



# Committee of the Whole Meeting Agenda

Tuesday, December 17, 2024 at 6:40 PM

Columbus City Hall – 105 N. Dickason Boulevard

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## Roll Call

## Notice of Open Meeting

## Approval of Agenda

## Department Reports for File

1. Department Reports for File: Columbus Fire Department (12/2024), Library (11/2024), Police Department (11/2024).

## Public Comment

## New Business

2. Discussion regarding organization structure related to Utilities, Public Works, and Treasurer/Finance and updated job descriptions for Finance Director and Public Works Lead.
3. Discussion regarding possible Storm Water Utility Referendum.
4. Discussion regarding 2025 - 2027 Strategic Plan.

## Adjourn

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



# Columbus Fire Department

## December 2024 Columbus City Council Report

Item #1.

### Membership Status

Total Active Members:	<b>35</b>
Probationary Members:	<b>7</b>
Non-Probationary Members:	<b>28</b>
Total Positions Allowed:	<b>40</b>

### Incident Report: November 2024

Incident Number	Date & Time	Last Unit Cleared	Address	City / Rural	Location	Incident Type	Total # FF
24-228	11/1/2024 18:14	20:08	60 Highway and West of Schaefer Road	Rural	Town of Columbus	Motor vehicle accident with no injuries.	11
24-229	11/5/2024 18:47	19:20	151 Highway and NB Lane, North of 120 NB Entry Ramp	City	City of Columbus	Motor vehicle accident with no injuries.	14
24-230	11/6/2024 20:26	22:30	151 Highway and 115 MM NB	City	City of Columbus	Motor vehicle accident with no injuries.	14
24-231	11/7/2024 11:05	11:30	W950 16 Highway	Rural	Town of Columbus	Alarm system sounded due to malfunction	5
24-232	11/9/2024 20:56	22:30	151 Highway and North of 118 SB exit Ramp	City	City of Columbus	Oil or other combustible liquid spill	9
24-233	11/13/2024 23:59	01:00	W11845 Duffy Road	Rural	Town of Elba	Carbon monoxide detector activation,	8

						no CO	Item #1.
24-234	11/16/2024 12:44	14:44	977 Warner Street	City	City of Columbus	Passenger vehicle fire	12
24-235	11/18/2024 8:57	09:05	N2117 Columbus/Fall River Road	City	City of Columbus	Alarm system activation, no fire - unintentional	5
24-236	11/21/2024 15:43	16:00	123 Parkview Circle	City	City of Columbus	Medical assist, assist EMS crew	12
24-237	11/21/2024 17:18	18:15	123 Parkview Circle	City	City of Columbus	Assist police or other governmental agency	7
24-238	11/23/2024 8:10	09:45	N5681 73 Highway	Rural	Town of Calamus	Medical assist, assist EMS crew	7
24-239	11/24/2024 22:58	23:20	147 West Prairie Street	City	City of Columbus	Medical assist, assist EMS crew	6
24-240	11/25/2024 11:42	11:45	147 West Prairie Street	City	City of Columbus	Medical assist, assist EMS crew	4
24-241	11/26/2024 18:14	19:00	108 Red Bud Trail	City	City of Columbus	Gas leak (natural gas or LPG)	13
24-242	11/28/2024 20:15	20:15	151 Highway and Mile Marker 115	City	City of Columbus	Dispatched and cancelled en route	15
24-243	11/29/2024 21:15	22:45	K Highway and East of Loeffler Road	Rural	Town of Hampden	Motor vehicle accident with no injuries.	14

## November & Running Incident Totals

	Incident Count
November 2024 Total:	16
All 2024 through October	243
All 2023 through October	221

## Training Report: November 2024

Item #1.

Date	Training Activity	Location	Attendance
11/5/2024	Drill - Vehicle Extrication	Old Countryside Bldg	24
11/7/2024	Certification Class - Entry Level	Randolph	3
11/7/2024	Certification Class -Fire Instructor I	Mt. Horeb	1
11/7/2024	Certification Class - Firefighter II	Poynette	4
11/10/2024	Certification Class - Entry Level	MATC	3
11/11/2024	Monthly Officers Meeting	Station	10
11/12/2024	Monthly Department Meeting	Station	30
11/12/2024	Drill - Blood Born Pathogen & Lock Out Tag Out	Station	29
11/13/2024	Certification Class - Fire Officer 1	Madison College	3
11/13/2024	Dane County Chiefs Meeting	Stoughton	3
11/14/2024	Certification Class - Fire Instructor I	Mt. Horeb	1
11/16/2024	Live House Burn Training	Reeseville	3
11/16/2024	Certification - Firefighter II	Madison College	4
11/19/2024	Monthly Maintenance & Station Cleanup	Station	22
11/26/2024	Drill - Peer Support	Station	24

### Chief Hazeltine's Comments

- We had a total of 243 fire calls in 2023, and as can see after November of this year, we are at 243 for 2024, and as typing this we are at 249 calls.
- We have lost some members to moving to other communities but have possibly 3 applicants to be interviewed at the December 2024 PFC meeting.

- Probationary members are doing very well, and the regular members have been very helpful with helping them gain knowledge in the
- Madison College classes are posted for Fire Department members, and we will have a significant list of members going to class again.
- I am working with the Grant Writer we use to apply for an AFG Grant again for a water tender for the Rural Group, and mobile radios for the apparatus and portable radios for the officers. This is the same grant writer we used when we received the breathing air compressor.
- We also have an application for the Firehouse Subs Grant for ballistic vests and helmets.

