



Committee of the Whole Meeting
AMENDED 12/01/2025 @ 3:30 PM Agenda
Tuesday, December 02, 2025 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

- [1.](#) Discussion of Columbus Snow and Ice Emergency Control Policy.
- [2.](#) Discussion of the assigned/take-home squad program policy.
- [3.](#) Discussion of 2026 Budget for Eastern Columbia County Joint Municipal Court.

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.



CITY OF COLUMBUS, WI

DEPARTMENT OF PUBLIC WORKS

FROM: DUANE MILLARD

DPW APPROVAL: 11/18/2025

DATE: NOVEMBER 11, 2025

C.C. APPROVAL: 11/18/2025

SUBJECT: SNOW AND ICE EMERGENCY CONTROL POLICY

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15. Fire Hydrants
16. Stranded Vehicles
17. Damage to Items in the Right-of-Way

Appendices:

- A. Pre-Season Actions and Discussion Topics
- B. Equipment Available
- C. Equipment Checklist & Driver Responsibility
- D. Snowplow Meeting
- E. On-Call List
- F. Map of Plow / Salt Routes
- G. Post-Season Actions and Discussion Topics

1. Goal

Snow and ice control on roadways and public property is an essential municipal service necessary for public safety, and commercial and personal mobility. The City's goal is to keep the City's roads and municipal parking lots passable during and after periods of snow or ice accumulation at minimal cost. This can be accomplished by the judicious use of mechanical and chemical means under the jurisdiction of the Public Works Department.

It is not the City's goal that bare pavement will be achieved immediately after each snowfall or ice storm. Motorists will be expected to modify their driving practices in accordance with the road conditions as they exist.

Since weather conditions constantly change, it is impractical to establish one method for controlling snow and ice. Procedures set forth in this policy are intended as guidelines and are not intended to limit the exercise of discretion and judgment on the part of officials and employees who are charged with responding to winter weather conditions.

2. Jurisdictional Responsibilities

DPW Street Crews salt and plow city roads and municipal parking lots, State and County highways within the city limits, while Columbia County Highway Department salts and plows State and County highways outside the City of Columbus limits.

3. Snowplow Crew Availability

If a crew member is unavailable to report for duty due to a vacation, illness, funeral leave or other valid reason, or if the snow event last for 24 hours or longer, the DPW Maintenance I Worker will assign salting and plowing duties to other crew members to maintain coverage, or if necessary, will request that the Director of Public Works to seek the assistance of qualified personnel from other departments.

- Members from the Wastewater Plant will assist DPW when there is a personnel shortage for a snow emergency, based on need.
 - Wastewater Plant employees will assist during off hours, then return to their normal duties at the Wastewater Plant by 8:00a if possible. DPW will try to limit the total hours of snow removal to four (4).
- Members from the Columbus Utilities will assist DPW when there is a personnel shortage for a snow emergency, based on need.
 - Utility employees will assist during off hours, then returning to their normal duties at the Columbus Utilities by 8:00a if possible. DPW will try to limit the total hours of snow removal to four (4).

4. Training

The Director of Public Works will schedule an annual training session for all plow operators to review equipment and operating procedures for snow plowing and salting. The training session will normally be conducted in early December, shortly after vehicles have been set up for winter operations.

5. Equipment

City equipment available for snow and ice control operations is described in Appendix B.

Calibration of salt spreaders and other equipment is essential for efficient salt use – eliminating unsafe roads from lack of salt, costly waste from excessive use, and environmental problems from overuse. Because individual spreaders can vary widely in how much salt they apply even at the same control setting, and because spreaders operate in harsh conditions, spreaders need to be checked and calibrated every year. The DPW Maintenance I Worker and each driver will calibrate their spreaders early each winter season, using the procedure provided by the manufacturer. Calibration results will be kept on file.

6. Equipment Maintenance and Safety

Regular maintenance and safety checks of the equipment are the prime responsibility of each crew member. Each crew member is expected to:

- a. Check all equipment before each use (see Appendix C). Verify that lights, brakes, wipers, tires, exhaust system, plows, spreaders, brooms and augers are all safe and in good working condition.
- b. Report any mechanical issue to the Director of Public Works for immediate repairs if necessary.
- c. Load salt into trucks prior to use, to avoid unnecessary loading of the springs and to minimize the duration of salt contact with the vehicle. Make sure any salt spilled on the pavement during loading is pushed back into the shed.
- d. Unload unused salt from equipment after each snow event, including vibrating and scraping out as much rock salt as can be placed back into the salt shed for reuse. Following removal of all reusable salt, thoroughly wash equipment to remove as much residual salt as possible.
- e. Monitor the health and alertness of yourself and other drivers. If a driver notices themselves becoming inattentive due to being overly tired or ill, they should notify the Maintenance I Worker or Director of Public Works immediately.

Crew members are expected to report to the Police any vehicle crash, so that a police officer and EMS personnel can respond quickly.

Crew members are expected to communicate with safety in mind, with radio use preferred over cell phone use, and to stop their vehicle when feasible for communications that could distract from attentive driving.

7. Weather Monitoring

The Maintenance I Worker and On-Call Employee will monitor road conditions and weather forecasts and will be responsible for initiating snow and ice control operations. Current conditions and short-range forecasts will be used to anticipate the need for plowing and application of road salt or abrasive material. The Police Department may assist by providing timely information on local conditions, particularly outside of normal work hours. It remains the responsibility of the Maintenance I Worker and On-Call Employee to observe road conditions, consider the timing, duration, amount, rate and type of predicted snowfall, monitor air and pavement temperatures

and the dew point, and consider wind conditions to aid in determining the appropriate snow removal and ice control measures to be implemented.

Before leaving work, the Maintenance I Worker will notify the Police of plans to plow or salt that evening and will notify the Police again when salting or plowing is finished.

8. Snow Emergency

The Director of Public Works, or designee, is hereby authorized to declare a snow emergency in advance of forecasted heavy snow or blizzard like conditions. The amounts of snow fallen will be “based on the weather forecast” provided by the National Weather Service at nws.milwaukee@noaa.gov

When a snow emergency is declared, the City’s Information Officer, will notify the public of the snow emergency declaration by:

- Posting a notice on the City’s web site, including display of an emergency banner message.
- Emails/Texts notifications will also be pushed out to those who have signed up for those notifications.

The public will be notified of the end of the emergency through the same measures noted above.

- The duration of each snow emergency will be based on the expected length the severe weather forecasted by the National Weather Service.

The National Weather Service will be used as the weather forecast source. An example of the City’s website posting is as follows:

Snow Emergency Declaration Template (Example Only)

December 19, 2024. The National Weather Service has issued a winter storm watch for Columbus, WI., and surrounding areas. Snow is expected from Thursday morning through Friday morning. The potential snowfall accumulations for the Columbus area are currently forecasted at 3”-6” with hazardous conditions for the morning and evening commutes.

“As per the National Weather Service and its forecast – The City of Columbus has declared a Snow Emergency.” All residents should remove their vehicles from all city streets prior to the start of this event. Parking restrictions on city streets, alleys, and parking lots as per ordinance will be enforced starting at 12:00PM Thursday, December 19th, 2024, and will be enforced until Snow Emergency is complete (48 hours) or has been rescinded. For the safety of traffic and snow removal operations, the City of Columbus requires all residents to remove all vehicles from all city streets starting by 12:00PM Thursday, December 19, 2024

During a snow emergency, it shall be unlawful to:

- Park any vehicle on any public street or alley in the downtown area of the city between the hours of 12:00 midnight and 6:00 a.m. after a snow emergency is declared. For purposes of the section, “downtown district” is defined as follows:
 - James Street from Dickason Blvd. To Water Street
 - Ludington Street from Mill Street to Harrison Street
 - Dickason Blvd. from James Street to Church Street
 - Mill Street from S. Ludington Street to S. Spring Street; and
 - Harrison Street from S. Water Street to S. Dickason Blvd.

- Park any vehicle on any public street or alley in the remainder of the city at any time after a snow emergency is declared and until after the snow emergency is lifted. This applies to all parking spaces within the limits of the City, except for eight (8) designated angle parking spots on Dickason Blvd. to accommodate Amtrak overflow parking from November 15 through January 15.

For all parking lots owned by the city, beginning at midnight of November 30th through midnight of March 31st, alternate side parking rules shall apply in that on odd days vehicles are to be parked in odd rows and on even days vehicles are to be parked in even rows. The date after midnight shall determine if parking should be in odd or even rows.

9. Emergency Response Support

If a Police Officer, EMS or Fire response is required during plowing operations, and roads are not yet passable, the emergency responder should notify the listed On-Call employee who will dispatch the plow closest to the location to ensure that the emergency response vehicle is able to travel roads as needed.

10. Salt Application

Sodium Chloride (salt) will be used as both an anti-icing and deicing agent on City streets. When weather conditions and timing are favorable, the City will typically apply liquid salt brine to streets in advance of snow events to prevent the snow from bonding to the pavement (see Appendix F Maps of City Snow/Salt Routes). In other weather conditions, the City will typically apply pre-wetted rock salt early in the storm event. Dry rock salt may be spread if the pavement surface is already wet, and temperatures are not expected to cause refreezing. Deicing operations will typically begin when streets and/or bridges become slippery.

