211.00 | |
| | PRAIRIE RIDGE HEALTH INC | G285492 | EMPLOYEE TESTING | 100-522100-219 PD; PROFESSIONAL FEES | 03/04/2025 | 94.00 | |
| | PRAIRIE RIDGE HEALTH INC | G285492 | OWI BLOOD DRAWS | 100-522100-300 PD; COURT & JAIL FEES | 03/04/2025 | 195.00 | |
| Total PRAIRIE RIDGE HEALTH INC: | | | | | | 500.00 | |
| Total POLICE: | | | | | | 5,951.13 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voiced |
|---|---------------------------|-----------|--|---|--------------|--------------------|--------|
| PUBLIC WORKS | | | | | | | |
| | CAPITAL ONE COMMERCIAL | 32240632 | SWIFTER, REFILLS, STRIPPING DISC | 100-555400-251 PARKS; PAVILION EXPENSES | 03/04/2025 | 139.00 | |
| Total CAPITAL ONE COMMERCIAL: | | | | | | 139.00 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | ACE 5 IN 8 HOLE HOOK | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 19.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | SANDBELT 3X21" CRS | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 17.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | SANDISC VENT SANDDISC 5' | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 14.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | LYSOL CRISP LINEN | 100-511800-312 CITY HALL; OPER EXP & SUPPLIES | 02/28/2025 | 19.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | SANDISC SANDDISC 5" | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 9.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | ROUND OVR BT | 100-533100-312 GARAGE; SUPPLIES | 02/28/2025 | 35.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | ACE BEST RLRJ W4X3/8 PAINT | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 8.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | SANDISC SANDDISC 5" | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 22.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | SANDISC SANDDISC 5" | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 21.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | PNT & RST RMVR DISC | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 11.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | MOUNTING TAPE | 100-511800-312 CITY HALL; OPER EXP & SUPPLIES | 02/28/2025 | 14.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | STOP NUT USS CARR SCREW Z | 100-555400-249 PARKS; REPAIR & MAINTENANCE | 02/28/2025 | 30.98 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | COMPOSE SHIM CAULK DRILL | 100-555200-249 RECREATION; REPAIR/MAINTENANCE | 02/28/2025 | 33.47 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | BRACKET SHELF MISC FASTNERS | 100-555200-810 RECREATION; EQUIP REPLACEMENT | 02/28/2025 | 44.48 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | LED A19E26 100W 75 W 60 W | 100-511800-249 CITY HALL; BLDG REPAIR/MAINT | 02/28/2025 | 53.94 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | KEYKRAFTER | 100-555400-251 PARKS; PAVILION EXPENSES | 02/28/2025 | 3.99 | |
| | COLUMBUS ACE HARDWARE | DPW 2/20 | MARKING FLG LIME | 100-533100-312 GARAGE; SUPPLIES | 02/28/2025 | 27.98 | |
| Total COLUMBUS ACE HARDWARE: | | | | | | 394.67 | |
| | K & B TREE & LAWN CARE | 417073 | 304 N LUDINGTON 504 S BIRDSEY | 100-555510-299 FORESTRY; CONTRACT TRIMMING | 02/27/2025 | 2,651.24 | |
| | K & B TREE & LAWN CARE | 417156 | 346 S. LEWIS STREET REMOVAL AND STUMP GRINDING | 100-555510-299 FORESTRY; CONTRACT TRIMMING | 03/07/2025 | 4,278.00 | |
| Total K & B TREE & LAWN CARE: | | | | | | 6,929.24 | |
| | MCKITRICK, JENNY | 6146 | INTERPRETER SERVICES 3/3 | 100-533200-210 PWKS ADM; PFL SVCS | 03/06/2025 | 137.50 | |
| Total MCKITRICK, JENNY: | | | | | | 137.50 | |
| | MID-STATE EQUIPMENT JANES | P74053 | CORDURA SLEEVE HOSERM BOBCAT | 100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN | 03/14/2025 | 16.08 | |
| | MID-STATE EQUIPMENT JANES | P99845 | AIR FILTER POLE SAW | 100-555510-312 FORESTRY; SUPPLIES | 03/17/2025 | 9.99 | |
| | MID-STATE EQUIPMENT JANES | P99846 | OIL PUMP CHAINSAW | 100-555510-312 FORESTRY; SUPPLIES | 03/17/2025 | 91.29 | |
| | MID-STATE EQUIPMENT JANES | P99867 | HOSE - CHAINSAW | 100-555510-312 FORESTRY; SUPPLIES | 03/19/2025 | 9.34 | |
| Total MID-STATE EQUIPMENT JANESVILLE INC: | | | | | | 126.70 | |
| | MORTON SALT INC | 54034140 | SALT DELIVERY | 100-533600-235 SNOW & ICE; SAND/SALT PURCHASE | 03/17/2025 | 4,582.65 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voiced |
|---|-----------------------------|-----------|---|---|--------------|--------------------|--------|
| Total MORTON SALT INC: | | | | | | 4,582.65 | |
| | NAPA AUTO PARTS | 808969 | SAE20 COMPRESSOR OIL | 100-533100-312 GARAGE; SUPPLIES | 03/06/2025 | 71.56 | |
| | NAPA AUTO PARTS | 809407 | HYD HOSE FITTING BOBCAT | 100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN | 03/14/2025 | 150.39 | |
| | NAPA AUTO PARTS | 809650 | FUNNEL LUBRIPLATE BRAKE CLEANER WD40 | 100-533100-312 GARAGE; SUPPLIES | 03/19/2025 | 114.79 | |
| Total NAPA AUTO PARTS: | | | | | | 336.74 | |
| | OVERHEAD DOOR CO OF MADI | 37011 | REPLACE CABLE, ROLLERS, LONG STEM ROLLS FOR GARAGE DOOR | 100-533100-250 GARAGE; BUILDING REPAIRS/MAINT | 03/10/2025 | 822.00 | |
| Total OVERHEAD DOOR CO OF MADISON INC: | | | | | | 822.00 | |
| | UTILITY SALES & SERVICE INC | 0216029-I | REST BOOM 9" | 100-533100-249 GARAGE; VEHICLE REPAIRS/MAIN | 03/14/2025 | 255.69 | |
| Total UTILITY SALES & SERVICE INC: | | | | | | 255.69 | |
| Total PUBLIC WORKS: | | | | | | 13,724.19 | |