Sincerely,

Scott Hazeltine

Columbus Fire Chief

## DIRECTOR'S REPORT

### Library News

- Columbus Public Library has been selected to receive a grant from the Public Library Association for Digital Literacy. This grant is for \$5,000 to use toward programs for adults to safely use the internet and their phones.
- The Library participated in Trunk-or-Treat with the Columbus P.T.O and Safe Trick-or-Treat at the Columbus Fire Station, as well as handed out candy in the Library for Halloween Storytime.
- Royal Guernsey Creamery joined us for a STEAM program on the States of Matter with Butter which was well attended.
- Trivia Night for Adults took place on November 5 with a full house in attendance. Many people have requested that this program happen again!
- Youth Services continue to have great attendance for Storytime and Music & Motion programs. They are also visiting local schools and daycares monthly. One Storytime every other month will be held at Home Again Assisted Living. This is a big hit with families and the residents.
- We have added a few adult/family board games and a disc golf set to our collection. We cut back on the amount of magazines we subscribe to, which gave us more space to add some requested items.

### Upcoming Programs

- December 8 the Library will participate in the warm-up to the Holiday Train at the Community Center.
- December 14 the Library will be part of the Downtown Holiday Hop sponsored by the Chamber of Commerce. Families will stop at the Library for several different crafts they can make.
- In January we will start our Adult Book Subscription Service.
- Our Winter reading program will take place in January. The theme this year is "Once Upon a Snowy Day."
- Helen is meeting with Homeschool families to come up with a homeschool program at the Library that works for them.










### Meetings

- November 10– Amanda attended the Celebration of Philanthropy held by the Columbus Area Endowment to accept the grant we received for our circulation desk.
- November 14– The first of monthly Community Services meetings for the City of Columbus.
- November 15– Columbia County Library Board and Directors at Lodi Public Library

\*\* January Board Meeting will be held in the Library Annex as the program room is in use.

### Buildings

- The circulation desk project has started. The end has been taken out, lowered, and reinstalled. We are now waiting for the top to be built.
- The Annex art studio has officially been rented out and we are now full. There is no waiting list at this time. Michelle Martin has taken over the responsibility of liaison between the artists and the library.

Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	5,740	57,253	53,586	62,944
	Items Borrowed (total)	4,989	50,455	45,320	53,981
	% Columbus residents		50%		52%
	% Fall River residents		13%		13%
	% Other Columbia County		21%		20%
	% Dodge County		10%		10%
	% Other		6%		5%
	Digital Items Borrowed (# checkouts)	1,235	12,507	11,377	13,620
	Books by Mail (# items sent)	19	229	301	351
	Public Wi-Fi (# sessions)	3,858	48,833	54,779	67,612
	Public Computer Use (# sessions)	296	2,639	2,474	2,929
	Wireless Printing & Faxing (# jobs)	90	802	890	1,013
	Community Use of Rooms (# attended)	88	953	852	1,033
	Patrons Added (# added)	19	327	318	365

Item #1.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	23	390	34
Children	5	48	10
Teen	4	101	0
Adult	5	32	n/a
General Interest	4	922	36



# COLUMBUS POLICE DEPARTMENT

159 S. Ludington St.  
Columbus, WI. 53925  
920-623-5919 (Main)  
920-623-5930 (Fax)

Item #1.

December 12, 2024

Mayor Hammer  
Members of the Common Council  
Columbus Police and Fire Commission:

## RE: POLICE DEPARTMENT ACTIVITY REPORT, November 2024

Attached is the monthly report for the Columbus Police Department.

Please feel free to contact me at any time if you have questions.

Chief Dennis Weiner





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## PERSONNEL

The department is not fully staffed. Current staffing as of December 12, 2024:

	Authorized by Budget	Actual
<b><u>Sworn Officers</u></b>		
Full-time sworn police positions:	10	9
Patrol Officer Full time	6	5
Sergeant	1	1
Lieutenant	2	2
Chief	1	1
<b><u>Clerical</u></b>		
Office Manager (full-time)	1	1
Clerk (full-time)	1	1

Current Staff:

Name	Date of Hire
Chief Dennis Weiner	02/18/2008
Lieutenant Roger Witthun	12/17/2001
Lieutenant Darrel Ward	09/19/2022
Sergeant Mike Rosecky	12/30/2022
Officer Julia Knoll	01/03/2022
Officer Matt Dammen	01/03/2023
Officer Spencer Trevorrow	07/31/2023
Officer Colton Hayes	07/30/2024
Officer Cole Vance	08/05/2024
Officer vacant	
Officer James Kicmol (part time)	09/25/2023
Office Manager Erika Kellar	02/04/1999
Public Safety Bonnie Langsdorf (part time LTE)	08/12/2024



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Item #1.

### PERSONNEL:

The posting period for the Lieutenant position that will be vacant January 2, 2025 upon Lieutenant Witthun's retirement has closed. We received 1 application, from an internal candidate. The Police and Fire Commission approved the proposed process moving forward at their December 11 meeting. The process continues.

Cole Vance will graduate from the Madison College Police Academy tomorrow (December 13) and will be starting his local training the week of December 16. Local training is approximately 3 months and can vary for several factors, such as call/experience volume, progress of the applicant, etc.

Officer Hayes is at the end of his local training and will be on solo patrol in the near future.

The process to fill the final vacant officer position was not successful. We received 3 applications. Two had been thru the academy and were working for departments, but had resigned from them. After a deeper review neither were options. We proceeded forward on the 3<sup>rd</sup> applicant who failed one of the testing steps and it not eligible for hire as well. We are back to the drawing board for that position and will also be down an additional position upon Lieutenant Witthun's retirement.

I was contacted by a former officer with 30+ year's experience, including command level, who is interested in working part for us part time. He worked 13 years for our department, left us and semi-retired in 2017, but worked for other departments after that part time. He was certified by the Police and Fire Commission for hire at the December 11 meeting and we plan to start him ASAP. Not only will he help our schedule, his substantial experience will be a plus to the younger officers on the department.

The application process closed for the public safety clerk. We received 8 applications. We interviewed 4 people during the week of December 9. We are in the process of making a job offer.

