



Committee of the Whole Meeting Agenda

Tuesday, January 21, 2025 at 6:40 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Department Reports for File

1. Department Reports for File: CFD (12/2024), Library (12/2024), Lifestar (11/2024), & Police (12/2024)

Public Comment

New Business

2. Discussion of Zion Lutheran Conditional Use Permit.
3. Discussion regarding Committees, Committee Structure and Meeting dates.
4. Discussion regarding Date Changes for future Council meetings on February 18 and April 1, 2025.
5. Discussion regarding Redevelopment Options for Tower Drive – Vandewalle Professional Services.

Closed Session

6. Convene to closed session per section §19.85(1)(e), stats. for Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss 103 N. Ludington Street.

Reconvene into Open Session

Adjourn

Amended agenda as of 11am on 1/20/2025 to include the December 2024 Police Department Report under Department reports.

*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

January 2025 Columbus City Council Report

Item #1.

Membership Status

Total Active Members:	35
Probationary Members:	7
Non-Probationary Members:	28
Total Positions Allowed:	40

Incident Report: December 2024

Incident Number	Date & Time	Last Unit Cleared	Address	City / Rural	Location	Incident Type	Total # FF
24-244	12/1/2024 14:42	14:46	N6126 Forest Road	Mutual Aid - Rural	Beaver Dam Fire Department	Building fire	10
24-245	12/1/2024 19:36	20:13	N2355 Duborg Road	Rural	Town of Columbus	Alarm system activation, no fire - unintentional	10
24-246	12/3/2024 11:38	12:00	W681 Columbus Road	Rural	Town of Columbus	Alarm system activation, no fire - unintentional	8
24-247	12/4/2024 4:05	04:15	779 Maple Street	City	City of Columbus	Medical assist, assist EMS crew	5
24-248	12/4/2024 7:00	08:00	73 Highway and County Road D	Rural	Town of Calamus	Motor vehicle accident with injuries	11

							Item #1.
24-249	12/4/2024 8:11	08:30	716 North Spring Street	City	City of Columbus	Smoke detector activation, no fire - unintentional	9
24-250	12/8/2024 1:00	01:15	138 East School Street	City	City of Columbus	Medical assist, assist EMS crew	4
24-251	12/8/2024 7:58	08:30	31 Parkview Circle	City	City of Columbus	Medical assist, assist EMS crew	9
24-252	12/10/2024 8:56	10:30	427 North Lewis Street	City	City of Columbus	Smoke or odor removal- Investigation	8
24-253	12/12/2024 22:35	23:30	714 Warner Street	City	City of Columbus	Carbon monoxide incident	9
24-254	12/13/2024 22:14	23:47	West James Street and East Bound 151 On ramp 118	City	City of Columbus	Motor vehicle accident with no injuries.	17
24-255	12/14/2024 16:18	18:13	245 North Main Street	Mutual Aid - City	Juneau Fire Department	Building fire	6
24-256	12/15/2024 1:50	02:13	645 Maple Avenue and Meister Drive and Dix Street	City	City of Columbus	Medical assist, assist EMS crew	4
24-257	12/15/2024 23:37	23:47	645 Maple Street	City	City of Columbus	Medical assist, assist EMS crew	4
24-258	12/16/2024 7:44	08:02	N4888 Henning Road	Rural	Town of Elba	Medical assist, assist EMS crew	7
24-259	12/21/2024 13:37	15:05	8283 Kellom Road	Mutual Aid - City	Beaver Dam Fire Department	Building fire	1
24-260	12/31/2024 18:02	19:20	716 North Spring Street	City	City of Columbus	Smoke or odor removal- Investigation	13

December 2024 & Running Incident Totals

	Incident Count
December 2024 Total:	17
All 2024 through December	260
All 2023 through December	243

Training Report: December 2024

Item #1.

Date	Training Activity	Location	Attendance
12/1/2024	Drill - Blood Born Pathogen & Lock Out Tag Out	Station	1
12/5/2024	Probationary Members Skill Assessment	Station	4
12/7/2024	Search & Rescue, VEIS, Ventilation, & Forcible Entry Training	Training house - Western Ave	8
12/9/2024	PIO Training	Green Bay	1
12/9/2024	Wisconsin DNR Wildland Training	Portage	2
12/9/2024	Monthly Officers Meeting	Station	8
12/10/2024	Monthly Department Meeting	Station	27
12/12/2024	Training Division Meeting	Station	4
12/17/2024	Monthly Maintenance & Station Cleanup	Station	16
12/18/2024	Dodge County Emergency Management Meeting	Station	1
12/18/2024	Certification Class - Fire Officer I	Madison College	3

Chief Hazeltine's Comments

- We had a total of 260 calls in 2024. 17 more than last year.
- The members did a great job attending trainings, meetings, and responding to calls. The teamwork was amazing to watch in action. The newer members are taking shape, the older members are helping the younger members learn.

Sincerely,

Scott Hazeltine

Columbus Fire Chief

DIRECTOR'S REPORT

Library News

Sign-up has started for the Winter Reading Program, "Once Upon a Snowy Day..."

This program will run through January with several raffle prizes available.

Youth Programs

- NaNoWriMo with Valerie Biel wrapped up in December. We had 18 young authors participate this year.
- The new Homeschool Program is taking off with several families participating every Monday afternoon.
- The Holiday Train warm-up event reached about 100 people. The Friends of the Library were amazing help with this program!
- The regular programs including storytime, music & motion, crafternoon, Pokémon, Lego club, and babies on blankets all continue to be well attended.

Adult Programs

- A Holiday Recipe swap took place on December 3 with a good turnout.
- We are continuing to adjust times of book clubs to see what works best for people. We have moved the Book and a Movie club to the evening to see if that improves attendance.
- The After Hours Book Club continues to grow with 17 people attending the December meeting. This group is bringing in people from Columbus, as well as several people from Beaver Dam.

Upcoming Programs










- Beginning Piano for Adults begins in January on Tuesday evenings.
- January 30 we will host a program with Laura Wessel from Rainbow Community Care on navigating grief.
- February 1 the monthly Genealogy Workshop will have a presentation by Rebecca Hopman, the Genealogy Services Librarian at the Wisconsin Historical Society.
- February 6 we will host a Badger Talk with Professor Sissel Schroeder about Uncovering Ancient Aztalan.
- Our new Book Subscription Service will start in January.

Meetings

- The Library was closed on Wednesday, December 11 so the entire staff could attend the City of Columbus Christmas Party. We also had a brief staff meeting that day prior to the meal. Everyone had a great time and it was nice to be able to step away from the Library together for awhile.
- November 21 in lieu of an All Directors meeting, SCLS hosted the directors to help create a strategic plan for the system.
- The Community Services Departments for the City continue to meet monthly to go over what events we are doing and how we can support each other.

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



Library Statistics		2024 Month	2024 YTD	2023 YTD	2022 Total
	Visits (# door counts)	6,339	63,592	58,554	62,944
	Items Borrowed (total)	4,291	54,746	49,670	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)	1,128	13,635	12,483	13,620
	Books by Mail (# items sent)	13	242	339	351
	Public Wi-Fi (# sessions)	4,066	2,867	61,265	67,612
	Public Computer Use (# sessions)	228	2,867	2,728	2,929
	Wireless Printing & Faxing (# jobs)	98	900	939	1,013
	Community Use of Rooms (# attended)	126	1,079	951	1,033
	Patrons Added (# added)	25	352	333	365

Item #1.

Program Statistics	In-Person & Live Virtual (# programs)	In-Person & Live Virtual (# attended)	Self-Directed Activities (# participated)
Future Readers	20	350	10
Children	6	62	50
Teen	3	18	60
Adult	7	57	n/a
General Interest	2	31	0

TO: Columbus Area EMS District Board Members

FROM: Cierra Schaalma

DATE: December 10, 2024

SUBJECT: November 2024

Lifestar had 95 911 requests for November 2024 in the CAEMS area that were paged out via Columbia County Dispatch.

There was one (1) time response issue.