Because salt's effectiveness is directly related to pavement temperatures, salt will usually be applied when pavement temperatures are expected to remain at or above 15°F.

The truck/equipment operators may modify the application rates based on field conditions and may selectively apply salt to problem areas after snow plowing.

In rare cases, sand maybe spread where salting is ineffective in controlling slippery road conditions.

It is important to apply the proper amount of salt to address the specific weather conditions and make roads operational, but the City will limit salt use to prevent costly waste from excessive application and environmental problems. Because melting action spreads across pavement to lower areas, salt should be applied at the center of roadway. Salt will be applied primarily on:

- Main roads and connector streets
- Bridges
- Steeper ingress/egress grades at intersections

Low volume residential streets without grade problems will not routinely be salted.

The "On Call Employee" will maintain a record of all salt and brine used during each event. The inventory form will be kept on file at DPW office and will be made available to WisDOT or their authorized inspection representative upon request.

11. Snow Plowing

Each week from late November to late March, DPW will assign a different employee to be the “ON Call” person for a predetermined week (See Appendix – E). That employee will be given the “On Call” phone which will be used to receive calls from the City Police Department or Director of Public works to notify other DPW employees of snow events, and snow plowing responsibilities and assignments.

Plowing will consist of pushing snow to the sides of streets, clearing them as near to the curbs as practical without the plow hitting the curbs or mailboxes (generally about 1’-2’ from the curb face). In normal plowing operations, snow and ice will be deposited along the full length of the streets, including across driveways and sidewalk curb ramp openings.

DPW plow crews will “drop plow” after an accumulation of 1-1/2” of snow, unless drifting is occurring.

Plow drivers are expected to drive only as fast as necessary to accomplish the task of removing snow from the street. The speed of the truck necessary to achieve that goal is directly related to the following factors: (1) the volume of snow on the street; (2) the consistency of the snow; and (3) the height of the snowbank on the side of the street. The plow truck must travel fast enough to keep forward momentum and to throw heavier and/or deeper snow over higher banks. It is the City’s goal that snow cleared from the street will be deposited largely in terrace areas, with minimal deposition of snow on sidewalks.

City snow plowing operations will generally be prioritized as follows:

1. Plow roads. In the interest of public safety, more heavily trafficked streets will receive a higher level of snow and ice control service than streets with lower traffic volumes. Priority of street plowing will generally follow:
 - a. Main roads and collector streets (see map in Appendix F). These streets carry higher traffic volumes and are the primary routes used by police, EMS and fire vehicles to respond to emergencies. It is the goal of the city for these streets to be kept open for travel at all times and to be cleared to bare pavement as feasible.
 - b. Local streets and in school zones. It is the goal of the city for school zones to be kept open for travel when District school buses will be running.
 - c. All other local streets. For operating efficiency, some local streets may be plowed at the same time as main roads and collector streets while equipment is in the area. It is the goal of the city for local streets to open to traffic within 12 hours after a snow event. It is not the goal of the city that these streets be cleared to bare pavement.
 - d. Cul-de-sacs and public alley. It is the goal of the city for these streets and alley to open to traffic within 12 hours after a snow event. It is not the goal of the city that these streets be cleared to bare pavement.
2. Plow municipal parking lots. Lots will typically be plowed at night or early in the morning, as it is often difficult to plow parking lots in the daytime.

12. Snow Removal

Over the course of winter, snow piles may accumulate at intersections and in municipal parking lots. Snow will periodically be removed to improve intersection sight distance and provide for more parking. Snow pile removal will generally be prioritized as follows:

1. Remove snow piles from intersection corners to restore sight lines. The following criteria will be considered in prioritizing snow removal at intersections:
 - Geometrics of the intersection (hills, curves, etc.)
 - Traffic control at the intersection (signals, stop signs, uncontrolled)
 - Volume of traffic at the intersection
2. Remove snow piles from City parking lots.

The snow dump site is the Kiwanis Park parking lot located on E. School St.

13. Depositing Snow in Street

It is a violation of City Ordinance 758-21, Section 86-227 for anybody to clear snow from his premises onto any street in the city.

14. Refuse / Recycling Carts in Street

Carts placed in the street require solid waste collection vehicles to operate further away from the curb lines, which creates a conflict with through traffic. Carts in the street also do not allow snow to be cleared to the fullest extent of streets for safe passage of traffic, including school buses and emergency vehicles. Carts should be placed in the driveway opening or an area cleared of snow on the grass terrace area between the sidewalk and street. Damage to carts placed in the street is the responsibility of the property owner.

15. Fire Hydrants

During a snow plowing operation, snow will be deposited on and around fire hydrants. A 36" clear space shall be maintained around the fire hydrants, and it is the responsibility of the adjacent property owner to clear snow from around hydrants.

16. Stranded Vehicles

Snowplow operators will not tow or push stranded vehicles unless directed to do so by the Police Department in case of an emergency. Snowplow operators may not provide rides for stranded drivers but are encouraged to contact the Police for assistance.

17. Damage to Items in the Right-of-Way

Items installed within any City right-of-way may be subject to damage from snowplows. Per City policy, property owners may be compensated for damage to mailboxes if they were properly installed so as not to project forward of the curb, were well maintained, and were directly struck by City equipment (not, for instance, damaged by the weight of snow or ice coming off a plow blade).

Appendix A

Pre-Season Actions and Discussion

September

- Review of policy by DPW Staff
- Review salt and plow route maps. Verify new roads, lots and sidewalks are shown
- Route drivers check all manholes, culvert markers, branches, mailboxes, signs, hazards, etc.
- Trim hazard trees

October

- Update equipment list in Appendix B
- Inspect equipment/trucks (see Appendix C) and write up any necessary maintenance needs
- Test brine tanks and sprayers
- Order new blades and curb guards if needed.

November

- Confirm drivers have valid CDL licenses
- Fit trucks with spreaders

December

- Calibrate spreaders and file calibration sheets
- Winter operations training session for all plow operators:
 - Review of call-in procedure
 - Salt application rates (effective and efficient)
 - Truck fueling / washing / waxing expectations
 - No salt stored in trucks
 - Review of drowsy driving information
 - Review inattentive driving / no cell phone use while moving / limit radio use
 - Plowing speeds
 - Traffic laws
 - Stop at least 100' from approaching vehicles on narrow streets
 - Report individuals / contractors putting snow out onto streets
 - Report mailbox damage
 - Determination of major snow event and review of goals

Appendix B

Equipment Available

DPW Vehicle/Equipment Description & Attachments

#04 – 2006 International 7400

- Front Plow
- Wing
- Salter
- Brine Tank

#06 – 2019 Case 521 F End Loader

- Front Plow
- Wing
- Bucket

#07 – 2003 International 7400

- Front Plow

#08 – 2018 4700 SB Wester Star Tandem

- Front Plow
- Wing
- Salter
- Brine Tank

#09 – 2009 Sterling Dump Truck L7500

- Front Plow

#14 – 2018 Polaris UTV

- Front Plow
- Brine Tank

#16 – Bobcat Tool-Cat

- Snow Blower
- Broom
- Bucket
- Salter

#23 – 1994 Case Front End Loader 621 B

- Bucket

#24 – Bobcat Skid Steer

- Bucket
- Rage Cage

#37 – 2019 Ford F250

- Front Plow
- Salter

#47 – 4700 SB Wester Star Single Axle

- Front Plow
- Wing
- Salter
- Brine Tank

#1504 – John Deere Tractor

- Broom
- Snow Blower
- Salter

Appendix C
Equipment Checklist
& Driver
Responsibilities

Pre-Trip – before snow:

- Fuel truck
- Fill brine tanks
- Check hydraulic couplers
- Check plow hook-up
- Check lights – yellow and regular
- Check tires
- Check wipers
- Check for leaks – address right away if issues found
- Check all bolts & nuts – including main pivot bolt on plow

Post-Trip – after snow:

- Check plow & bolts, hydraulics – repair as needed
- Check main pivot bolt on plow
- Wash vehicle – inside and out
- Report any damage
- Grease vehicle and plow
- Check for leaks – address as needed if issues found
- Fuel truck

Truck # _____

Date _____

Name _____

Note any equipment problems on the back of sheet and report those problems to the Director of Public Works for the necessary repairs.