### FLEET/EQUIPMENT:

Sergeant Rosecky received a grant for an alcohol dry tank standard. This is pressurized tank, very similar to a small oxygen tank, that contains compressed gas and alcohol at a .08 alcohol concentration. It is used for calibrating our PBT's (preliminary breath test) devices, which we carry in the squads to determine the amount of alcohol a person has consumed. Our current method to do that is very antiquated and this will make it very simple. The value of this grant is about \$700.

Through the government surplus program, Lieutenant Ward was able to obtain a brand new, 75" Smartboard. It was free; however, we did have to pay for shipping, which was nominal compared to the value of the Smartboard. It is 10 years old, but was new, in box and packaging, and never used. It was first used last week during the briefing for the Holiday Train for all staff and volunteers, where I displayed a map of the area and each person's assignment.

### COMMUNITY EVENTS:

Officer Knoll gave a presentation to 7<sup>th</sup> graders about alcohol, drugs, and life choices.

Sergeant Rosecky and Officer Hayes gave a similar presentation to a different 7<sup>th</sup> grade class the following day.

### TRAFFIC ENFORCEMENT/CITATIONS:

During the month of November officers issued 113 traffic citations, 173 warnings and 50 ordinance citations.



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Item #1.

### NOTES:

As I reported earlier this year, I have directed staff to address ordinance violations specific to properties in the city. Most common ones were junk, clutter, abandoned/inoperable vehicles, including storage or parking of recreational and other vehicles. The goal is to improve the appearance of our neighborhoods. The vast majority of violations we address are resolved promptly, some needed further encouragement, and some are defiant and/or refuse. Our process has been consistent. When a violation is observed, the officer provides those in violation a copy of the ordinance, and gives them time, usually 20 days, to get into compliance or face citation(s). If no compliance within 20 days, citations are issued. No one is or has ever first alerted to an ordinance violation(s) by receiving a ticket in the mail. That was implied in a social media post from someone cited recently, that created some criticism of our department. That specific incident was handled like all the others.

We experienced the first snowfall on November 21 and investigated several weather-related accidents. Motorists need to adjust to the road conditions, especially adjusting following distances and understanding vehicle stopping ability/distance relative to the roadway conditions. While I was assisting at a rear end accident at the bottom of the northbound USH 151 off ramp to STH 16/60, a vehicle came down the off ramp, braked at the last minute, and began traveling sideways and came within 8 feet of striking my squad, with all emergency lights activated. It slid partially thru the stop sign at the bottom of the off ramp. Fortunately, nothing was traveling eastbound on STH 16/60 or we would have had another collision.

### CALLS FOR SERVICE:

Columbus Police Department

Nature of Call	Total Calls Received
911 HANG UP	12
ACCIDENT HIT AND RUN	1
ACCIDENT-NON REPORTABLE	1
ACCIDENT PROPERTY DAMAGE ONLY	11
ACCIDENT WITH PERSONAL INJURY	2
ASSIST ANOTHER AGENCY	13
BURGLAR ALARM	5
MEDICAL ALARM	2
PANIC ALARM	1
ANIMAL COMPLAINTS	8
ANIMAL BITE	1
MENTAL HEALTH COMMITMENT	2
DETOX	2
CITIZEN ASSIST	5
COMPLIANCE CHECKS	1
CONTROLLED	12
CIVIL PROCESS	1
DISORDERLY CONDUCT	5
DEATH INVESTIGATION	1
DISABLED VEHICLE	6
DOMESTIC ABUSE	6
DRIVING COMPLAINT	8
ELDER ABUSE	1



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Item #1.

EMS CALL	17
EXTRA PATROL	11
FIRE GAS LEAK/CARBON MONOXIDE	1
VEHICLE FIRE	1
FLEET MAINTENANCE	3
FOOT PATROL	2
FRAUD	2
GAS DRIVE-OFF	1
HARASSMENT	1
ROAD HAZARD	1
JUVENILE INCIDENT	4
KEEP THE PEACE	1
NOISE COMPLAINT	2
OUT WITH PERSON	7
OPEN DOOR	6
ORDINANCE VIOLATION	3
OWI	6
PARKING ENFORCMENT	12
PARKING VIOLATION	17
PROPERTY DAMAGE	1
SECURITY	148
SEX OFFENSE	1
SLIDE OFF	1
SPECIAL EVENT	3
STALKING	1
SUSPICIOUS	9
THEFT	2
THREAT	2
TIPS/LEADS	2
TRAFFIC CONTROL	5
TRAFFIC STOP	228
UNWANTED PERSON	1
VEH LOCKOUT	4
WARRANT	2
WELFARE	17

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Total Calls: 632



## Agenda Item Report

**Meeting Type:** Committee of the Whole

**Meeting Date:** December 17, 2024

**Item Title:** Discussion regarding organization structure related to Utilities, Public Works, and Treasurer/Finance and updated job descriptions for Finance Director and Public Works Lead

**Submitted By:** Matt Amundson, City Administrator

### Detailed Description of Subject Matter:

The proposed plan is to combine the Accounting Clerk and Billing Clerk from Utilities with the Treasurer and Deputy Treasurer to form a Finance Department. The impacted staff has met and will continue to meet to work out the details and process for this consolidation of duties and responsibilities. It is anticipated that this will take place over the first 3-4 months of 2025. I am proposing that Krystal Larson be elevated in title from Treasurer to Finance Director and in compensation from \$37.67 to \$42.10. This would close the Utilities office to the public and have City Hall as the location for Utility business to be conducted.