Below is the monthly breakdown by municipality:

- City of Columbus – 49
- Village of Fall River – 19
- Village of Lowell – 3
- Village of Reeseville – 8
- Town of Calamus – 2
- Town of Columbus – 5
- Town of Elba – 1
- Town of Fountain Prairie – 6
- Town of Hampden – 1
- Town of Otsego – 0
- Town of Portland – 1
- Town of York – 0

- Intercepts – 0
- Mutual Aid Given – 0
- Mutual Aid Rec'd – 0

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Calamus	0	0	1	0	1	3	1	3	5	3	2		19
Columbus, City	45	42	54	41	36	57	44	43	46	43	49		500
Columbus, Town	6	5	2	3	4	4	6	10	3	6	5		54
Elba	7	7	4	2	3	3	9	7	3	3	1		49
Fall River	14	6	15	15	11	17	21	10	18	12	19		158
Fountain Prairie	2	0	3	0	2	4	1	2	2	0	6		22
Hampden	1	0	0	2	1	2	4	3	1	1	1		16
Lowell	5	4	1	0	0	1	0	1	0	0	3		15
Otsego	0	0	0	1	0	0	0	0	1	2	0		4
Portland	0	0	2	2	1	0	0	0	0	2	1		8
Reeseville	7	5	5	5	4	4	7	7	4	7	8		63
York	0	0	3	2	1	3	0	1	0	1	0		11
Totals	87	69	90	73	64	98	93	87	83	80	95		919
Auto ALS	0	0	3	2	0	0	0	0	0	0	0		5
Intercepts	1	1	0	0	1	1	0	0	1	1	0		6
Mutual Aid Given	1	0	0	0	1	1	0	0	0	1	0		4
Mutual Aid Rec'd	1	2	1	2	2	2	0	3	2	4	0		19
Monthly Total	90	72	94	77	68	102	93	90	86	86	95		953



COLUMBUS POLICE DEPARTMENT

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

Item #1.

January 16, 2025

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

RE: POLICE DEPARTMENT ACTIVITY REPORT, DECEMBER 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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Item #1.

PERSONNEL

The department is not fully staffed. Current staffing as of January 16, 2025:

	Authorized by Budget	Actual
<u>Sworn Officers</u>		
Full-time sworn police positions:	10	8
Patrol Officer Full time	6	5
Sergeant	1	1
Lieutenant	2	1
Chief	1	1
<u>Clerical</u>		
Office Manager (full-time)	1	1
Public Safety 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 Clerk Kimberly Kehoe	01/13/2025



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Item #1.

PERSONNEL:

Lieutenant Witthun retired January 2, 2025 after 26 years with the Columbus Police Department. At his request, there was no formal gathering, recognition or proclamation. A small luncheon all department staff attended was held on his last day. He was presented with a plaque from the department and gifts from staff. Mayor Hammer and Police and Fire Commissioners Larry Olson and Marcus Meier also attended.

The process to fill the vacant Lieutenant position has been ongoing. I expect to announce the filling of that vacancy in the near future.

Interviews were conducted for the Public Safety Clerk position. Kimberly Kehoe was hired and began on January 13, 2025. Kimberly has experience working in multiple office environments, including the Columbia County Courthouse. She was also previously a firefighter which will help her duties for the fire department. Her training is ongoing.

We sincerely appreciate Bonnie's willingness to come out of retirement for several months to fill in during the gap.

FLEET/EQUIPMENT:

The 2025 squad arrived at the end of the month. It will likely not be equipped until March or April. Our equipment outfitter is backlogged, and additionally I could not order some of the equipment until after January 1, 2025 to be under the new budget. One or two pieces of the most important equipment (squad camera and radio) have reported 8-12+ week delivery times.

I reported last month we took delivery of a brand new, free, Smartboard, thru the government LESO program. We have already used this Smartboard several times, including for map and assignments during the briefing of staff and volunteers for the holiday train, as well as for mapping and assignments of a search warrant we executed. It has also been used for Zoom or Team meetings.

Part of my 2025 budget included the replacement of department badges. A majority of our badges are weathered and polishing them as well as trying an ultrasonic cleaner did little good and even damaged one more. In my 20 years with the department, we have only replaced a couple badges, including when the previous Chief left and was allowed to keep one, and a Lieutenant's badge which was weathered and the clasp broke was not worth repairing. To be more personalized and unique to our community, our new badges were custom designed, will be oval in shape and have our historic city hall as the background. They have been ordered. These custom badges cost less per badge than traditional ones.

COMMUNITY EVENTS:

Officers Knoll, Dammen, and Hayes participated in the annual Columbia County Shop with a cop event at Walmart in Portage in early December. Officers were paired up with children to purchase gifts for family members. Following that they went to the Sheriff's Office to wrap the gifts and have lunch.

TRAFFIC ENFORCEMENT/CITATIONS:

During the month of November officers issued 66 traffic citations, 166 warnings and 40 ordinance citations.



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Item #1.

MATTERS OF INTEREST:

December was an unusual month for pursuits.

One of our officers attempted to stop a vehicle on W. James Street for a traffic violation. It fled from the officer and a short pursuit was initiated before the officer lost sight of the vehicle and terminated the pursuit. The incident remains under investigation.

A pursuit was started by the Columbia County Sheriff's Office outside of Columbus. It went north on USH 151 to Beaver Dam and doubled back through Columbus. We had officers placed at 2 turnarounds on USH 151 with tire deflation devices deployed. The suspect driver managed to drive in the median and shoulder, and avoid the devices. He later crashed in Madison while being pursued by other departments.

The Dodge County Sheriff's Office had a pursuit southbound on USH 151 through Columbus. One of our officers was able to deploy a tire deflation device successfully, which caused the vehicle tire(s) to go flat. The suspect then stopped and was taken into custody without incident.

The Dodge County Sheriff's Department had an ATL (attempt to locate) to arrest a suspect from a domestic abuse incident and provided a vehicle description. An officer observed the vehicle and it pulled into a random driveway to a residence. When the officer stopped at the base of the driveway to make contact with the suspect, in an attempt to get away, he backed up intentionally into the squad. The officer did a trained maneuver called a PIT (pursuit intervention technique) on the suspect vehicle, by intentionally pushing it with his squad and disabling it. The suspect was taken into custody without incident. The squad sustained minor damage, as the large wraparound push bumper took the brunt of the impacts.

The department received information and executed a drug related search warrant on a residence in the city. Controlled substances and drug paraphernalia were seized. Additionally, prescription medications were being used that didn't belong to persons who do not reside there were seized. Citations were issued thru municipal court and criminal charges were also requested through the district attorney's office.

Officers were dispatched to a disturbance at the hospital. A female was getting violent with staff, including yelling, screaming and attempting to strike them. She also was very violent with officers, kicking, swinging and trying to bite them. She was decentralized to the floor by officers and medically sedated by staff. She was later transported to Winnebago Mental Health Institute in Oshkosh. No one was injured.

Another incident of an extremely violent person occurred in December. It was believed he was having an adverse reaction to methamphetamine or heroin use and required a minimum of 2 officers, for 8-10 hours, at the hospital, before coming down from the episode. He was eventually released and there were no charges.

An elderly resident received a phone call from someone representing to be from a cell phone company, claiming to be able to offer him a much better deal than his current provider. He provided this person with the log in credentials to his current cell phone account and later discovered \$3,600 in new phones were charged to his account and shipped to New York. The victims cell phone company is holding him responsible for the \$3,600 as he provided the log in credentials to the scammer.

A resident received an email from CashNet, which is an alternative online loan provider. The email was about the loan she had taken out, when she in fact had not taken out a loan. The loan was able to be canceled. The suspect applicant did have all the victims necessary personal identifying information to successfully and apply and receive the loan. This matter is under investigation.



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Item #1.

An officer made a traffic stop for speeding and observed signs of drug use in the vehicle. A probable cause search of the vehicle discovered blue pills that tested positive for MDMA (Methylenedioxymethamphetamine), street name Ecstasy, which is a hallucinogen and stimulant. Officers also found a stun gun in the vehicle. The suspect was arrested and taken to jail.

We had 2 separate incidents of people who got off the Amtrak in the city that created issues. One was told to get off due to exceeding where his ticket was paid for, and the other got off on his own for an unknown reason. Neither involved police involvement at the train station. It was their subsequent behaviors in the community that generated a large number of calls.

One of the persons generated at least 10 calls to the PD in an 8-hour period, as he worked his way thru town on foot. He was pan handling at various businesses and approaching people out in public asking for money or food. He was bothering customers at one of the convenience stores, was warned, continued, and management had us remove him from the property. We offered him a ride anywhere reasonable he wanted to go and he refused. On the 2nd day he accepted a ride into Madison to the bus station to try and find a way to get back to Chicago.

The other we received a couple calls about, refused any help, and the calls stopped.

We are having increased calls and incidents with vaping devices, specifically juveniles and vape pens, many containing illegal level THC vape cartridges. I will be coming before the council in the near future with a vaping ordinance used in other communities. Our current ordinance(s) don't address those violations adequately.

CALLS FOR SERVICE:

Columbus Police Department Total CAD Calls Received, by Nature of Call

Nature of Call	Total Calls Received
911 HANG UP	20
ACCIDENT PROPERTY DAMAGE ONLY	6
ACCIDENT WITH PERSONAL INJURY	1
ASSIST ANOTHER AGENCY	15
BURGLAR ALARM	4
FIRE ALARM	2
MEDICAL ALARM	1
ANIMAL COMPLAINTS	12
ANIMAL BITE	1
BATTERY	1
BOND VIOLATION	1
BUS PASSING	1
CAR VS DEER	1
MENTAL HEALTH COMMITMENT	3
CITIZEN ASSIST	17
CONTROLLED	8
DISORDERLY CONDUCT	4
DEATH INVESTIGATION	1
DISABLED VEHICLE	3



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Item #1.

