



Committee of the Whole Meeting Agenda

Tuesday, September 15, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment *(Public comments will be limited to three (3) minutes per speaker. Speakers must begin by stating their name and address for the record. To ensure that all individuals have an opportunity to be heard, the presiding officer may enforce the time limit and may call speakers to conclude their remarks when their time has expired.)*

New Business

1. Discussion of the 2027 Dodge County Humane Society Stray Animal Contract.
2. Discuss beginning a fundraiser for a K9 unit for the Columbus Police Department.
3. Discussion of Revised Administrative Assistant Job Description and Police Clerk Job Description Updated to Public Safety Clerk.
4. Discussion of 2027 Budget and Council Direction.

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.



Agenda Item Report

Meeting Type: Committee of the Whole / Common Council

Meeting Date: September 15, 2026

Item Title: 2027 Dodge County Humane Society Stray Animal Contract

Submitted By: Susan L. Caine, Clerk

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

The lump sum fee for 2027 is quoted at \$2,000, an increase of \$200 over the 2026 fee, for up to five domestic stray animals, and animals in excess of five would be an additional \$450 each. There are other options available for up to 10, 20, or 40 animals, as outlined in the pre-signed contract. The approved, signed contract is due back to Dodge County Humane Society by January 1, 2027, to be in effect.

List all Supporting Documentation Attached:

Cover Letter, received from DCHS

2027 Contract

Action Requested of Council: Consideration of approval.



August 26, 2026

To our Dodge County Municipal and Law Enforcement Partners,

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

Attached please find the stray animal services contract offering for 2027. As we work to encourage municipalities to provide help for more animals, you will notice that the fee per animal decreases as more animals are covered.

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

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

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

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

The Dodge County Humane Society is also happy to work with municipalities that do not feel a contract is right for them. In an effort to provide services for as many animals as possible, we are offering a per animal option. We will accept animals from non-contracted areas at a cost of \$700 per animal, as space permits. This fee helps to offset the costs of any necessary medical care the animal may need.

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

Kensington Drinkwine
Kensie Drinkwine, Executive Director
Dodge County Humane Society



2027 STRAY ANIMAL CONTRACT

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

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

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

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

Please choose one of the following contract options:

- ☐ A lump sum of \$2,000. Covers up to 5 domestic stray animals. Animals in excess of 5 will be charged \$450/animal over 5.
- ☐ A lump sum of \$3,200. Covers up to 10 domestic stray animals. Animals in excess of 10 will be charged \$400/animal over 10.
- ☐ A lump sum of \$4,300. Covers up to 20 domestic stray animals. Animals in excess of 20 will be charged \$350/animal over 20.
- ☐ A lump sum of \$5,800. Covers up to 40 domestic stray animals. Animals in excess of 40 will be charged \$250/animal over 40.

Please choose one of the following approval options:

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

(Municipality must provide contact list to humane society by January 1, 2027.)

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

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

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

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

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

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

9. General Provisions.

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

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

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

11. Term; Binding Effect. The term of this agreement shall be for a period of twelve months, commencing January 1, 2027 and expiring December 31, 2027. Therefore, services provided by the humane society to the municipality will be governed by the terms of this agreement commencing January 1, 2027 and continuing through December 31, 2027. However, this agreement shall be binding upon the parties hereto as soon as it is legally executed by resolution and approved by the municipality and when executed by the humane society.

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

City of Columbus

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

The Dodge County Humane Society, Inc.

By: *Kensington Drinkwine* Title: Executive Director Date: 8/26/26

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

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

2. Owned animal not up to date on rabies vaccination, not vicious: Must be quarantined off site (not at the home). If the animal will be quarantined at the humane society. Fee is \$400.00-600.00. Owner is responsible for the applicable fees at time of drop off.

3. Owned animal considered vicious (whether up to date on rabies or not): Bite euthanasia is an option. Animal can be immediately euthanized and the head sent in to the state for evaluation. Fee is \$900.00-1,200.00. Owner is responsible for the applicable fees at time of drop off.

4. Unknown owner: After applicable stray hold period is up, charges as listed in paragraphs 2-3 will apply; however, prior to billing the municipality for the charges, the humane society will attempt to bill the county, per state law. If the animal is injured or considered vicious, a veterinarian will be consulted as to whether the stray hold can be waived.