I am also proposing to move Public Works under the direction of the Utility Director and to hire a DPW Lead staff replacing the DPW Superintendent position that is currently vacant. I have included organization charts to show this change as well as job descriptions for Finance Director and the DPW Lead. The calculated financial impact of this change is shown below:

Current					
	Regular Wages	Overtime	SS/Med	Benefits	Total
Treasurer (\$37.67)	\$78,354.64	\$0.00	\$5,994.13	\$24,668.28	\$109,017.05
DPW Superintendent (\$37.14)	\$77,254.94	\$3,621.33	\$6,187.03	\$36,782.47	\$123,845.77
	\$155,609.58	\$3,621.33	\$12,181.16	\$61,450.75	\$232,862.82
Proposed					
	Salary	Overtime	SS/Med	Benefits	Total
DPW Foreman/Lead (\$33.00)	\$68,640.00	\$3,621.33	\$5,527.99	\$36,782.47	\$114,571.79
Finance Director (\$42.10)	\$87,568.00	\$0.00	\$6,698.95	\$24,668.28	\$118,935.23
					\$233,507.02
					\$644.20

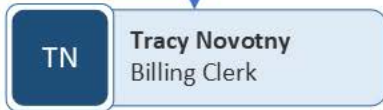
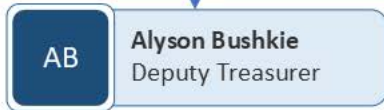
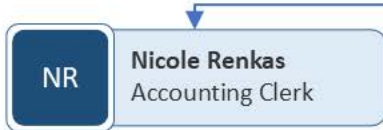
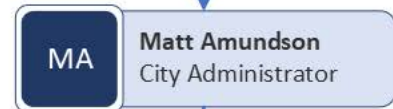
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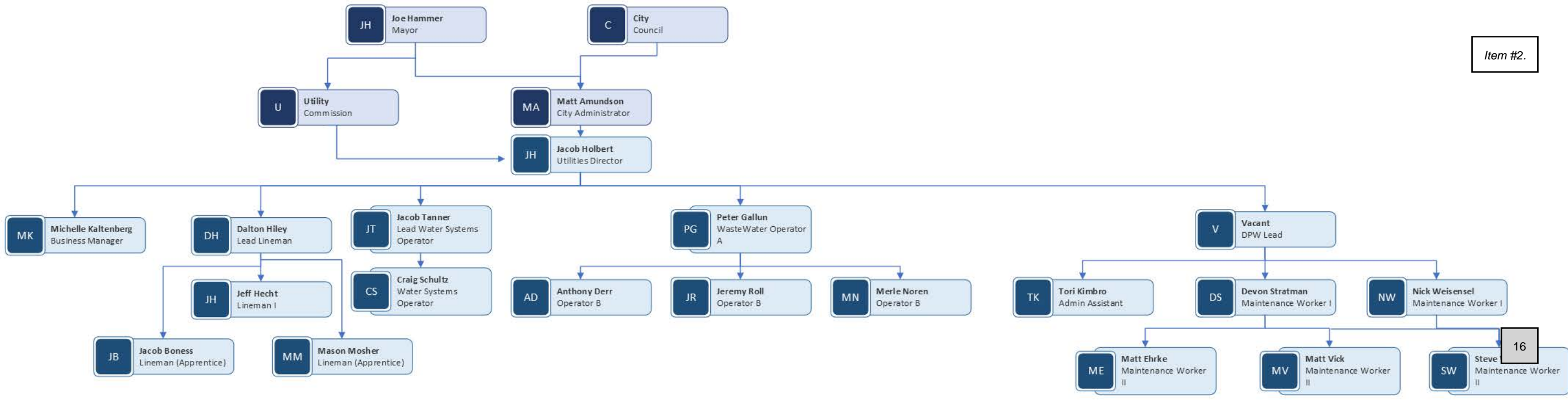
Administrative Services Org Chart

Utilities/DPW Org Chart

**Action Requested of Council:**

Discussion regarding organization structure related to Utilities, Public Works, and Treasurer/Finance and updated job descriptions for Finance Director and Public Works Lead









City of Columbus (WI)

**Treasurer Finance Director**

CLASS CODE	059	SALARY	<del>\$65,374.40 — \$84,968.00</del> <b>\$77,480-97,656</b> Annually
ESTABLISHED DATE	<del>July 23, 2024</del> <b>December 17, 2024</b>	REVISION DATE	<del>July 23, 2024</del> <b>December 17, 2024</b>

**General Purpose**

~~Responsible for municipal accounting/finance that fulfills all required statutory duties of a Treasurer pursuant to Wis.~~

~~Stat Section 62.09(9), as well as the duties set~~

~~forth in the City of Columbus Municipal Code, and all other applicable statutes and/or laws. This position is responsible for the City's general ledger accounting and key accounting processes. The Treasurer maintains the City's fixed asset records, prepares monthly financial reports, and coordinates property tax collection. This position also works in partnership and close coordination with other City Hall staff and Department Heads.~~

Responsible for municipal accounting/finance that fulfills all required statutory duties of a Treasurer pursuant to Wis. Stat Section 62.09(9), as well as the duties set forth in the City of Columbus Municipal Code, and all other applicable statutes and/or laws. This position oversees and directs the City's accounting and financial services, utility billing, coordinates property tax collections, assists in the development and monitoring of the City's operating budget, capital improvement plan, and tax incremental districts. The Finance Director analyzes the City's financial position and provides strategic financial planning recommendations. This position also works in partnership and close coordination with other City Hall staff and Department Heads.

**Essential Duties and Responsibilities**

Finance: Coordinates the daily operation of the City's financial and data processing procedures, payroll process, 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.

Prepares and maintains all accounting records, payroll records, financial, payroll, investment, and statistical reports.

Prepares and submits all government (state and federal)

financial, payroll, budget, tax and other required reports. Prepares monthly, quarterly and annual financial reports for the City Council, Utility Commission, City Administrator, and City

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staff.