Appendix D

Snow Plow Meeting

2025/2026 Snowplow Meeting

1. On-Call Schedule

- Go over schedule and discuss conflicts
- Who does the call out
- Who makes the call to have everyone come in after hours

2. Plow Routes

- Assigned routes
- Review Maps
- Route priority when called in
- Communication when done with route-help others
- Salt/brine-center of roadway
- Run routes prior to first snowfall

3. Sidewalks

- Priorities
- Install markers where needed

4. Parking Lots

- Priorities
- Where to pile the snow
- Install markers where needed

5. Dumpsites for snow

- Kiwanis (main disposal site)
- River Road
- Cemetery

6. Damage

- Write down damaged property
- Write down damaged Equipment

7. Pre-Trip & Post-Trip Inspections

- Do a complete walk around
- Report any issues
- Fill out inspection/responsibilities sheet

8. Snow Ordinance

- Sidewalks
- Snow emergency
- Vehicles parked in the road/parking lots

9. Any other suggestions or concerns

Appendix E

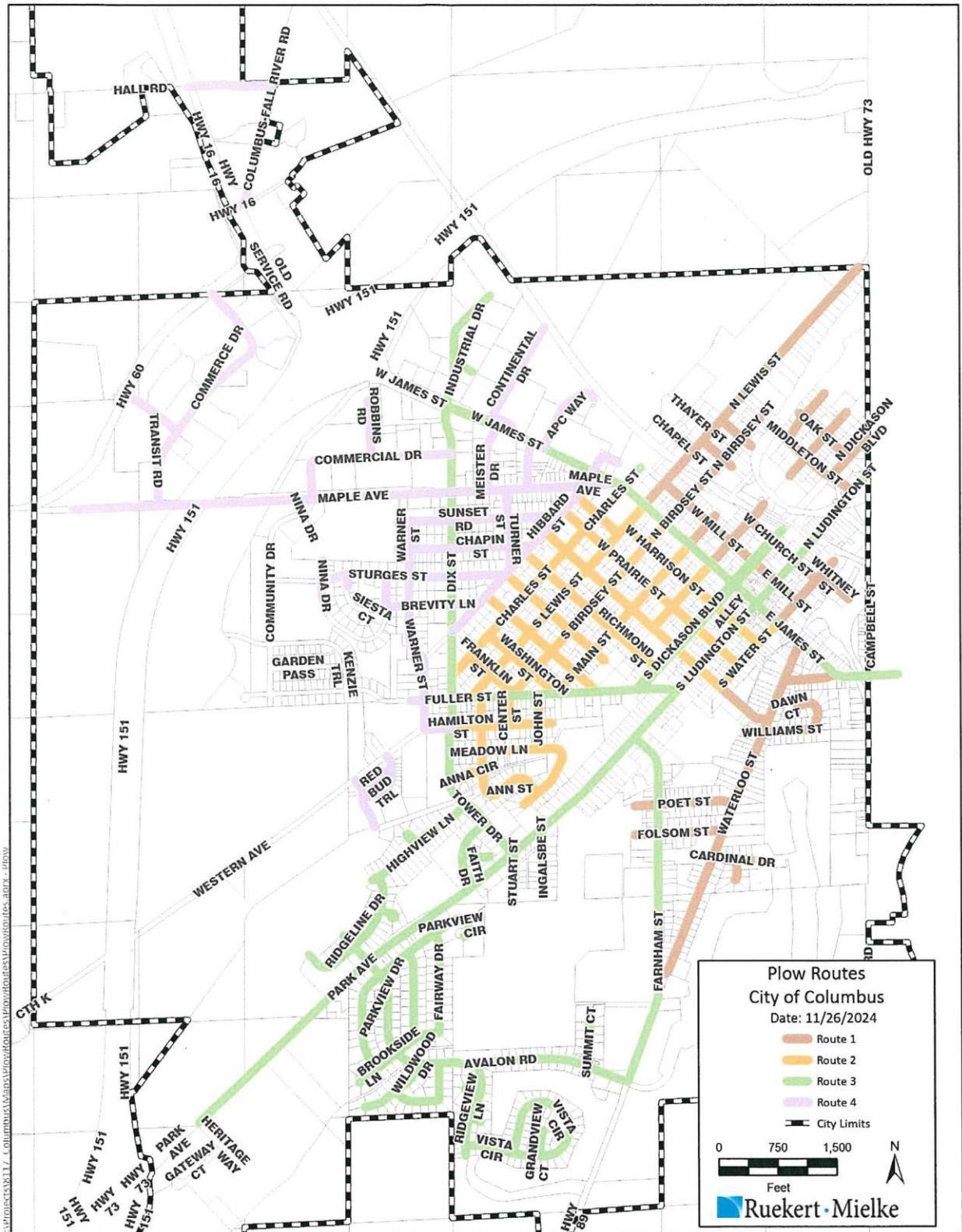
On-Call List

2025-2026 Winter On-Call Schedule
A Week is Friday to Friday

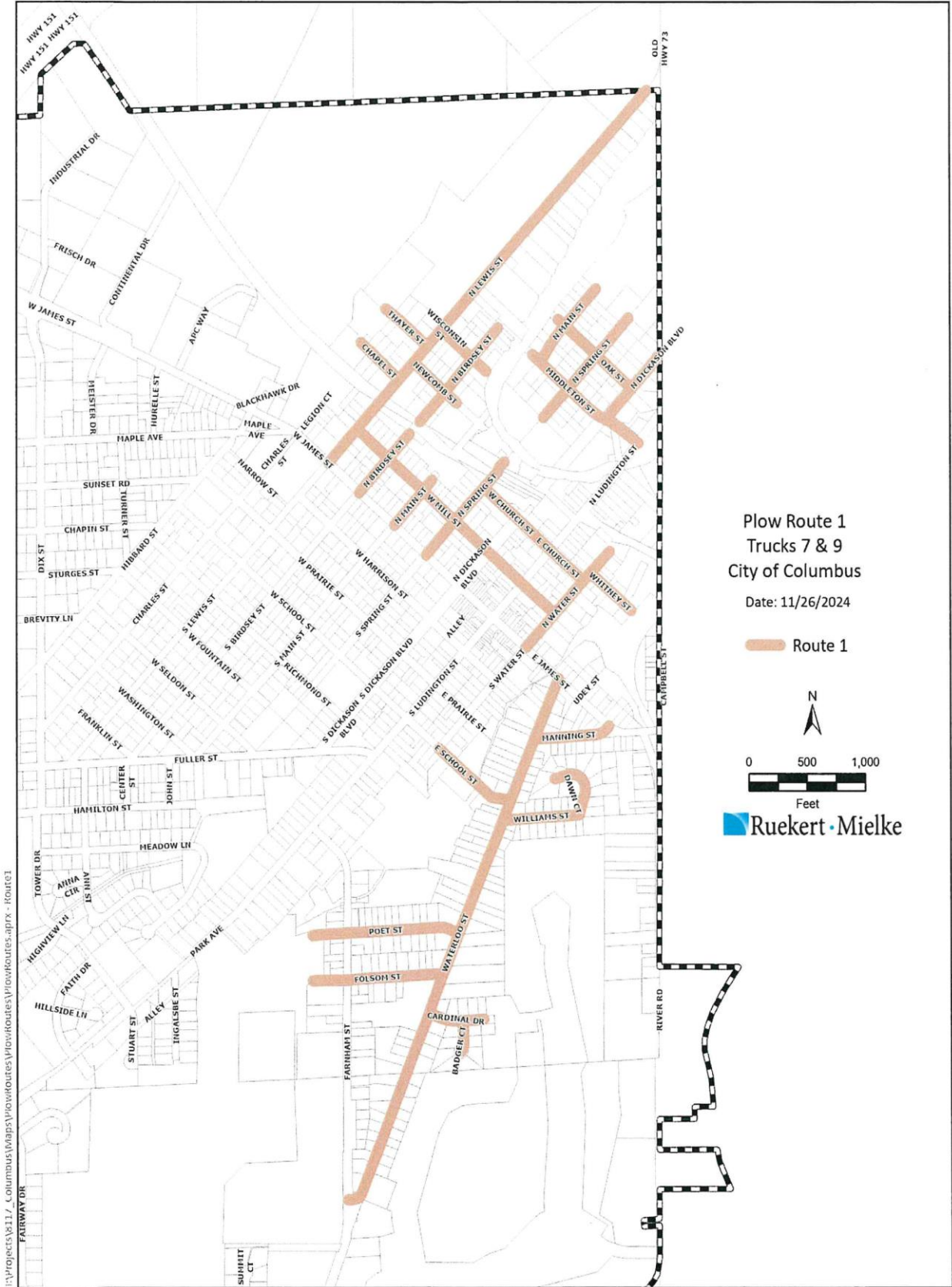
Redacted phone chart due to staff's personal cell phones