DOMESTIC ABUSE	2
DPW	2
DRIVING COMPLAINT	12
ELUDING	3
EMS CALL	19
ESCORT	1
EXTRA PATROL	21
GENERAL FIRE	2
FIRE GAS LEAK/CARBON MONOXIDE	1
FLEET MAINTENANCE	3
FRAUD	3
HARASSMENT	1
ROAD HAZARD	2
HOUSE WATCH	2
JUVENILE INCIDENT	3
LOST AND FOUND	4
NOISE COMPLAINT	1
OUT WITH PERSON	5
OPEN DOOR	7
ORDINANCE VIOLATION	2
OWI	3
PARKING ENFORCMENT	32
PARKING VIOLATION	12
PROPERTY DAMAGE	3
SEARCH WARRANT	1
SECURITY	131
SPECIAL EVENT	2
SQUAD DAMAGE	1
SUSPICIOUS	12
THEFT	1
TIPS/LEADS	1
TRAFFIC CONTROL	1
TRAFFIC STOP	224
TRANSIENT	1
UNWANTED PERSON	3
VEH LOCKOUT	4
WARRANT	4
WEATHER	1
WELFARE	9

Total Calls: 644



Agenda Item Report

Meeting Type: City Council

Meeting Date: January 21, 2025

Item Title: Zion Lutheran Conditional Use Permit

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

Detailed Description of Subject Matter:

The Plan Commission recommended approval of the CUP with the conditions listed below.

Background: The application discusses the expansion of the school in phase one and the addition of a gymnasium in phase two. 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.

One phone call and one email was received regarding the proposed CUP. Both requests were inquiring about more information. No one spoke at the public hearing.

List all Supporting Documentation Attached:

- City Engineer Review letter
- CUP application

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

1. Grantee obtain staff approval of a site plan that meets code requirements and the conditions in the Conditional Use Permit.
2. Address items in the City Engineer Review Letter
3. Grantee follow all municipal ordinances
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 in the permit are met.

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 Yaroach, 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.

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Change of Primary Use |
| <input type="checkbox"/> Building Addition or Expansion | <input type="checkbox"/> Reactivation of Primary Use |
| <input type="checkbox"/> Addition of Primary Use | <input checked="" type="checkbox"/> Other: <u>Conditional Use Permit</u> |
| <input type="checkbox"/> Parking Lot Expansion or Site Alterations | |

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 Kichon

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 Kichon (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 Kichon 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



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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: _____



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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



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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.



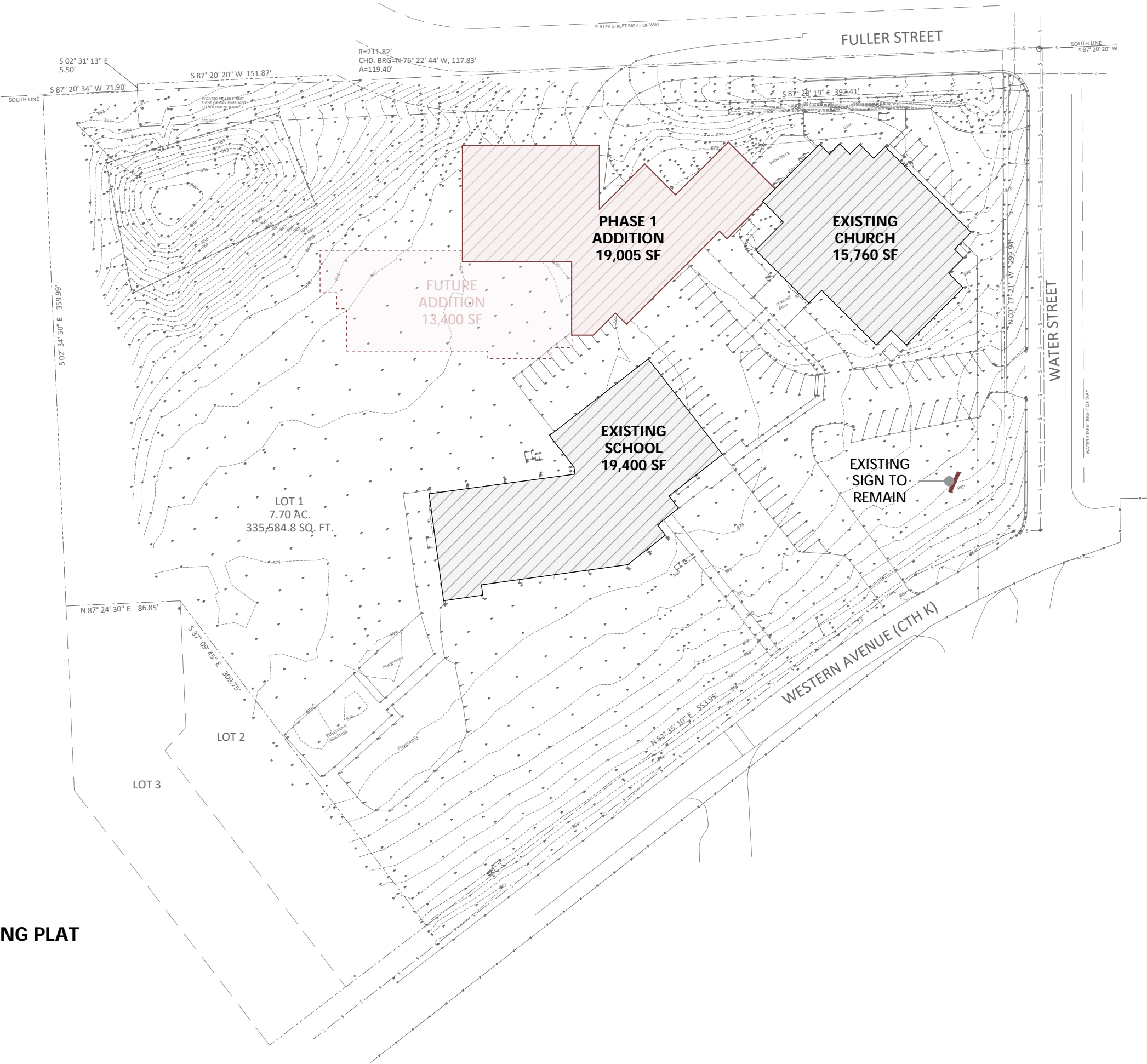
OVERALL EXISTING SITE PLAN
1" = 100'

7.7 ACRES





ADDITION FOOTPRINT ON EXISTING PLAT
1" = 80'

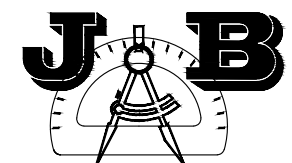




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PO BOX 1307
WOODRUFF, WISCONSIN 54588
(720) 307-8977
janddesign@gmail.com