Performs pre-audit of all invoices for the purpose of ensuring accuracy and

Oversees the processing of payroll including, but not limited to: calculating timesheets, issuing direct deposit checks, federal, state and social security payments; retirement, deferred compensation, union and miscellaneous payroll deductions; bi-weekly, monthly, quarterly, and yearly payroll reports including W2 files to federal, state and other agencies; prepare all payroll related quarterly/annual reporting; enters payroll expenditures into accounts payable and assists in reconciling payroll general ledger accounts.

Coordinates with Human Resources Administrator for the administration of and coordination of the record retention of employee benefits such as health, dental and vision insurance, life insurance, retirement and other payroll deductions as applicable.

Coordinates with Human Resources Administrator maintaining accurate payroll files and work data for all employees including total hours, changes in name or address, salary changes, exemptions, insurance, and other benefit changes.

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benefit changes:

Ensure accurate records and information necessary for annual audit are available to audit staff, and assists in the preparation of management discussion and analysis.

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 for debt service and tax settlement payments.

Serves as a liaison with financial institutions, auditors, and City departments and offices regarding finance related issues.

Serves as an administrator with vendor support of the city's internal accounting system.

Serves as a voting member and secretary of the Investment Board. Makes recommendations for specific investment of City and Utility funds to Board.

Invests funds held by City in accordance with the Cities investment policy.

Acts as financial liaison to Utilities – monitor daily activities.

prepare monthly Treasurer's reports, reconcile bank accounts and monitor debt obligations. Invests funds as directed.

Facilitate general obligation or revenue borrowings for the city and utility by working directly with bond consultants and legal counsel.

Prepare the Capital Equipment and Improvement Plan in consultation with Utilities, the City Administrator, Department Heads, engineers and consultants.

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.

Assists the City Administrator with the annual budget preparation, and develops an annual budget book for distribution.

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Debt collection for the former Municipal Court.

Serves as the administrator of the City's online payment service.

Assist in the development and implementation of internal control procedures, ordinances, and resolutions as needed.

Allocation of premiums between departments, funds and Utilities. Invoice outside entities for premiums due. Analyze cash flows and maintain accurate replacement fund contributions.

Prepare annual debt service schedules, special assessment repayment schedules, and use of funds for City, Administrator Utility Commission and Council.

Assists the Cable Commission with financial record keeping; maintain an accurate record of franchise fee payments for state aid payments due annually.

Works directly with bond consultant to prepare the annual disclosure statement filed with the Securities & Exchange Commission, Moody's and other financial institutions.

Annually prepare Tax Incremental Financing Districts ("TID's") reports, assist in development of new TID's, prepare developer valuation reports, tax revenues and repayment schedules. Prepare reports and attend Joint Review Board annual meeting.

Serves as financial liaison to City Boards, Committees and Commissions.

Provides direct supervision of Finance staff. Assists in making recommendations regarding salary increases, promotions, hiring and terminations.

Provide service to customers at City Hall and performs other financial tasks as assigned by the City Administrator.

#### Minimum Qualifications

Minimum Associates 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 two 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.

#### Tools and Equipment Used

The City of Columbus is an Equal Opportunity Employer.

#### Physical Demands

*The physical requirements described here are representative of those that must be met by an*

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*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.

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City of Columbus (WI)

**SuperintendentPublic Works Lead**

<b>CLASS CODE</b>	057	<b>SALARY</b>	<del>\$33.65</del> <del>\$38.46</del> <u>\$30.52-33.00</u> Hourly
<b>ESTABLISHED DATE</b>	<del>July 23,</del> <del>2024</del> <u>December 17,</u> <u>2024</u>	<b>REVISION DATE</b>	<del>July 23,</del> <del>2024</del> <u>December 17,</u> <u>2024</u>

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**General Purpose**

This position is responsible for scheduling maintenance and construction activities, as well as working in the field as a member of the crew within the Public Works Department. The Public Works Superintendent Lead directs the work of Public Works Maintenance employees.

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**Essential Duties and Responsibilities**

Coordinates and directs work activities and schedules of Public Works staff required to maintain city buildings, motor equipment, grounds, parks, forestry, turf management, Udey dam, recreation facilities, athletic fields, aquatic center, Hillside Cemetery, recycling center, stormwater management and facilities, traffic control devices, sidewalks, bridges, and streets, including snow and ice removal.

Plan, direct, coordinate, and review the work plan for Public Works staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems. Assist City Administrator with annual budgeting.

Coordinates public works projects with the Utilities Director and City Engineer.

Coordinate and work with other City Departments.

Completes required administrative documents for compliance with state and federal laws and statutes.

Creates and adheres to vehicle maintenance schedule for City fleet. Ensures maintenance of an accurate inventory system of all Public Works parts, tools, materials and equipment. Maintains informed replacement schedule based on this inventory.

Performs inspections of City facilities to ensure ADA and safety compliance. Care and maintenance of Hillside Cemetery; responsible for burial procedures. Respond to and resolve

difficult and sensitive citizen inquiries and complaints.

Provides direct supervision to public works staff. Assists in making recommendations regarding salary increases, promotions, hiring and termination.

Perform related duties as required.

### **Minimum Qualifications**

Minimum of a two-year degree or apprenticeship in construction management, planning, or related degree plus a minimum of five years in a supervisory or managing capacity of utility and/or municipal construction projects and crews; or

Two years of municipal or county highway road plowing experience and;  
Three years' experience with Public Works, County Highways, Utilities or municipal construction projects and; Three years minimum experience with all listed vehicles, equipment, plows, and tools.

### **Special Requirements**

Valid Wisconsin State CDL Class "B" License with air brakes endorsement.

### **Tools and Equipment Used**

Hand tools, air compressor, jack hammer, 3/4-ton pick-up truck, dump trucks (up to 26,001 lbs.), generator, concrete saw, concrete repair equipment, portable radio, pumps, pipe cutter, plumbing tools, carpentry tools, pavement striping equipment, pavement roller, leaf vacuums, various grass mowers, snow plows, snow blower, pavement restoration equipment, confined space entry safety equipment, trench shoring safety equipment and other miscellaneous equipment.