Appendix F Map of Plow Routes

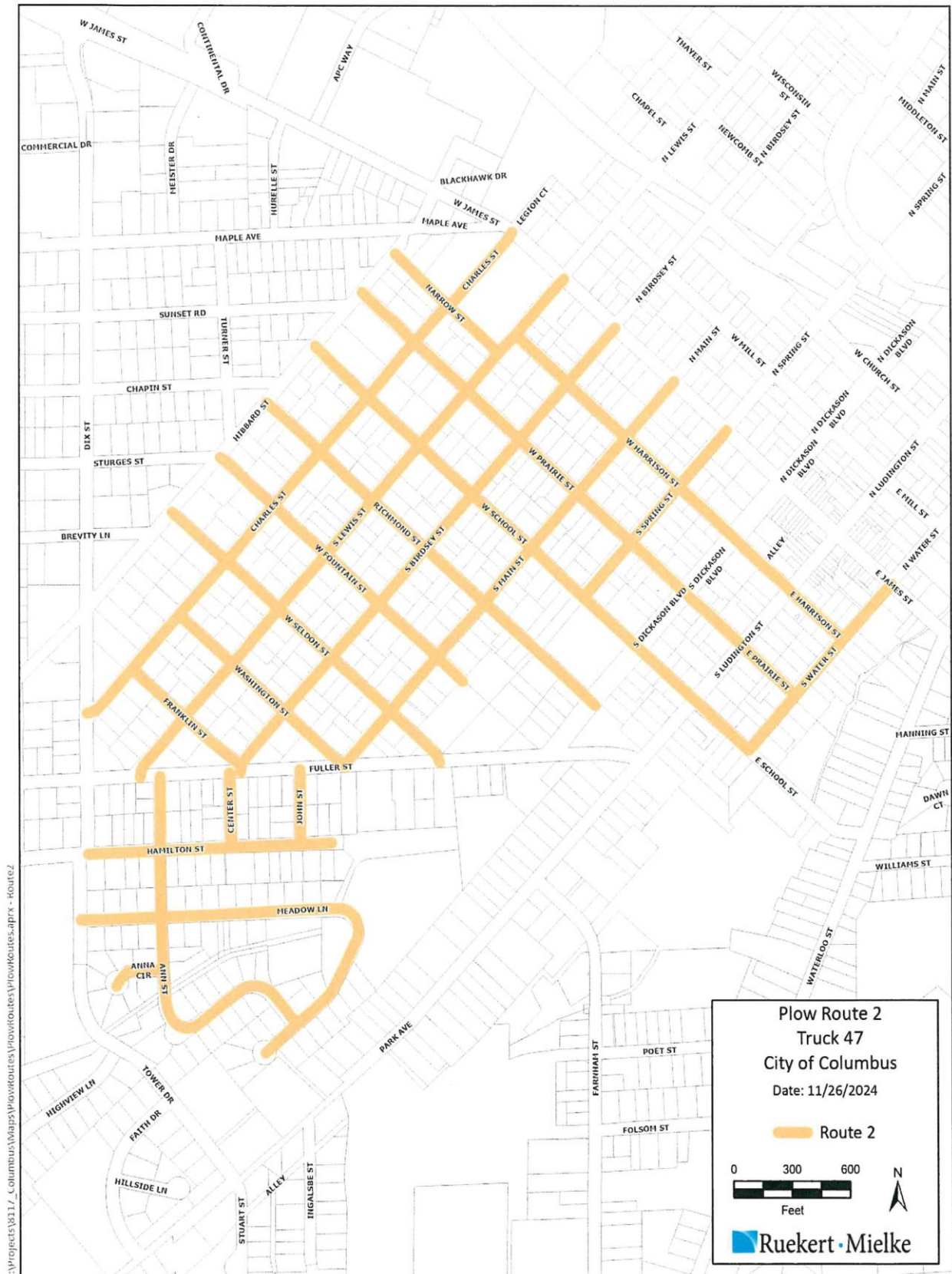
City of Columbus Plow Routes



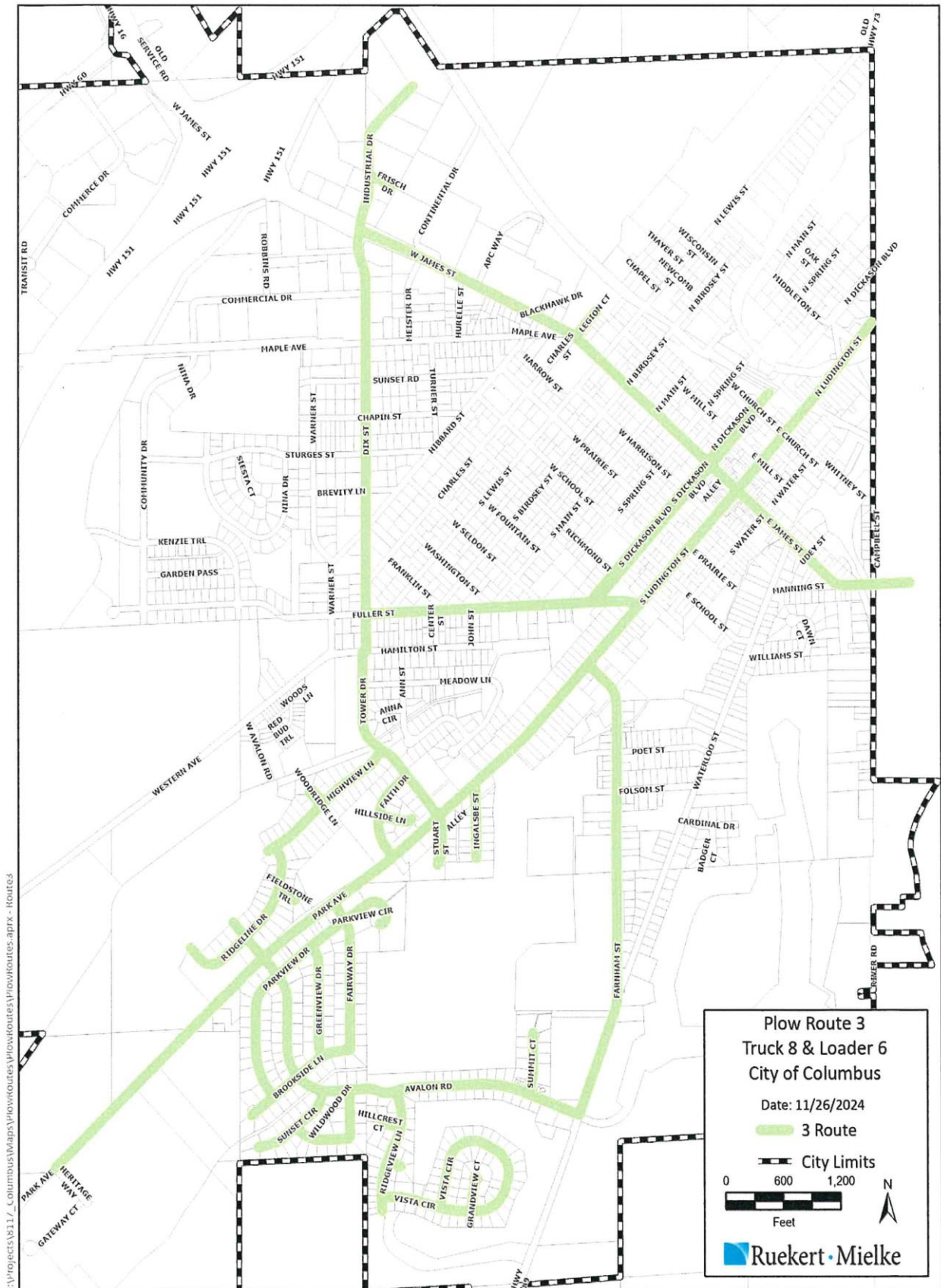
Plow Route 1



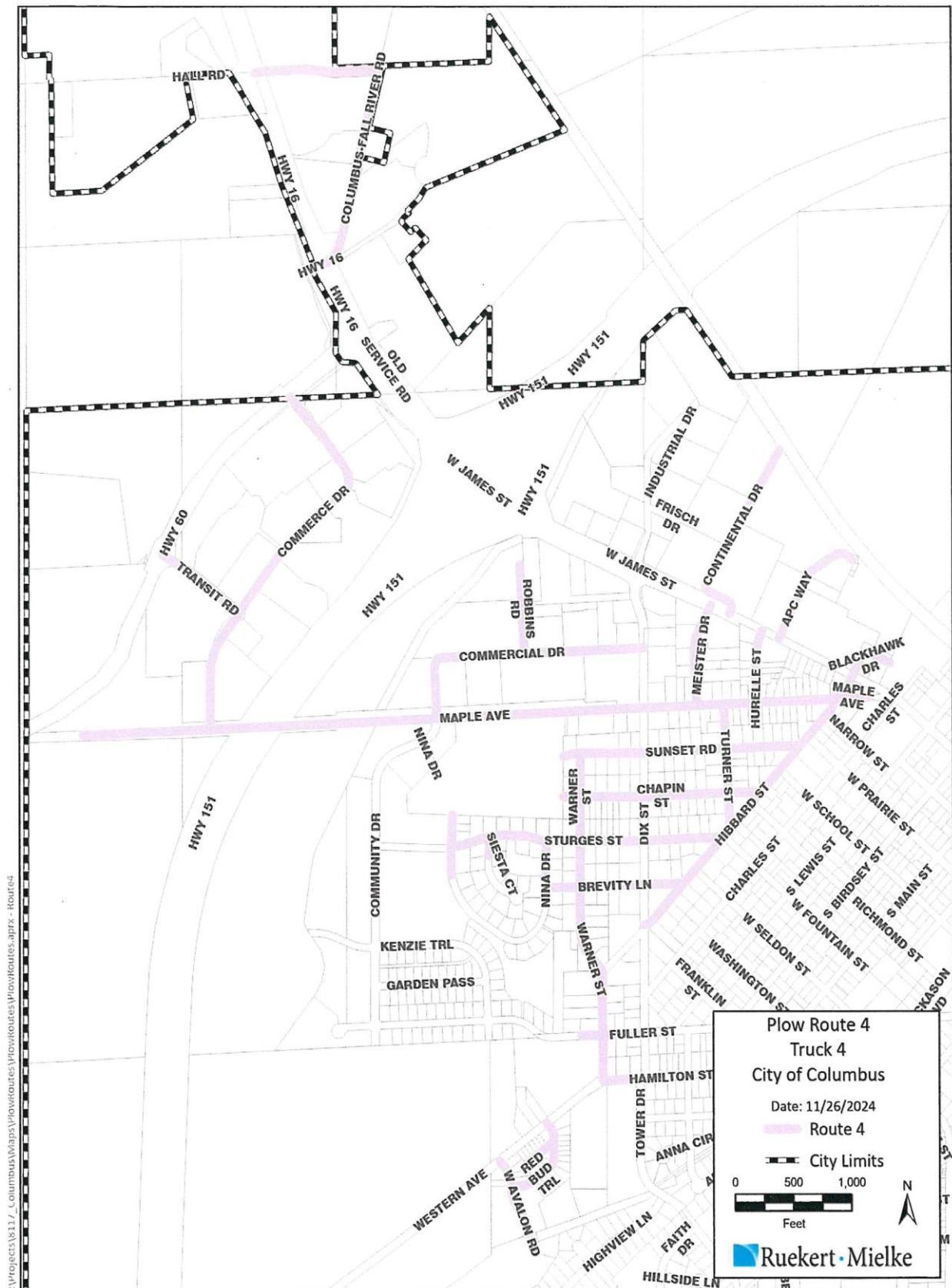
Plow Route 2



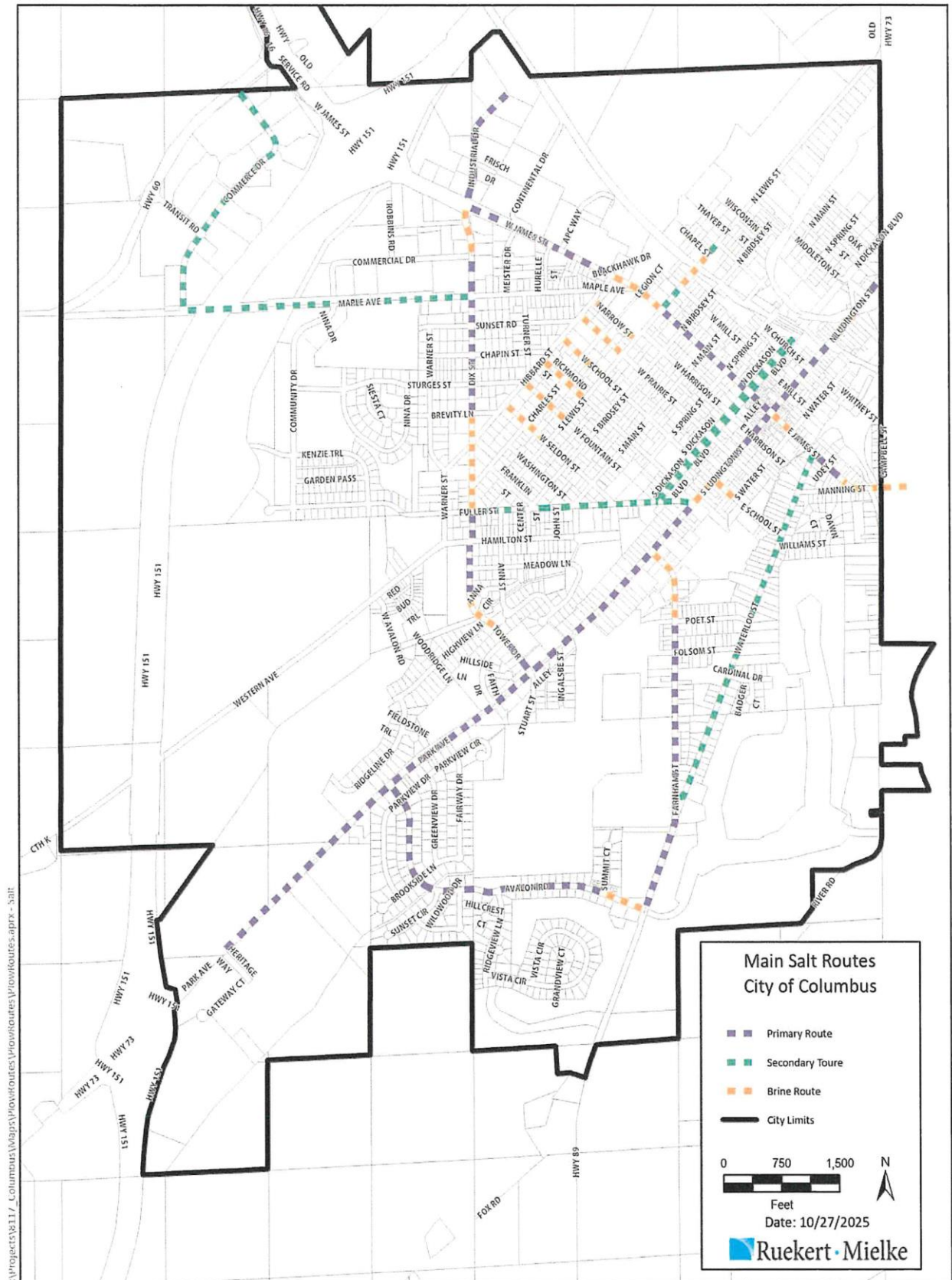
Plow Route 3



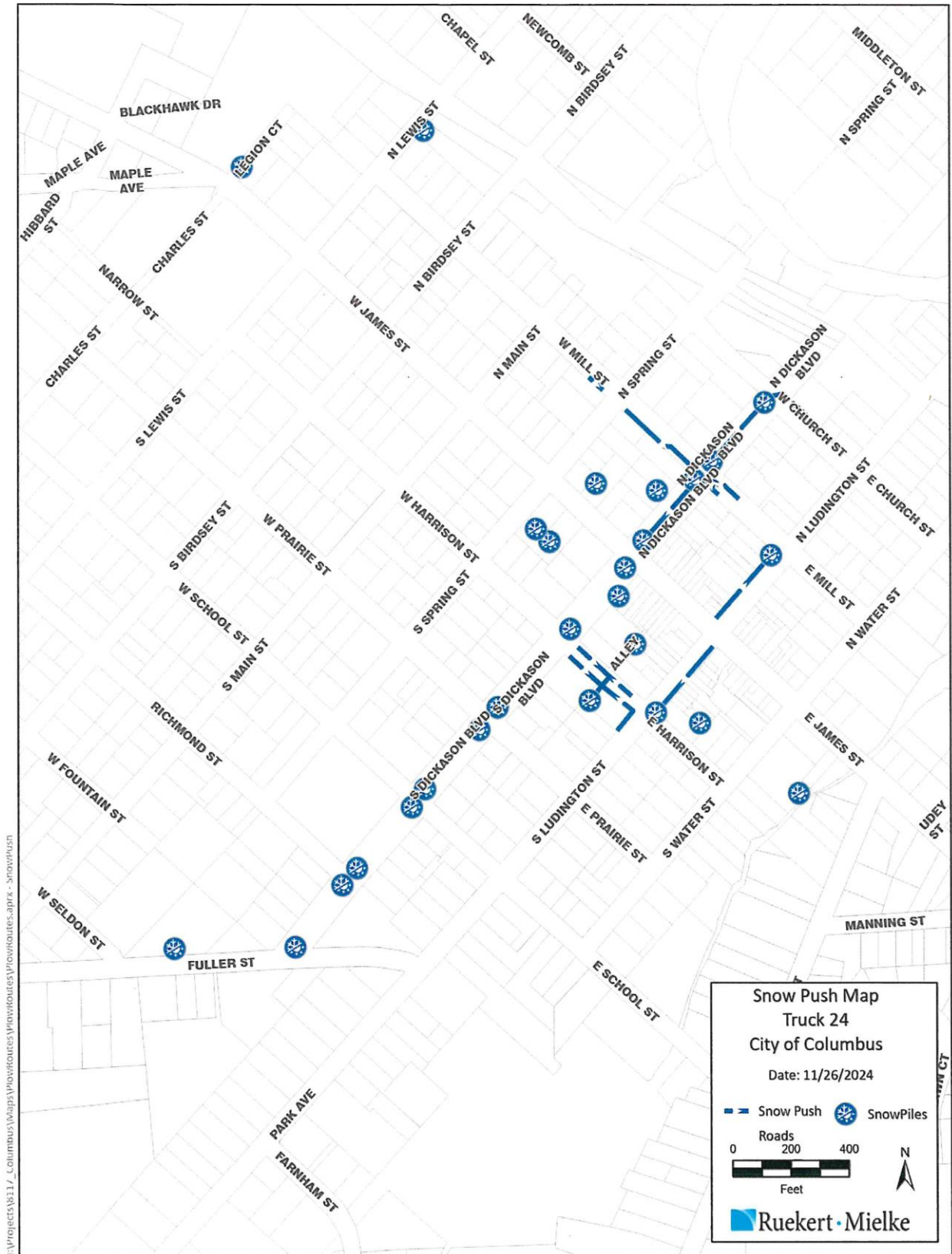
Plow Route 4



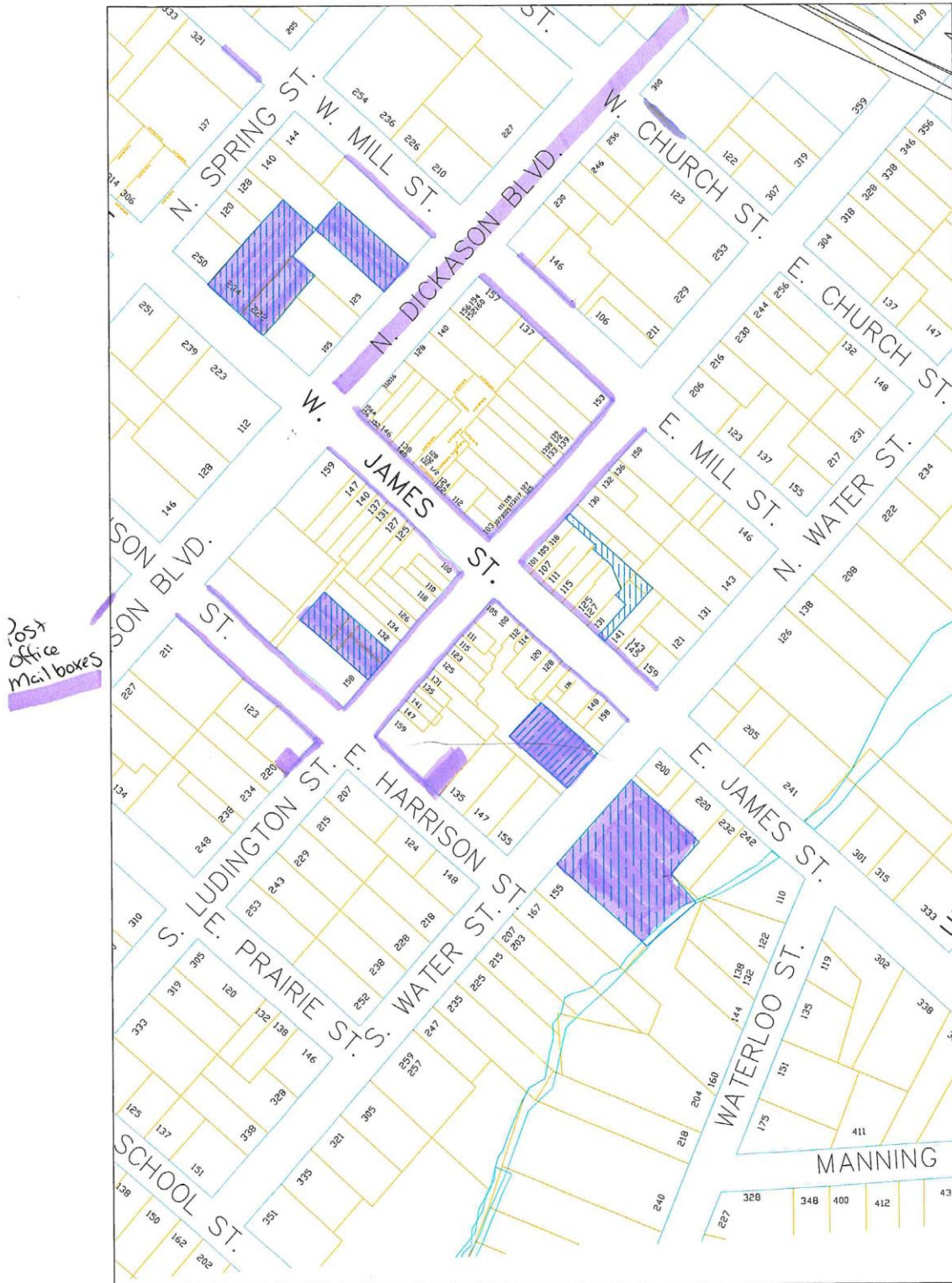
Salt and Brine Routes



Snow Push/Pile Locations



City Parking Lots



Post office
mail boxes

City of Lansing, MI PROJECT: Urban Parking Lot Study, 11/28/2012 10:18:39 AM, Control Vector

- Not on Map
- Legion Court
 - School indents off of Fuller St & Selden St
 - Intersections on
 - Dred and cut of Lewis St by RR tracks

Appendix G

Post–Season Action and Discussion Topics

March

- File Tier II form
- Meet with State inspector at salt shed for inspection
- Discuss with street crew any issues or ideas to consider for next year
 - Route Problems
 - Areas that didn't drain
 - Areas that continually froze-up and needed lots of salt
 - Manhole lid adjustments, guardrail ends, tree limbs, other obstructions
 - Street sign obstructions
 - Street sequence
 - Length of route
 - Efficiency of routes
 - Equipment Problems
 - Major problems
 - Breakdowns / Repair items
 - Need for different equipment
 - Personnel Problems
 - Crew access during storms
 - Working together as a team
 - Shift lengths / Adequate Breaks
 - Is training adequate?
 - Public / Media Relations
 - Complaints by type and frequency / Possible remedies
 - Snow on sidewalks
 - Mailbox damage
 - Distance from curb (too far / too close)
 - Stop at least 100' from approaching vehicles on narrow roads
 - How could we improve resident cooperation?
 - Parking off street after major events
 - Keeping refuse/recycle bins behind curb

April

- Order last of contracted salt
- Submit rock salt quantity for State bid of next year's salt
- Repair any terrace turf grass damage caused by snow plowing
- Inspect trucks/equipment

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Columbus to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

703.2 POLICY

The Columbus Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