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

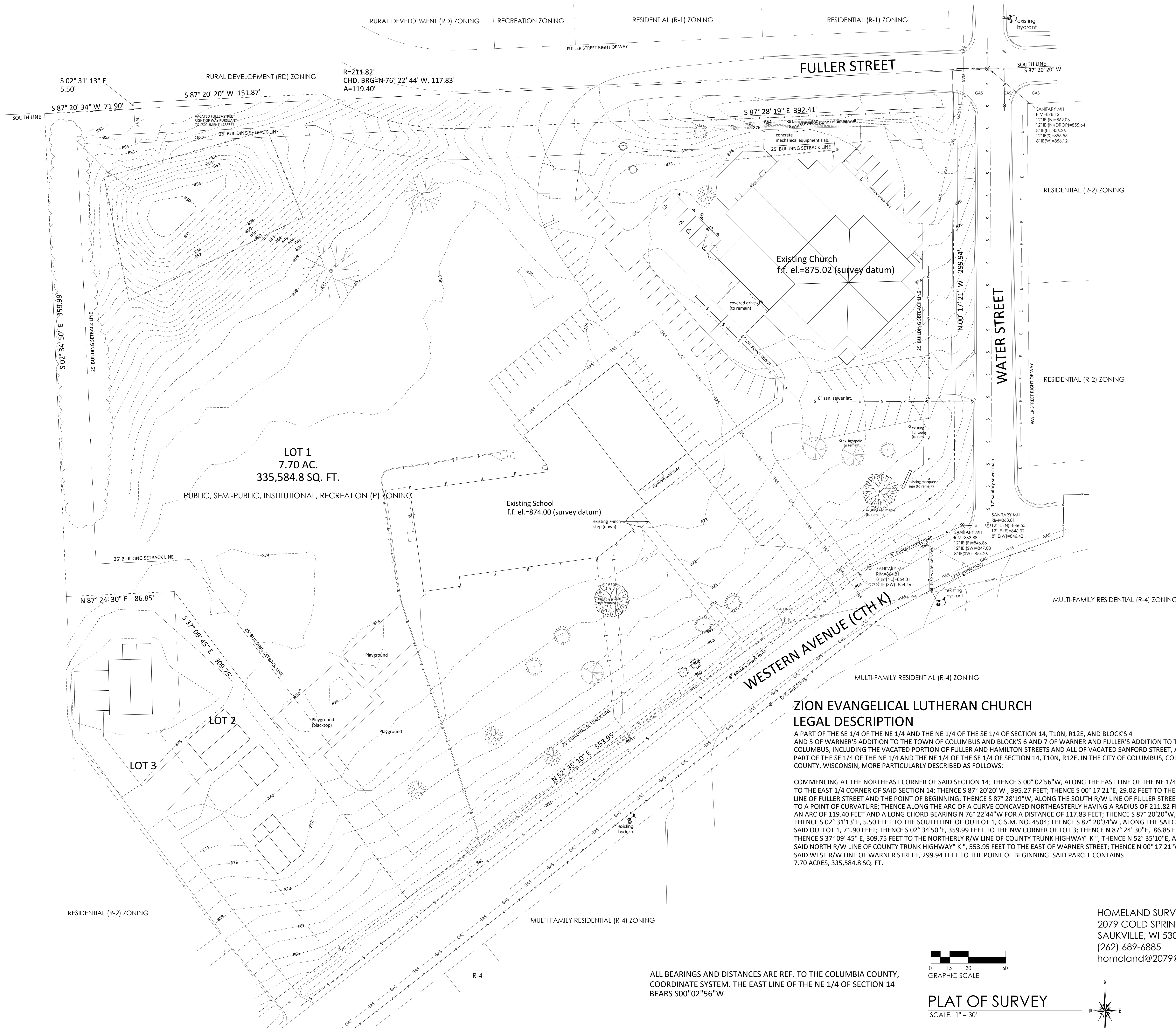
PLAT OF SURVEY

SHEET INDEX

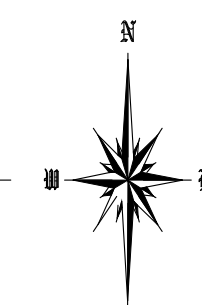
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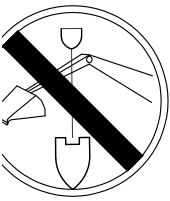
BID DRAWINGS



PLAT OF SURVEY
SCALE: 1" = 30'



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

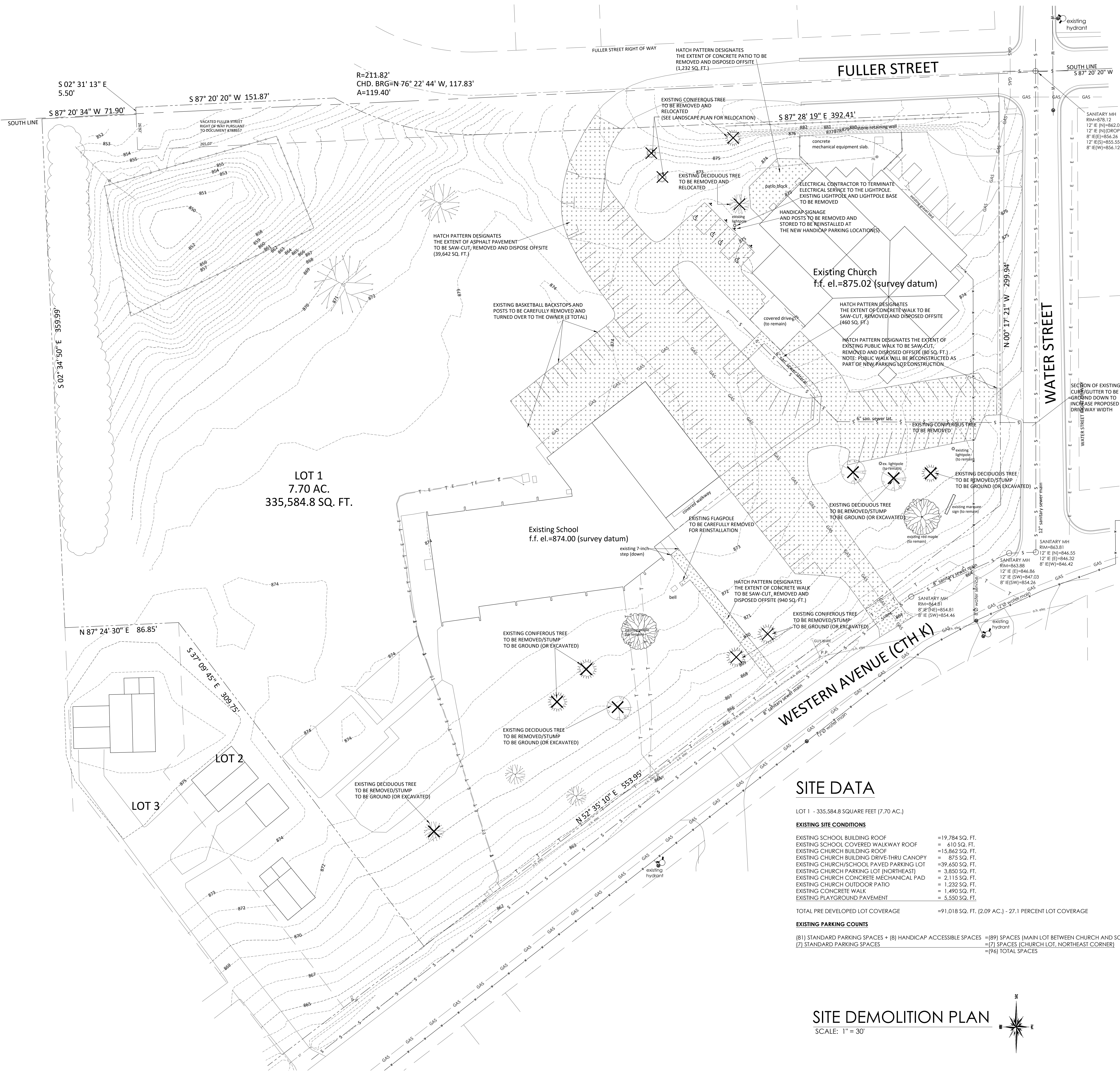


CALL DIGGERS' HOTLINE
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TOLL FREE TO OBTAIN LOCATION OF UNDERGROUND BEFORE YOU DIG.
WISCONSIN STATUTE 182.0715 REQUIRES MIN. OF 3 WORK DAYS NOTICE
BEFORE YOU EXCAVATE.

NOTE:

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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.

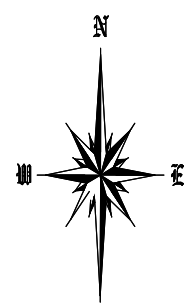
TOTAL PRE DEVELOPED LOT COVERAGE = 91,018 SQ. FT. (2.09 AC.) - 27.1 PERCENT LOT COVERAGE

EXISTING PARKING COUNTS

[B1] STANDARD PARKING SPACES + [B8] HANDICAP ACCESSIBLE SPACES	= [B9] SPACES (MAIN LOT BETWEEN CHURCH AND SCHOOL)
[7] STANDARD PARKING SPACES	= [7] SPACES (CHURCH LOT, NORTHEAST CORNER)
	= [96] TOTAL SPACES

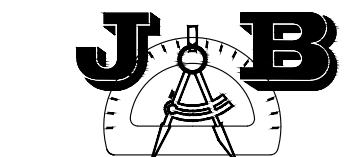
SITE DEMOLITION PLAN

SCALE: 1" = 30'



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P.O. BOX 332
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(920) 220-8977
jandbdesign@gmail.com

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

PROJECT

ZION LUTHERAN
SCHOOL
EXPANSION

812 Western
Avenue
Columbus, WI
53925

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09.12.2024

Project No.