### **Physical Demands**

*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 walk; use hands and fingers to handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to stand, sit, and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Public Works employees have contact with the public and therefore are required to maintain a professional appearance. Uniforms shall be clean and neat at the beginning of each workday



**Work Environment**

Exposure to extremes of temperatures, other outdoor conditions and noxious fumes and odors when maintaining City equipment or property, and performing other required activities.

Exposure to moderate hazards when operating heavy equipment, snow plows or using power tools. Exposure to long hours of driving in night conditions during snow removal operations. Works with asphalt, crack sealing material, concrete, salt, oil, gasoline, diesel fuel, herbicides, paint, traffic control signs, trash, weeds, tree limbs, dirt, rock, sand and gravel.

~~Minimum of a two-year degree or apprenticeship in construction management, planning, or related degree plus a minimum of five years in a supervisory or managing capacity of utility and/or municipal construction projects and crews; **OR**~~

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Valid Wisconsin State CDL Class "B" License with air brakes endorsement.

#### **Tools and Equipment Used**

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## Agenda Item Report

**Meeting Type:** Committee of the Whole

**Meeting Date:** December 17, 2024

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**Item Title:** Discussion regarding possible storm water referendum

**Submitted By:** Krystal Larson, Treasurer & Matt Amundson, City Administrator

### Detailed Description of Subject Matter:

The Council established the Stormwater Utility by ordinance on January 4, 2022. At that time, a rate charge (“user fee”) upon each real estate parcel was not implemented. Subsequent amendments (2) to the Stormwater Utility Ordinance clarified the City’s base charge (user fee) concerning timing of user fee increases and details on collection procedures.

Stormwater is classified as a “covered service” in the levy limit statutes. When stormwater costs are funded by the levy prior to the creation of a stormwater utility (which is the case in Columbus), and the stormwater utility revenue is expected to reduce or eliminate the levy for stormwater, the City cannot convert stormwater costs to user fees and apply the levy for stormwater to another expenditure in the budget.

To comply with the levy limit statutes the Council has two options:

- 1) Take a negative adjustment on its levy limit worksheet for the year of implementation of a user fee to reduce the levy for prior stormwater costs included in the levy; or
- 2) Conduct a levy limit referendum to avoid a negative adjustment to the City’s levy limit worksheet.

It should be noted that a referendum IS NOT required to establish a stormwater user fee but IS required to avoid a negative adjustment to the levy limit.

Option 1: The negative adjustment is capped at the amount of levy support for the covered service in 2014 budget (2013 tax bill). The negative adjustment for the City of Columbus is \$14,722. This is a minimal impact as compared to the cost of conducting a referendum to avoid this adjustment, a one-time adjustment in the year of implementing a stormwater utility user fee.

A stormwater utility fee is viewed as any other fee or charge for a service. The procedure for collection of this type of fee can be handled in different ways as seen in varying communities: 1: the user fee is included on the tax bill, same as our City’s garbage/recycling; 2: the user fee is included on city owned utility billing statement; or 3: the City bills out the fee (monthly/quarterly) directly to all property owners based on ownership as noted on the tax bills.

The council chose to establish billing as a combination of #1 and #3, excluding the use and ease of utilizing the billing mechanism of inclusion on the tax bill. In 2022, based on its study, Ruekert Mielke calculated a base charge per customer of \$0.25 and a per ERU charge of \$4.75. For example, a single-family residential customer charge would be \$5.00 (considered 1 ERU). A total of \$60.00 per annual tax bill.

There are 4 options for the Council to consider:

- Hold a binding stormwater utility referendum
- Include stormwater projects in future borrowing/debt service that have to compete with other needs of the City
- Enact a stormwater fee (similar to garbage collection) and take the negative adjustment, Ehlers has advised that this is what a majority of City's do and that the negative adjustment will not impact the City. If this option is selected, I recommend including as part of the 2026 budget discussion.
- Do nothing

**List all Supporting Documentation Attached:**

**Action Requested of Council:**

Discussion regarding possible storm water referendum



## Agenda Item Report

**Meeting Type:** Committee of the Whole

**Meeting Date:** December 17, 2024

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**Item Title:** Discussion regarding Strategic Plan

**Submitted By:** Matt Amundson, City Administrator

**Detailed Description of Subject Matter:**

I've included a draft of the Strategic Plan that includes 15 prioritized objectives. Following the prioritization exercise the Council completed, I sent the draft to approximately 24 people involved within the City in various roles and capacities and received feedback from half of those individuals. I've incorporated the feedback received and am asking for your review.

It is my intention to have this on the January 7<sup>th</sup> Council agenda for final review and hopeful approval. I will be working on a financial impact statement of adopting the plan and intend to have that for the Council's review as well.

**List all Supporting Documentation Attached:**

Strategic Plan 2025-2027

**Action Requested of Council:**

Discussion regarding Strategic Plan

# STRATEGIC PLAN



**COLUMBUS**  
WISCONSIN





# From the Mayor

On behalf of our elected officials and City staff, I am excited for our newly developed strategic plan, which outlines our vision for the future of our community over the next three years. This plan has been crafted with extensive input from citizens, local organizations, and stakeholders, reflecting our collective aspirations and goals.



Our strategic plan is built around four strategic priorities:

**Financial Sustainability:** We aim to create a balanced and resilient economic framework that supports long-term growth while meeting the needs of residents. This approach emphasizes responsible budgeting, diversified revenue sources, and prudent financial management. A financially sustainable community is better equipped to weather economic fluctuations, address social challenges, and invest in infrastructure and public services that enhance the quality of life for all residents.