- (a) All vehicles in the police department fleet are owned by the City of Columbus.
- (b) All department vehicles shall be maintained in accordance with guidelines established by the Police Department.

703.3 DEFINITIONS

Intensive Use Vehicle- A vehicle assigned to the general fleet and available for use by employees engaged in police department business.

One-to one program- A program in which a predetermined number of department vehicles are issued to officers for their primary on-duty use. In addition to official use, the program permits officers to take their assigned vehicles home during their off hours and provides for other use as is pre-approved by the Chief of Police and officers meet the criteria set forth

One-to-one vehicle- A department vehicle assigned to the one-to-one fleet and in the possession of a participating officer

703.4 USE OF VEHICLES

The Administrative Lieutenant should maintain a vehicle assignment list, indicating member assignments and vehicle numbers. If a member changes vehicles during his/her shift the Administrative and Patrol Lieutenant shall be notified via email prior to the end of shift, including the reason. If the change in vehicles is the result of damage from a motor vehicle accident, a command staff member shall be notified immediately.

Vehicle Use

703.4.1 OTHER USE OF VEHICLES

Members utilizing a vehicle other than their assigned vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g. transportation to training, community event) shall first notify the Patrol Lieutenant for determination on if such use could interfere with the vehicle's need.

This subsection does not apply to those who are assigned to transport vehicles to and from maintenance or car wash.

703.4.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department shall be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items or contraband have not been left in the vehicle and that the person did not do any damage.

When transporting any suspect, prisoner, or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.4.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging) and that vehicle is not equipped to continue running without the key i.e. Ford Run Lock or Police Engine idle lock feature, that allows them to run but not be driven without a key. Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