23.120

SHEET TITLE

SITE DEMOLITION PLAN

C2.1

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BID DRAWINGS

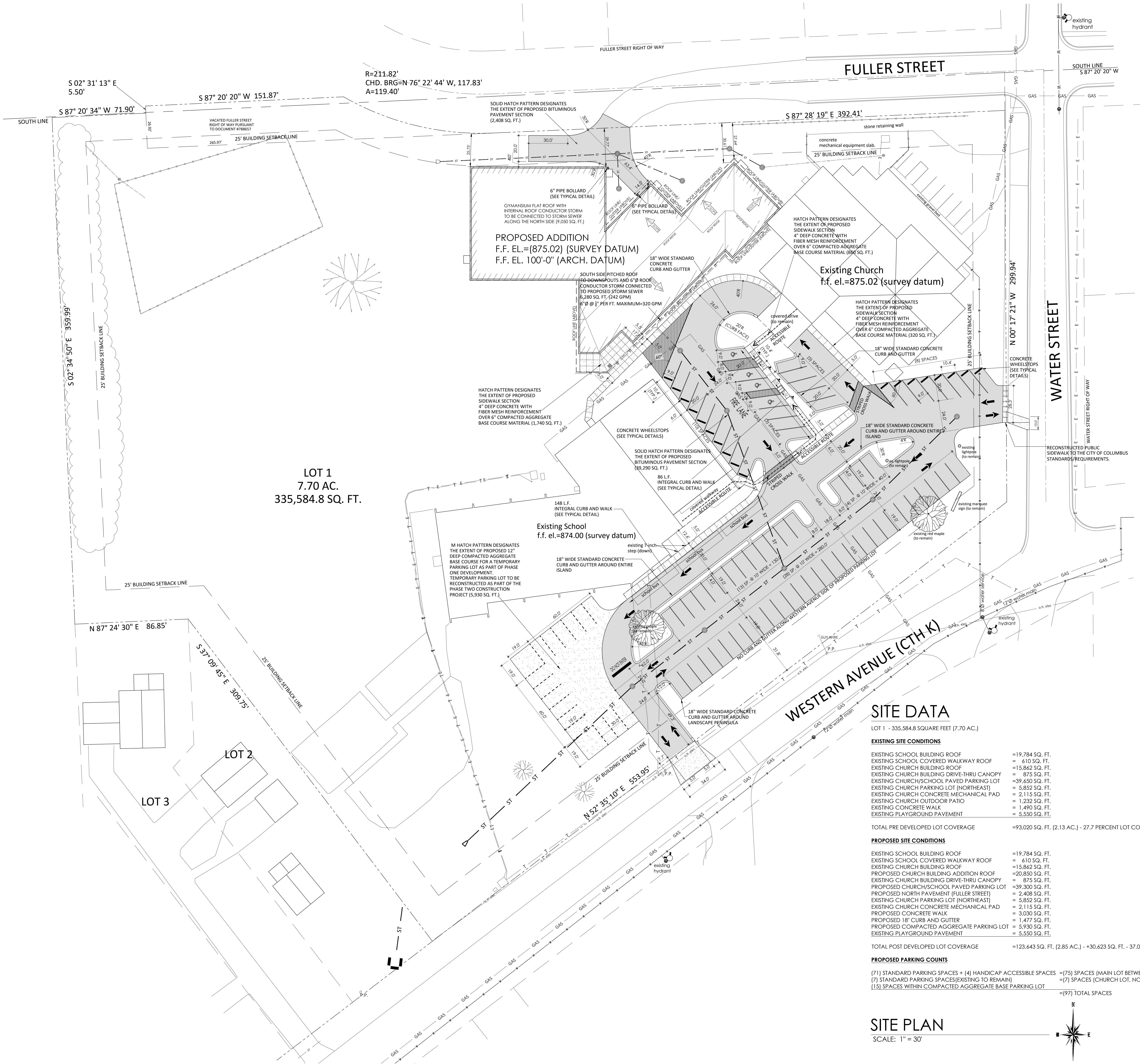


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SITE DATA

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	=39,300 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

(71) 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

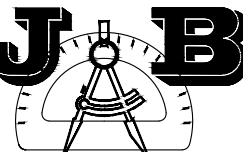
SCALE: 1" = 30'



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(726) 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

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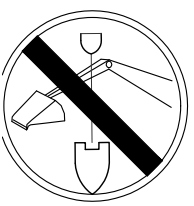
SHEET TITLE

SITE PLAN

C2.2

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BID DRAWINGS

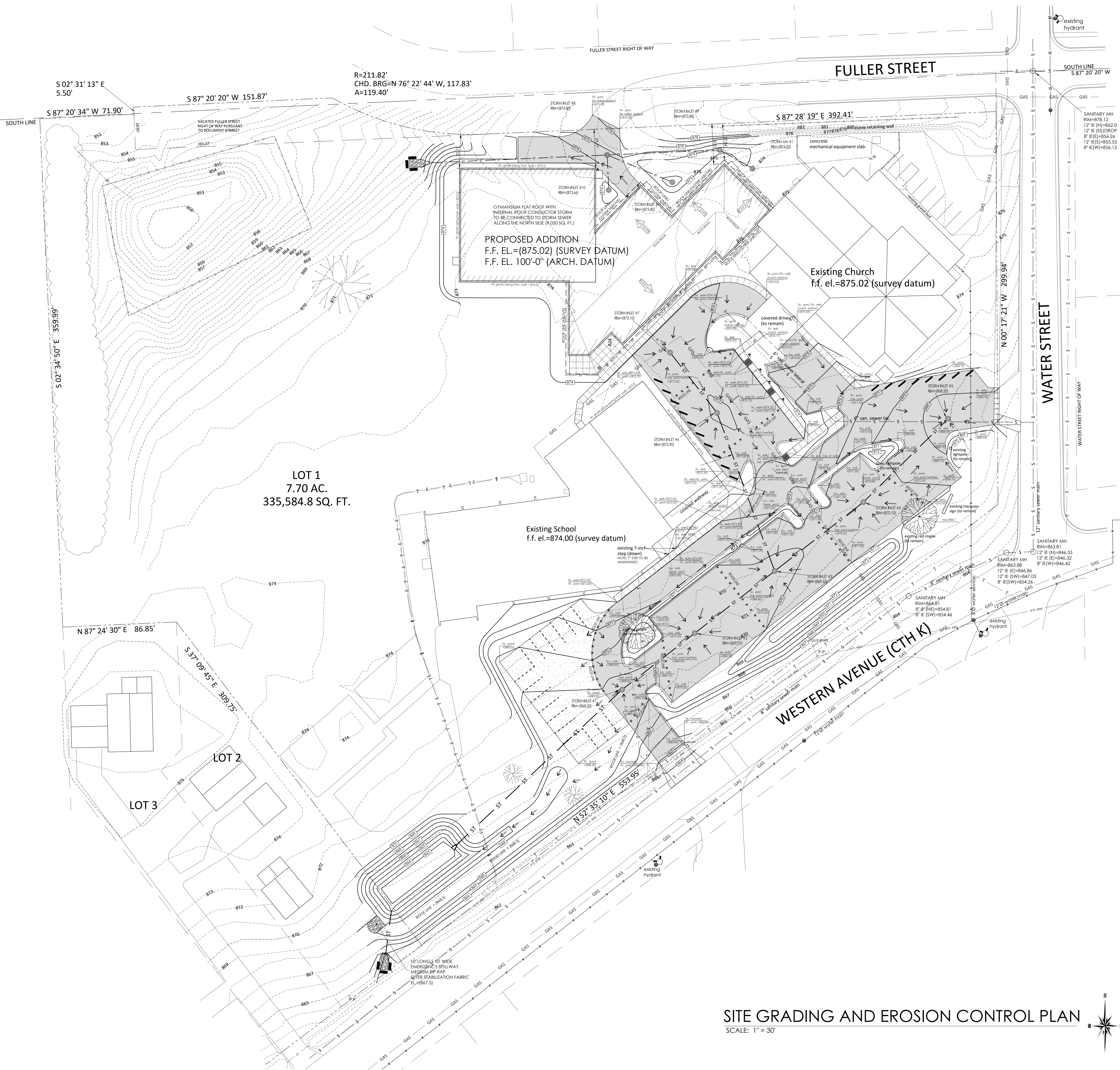


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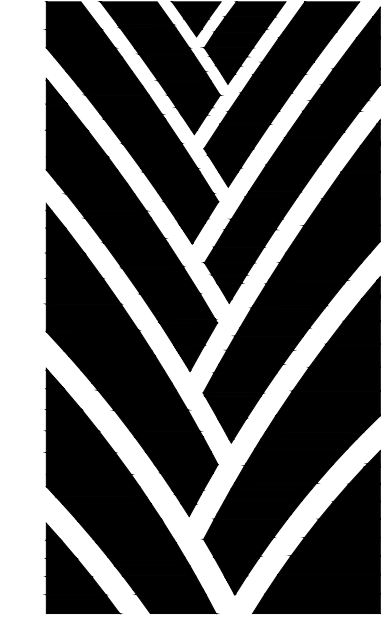
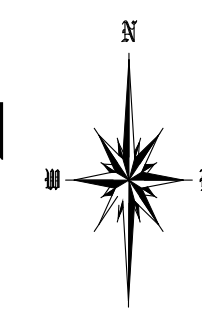
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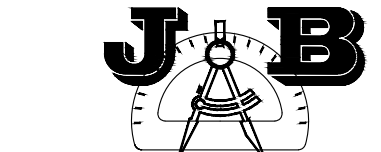