**Organizational Culture:** Encompasses the values, beliefs, and behaviors that define how employees interact and work together. Moreover, a positive organizational culture can attract top talent and improve overall job satisfaction, leading to higher productivity and retention rates. Ultimately, the culture of an organization serves as a foundation for its success, influencing everything from decision-making to customer satisfaction.

**Sustainable Growth & Development:** We seek to meet the needs of the present without compromising the ability of future generations to meet their own needs. This approach emphasizes the importance of using resources efficiently, reducing waste, and minimizing environmental impact while promoting inclusive economic opportunities. By integrating sustainability into practices and public policies, Columbus can drive innovation and resilience, ultimately fostering long-term prosperity.

**Communication & Engagement:** To create a sense of belonging and collective action among residents we must be effective with our communication and engagement. Engaging residents through various channels—such as town hall meetings, social media, and community events—encourages collaboration, nurtures relationships, and empowers individuals to contribute to decision-making processes. Ultimately, strong communication and engagement serve as the foundation for a vibrant, resilient community capable of addressing challenges and seizing opportunities together.

To achieve these objectives, we will establish measurable goals and timelines, ensuring accountability and transparency throughout the process. Public forums and regular updates will allow us to engage with you, our residents, every step of the way.

I encourage you to take an active role in our strategic plan. Your opinions and ideas are invaluable as we work together to shape the future of Columbus. Together, we can build a thriving community that meets the needs of all its members.

Thank you for your continued support and engagement.  
Mayor Joe Hammer

# Common Council

Item #4.

This plan was adopted by Council Resolution on January 7, 2025 and provides a framework for elected officials and staff. The Council at the time the plan was adopted consisted of the following individuals.



Ryan Rostad,  
District 1



Sarah Motiff  
District 1



Trina Reid,  
District 2



Michael Lawson,  
District 2



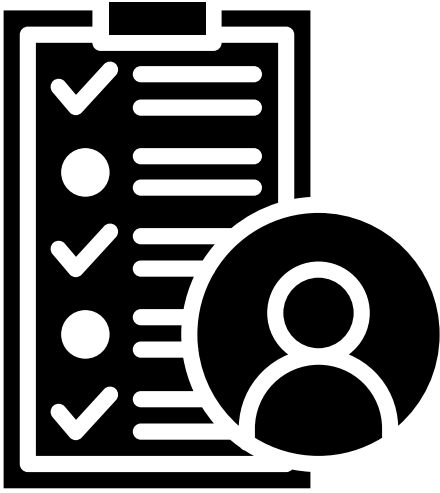
Amy Roelke,  
District 3



Molly Finkler,  
District 3



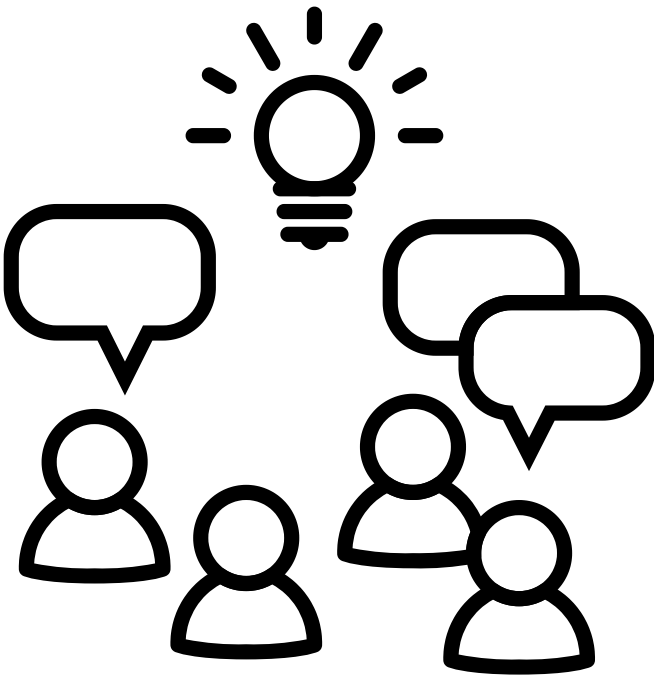
# How was this plan built?



23 Survey Responses



Community Forums on June 10th, July 10th, & September 11th



Council updates and presentations on May 21st, August 5th, November 19th and December 17th



Staff Input Opportunities on June 13th & June 25th

## **OBJECTIVE 1 (Financial Sustainability)**

**Develop a rolling ten-year capital improvement program (CIP) that allows for debt planning.**

Item #4.

Performance Measure

1. Plan is reviewed annually to include updated capital needs and review that projects align with current needs.
2. Annual review of debt obligations and potential new debt for capital investments.

## **OBJECTIVE 2 (Sustainable Growth & Development)**

**Develop a City Facilities Plan**

Performance Measures

1. Complete plan by December 2025.
2. Incorporate completed Public Safety Facility & Space Needs Assessment completed by Bray & Associates.
3. Integrate a facilities plan with financial planning to show reality of implementing facilities plan by September 2026.

## **OBJECTIVE 3 (Sustainable Growth & Development)**

**Create an improvement plan for downtown Columbus that includes utilization of TIF, facade loan program(s), historic preservation tax credits, and State Economic Development Assistance programs.**

Performance Measures

1. Complete plan with involvement of the Plan Commission, CDA, and CHLPC by December 2026.
2. Number of TIF agreements and or loans issued.

## **OBJECTIVE 4 (Financial Sustainability)**

**Utilize all financial tools available**

Performance Measures

1. Number of grants applied for and obtained.
2. Number of completed TIF agreements.
3. Tracking other outside funds obtained.

## **OBJECTIVE 5 (Organizational Culture)**

**Conduct an organizational assessment and create a long-term staffing plan that meets and maintains City obligations and commitments.**

Performance Measures

1. Develop annual departmental training plans by December 2025.
2. Development and consistent use of an exit interview completed by Human Resources.
3. Establish plan for cross-training opportunities across departments by December 2026.
4. Develop an Employee Engagement Survey Plan by December 2025 and conduct an annual survey to measure engagement.
5. Create succession plans within all departments by December 2025.
6. Create Departmental Strategic Plans (every five to eight years).