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



Memo

To: Columbus City Council

From: Lt. Darrell Ward

Date: 09/09/2026

Re: Initial planning and fundraising for K9 Unit

The City maintained a K9 Unit many years ago, and I believe the program provided significant benefits to both the department and the community. Given the length of time since the program was discontinued, we would essentially be starting from the beginning.

I previously served as a K9 handler for five years with the Columbia County Sheriff's Office. Through that role, I became very familiar with the training, equipment, ongoing care, and other requirements necessary to establish and maintain a successful K9 program. Based on that experience, I believe there is an opportunity to develop a program that would provide meaningful services to the citizens of Columbus while minimizing the financial impact on the City.

As an initial step in determining whether the program is viable, I have made preliminary contacts with two area businesses that have indicated they would be willing to donate ongoing goods and services if the program is approved. I have also identified a foundation in the Milwaukee area that specifically provides funding for the start-up and replacement of K9 units in Wisconsin, although I have not yet formally contacted them.

Additionally, I have obtained verbal estimates regarding the approximate cost of purchasing and training a canine. Based on the information I have gathered to date, I believe approximately \$50,000 in fundraising would be necessary to initiate the program. My intention would be to explore outside funding, donations, sponsorships, and fundraising opportunities before requesting significant financial support from the City.

I believe a K9 Unit would provide several valuable services to the Columbus community. A properly trained canine could assist with tracking missing or lost persons, searching large areas, locating evidence, and assisting officers during calls involving high-risk individuals. The presence and capabilities of a K9 could also provide an additional level of safety and support for officers and citizens during traffic stops and other potentially dangerous situations.

In addition to these direct public-safety benefits, I believe maintaining a K9 Unit could have a positive impact on the Police Department and its employees. A K9 program can serve as a recruitment and retention tool by providing officers with additional responsibilities, specialized training, and professional development opportunities. It could also attract experienced officers

who are interested in advancing their careers and becoming involved in specialized law-enforcement functions.

Thank you for your consideration.



Agenda Item Report

Meeting Type: Committee of the Whole/Common Council

Meeting Date: September 15, 2026

Item Title: Discuss and consider approving the Columbus Police Department to start fundraising efforts for a K9 unit.

Submitted By: Darrell Ward, Lieutenant

Detailed Description of Subject Matter:

The department is requesting permission to begin fundraising for a K9 unit.

List all Supporting Documentation Attached:

Memo attached.

Action Requested of Council:

Discus, consider, and take action on approving the Columbus Police Department to start K9 fund raising efforts.



Agenda Item Report

Meeting Type: Committee of the Whole & Common Council

Meeting Date: September 15, 2026

Item Title: Approval of Revised Administrative Assistant Job Description and Police Clerk Job Description Update to Public Safety Clerk.

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

After talking with respective Directors of departments and their needs it has been determined that the role within my department titled "Admin and Billing Clerk" needed to be updated to "Administrative Assistant" with revised duties that benefit Finance, DPW, Recreation, and the Clerk. With that we want to transition Fire Dept. duties back to PD under their Police Clerk who would be renamed the prior position Public Safety Clerk. Both positions were budgeted for full time in 2026 we are just needing to restructure. The Police Clerk is currently working 30-35 hours this will bring them to the full 40.

List all Supporting Documentation Attached:

Administrative Assistant – September 2026

Public Safety Clerk – 2026

Police Clerk – 2026

Action Requested of Council:

Consider and take action on Administrative Assistant and Public Safety Clerk Job Descriptions.

POSITION DESCRIPTION

Title: Administrative Assistant
 Department: Administration
 Date: September 2026
 FLSA: Non-Exempt

GENERAL PURPOSE

Performs a variety of routine administrative and accounting tasks that providing administrative support to city staff and citizens alike.

SUPERVISION RECEIVED

Works under the supervision of the Finance Director.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Citizen first point of contact for all inquiries.
- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance.
- Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Assists in scheduling meetings with department heads as needed.
- Daily process outgoing mail already prepared by staff.
- Daily check Dropbox for all after hour submissions.
- Reconciles deposits from other departments and inputs information into cash receipts program.
- Prepares daily bank deposits for all city funds and reconcile the City cash drawer daily.
- Issues dog licenses, public works tags, recreation tickets, and other items to citizens as needed.
- Aids the Department of Public Works with administrative tasks such as time entry, invoice entry, and other tasks assigned as necessary to operate accordingly.
- Manages Cemetery Operations in coordination with the Department of Public Works such as coordinating with proper parties, invoice entries, cash receipting, working with vendors on scheduling, and other duties as assigned as necessary to operate accordingly.
- Aids the Recreation Department with scheduling, financial processing of invoices/deposits, management of facilities calendar, and other duties as assigned as needed.
- Assists City Clerk with various election duties as needed.
- Perform related duties as required.