SITE GRADING AND EROSION CONTROL PLAN
SCALE: 1" = 30'



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info@designjeb.com

Revisions per City of Moskau 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

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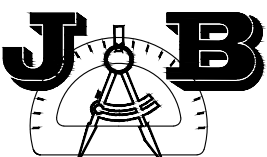
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G R O U P**

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CEDARBURG, WISCONSIN 53012

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FX. (262) 377-8003



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715 1st AVENUE, SUITE 5
PO BOX 1067
WOODRUFF, WISCONSIN 54568
(920) 207-8977
jsitedesign1@gmail.com

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

PROJECT

ZION LUTHERAN SCHOOL EXPANSION

812 Western
Avenue
Columbus, WI
53925

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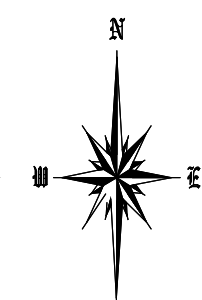
SITE UTILITY PLAN

SITE DATA

A close-up photograph of a utility map. The map shows 'WESTERN AVENUE (CTH K)' in large, bold, black letters. Below the street name, there are several lines representing utilities: 'GAS' (indicated by a line with cross-ticks), 'water' (indicated by a line with small circles), and 'sewer' (indicated by a line with small inverted triangles). Other labels include 'GAS WIRE', 'P.P.' (Public Point), and 'ch. edge' (channel edge). The map is oriented diagonally.

SITE UTILITY PLAN

SCALE: 1" = 30'



BID DRAWINGS

C 2.4

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LANDSCAPE NOTES

LANDSCAPE INSTALLATION:

- All written dimensions supersede scaled dimensions.
- The Contractor shall verify location of all underground utilities and additional information prior to commencing construction.
Verify all existing site and grading conditions prior to construction.
- All work shall be in conformance with all applicable local codes and ordinances.
- All areas disturbed by grading or site construction shall be fine graded, planted or seeded.
See notes for specified seed mixes and installation procedures.
- 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. The Owner's representative reserves the right to reject any substandard planting material. Rejected material shall be removed from the project site immediately.
- All turf grass areas shall receive a blended topsoil mix to a depth of six (6) inches. Contractor shall provide positive drainage away from all buildings for a minimum of ten (10) feet.
- Soil preparation for perennial or groundcover planting beds shall be as follows:
 - Remove all roots, lumps, stones, sod and other extraneous materials harmful or toxic to plant growth.
 - Perennial and groundcover planting beds shall receive a twelve (12) inch mixture consisting of 8" blended topsoil, 4" Purple Cow Classic compost (Purple Cow Organics, LLC (608) 831-0349 or approved equal. Add 1/2 LB. of 5-10-5 garden fertilizer per 100 square feet and rato-tilt amendments into the planting bed.
 - Mix amended planting soil either prior to planting or apply on surface of planting bed and mix thoroughly before planting.
 - Grade, rake, and roll planting bed with roller weighing not less than 25 LBS. or more than 100 LBS. per lineal foot so as to leave in condition to plant.
 - Grade planting bed to a twelve (12) inch crown at center.
- 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. All tree planted singly or together shall receive a three (3) inch layer of shredded bark mulch as noted. Do not allow bark mulch to touch stems or trunks of perennials, shrubs or trees.
- Unless otherwise shown, all perennials and shrubs to be planted in a triangular arrangement, spaced according to plant recommendation.
- Plant Bed Edging - install a shovel-cut bed edge to six (6) inch depth at perimeter of bed.
- 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.
- See the Tree Staking Detail on this Plan if tree staking is required.
- 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.

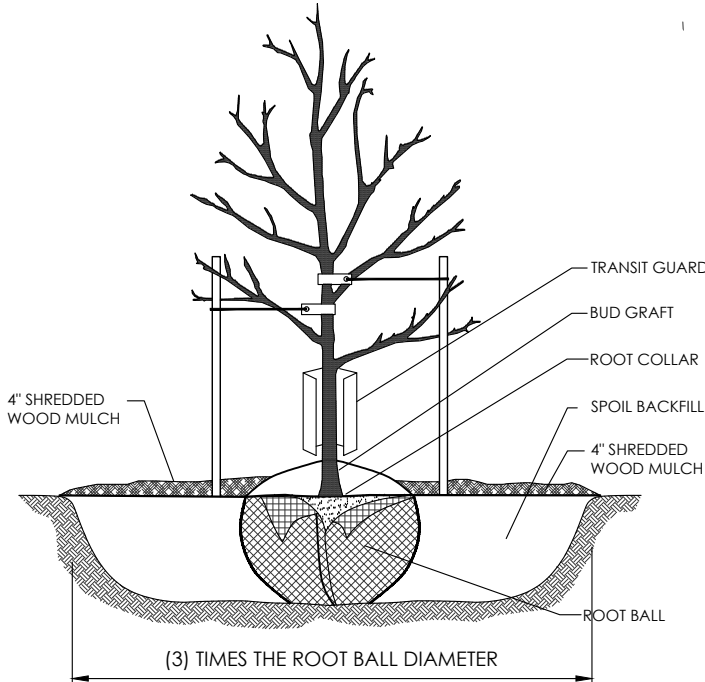
Supreme Lawn Seed Mix

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

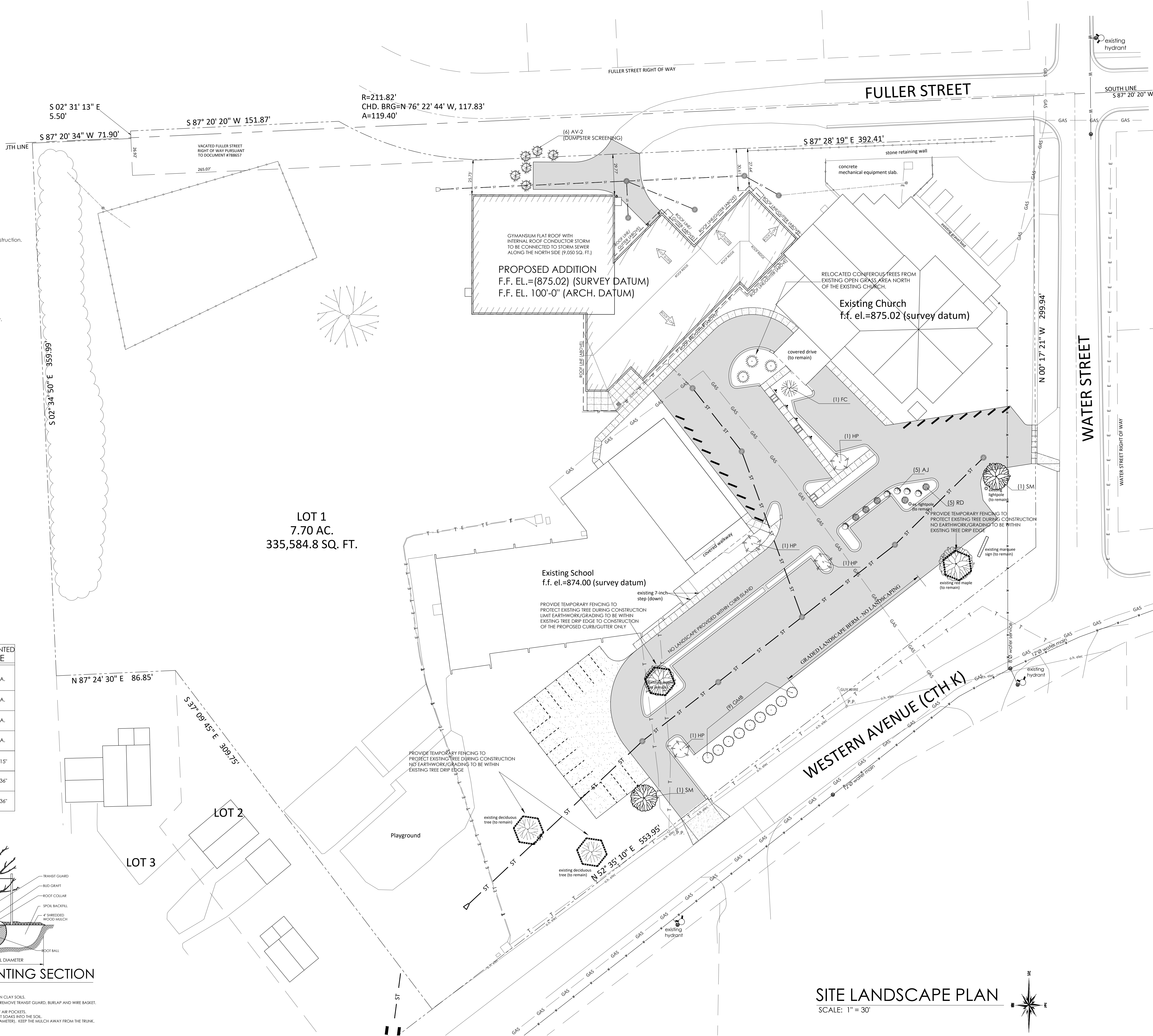
SYMBOL	MARK	QTY.	BOTANICAL NAME	COMMON NAME	PLANTED SIZE
	SM	2	ACER TRUNCATUM	NORWEGIAN SUNSET MAPLE	2" DIA.
	AV-2	6	THUJA Plicata	GREEN GIANT ARBORVITAE	2" DIA.
	FC	1	MALUS HYBRID 'PRAIRIEFIRE'	PRAIRIEFIRE FLOWERING CRABTREE	2" DIA.
	HP	4	POPULUS X CANADENSIS	HYBRID POPLAR	2" DIA.
	AJ	5	JUNIPERUS HORIZONTALIS 'PLUMOSA'	ANDORRA JUNIPER	12"-15"
	RD	5	CORNUS SERICEA	ARTIC FIRE DOGWOOD	30"-36"
	GMB	9	BUXUS SEMPERVIRENS	GREEN MOUNTAIN BOXWOOD	30"-36"