The only time an officer may leave keys in a CPD squad car while it is running, unattended and locked, is when any of the following apply:

- (a) The vehicle is not equipped with the ability to run without a key.
- (b) A CPD supervisor has authorized it.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.4.4 MOBILE DIGITAL COMPUTER (MDC)

Members assigned to vehicles equipped with a Mobile Digital Computer (MDC) shall log onto the MDC, which includes a GPS program, and ensure the GPS system is functioning prior to

Vehicle Use

operation of the vehicle. Operation without operation of the GPS will only be allowed when any of the following apply:

- (a) The member is called in for an emergency situation requiring immediate response. In this situation the member shall sign in as soon as practical.
- (b) With supervisor approval.
- (c) If driving to or from routine maintenance appointments.

If the vehicle is not equipped with a working MDC, the member shall notify a supervisor immediately. Use of the MDC is governed by the Mobile Digital Computer Use policy.

703.4.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status when on duty.

Members shall not make any unauthorized modifications to the system.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require supervisory approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.4.6 KEYS

Members should be given access to vehicle keys as part of their initial equipment distribution. Members who are assigned a one-to-one vehicle should be issued keys for that vehicle. The keys for intensive use vehicles shall be kept in the key box in the equipment room when not in use. Officers shall not keep the keys between shifts for intensive use vehicles even if there are not any other apparent scheduled users. The vehicles and their keys must be available for other purposes when not being used as originally assigned.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.4.7 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy, unless pre-approved by the Chief of Police.