PERIPHERAL DUTIES

- Operates office machines as required.
- Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, reception, accounting, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.
- (B) Skill in operation of listed tools and equipment.
- (C) Ability to perform cashier duties accurately; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS

Valid state driver's license

TOOLS AND EQUIPMENT USED

Phone system; mainframe computer terminal; accounting software; personal computer including word processing software; copy machine; postage machine; fax machine; calculator.

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have read the job description for my employment position with the City of Columbus, and I certify that I can perform these functions.

Employee Name – *Please print*

Employee Signature

Date

Job Description

Police Clerk

Class Title:	Police Clerk	Job Code Number:	
Department:	Police	Grade Number:	
Division:	Support Services	Union:	No
Date:	Approval pending by City Council	Location:	Police Dept.

GENERAL PURPOSE:

Performs a variety of clerical, secretarial, and administrative work in keeping official records and providing administrative support to the police department and command staff

SUPERVISION RECEIVED

Works under the direct supervision of a Lieutenant with supplemental supervision from the Chief of Police as needed. May report directly to the police chief at times.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES-POLICE DEPARTMENT:

- Answers and operates telephone system, routes callers, or provides information as required.
- Handle citizen requests for police services or information in a courteous and efficient manner and properly record all pertinent information following written procedures.
- Promptly and efficiently assigns calls for service or other tasks as needed to officers for handling.
- Operates office machines as required, contacts contractors for repairs of office equipment as needed.
- Composes, types, and edits correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Transcribes audio recorded or dictated official police reports in an efficient and accurate manner, following policies set forth by the Chief of Police.
- Data entry and data processing of records into the police records management systems.
- Maintain police department filing system according to policy.
- Prepare court schedules, dockets, and prosecution requests following departmental written procedures and requests from the courts or prosecutors.
- Compile and process vehicle accident reports and determine criteria to transmit electronically to the Wisconsin Department of Transportation.
- Process electronic citations and transmit them electronically to the municipal court interface as well as the Wisconsin Department of Transportation.
- Process electronic traffic warnings issued to motorists. Monitor return of corrected equipment defect warnings and forward those not returned as corrected to the officer for citation consideration.
- Processes records requests from public, insurance companies, attorneys, other agencies, etc.
- Observe and maintain the confidentiality of department information and activities.

- Maintains work area and equipment in clean and working condition.
- Operates police radio as needed and assists in radio communications; operates base radio as required.
- Monitor the entrance of personnel into authorized only areas.
- Monitor building video security systems.
- Assist with time card and payroll process.
- Assist with the distribution of postal and intradepartmental mail.
- Prepares documents, forms or letters for mailing.
- Other administrative and/or clerical duties as directed or assigned.
- Works on special projects as assigned by the Police Chief or Lieutenant's that may arise.
- Assists with duties of the Administrative Manager as needed or during their absence.

PERIPHERAL DUTIES

- Assists in training new employees.
- Attending/participating/assisting with department specific special events.
- Assist other city departments with approval of the Chief of Police.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, payroll, accounting and/or bookkeeping; and
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures;
- Working knowledge of the organization, functions, powers, policies, and procedures of the Columbus Police and Fire Departments.
- Knowledge of accounting principles and practices;
- Knowledge of the City of Columbus streets, locations, parks, businesses, and other important landmarks and features.
- Skill in operation of office tools, equipment and computer programs;
- Ability to perform multiple duties at one time as needed (multi-tasking).
- Ability to adapt to the changing technology and willingness to learn new skills and procedures.
- Ability to get along with all department employees
- Ability to understand and follow written and verbal instructions
- Ability to effectively meet and deal with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations and meet deadlines in a timely manner;
- Ability to type a minimum of 45 wpm.

PREFERRED SPECIAL REQUIREMENTS

Knowledge of Spillman law enforcement records management software and other police department related programs, including TRACS.

Familiarity with Microsoft Office programs such as Outlook, Word and Excel.

TOOLS AND EQUIPMENT USED

Multi line phone system; multi-screen desktop computer, including printer, copy machine; fax machine; documents scanner; base radio; calculator.