| Department | Vendor Name | Invoice # | Description | GL Account and Title | Invoice Date | Net Invoice Amount | Voided |
|---|---------------------------|-----------|--|---|--------------|--------------------|--------|
| TAX INCREMENTAL FINANCING DIST | | | | | | | |
| | VANDEWALLE & ASSOCIATES I | 20250100 | TID #4 PLANNING SERVICES | 412-511570-210 TIF #4; PROFL SVCS - ENGINEERI | 01/20/2025 | 481.25 | |
| | VANDEWALLE & ASSOCIATES I | 20250200 | TID #4 PLANNING SERVICES | 412-511570-210 TIF #4; PROFL SVCS - ENGINEERI | 02/18/2025 | 5,915.00 | |
| Total VANDEWALLE & ASSOCIATES INC: | | | | | | 6,396.25 | |
| | WI DEPT OF TRANSPORTATION | 395-00003 | PRELIMINARY ENGINEERING - LUDINGTON ST | 415-581000-219 CAP PRJTS: ENGINEER-LUDINGTON | 03/03/2025 | 1,851.75 | |
| | WI DEPT OF TRANSPORTATION | 395-00003 | PRELIMINARY ENGINEERING - FARNHAM ST | 415-581000-216 CAP PRJTS; ENGINEER-HWY. 89 | 03/03/2025 | 8.11 | |
| Total WI DEPT OF TRANSPORTATION: | | | | | | 1,859.86 | |
| Total TAX INCREMENTAL FINANCING DIST: | | | | | | 8,256.11 | |
| Grand Totals: | | | | | | 180,237.06 | |

Report Criteria:

- Detail report.
- Invoice detail records above \$0.00 included.
- Paid and unpaid invoices included.