TYPICAL TREE PLANTING SECTION

INSTALLATION SEQUENCES:

- DIG HOLE 3 TIMES BIGGER THAN ROOT BALL.
ROUGHEN THE SIDES OF THE HOLE TO PREVENT GLAZING IN CLAY SOILS.
- PLACE TREE IN HOLE. BACKFILL WITH EXISTING SOIL AND REMOVE TRANSIT GUARD, BURLAP AND WIRE BASKET.
- FINISH BACKFILLING AND STRAIGHTEN THE TREE.
- GENTLY TAMP TO HELP SETTLE THE SOIL AND REMOVE ANY AIR POCKETS.
- CREATE A WATER SAUCER TO COLLECT THE WATER UNTIL IT SOAKS INTO THE SOIL.
- PROVIDE 4\"/>



SITE LANDSCAPE PLAN

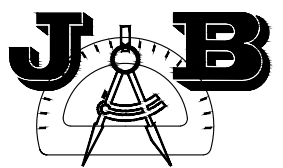
SCALE: 1" = 30'



GROTH
DESIGN
GROUP

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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 1007
WOODRUFF, WISCONSIN 54588
(726) 307-8977
Batesdesign@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

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

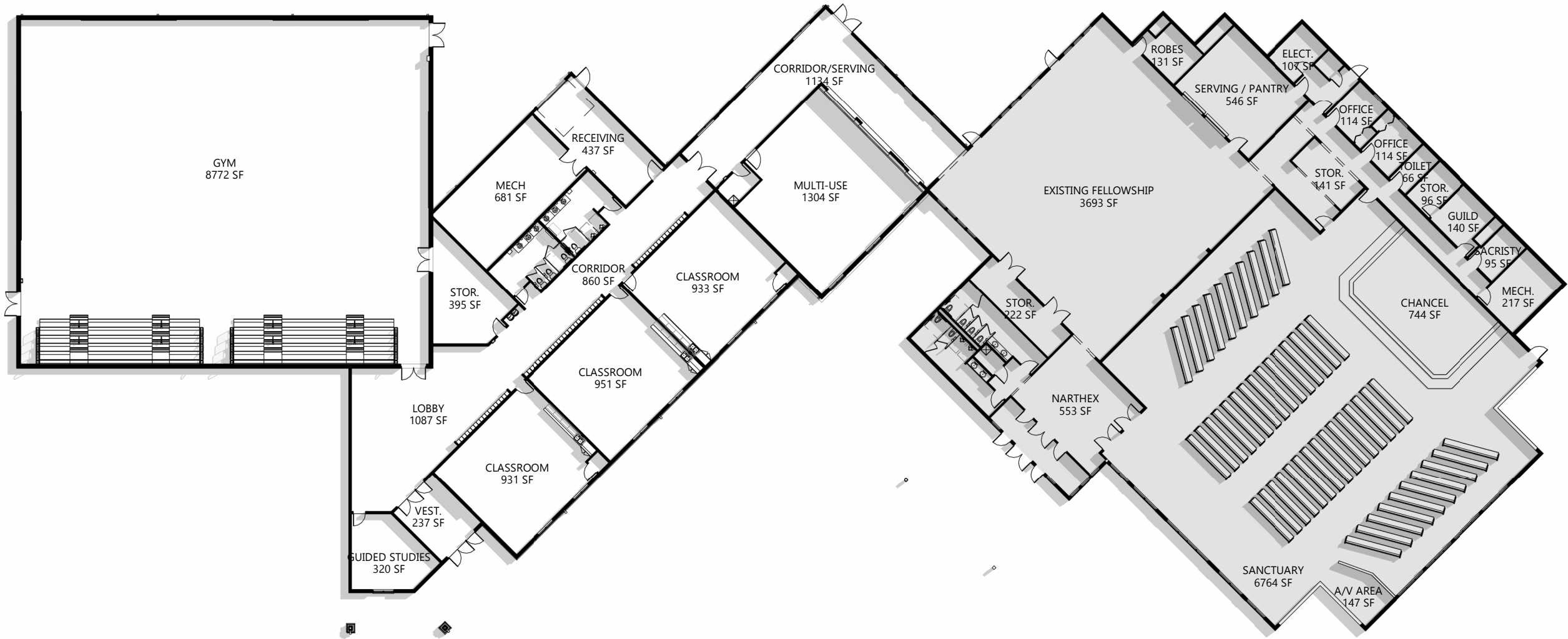
© Groth Design Group, Inc.

BID DRAWINGS



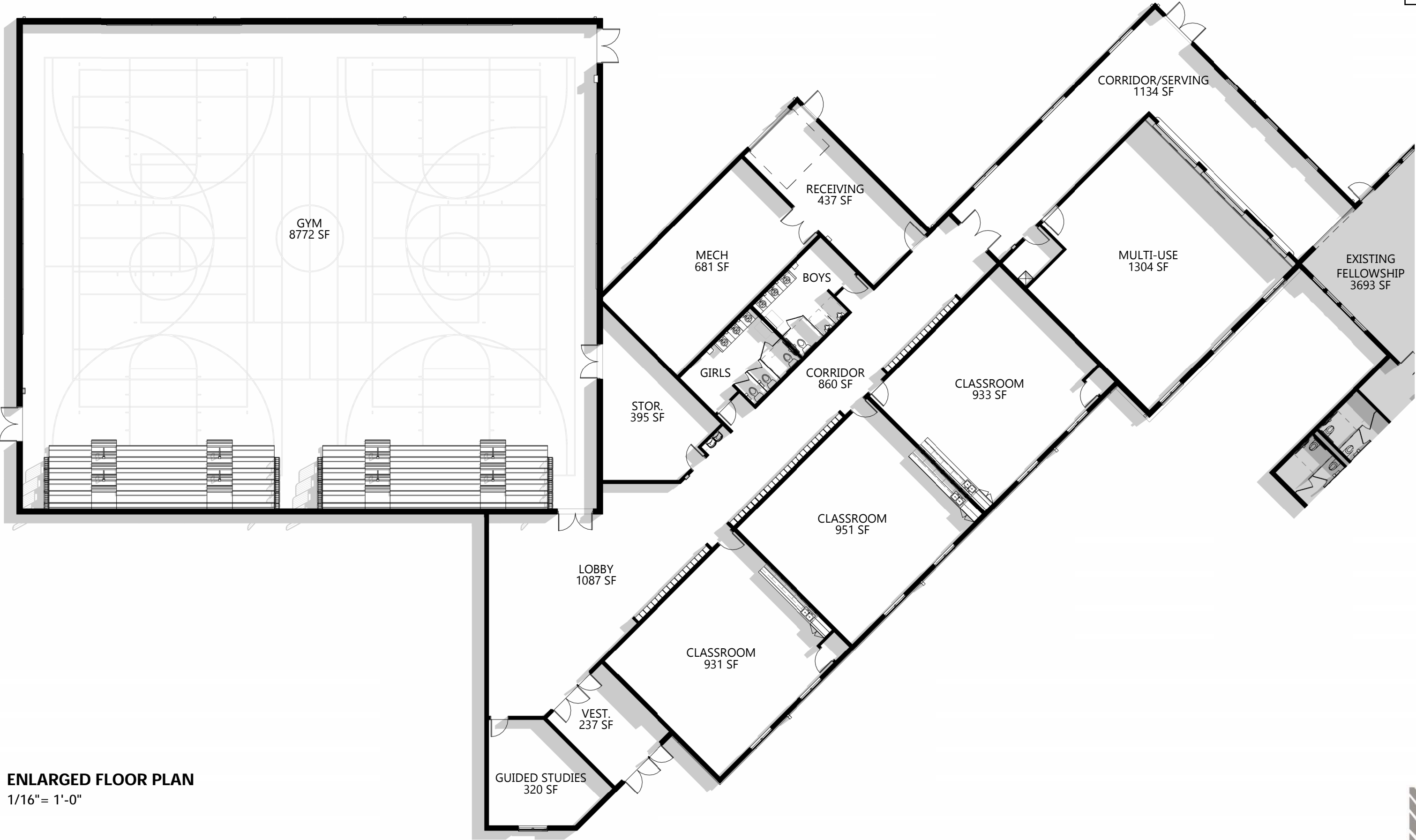
OVERALL FLOOR PLAN

1" = 30'