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

The hours of work are set by the Police Chief and could include week-ends, nights and some holidays. Subject to call-in for priority reports as well. The department specific work load may vary from day-to-day.

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

The noise level in the work environment is usually quiet to moderate, but could include short durations of louder noise levels.

Most work is performed indoors, but could include occasional periods of work in an outdoor setting.

MISCELLANEOUS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The City of Columbus is an Equal Opportunity Employer (EOE).

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Public Safety Clerk position and I certify that I can perform these functions.

Employee Signature

Date

Job Description

Public Safety Clerk

Class Title:	Public Safety Clerk	Job Code Number:	
Department:	Police/Fire	Grade Number:	
Division:	Support Services	Union:	No
Date:	City Council	Location:	Police and Fire Depts.

GENERAL PURPOSE:

Performs a variety of clerical, secretarial, and administrative work in keeping official records and providing administrative support to the police and fire command staff

SUPERVISION RECEIVED

Works under the direct supervision of the police department office manager with supplemental supervision from the command staff as needed. May report directly to the fire and police chiefs at times.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES-POLICE DEPARTMENT:

- Answers and operates telephone system, routes callers, or provides information as required.
- Handle citizen requests for police services or information in a courteous and efficient manner and properly record all pertinent information following written procedures.
- Promptly and efficiently assigns calls for service or other tasks as needed to officers for handling.
- Operates office machines as required, contacts contractors for repairs of office equipment as needed.
- Composes, types, and edits correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Transcribes audio recorded or dictated official police reports in an efficient and accurate manner, following policies set forth by the Chief of Police.
- Data entry and data processing of records into the police records management systems.
- Maintain police department filing system according to policy.
- Prepare court schedules, dockets, and prosecution requests following departmental written procedures and requests from the courts or prosecutors.
- Compile and process vehicle accident reports and determine criteria to transmit electronically to the Wisconsin Department of Transportation.
- Process electronic citations and transmit them electronically to the municipal court interface as well as the Wisconsin Department of Transportation.
- Process electronic traffic warnings issued to motorists. Monitor return of corrected equipment defect warnings and forward those not returned as corrected to the officer for citation consideration.
- Processes records requests from public, insurance companies, attorneys, other agencies, etc.
- Observe and maintain the confidentiality of department information and activities.
- Maintains work area and equipment in clean and working condition.

- Operates police radio as needed and assists in radio communications; operates base radio as required.
- Monitor the entrance of personnel into authorized only areas.
- Monitor building video security systems.
- Assist with time card and payroll process.
- Assist with the distribution of postal and intradepartmental mail.
- Prepares documents, forms or letters for mailing.
- Other administrative and/or clerical duties as directed or assigned.
- Works on special projects as assigned by the Police Chief or Lieutenant's that may arise.

ESSENTIAL DUTIES AND RESPONSIBILITIES-FIRE DEPARTMENT:

- Answers and operates telephone system, routes callers, or provides information as required.
- Handles citizen requests for fire services or information in a courteous and efficient manner and
- Composes, types, and edits correspondence, and other material requiring judgment as to content, accuracy, and completeness.
- Operates office machines as required, contacts contractors for repairs of office equipment as needed.
- Data entry into fire records management systems.
- Observe and maintain the confidentiality of department information and activities.
- Maintain fire department filing system according to policy.
- Processes records requests from public, insurance companies, attorneys, other agencies, etc.
- Coordinates fire inspection records, and reports.
- Monitor the entrance of personnel into authorized only areas.
- Coordinates fire inspection schedules, records, and reports.
- Schedules annual fire drills to be witnessed by fire department personnel.
- Oversees the operation of Image Trend software programs.
- Prepares incident information to be forwarded to city hall for billing purposes.
- Ensures that all required incident information is documented and filled out completely and correctly by fire command staff (especially in regard to payroll). Sends correct and complete reports, as required, to the Department of Homeland Security/National Fire Incident Reporting (NFIRS).
- Maintains employee training, attendance, and continuing education files
- Data entry of bills and invoices into the city system for processing and payment.
- Issue burning permits and informs the public on DNR permit requirements for burning. Reports burning complaints/violations to the Fire Chief.
- Reports controlled burns to fire department staff.
- Works on special projects as assigned by the Fire Chief that may arise.
- Processes time cards and prepares payroll.
- Works on special projects as assigned by the Fire Chief as needed.