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: April 2, 2025

Item Title: Discussion regarding authorization to begin recruitment for a Finance Director

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Krystal Larson, Treasurer has informed me that she plans to retire by June 30, 2025. Krystal has elevated our budget process, developed a 5-year CIP, and has updated a number of policies and practices within the Treasurer's Office. I'm looking for discussion and direction regarding replacing Krystal who has been an extremely valuable team member.

I've drafted the attached Finance Director position that would oversee the Deputy Treasurer and Human Resources Administrator. The current salary range for the Treasurer position, which would be eliminated is \$32.37-42.08. I'm proposing that the range for Finance Director be \$37.67-\$45.00.

List all Supporting Documentation Attached:

Finance Director Job Description

Action Requested of Council:

Authorization to begin recruitment for a Finance Director and approval of job description.



POSITION DESCRIPTION

Class Title: Finance Director
Department: City Administration
Location: City Hall
FLSA Status: Exempt – Administrative Exemption
Wage Range: Salary \$78,354 - \$93,600
Updated: March 2025

GENERAL PURPOSE

This is a highly responsible municipal accounting/finance position. This position has considerable independence and acts as the lead position for the City’s general ledger accounting and key accounting processes. This position assists in the preparation of financial reports, audit work papers, and utility accounting. This position plays a key role in the development of the annual budget and financial statements. The Finance Director maintains the City’s fixed asset records, prepares monthly financial reports, and assists with property tax collection. This position works in partnership and close coordination with other City Hall staff and Department Heads. This position also helps to provide service to customers at City Hall and performs other financial tasks as assigned.

SUPERVISION RECEIVED

Works under direct supervision of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator/Treasurer, who may consult with the Mayor and Common Council as necessary to provide the employee direction.

SUPERVISION EXERCISED

The Finance Director has direct supervisory duties over the Deputy Treasurer and Human Resources Administrator. Supervisory responsibilities include annual job performance evaluation, recommending disciplinary action, and cross training of employee for short and long-term vacancies or leave. Final determination of pay increases, disciplinary actions and approvals of leave/vacation shall be made by the City Administrator/Treasurer. Work includes the exercise of discretion and independent judgment with respect to matters of significance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance:

- a. Coordinates the daily operation of the City’s financial and data processing procedures, general ledger and journal entries, including coding and entering certain expense vouchers and receipts, making necessary journal entries, budget

- adjustments and transfers; reconciling banking and investment statements; and working with financial auditors.
- b. Prepares and maintains all accounting records, financial, investment, and statistical reports. Prepares and submits all government (state and federal) financial, budget, tax and other required reports. Prepares monthly, quarterly, and annual financial reports for Administrator.
 - c. Performs pre-audit of all invoices for the purpose of ensuring accuracy and appropriateness prior to payment in compliance with city budget, city purchasing policy, state statutes, and federal guidelines.
 - d. Ensure accurate records and information necessary for annual audit are available to audit staff and assists in the preparation of management discussion and analysis.
 - e. Assists in the collection and recording of all municipal revenues including taxes, fees and other municipal charges. Responsible for tracking expenditures ensuring the expenditures are consistent with those approved in the municipal budget. Responsible for preparing wire transfers or AP vouchers for debt service and tax settlement payments.
 - f. Serves as a liaison with financial institutions, auditors, and City departments and offices regarding finance related issues.
 - g. Serves as an administrator with vendor support of the city's internal accounting system.
 - h. Serves as a voting member of the Investment Board. Makes recommendations for specific investment of city and utility funds to Board.
 - i. Invests funds held by City and Sewer Utility.
 - j. Acts as financial liaison to the Water & Electric Utilities – monitor daily activity, prepare monthly Treasurer's reports, monitor bank account reconciliations and monitors debt obligations. Investing funds as directed.
 - k. Facilitate general obligation or revenue borrowings for the city and utility by working directly with bond consultants and legal counsel.
 - l. Prepare with assistance from engineers and consultants the plan for the city and assist Utility Director with capital improvement plan.
 - m. Analyze cash flows and maintain an accurate replacement fund contribution schedule for the City and Utility Capital Improvement plan and debt coverage schedules.
 - n. Maintain an accurate record of the city's capital assets; work with department heads to ensure assets are properly recorded as new or disposed of.
 - o. Assists the City Administrator/Treasurer with the annual budget preparation.
 - p. Assists Municipal Court with financial record keeping and other needs as deemed necessary by the Wisconsin State Court System.
 - q. Serves as the administrator of the city online payment service.
 - r. Assist in the development and implementation of internal control procedures, ordinances, and resolutions as needed.
 - s. Responsible for maintaining the property, vehicle, liability, worker compensation, crime, error & omissions insurance information. Allocation of premiums between departments, Funds and Utilities. Invoice outside entities for premiums due.
 - t. Prepare annual debt service schedules, special assessment repayment schedules, and use of funds for City Administrator/Treasurer and Council.
 - u. Assists the Tourism Commission with financial record keeping. Responsible for the collection of room tax payments; maintain an accurate record of room tax revenue for allocation to City funds and annual state reporting.