## **OBJECTIVE 6 (Organizational Culture)**

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

Item #4.

### **Performance Measures**

1. Ensure that all full-time and seasonal recruitment processes occur utilizing NeoGov Insight in 2025 and beyond.
2. Provide Muni-Code training refresher bi-annually for staff and committee users.
3. All departments utilize NeoGov Learn training to schedule and distribute training programs.
4. All full-time staff complete annual review process utilizing NeoGov Preform software by December 2025.
5. Implement new permit software to increase the number of city services available online by December 2027.

## **OBJECTIVE 7 (Organizational Culture)**

**Provide resources to develop an employee recruitment and retention program that includes training and professional development activities.**

### **Performance Measures**

1. Track number of applicants received via job fairs/table events.
2. Develop an internship program by December 2027.
3. Develop a mentorship program for new hires with initial emphasis on high-turnover departments by December 2026.
4. Create a safety committee to track improvements in employee safety by March 2026.
5. Serve the community through volunteering efforts within the City two to three times a year.
6. Establish clear onboarding procedures for all new employees and in each department by June 2026.

## **OBJECTIVE 8 (Sustainable Growth & Development)**

**Development of a comprehensive Business Retention & Expansion program.**

### **Performance Measures**

1. Complete plan by January 31, 2025.
2. Number of visits completed annually.

## **OBJECTIVE 9 (Communication & Engagement)**

**Inform the community about City accomplishments, roles and responsibilities, and progress toward strategic initiatives through all City communication channels.**

### **Performance Measures**

1. Increase the use of WisVote for creating registrations and absentee requests or obtaining poll/ballot information by 20% by calendar year end through additional public outreach areas.
2. Development of a Resident Guide in 2025 and complete annual review and updates.
3. Increase engagement on social media, specifically tracked by number of posts made annually.
4. Continue efforts to provide paperless City communications.
5. Develop a city video or podcast that is distributed monthly by December 2025.
6. Develop plan to implement remote options to attend City meetings by December 2026.
7. Implement an annual community survey program that serves as a tool to update and enhance communication and services to a diverse community by September 2027.

## **OBJECTIVE 10 (Communication & Engagement)**

**Provide a variety of engagement opportunities for residents to seek information about the community.**

### Performance Measures

1. Create a Local Citizen Academy (course for residents to participate in and learn about city services) by December 2026 with at least 10 participants.
2. Increase the number of community events (table/booth) where a City representative/information is present.
3. Develop a monthly mobile city hall (elected officials and city staff attend community events to be available to citizens) that provides additional citizen engagement opportunities for elected officials and city staff.
4. Investigate options for a centralized Citywide citizen request portal and app by December 2027.

## **OBJECTIVE 11 (Communication & Engagement)**

**Strengthen partnerships & relationships**

### Performance Measures

1. Collaboration and partnerships developed with School District including the development of an annual Council/School Board meeting.
2. Collaboration and partnerships developed with neighboring jurisdictions including Columbia and Dodge County.
3. Collaboration and partnerships developed with community organizations.
4. Collaboration and partnerships developed with local businesses

## **OBJECTIVE 12 (Financial Sustainability)**

**Review all current revenue sources and identify possible new non-levy revenues to pursue.**

### Performance Measures

1. Annually review property tax-based support for all departmental operations that have revenue-generating activities.
2. Develop a citywide sponsorship/partnership fundraising approach that is coordinated across all departments. Create list of sponsorship activities by December 2025. Create list of potential capital projects for sponsorship/donation by August 2025.
3. Annually review, and increase, if reasonable, the cost recovery for City services that have revenue-generating activities.

## **OBJECTIVE 13 (Sustainable Growth & Development)**

**Rewrite zoning code to modernize, promote development and reduce barriers.**

### Performance Measures

1. Complete process by Spring 2026

## OBJECTIVE 14 (Organizational Culture)

### Develop Vision & Mission Statements for the Organization

Performance Measures

- Statements completed by September 2025.

## OBJECTIVE 15 (Sustainable Growth & Development)

### Enhance our focus on quality of life services.

Performance Measure

1. Complete review of 2021 Comprehensive Outdoor Recreation Plan (CORP).
2. Complete update of CORP by December 31, 2026 to be eligible for DNR grant funding.
3. Complete a bicycle and pedestrian plan for the community by December 31, 2025 that will allow the City to be successful in leveraging grant funds for implementation.

---

### Putting the Plan into Action

Now that the plan has been adopted, the focus shifts towards implementation and execution. This involves breaking down the plan into actionable steps, assigning responsibilities, and establishing timelines. Regular monitoring and evaluation are essential to help ensure alignment with organizational goals and adaptability to changing circumstances. Additionally, communication plays a crucial role in keeping stakeholders informed and engaged throughout the implementation process. We hope you stay involved as we work through accomplishing our vision.

### Keeping Track of Progress

#### How are we doing? We'll let you know.

The City will monitor progress toward our Strategic Plan goals and objectives, as well as report on the performance measures. Tracking keeps us transparent and holds us accountable.

The City will provide the community with an annual report and year-end Common Council presentation. Community members can expect to understand what the City is working on and the benefits that will result for residents, businesses, and the community overall.

#### Quarterly

City leadership will provide the City Administrator with updates on progress toward each strategic priority and goal.

#### Twice A Year

The City Administrator will provide the Common Council with an update on progress toward each strategic priority and goal, including successes and challenges.

#### Annually

The City Administrator will provide a year-end report detailing progress on each strategic goal and objective. The report will be presented to the Common Council and posted on the City's website for community access.

The Council will review the plan annually to update progress, identify future objectives, and remove those that have been completed.