PERIPHERAL DUTIES

- Assists in training new employees.
- Attending/participating in department specific special events.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, payroll, accounting and/or bookkeeping; and
- Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills, and Abilities:

- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures;
- Working knowledge of the organization, functions, powers, policies, and procedures of the Columbus Police and Fire Departments.
- Knowledge of accounting principles and practices;
- Knowledge of the City of Columbus streets, locations, parks, businesses, and other important landmarks and features.
- Skill in operation of office tools, equipment and computer programs;
- Ability to perform multiple duties at one time as needed (multi-tasking).
- Ability to adapt to the changing technology and willingness to learn new skills and procedures.
- Ability to get along with all department employees
- Ability to understand and follow written and verbal instructions
- Ability to effectively meet and deal with the public;
- Ability to communicate effectively verbally and in writing;
- Ability to handle stressful situations and meet deadlines in a timely manner;
- Ability to type a minimum of 45 wpm.

PREFERRED SPECIAL REQUIREMENTS

Knowledge of Image Trend Software and/or other fire department related programs.

Knowledge of Spillman law enforcement records management software and other police department related programs, including TRACS.

Familiarity with Microsoft Office programs such as Word and Excel.

TOOLS AND EQUIPMENT USED

Multi line phone system; multi-screen desktop computer, including printer, copy machine; fax machine; documents scanner; base radio; calculator.

PHYSICAL DEMANDS

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

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

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

WORK ENVIRONMENT

The hours of work are set by the Police and Fire Chiefs and could include week-ends, nights and some holidays. Subject to call-in for priority reports as well. It is estimated that the work load pertaining to police and fire department specific functions are 80% vs. 20% - respectively. The department specific work load may vary from day-to-day.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate, but could include short durations of louder noise levels.

Most work is performed indoors, but could include occasional periods of work in an outdoor setting.

MISCELLANEOUS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

The City of Columbus is an Equal Opportunity Employer (EOE).

ACKNOWLEDGEMENT

I acknowledge that I have read the job description and requirements for the Public Safety Clerk position and I certify that I can perform these functions.

Employee Signature

Date



Agenda Item Report

Meeting Type: Committee of the Whole

Meeting Date: September 15, 2026

Item Title: Discussion of 2027 Budget and Council Direction

Submitted By: Kendra Riddle, Finance Director

Detailed Description of Subject Matter:

High level overview of where we are currently at for the 2027 Budget. High concentration overview on Payroll, Position Additions, Expenditure Restraint, and Council Direction requested.

List all Supporting Documentation Attached:

Initial Budget Overview Sept 15th Council Presentation

Action Requested of Council:

Direction on Continued 2027 Budget Preparation



BUDGET OVERVIEW 2027





TIMELINE

Sept 15 - Wants vs. Needs,
Direction Focused Discussion,
High Level Initial Overview

October 6 - Draft Budget
Presentation With Department
Heads and Council

October 15 - Final Budget
Presentation

November 3 - Public Hearing
and Final Approval

EXPENDITURE RESTRAINT 2027

3% OR LESS ANNUAL INCREASE

Year	Actual	Adjusted	Increase Amount
2023	\$	\$	\$
2024	\$	\$	\$
2025	\$	\$	\$
2026	\$7,187,610	\$6,097,812	\$
2027	\$9,586,379.76	\$6,280,746	\$182,934