Vehicle Use

703.4.8 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.4.9 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls at the department. Members shall not park privately owned vehicles in stalls designated to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor.

703.4.10 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Chief of Police or his/her designee. This also includes stickers or novelty items being attached to any part of the exterior or interior of the vehicle, including an MDC..

703.4.11 CIVILIAN MEMBER USE

In the event a Civilianmember would use a marked emergency vehicle, they shall ensure that all weapons have been removed before going into service. These uses are rare, with the exception of special events where members of the Columbus Police Departmente Auxiliary are assistig, such as at a special or community event. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.5 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.5.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.5.2 OFF DUTY USE

Department vehicles shall be authorized for off duty use when traveling to or from home before or after a tour of duty, when driving to or from routine maintenance appointments or with prior approval from the Chief of Police

Vehicle Use

703.5.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residency within 15 Statute Miles (as the crow flies) of the city limits of the City of Columbus is a requirement for assignment of a take-home vehicle. Members who reside outside the 15 miles of the City of Columbus will be required to secure the vehicle at the department when off duty. Take home vehicles may not be kept anywhere other than the members residence.

Department members shall agree to certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home (one-to-one) vehicles include the following:

- (a) The Administrative Lieutenant shall administer the one-to-one vehicle program.
- (b) Participation in the program shall be voluntary
- (c) Eligibility requirements for participation include the following:
 - 1. Officers primary assignment shall be as a uniformed officers
 - 2. Officer must reside within 15 Statute Miles of the corporate city limits
 - 3. Officer must have successfully completed his/her probationary period.
 - 4. Officer must have achieved a successful rating on most recent performance evaluation.
- (d) An administrator, who resides within 15 Statute Miles of the corporate city limits, is automatically eligible for the one-to-one vehicle at the authorization of the Chief of Police.
- (e) Vehicles shall be used for work-related purposes or maintenance as outlined in this policy..
- (f) Vehicles may be used to transport the member to and from the member's residence for work-related purposes (i.e. maintenance, training, court, special events, etc)
- (g) While operating the vehicle, authorized members will carry and have accessible their duty firearm, badge and identification, handcuffs or flex-cuffs, note-taking material, and be prepared to perform any function they would be expected to perform while on-duty.
- (h) The two-way communications radio must be on and set to an audible volume when the vehicle is in operation.
- (i) Unattended vehicle are to be locked and secured at all times. No Key shall be left in the vehicle except when it is necessary that the vehicle be left running (e.g. continued activation of emergency lights, canine safety, equipment charging), unless the vehicle

Vehicle Use

is not equipped to run without a key. All weapons shall be secured when the vehicle is unattended. They may remain in approved mounts or locked in the trunk. All department identification, portable radios and equipment should be secured.

- (j) Vehicles should be parked off street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured in a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence unless the vehicle is covered by properly working video surveillance and the vehicle is off street and, on the member's private property (see the Firearms policy regarding safe storage of firearms at home).
- (k) When vehicles are parked on the street near the member's residence, officers shall comply with all parking regulations of the local jurisdiction where the officer resides. During periods where the officer cannot park on the street, officers must park their one-to-one vehicles at a location other than the street. (see the Firearms Policy regarding safe storage of firearms at home). Officers are responsible for knowing and following local regulations and violations will be the responsibility of the officer. Violations may result in discipline and removal from the program.
- (l) Vehicles are to be secured at the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods of 3 consecutive work days or more, unless authorization is obtained from the Administrative Lieutenant. The assigned vehicle must be accessible by the department at any time if kept at the officer's residence. Officers who are on vacation but remain at their residence may retain the use of their one-to-one squads. Notification of this intent must be made to the Administrative Lieutenant or Chief of Police. When the assigned officer is on extended leave or modified duty, the one-to one vehicle may be temporarily reassigned.
- (m) The member is responsible for the care and maintenance of the vehicle.
- (n) Only Columbus police personnel are permitted to operate the one-to-one vehicle.
- (o) All policies, procedures, rules, and regulations of the Columbus Police Department shall apply to officers operating one-to-one vehicles off duty.
- (p) Officers are not deputized in any adjoining counties and have no legal authority outside the City of Columbus, except by statute in the case of an emergency situation. When officers encounter a true emergency while on their way to the department or on their way home, a supervisor shall be immediately notified as soon as the emergency has been addressed.
- (q) The department reserves the right to suspend the privilege of a one-to-one vehicle for cause and impose discipline, up to and including termination; e.g. failure to abide by one-to-one guidelines, failure to maintain adequate performance ratings, etc. The Administrative Lieutenant shall have the authority to reassign one-to-one vehicles based on the needs of the department.
- (r) Non-department members may ride as passengers in the on-to-one vehicle when it is operated off-duty, with prior authorization from the Chief of Police. Officers are responsible for the actions of all passengers.

Vehicle Use

- (s) The one-to-one vehicle may not be used in the course of any secondary employment.
- (t) The Administrative Lieutenant shall issue unmarked one-to-one vehicles, with approval of Chief of Police. Usage of the unmarked one-to-one vehicles is subject to the same policies set forth for the marked one-to-one squads absent the following exceptions:
 - 1. the Chief of Police is already assigned a one-to-one vehicle
 - 2. The Chief of Police will establish the Lieutenant's vehicle usage.

703.5.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Columbus Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or of bodily harm exists (Wis. Stat. § 175.40(6m)(a)) (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification, badge and note taking materials. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.5.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.
- (d) In the case of a repair other than an oil change, members may be directed to utilize the spare squad until the repair is completed. Some repairs may span multiple days dependent upon the maintenance facilities ability to schedule it and/or obtain the needed parts.
- (e) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.
- (f) All weapons shall be removed from any vehicle left for maintenance.
- (g) A minimum of twice a year supervisors shall make inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy. This does not prevent any supervisor from conducting a random inspection at anytime as permitted by this policy.

Vehicle Use

703.6 UNMARKED VEHICLES

Unmarked vehicles are assigned to respective members, specifically command staff, and will not be operated by other members unless otherwise approved by a supervisor. Any use of unmarked vehicles by those who are not assigned to the vehicle shall also be recorded with the immediate supervisor and an email sent to the Administrative Lieutenant with the reason for the operation.

703.7 DAMAGE, ABUSE AND MISUSE

When any department vehicle is involved in a traffic crash or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic crash report shall be filed with the agency having jurisdiction (see the Traffic Crash Response and Reporting Policy). If the crash occurs in the City of Columbus, the Columbia County Sheriff's Office or the Wisconsin State Patrol shall be contacted, respectively, to complete the required motor vehicle crash reports.

Damage to any department vehicle that was not caused by a traffic crash shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Administrative Lieutenant. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

Department vehicles are not to be used to push or pull other vehicles, whether department or civilian. Department vehicles may be used to jump-start other department vehicles only, provided proper safety procedures are followed.

703.8 ATTIRE AND APPEARANCE

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

703.9 SPECIAL PURPOSE VEHICLES

703.9.1 SURVEILLANCE VEHICLES

Surveillance vehicles, if available, are unmarked vehicles that are not identifiable as police vehicles and are intended to be used for covert intelligence gathering operations. Surveillance vehicles will allow several officers to conduct surveillance operations from inside the vehicle with equipment such as cameras, listening devices, etc.

Due to the lack of emergency equipment, surveillance vehicles shall never be used in pursuit. Surveillance vehicles shall be used for covert intelligence gathering operations only. Use of these vehicles should be limited, to prevent their identification as police vehicles. A supervisor must approve the use of surveillance vehicles for any other purpose.

Uniformed officers will not operate the surveillance vehicles, unless authorized by a supervisor for exigent circumstances. Surveillance vehicles shall not be used as a general patrol vehicle, nor shall they be used for the purpose of transporting prisoners.

Vehicle Use

Keys for the surveillance vehicles are kept in the key box in the equipment room. Surveillance vehicles will be maintained by the Patrol Lieutenant.

Officers authorized to use surveillance vehicles are responsible for the care of the assigned vehicle.

Surveillance vehicles do not contain any special equipment. They are not equipped with any emergency lights, sirens, radios, or other emergency equipment.

703.9.2 UTILITY TERRAIN VEHICLE (UTV)

The UTV is ideal for special events because of its mobility and capacity to reach places not accessible by car. It also has unique patrol applications because of its ability to allow officers to reach isolated locations such as parks and trails.

Absent exceptional circumstances, the UTV should not be used to transport prisoners.

Officers utilizing the UTV'S for general patrol should notify a supervisor before using it. The vehicle will generally not be used for street patrol but may be used for patrolling unique locations that are not accessible by car. While equipped with emergency lighting, the UTV shall not be used in vehicle pursuits.

Anyone born on or after January 1, 1988 is required to complete a UTV course through the DNR in order to operate the vehicle. Safety certification is obtained by completing a classroom course or an approved internet course.

The UTV may be driven on roadways to get to and from patrol locations. Wis. Statute 23.33(4) allows operation of the UTV on roadways when the operation is related to "the functions of the municipality." UTVs used for enforcement and emergency purposes are exempt from registration requirements per Wis. Stat. 23.33(2)(b)(4)

The headlights shall be on whenever the vehicle is being operated unless the necessities of the assignment dictate otherwise. Passengers shall wear seatbelts when the vehicle is moving unless the circumstances make seatbelt use impractical or unreasonable.