- v. Assist Cable Fund with financial record keeping; maintain an accurate record of franchise fee payments for state aid payments due annually.
- w. Works directly with bond consultant to prepare the annual disclosure statement filed with the Securities & Exchange Commission, Moody's and other financial institutions.
- x. Annually prepare Tax Incremental Financing Districts, developer valuation reports, tax revenues and repayment schedules.
- y. Serves as financial liaison to the Hillside Cemetery Association, Columbus Public Library and Historic Land Preservation Commission in recording financial activity for these non-City held programs.
- z. Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Minimum associate or bachelor's degree in the field(s) of Accounting, Finance, Business Administration, Mathematics, Economics, or related field of study.
- CPA and/or advanced degree preferred.
- Minimum of five (5) years of experience in local government, finance, or related field.
- A combination of education and extensive accounting experience will be considered.
- Working knowledge of computers and electronic data processing equipment/software; modern office practices and procedures; and governmental accounting principles and practices.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Maintain ability to travel throughout the city for meetings and trainings.
- Provide effective, truthful, and accurate written and verbal communications to a wide range of employees, management, elected officials, and the community using diplomacy and tact.
- Maintain, and actively promote, effective working relationships with the Mayor, Common Council, Department Heads, other employees, residents, and the public.
- Provide advice appropriate to the position to City employees and management.
- Attend seminars, workshops, meetings, and training sessions related to duties and responsibilities for professional development.
- Knowledge of Generally Accepted Accounting Principles (GAAP); accounting theory and practices
- Knowledge of local government financial management including bookkeeping, accounting, and record keeping principles (GASB).
- Knowledge of computers, financial management and other software programs; fluency with Microsoft Office products including Word and Excel and networking schematics.
- Ability to exercise initiative, think logically, and independent judgment.
- Ability to deal with and maintain confidential information.
- Organization skills, ability to prioritize workload, and meet deadlines as given.
- Maintain a valid driver's license with the ability to lawfully operate all assigned City vehicles.
- Ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations.
- Ability to perform complex mathematical computations accurately and quickly.

- Ability to interpret information in mathematical, written and diagram form, such as statistical reports.
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments, especially in stressful situations.
- Compose, input, and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Ability to attend various evening City committee and Council meetings as required.

TOOLS AND EQUIPMENT USED

Personal computer, local area computer network, word processing and spreadsheet software, website maintenance software, telephone, electric typewriter, copy machine, fax machine, optical scanner, postage meter, and all other equipment required to perform the duties and responsibilities of this position.

The statements listed above are intended to describe the general nature and level of duties performed by the person appointed to this position. These duties are essential to the performance of this job. This position description does not state or imply that these statements are the only duties assigned to this position, and the employee appointed to this position will be required to perform any other job-related duties as requested by management.

The position description for the City Finance Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PHYSICAL REQUIREMENTS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderately quiet.

Approved by City Council April 2, 2025

Received by the City Finance Director on _____, 2025.

Name

Date