FINANCE DEPT. EFFORTS FOR 2027 SAVINGS

Transition from Caselle to Workhorse

Auditor Change from BakerTilly to CLA

Ramp Card Introduction

Staples Business Partnership

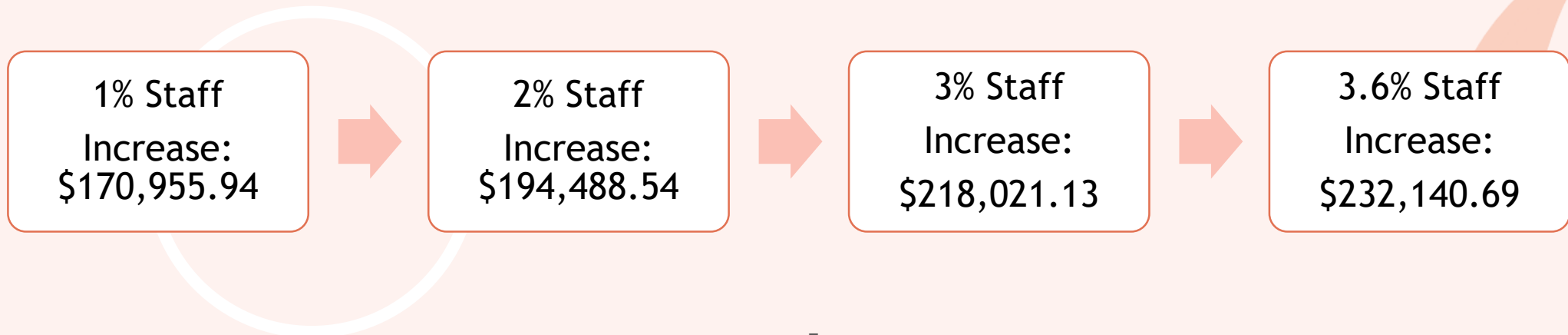
Administrative Assistant Position- Cemetery, Recreation, DPW assistant moved to one position and is centralized at City Hall.

DPW/Utility - Utility Director & Assistant Director - Partnered with Utilities to combine role to oversee Utilities and DPW.

Overall Savings Equaling About \$320,000

PAYROLL OVERVIEW 2026 VS 2027

- Insurance Increases 8.6% Health and Dental. Vision No Change.
- WRS Employee/Employer Increase to 7.25% (2026 was EM/ER 7.20%).
- WRS Protective Occupation w/ SS Employee Increase to 7.25% Employer Decrease to 14.35% (2026 EM 7.2% ER 14.70%).
- Current Additional FT Staffing Wants - Fire Inspector/Fire Chief, Patrol Officer, and DPW Maintenance/Parks Lead.
- COLA Average For Government Employees 3.6%. Library Board has Approved 3.6% for Library Staff. Calculations below factor in the 3.6% for Library Staff.
- 2026 Merit Program amount \$45,000. 2027 Requested Merit Program amount \$51,000.



DEPARTMENT STAFFING REQUESTS COST ANALYSIS

Item #4.

Fire Inspector - Estimated Cost Based on Averages from Wage Study - \$86,937-\$102,014.04

Or

Fire Chief - Estimated Cost Based on Research Proposal - \$105,000.00-\$150,000.00

Patrol Officer - Estimated Cost Based on Current Wages - \$109,768.68-\$129,873.08

DPW Maintenance Worker II - Estimated Cost Based on Current Wages - \$73,661.59-\$85,229.19

Or

Parks Lead - Estimated Cost Based on Current Wages - \$85,229.19-\$96,782.72

Total for 3 of the suggested positions (using one OR position not both)- \$270,367.27 - \$365,102.27

Estimations included - Wage, SS/Medicare, Benefits



CIP INITIATIVES

Currently we are working as a team to update our 10 year CIP. Current focuses continue to be on Streets, Facilities, Equipment, Vehicles, and Parks.

At the October 6th meeting with Department Heads we will go into in depth discussions on CIP, borrowing, and needs for the City.



CURRENT BUDGET DRAFT W/ ALL DEPT. WANTS

Item #4.

A few departments are still reviewing items.
Finalized numbers at October 6th meeting with
department head presentations.

With current initial wants:

This general fund budget estimate includes
3.6% Cola, 2027 department expenses, and no
added positions.

Expenses are equating to \$5,560,353.90 which
is \$186,240.95 increase from 2026 actual
general fund expenses. We need to be at a
maximum increase of \$182,934. This already
equates to adjustments of \$3,306.95 being
needed at max increases and no added
positions.



QUESTIONS AND DIRECTION

Focus Initiatives Staff and Citizen Concerns:

1. What staffing roles should we focus on adding this year, if any, and do you have a vision for hiring the next few years? What COLA should we focus on working in if any?
2. Where should we prioritize necessary funds vs. where do you think we should decrease funds?
3. Has this body looked into non tax payer revenue options via local, state, or federal routes that staff has not? Or do you have ideas for the staff so they can continue to provide the services that we need in Columbus?
4. Any other comments or questions?





**THANK YOU!
TRANSPARENCY IS IMPORTANT
TO OUR DEPARTMENT AND WE
ENCOURAGE ANYONE TO REACH
OUT WITH QUESTIONS,
CONCERNS, AND TO SHOW UP
TO COUNCIL MEETINGS AND
COMMENT ON THE BUDGET
PROCESS ESPECIALLY DURING
THE PUBLIC HEARING.**

Kendra Riddle

Finance Director

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