ENLARGED FLOOR PLAN
1/16" = 1'-0"

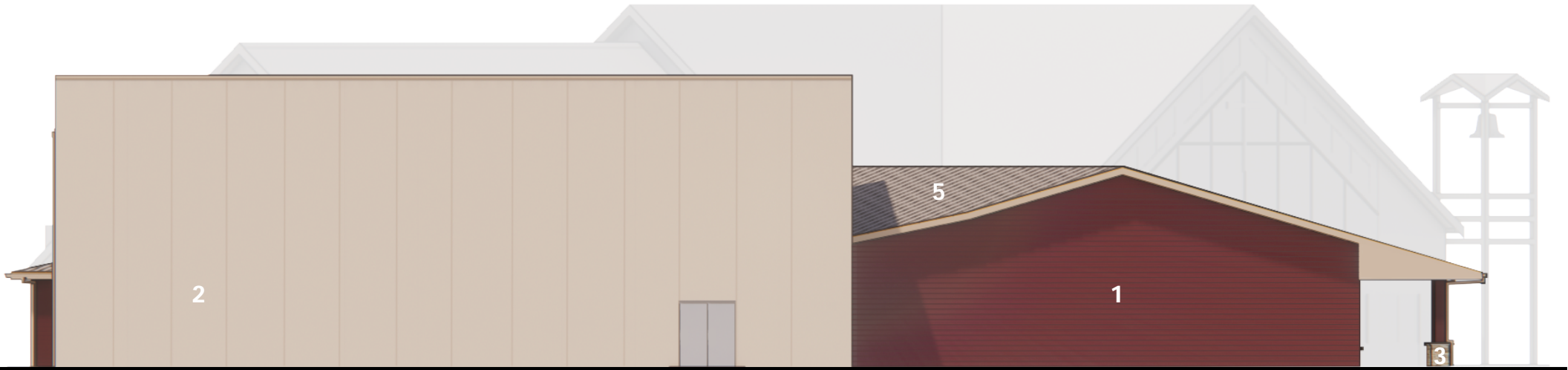




SOUTH ELEVATION
1/16"= 1'-0"



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



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.



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: January 21, 2025

Item Title: Discussion regarding committees, committee structure and meeting dates

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The goal of this discussion is to provide direction to the City Attorney and City Administrator regarding the following:

- Reduce the need/frequency of the Committee of the Whole
- Align committees similarly in role, design, and function
- Streamline and/or add committees that may be needed
- Move Council meetings to Wednesday – eliminates conflict with elections with some other tangible benefits

The following is the start of a proposal that we are asking for feedback on prior to the City Attorney drafting the needed ordinance changes.

1. Items going to Council should first go to a Committee (there are some items that will not be required to go to a Committee as determined by the Mayor, Council President & Administrator prior to being placed on a Council agenda). The Council agenda will identify the committee and date that the item went to a Committee, i.e. (Plan Commission, 1/9/2025)
2. Committees appointments will be made at the first Council meeting in May, vacancies will be dealt with throughout the year.
3. Each Committee should have a Council appointment and a staff liaison. The Council appointment is a voting member of the body, the staff liaison serves as the secretary and works with the Chair to create the agendas. The staff member is a non-voting member of the Committee.
4. Each Committee should hold an organization meeting in May
 - Identify Chair & Vice Chair as well as any appointments to other committees
5. Utility Commission should designate the supervision of staff to the Utility Director and the Commission should serve as an appeals board for any grievance. This can be created similar to the structure between the Police & Fire Commission and the day-to-day duties that are the responsibility of the Police & Fire Chiefs.

Committees

Beautification Advisory Board

- Consider including as part of new Public Works Committee

Board of Review

- 5 residents

Cable Television Commission

- 4 residents + Council

Columbus Area Aquatic Center Advisory Board

- 5 residents + Mayor + Council

Community Development Authority

- 5 residents + 2 Council

Ethics Committee

- Mayor + Council

Investment Board

- Consider including duties as part of the new Personnel & Finance Committee

Ordinance Review Ad Hoc Committee

- Is this needed?

Parks & Recreation Advisory Board

- Change to Recreation Advisory Board – parks handled by Public Works Committee

Plan Commission

Senior Citizen's Advisory Board

Street Light Committee

- Consider including duties as part of the Public Works Committee

Tourism

- 4 residents + Mayor + Council

Utility Commission

- 5 residents + Mayor + Council

Zoning Board of Appeals

- 5 residents

New Committees

Public Works Committee

- 3 Council Members + 4 Residents (current beautification advisory board members)

Personnel & Finance Committee

- 3 Council Members + 2 Residents

Committees with no proposed changes to structure

Hillside Cemetery Association – part of larger ongoing discussion

Historic Landmarks & Preservation Commission

Joint Review Board – state statue

Library Board – state statue

Police & Fire Commission – state statue

Proposed Meeting Calendar

	Monday	Tuesday	Wednesday	Thursday
1st	Recreation		6p Finance / 6:30p Council	8:15a Senior Citizens / Plan
2nd	Tourism			
3rd	CDA	Library	6p Public Works / 6:30p Council	Utility
4th	Cable		HLPC	

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Provide direction to staff regarding proposed changes.



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: January 21, 2025

Item Title: Discussion regarding Date Changes for future Council meetings on February 18 and April 1, 2025

Submitted By: Susan Caine, Clerk

Detailed Description of Subject Matter: 2025 will feature two elections that will fall on scheduled Council Meeting dates:

February 18, 2025 – Spring Primary

April 1, 2025 – Spring Election

Staff would like to request moving those meeting nights to the following Wednesday nights of February 19 and April 2, 2025, in order for the Clerk to attend both the meetings and the elections.

List all Supporting Documentation Attached: None.

Action Requested of Council: To move the above-mentioned Council meetings due to elections.



Agenda Item Report

Meeting Type: City Council

Meeting Date: January 21, 2025

Item Title: Redevelopment Options for Tower Drive – Vandewalle Professional Services

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

Detailed Description of Subject Matter: A key part of developing City owned property is refining our vision for the property. Our comprehensive plan provides for part of that vision. And further planning and economic analysis can help attract developers to partner with the City.

An important part of this project is getting public input on desirable characteristics of a potential development. City staff will hold a public information meeting that will include visuals for citizens to respond to and provide their ideas. Vandewalle will provide the visuals based on market-based development concepts. The other tasks will create and document baseline information to develop and RFP to market to developers. This is a TIF 7 eligible expense.

List all Supporting Documentation Attached:

- Tower Drive Redevelopment Proposal

Action Requested of Council: Approve proposal.



VANDEWALLE & ASSOCIATES INC.

CITY OF COLUMBUS SITE REUSE AND REDEVELOPMENT TOWER DRIVE SITE SCOPE OF SERVICES JANUARY 15, 2025

Vandewalle & Associates will undertake the following tasks in conducting a review of reuse and redevelopment options for the Tower Drive site. All work will be completed according to the below-listed scope of services on a time and materials basis at a cost not to exceed \$12,500 in an anticipated time frame of 90-150 days.

Work Elements

Task 1 – Site Evaluation

- a. Review site survey, environmental records, and other available information on site history and conditions
- b. Review adopted plans and codes as they pertain to the site and surrounding area
- c. Inspect property
- d. Prepare base map

Task 2 – Development Opportunities

- a. Review area development, economic, and demographic trends
- b. Review existing and potential development in vicinity of the site
- c. Up to two meetings with potentially interested parties and area realtors/developers

Task 3 – Development Concepts

- a. Prepare two concept graphics with bulleted text summarizing development parameters for use and presentation at a public information meeting (to be facilitated by City Staff)
- b. Revise preferred concept graphic following feedback received at public information meeting

Task 4 – Request for Qualifications

- a. Incorporate concept into a developer request for qualifications
- b. Prepare response evaluation and scoring criteria
- c. Review and evaluate responses and provide observations to City staff (but not score them)
- d. Determine format for potential interviews and attend them (but not score them)

Task 5 - Meetings

- a. Meet with City staff up to three times to discuss progress and next steps (virtual)
- b. One (in-person) presentation to Plan Commission or Council

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