The UTV will be maintained by the Patrol Lieutenant.

Officers authorized to use the UTV are responsible for the care of the vehicle.



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: December 2, 2025

Item Title: 2026 Budget for Eastern Columbia County Joint Municipal Court

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The City is a member of the Eastern Columbia County Joint Municipal Court. The City does not contribute funds towards the operation of the court but does need to ratify the annual budget. The included budget is a draft version, we anticipate receiving the final budget on Monday, December 1st.

List all Supporting Documentation Attached:

Draft Budget

Action Requested of Council:

Ratify the 2026 Budget for Eastern Columbia County Joint Municipal Court

2026 Final Budget											Item #3.
		BUDGET 2023	ACTUAL 2023	BUDGET 2024	ACTUAL 2024	BUDGET 2025	10/31/2025	EST YE 2025	BUDGET 2026		
INCOME											
CITATION INCOME		\$ 93,815.97	\$ 116,493.63	\$ 139,000.00	\$ 132,977.85	\$ 136,000.00	\$ 114,099.37	\$ 136,000.00	\$ 150,000.00		
INTEREST		\$ 1,500.00	\$ 4,110.57	\$ 5,000.00	\$ 3,301.42	\$ 3,400.00	\$ 2,170.17	\$ 2,604.20	\$ 3,400.00		
WARRANT/REOPEN FEES		\$ 5,000.00	\$ 4,905.18	\$ 3,200.00	\$ 4,856.60	\$ 4,200.00	\$ 8,658.10	\$ 8,800.00	\$ 4,200.00		
MISC		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
GRANTS		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
NSF CHECK FEES		\$ -	\$ 150.20	\$ -	\$ 985.00	\$ 240.00	\$ 552.30	\$ 580.00	\$ 300.00		
MISC INCOME		\$ 6,500.00	\$ 9,165.95	\$ 8,200.00	\$ 9,143.02	\$ 7,840.00	\$ 11,380.57	\$ 11,984.20	\$ 7,900.00		
TOTAL INCOME		\$ 100,315.97	\$ 125,659.58	\$ 147,200.00	\$ 142,120.87	\$ 143,840.00	\$ 125,479.94	\$ 147,984.20	\$ 157,900.00		
EXPENSES										Increase	
PAYROLL											
JUDGE		\$ 14,661.64	\$ 14,661.64	\$ 15,548.88	\$ 15,548.88	\$ 16,326.00	\$ 13,605.00	\$ 16,326.00	\$ 16,750.48	\$ 424.48	2.60%
CLERK		\$ 51,729.60	\$ 60,550.10	\$ 73,720.40	\$ 79,064.34	\$ 62,400.00	\$ 57,312.00	\$ 66,912.00	\$ 64,022.40	\$ 1,622.40	2.60% .78 / Hr
BOOKKEEPER		\$ 8,970.00	\$ 8,970.00	\$ 9,490.00	\$ -	\$ -	\$ -	\$ -	\$ -		
ASSISTANT CLERK		\$ -	\$ -	\$ -	\$ -	\$ 10,816.00	\$ 5,616.00	\$ 5,616.00	\$ 14,976.00	\$ 18 / Hr - 16 Hrs / Wk	
FICA MATCH		\$ 5,765.13	\$ 6,440.09	\$ 7,555.08	\$ 6,657.97	\$ 6,293.00	\$ 5,418.87	\$ 6,282.18	\$ 6,707.97	\$ 8,063.00	Pretax Ins Deduction
PENSION 6.95% / 7.20%		\$ 4,514.60	\$ 4,190.36	\$ 3,801.49	\$ 4,199.69	\$ 4,336.80	\$ 3,983.21	\$ 4,650.38	\$ 4,609.61	\$ 272.81	6.29%
TOTAL PAYROLL		\$ 85,640.97	\$ 94,812.19	\$ 110,115.85	\$ 105,470.88	\$ 100,171.80	\$ 85,935.08	\$ 99,786.56	\$ 107,066.46		
LIFE INSURANCE		\$ 1,600.00	\$ 1,245.05	\$ 1,200.00	\$ 314.46	\$ 312.00	\$ 243.35	\$ 312.00	\$ 328.00		
HEALTH INSURANCE		\$ -	\$ 2,491.76	\$ 19,200.00	\$ 24,172.19	\$ 26,936.06	\$ 22,446.80	\$ 26,936.06	\$ 32,254.85	\$ 5,318.79	19.75%
WORKMAN COMP		\$ 400.00	\$ 371.00	\$ 400.00	\$ 448.00	\$ 400.00	\$ 376.00	\$ 376.00	\$ 400.00		
3 YR BONDING		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 738.00	\$ -	\$ 369.00		
LEGAL		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
ACCOUNTING		\$ 3,500.00	\$ 4,000.00	\$ 3,500.00	\$ -	\$ 4,500.00	\$ 5,621.05	\$ 11,621.05	\$ 6,200.00		
OFFICE EXPENSES											
OFFICE EQUIPMENT		\$ -	\$ 2,188.00	\$ -	\$ -	\$ -	\$ 101.96	\$ -	\$ 3,000.00		
EQ LEASE/REPAIRS		\$ 540.00	\$ 757.00	\$ 592.00	\$ 342.00	\$ 725.00	\$ 537.00	\$ 734.00	\$ 1,560.00	New Leased Copier: Replace Old & Printer	
PROGRAMS/MAINT		\$ 1,200.00	\$ 1,258.25	\$ 1,300.00	\$ 2,755.73	\$ 2,000.00	\$ 4,043.59	\$ 4,265.59	\$ 5,810.00	QC: \$3600 vs \$1100	
OFFICE SUPPLIES		\$ 750.00	\$ 833.59	\$ 750.00	\$ 1,434.81	\$ 750.00	\$ 1,274.05	\$ 1,364.05	\$ 750.00	QB: \$2210 vs \$3260	
TELEPHONE/INTERNET		\$ 2,500.00	\$ 2,683.79	\$ 2,800.00	\$ 3,111.40	\$ 2,000.00	\$ 2,063.17	\$ 3,026.82	\$ 2,200.00	New Cell Phone Plan?	
POSTAGE		\$ 1,000.00	\$ 1,297.25	\$ 1,400.00	\$ 1,583.22	\$ 1,500.00	\$ 1,345.10	\$ 1,423.10	\$ 1,650.00		
BANK FEES		\$ 50.00	\$ 75.00	\$ 50.00	\$ 820.00	\$ 50.00	\$ 120.00	\$ 150.00	\$ 50.00		
WEBSITE - ANNUAL FEE		\$ -	\$ -	\$ 45.00	\$ -	\$ 65.00	\$ -	\$ 65.00	\$ 65.00		
UNCOLLECTABLE NSF CK		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL OFFICE		\$ 6,040.00	\$ 9,092.88	\$ 6,937.00	\$ 10,047.16	\$ 7,090.00	\$ 9,484.87	\$ 11,028.56	\$ 15,085.00		
RENT		\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 3,680.38	\$ 2,400.00	\$ 2,100.00	\$ 2,100.00	\$ 2,400.00	Rent & Relocation Exps for 2024	
JUDGE EDUCATION											
SCHOOL TRAINING/DUES		\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00		
MILEAGE, MEALS, LODGING		\$ 500.00	\$ 419.20	\$ 500.00	\$ -	\$ 300.00	\$ 754.49	\$ 754.49	\$ 600.00		
TOTAL JUDGE		\$ 1,300.00	\$ 1,219.20	\$ 1,300.00	\$ 800.00	\$ 1,100.00	\$ 1,554.49	\$ 1,554.49	\$ 1,400.00		

2026 Final Budget												Item #3.
		BUDGET 2023	ACTUAL 2023	BUDGET 2024	ACTUAL 2024	BUDGET 2025	10/31/2025	EST YE 2025	BUDGET 2026			
CLERK EDUCATION												
SCHOOL/TRAINING/DUES		\$ 85.00	\$ 125.00	\$ 500.00	\$ 135.78	\$ 85.00	\$ 55.00	\$ 55.00	\$ 85.00			
MILEAGE, MEALS, LODGING		\$ 500.00	\$ 885.20	\$ 500.00	\$ 655.03	\$ 400.00	\$ 371.29	\$ 400.00	\$ 450.00			
TOTAL CLERK		\$ 585.00	\$ 1,010.20	\$ 1,000.00	\$ 790.81	\$ 485.00	\$ 426.29	\$ 455.00	\$ 535.00			
RESERVE JUDGE		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
TRANSLATOR		\$ 50.00	\$ 66.88	\$ 50.00	\$ 383.41	\$ 400.00	\$ 309.62	\$ 360.00	\$ 400.00			
TOTAL EXPENSES		\$ 100,315.97	\$ 115,509.16	\$ 144,902.85	\$ 146,107.29	\$ 143,794.86	\$ 129,235.55	\$ 154,529.72	\$ 166,438.31			