

Committee of the Whole Meeting Agenda

Tuesday, January 07, 2025 at 6:40 PM

Columbus City Hall - 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Committee Minutes for File

1. Committee Minutes for File: Library (11/19/2024), PFC (11/16/2024)

Committee Reports for File

2. Committee Reports for File: Treasurer's (11/2024)

Public Comment

New Business

- 3. Discussion regarding preliminary resolution for special assessments for Brookside Lane.
- 4. Discussion of Beautification Committee's proposed mural at 125 N. Dickason Blvd.
- 5. Discussion regarding Façade Grant Application for 139 N. Ludington St.
- 6. Discussion of the City of Columbus Purchasing Policy & Procedures update
- 7. Discussion regarding Disposal of Assets Policy update
- 8. Discussion of the 2025 Fee Schedule.
- 9. Discussion and direction related to stormwater funding

Adjourn

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

Columbus Public Library Library Board Meeting Tuesday, November 19, 2024 Phyllis Luchsinger Callahan Meeting Room

Call to Order: Pete Kaland called the meeting to order at 5:01 p.m.

Present: Pete Kaland, Amanda Wakeman, Nora Vieau, Sue Salter, Trina Reid, Shirley Berkley, Dana Pike, Deb Haeffner, Merry Anderson Absent: Jim Schieble

Roll Call, Introduction of Visitors Public Input:

Approval of the Agenda for November 19, 2024: Nora moved and Shirley seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes: Shirley moved and Nora seconded a motion to approve the Minutes. Motion carried.

Reports

Financial Secretary's Report: SCLS Foundation down \$7,572 from last month. Negative in checking account reflects funds withdrawn for Annex weatherization. Dana moved and Deb seconded a motion to approve Financial Secretary report.

Bills: Bills of \$2,593.53 submitted. Deb moved and Nora seconded a motion to approve the bills. Motion carried.

Budget Comparison: Payroll, front desk and bathroom upgrades will complete budget cycle on target.

Library Director's Report: CPL was selected to receive a \$5,000 grant from the Public Library Association for Digital Literacy. Grant will be used for programs teaching adults how to safely/securely use the internet and phones. The program curriculum was prepared in conjunction with AT&T and must reach a minimum of 30 people.

CPL participated in Trunk-or-Treat with Columbus PTO and Safe Trick-or-Treat at the Fire Station. CPL also handed out candy at storytime.

Royal Guernsey Creamery joined CPL for a well-attended STEAM program on States of Matter with Butter.

Trivia Night for Adults attracted "a ton of" attendees and requests for this program to be repeated.

Youth Services continues to have great attendance for Storytime and Music & Motion programs. They also are visiting local schools and daycares monthly. One Storytime per

month will visit At Home Again Assisted Living which is a big hit with families and residents.

Our collection now includes adult/family board games and a disc golf game set. We also have cut back on magazine subscriptions will provide more space to add requested items.

Helen is meeting with homeschool families to develop a homeschool program at the library specifically for them. The Literacy Council offered to help.

Upcoming Programs:

12/8-CPL will participate in warm-up to the Holiday Train at the Community Center 12/14-CPL will participate in Downtown Holiday Hop sponsored by the Chamber of Commerce. Families can stop by the library to make several crafts January-Adult Subscription Service begins. Adults can complete a form indicating their reading favorites. Librarians will then select books based on individual lists for patrons to pick up. This program is successful at Portage and will eventually include a combination of CPL collection and interlibrary loan books.

January-Winter Reading Program begins with the theme "Once Upon a Snowy Day."

Meetings:

11/10-Amanda attended Celebration of Philanthropy hosted by the Columbus Area Endowment and accepted the CPL award for the circulation desk upgrade 11/14-First of monthly Community Services meetings for City of Columbus 11/15-Columbia County Library Board and Directors at Lodi Public Library Note. The January Board meeting will be in the Annex as the program room will be in use.

Buildings: Circulation desk upgrade underway. Annex art studio rented to a photographer and all studios are full with no waiting list. Michelle Martin now responsible for liaison with artists and CPL.

Library Director's Goals:

As noted, circulation desk upgrade nearly completed. Completed course "Working with Your Library Board" offered by UW iSchool. As noted, board game collection and disc golf set added per patron suggestion box.

President's Report: None

Friends of the Library: Culling books for big January sale. FOL will participate in 11/30 Wine Walk.

Literacy Council Report: White board assembled by Gary Schuhmacher.

Correspondence: None

Committee Reports:

Personnel and Building & Grounds Committees did not meet

Trustee Training: Deb Haeffner presented "Making Sense & Cents of a Library Building Project: The Library Trustee Role"

There is a need for more space. Now what?

Do a space needs assessment and refine based on other libraries. Building Process Overview includes hiring an architect, selecting a site, creating and refining concept drawings, fundraising and financing, development of bid drawings and specifications and state approval. Historic buildings like CPL have a longer approval process. Bidding can take 4-6 weeks.

Role of the Board: Encourage director to evaluate space needs every 3-5 years consistent with an up-to-date Strategic Plan. Board needs to let staff and community input direct the plan but also may criticize. Remember, it is a COMMUNITY library which requires a shared vision, stakeholder involvement, listening to ideas and opinions, and respectful responses. Board must also establish and maintain community relationships and be transparent about design decisions and costs. Process involves planning for today without sacrificing tomorrow. Expressing thanks to staff and community is important.

Board can support project by being supportive, advocating with leaders and the public, acknowledging staff is already working and may need additional help, and consider hiring a construction manager.

Some policies must be established/updated e.g. naming rights and meeting room policy.

Expectations regarding fundraising must be communicated including materials, volunteering as board members are not expected to be part of a campaign, contributing personally, and identifying donors and stakeholders.

Per group discussion CPL currently has approximately 6,000 square feet and will need to reach 16,000 square feet based on comparable libraries and communities. Space planning and demographic studies are currently underway.

Unfinished Business: None

New Business:

Staff Christmas gifts. We have twelve recipients who are eligible. Nora moved and Dana seconded a motion to approve a total not to exceed \$500 to be divided among staff based on years of service. Motion carried.

Redbud Players Annex Agreement: A representative of the group demanded additional storage space in the Annex based on an assumed agreement. Currently there is no policy and no known agreement. Redbud does currently have items in storage at the Annex which will continue but the Annex must remain locked with a key requested from the front desk during regular library hours. Nora will act as liaison with the group

Adjourn: Nora moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:05 p.m..

Next scheduled board meeting – December 17, at 5:00 p.m.

Respectfully submitted. Merry Anderson, Secretary

MINUTES of COLUMBUS POLICE AND FIRE COMMISSION

November 16, 2024 Columbus City Hall, 2nd Ward Room 105 N Dickason Blvd., Columbus, WI 53925

- 1) Meeting called to order at 8:01 a.m. by PFC Chair Olson.
- 2) Roll Call: PFC Members present: L. Olson, B. Lewke, Z. Kianovsky, R. Rule. PFC members absent: M.Meier (CFD Chief Hazeltine, CPD Chief Weiner also present)
- 3) Notice of compliance with Open Meeting law—Notice of Meeting and Posted Agenda by Olson.
- 4) Motion by Kianovsky to approve agenda. Seconded by Rule. Motion carried unanimously.
- 5) Motion by Lewke to approve minutes of meeting of 10/16/24. Motion seconded by Olson. Motion carried unanimously.
- 6) Public Comments: None.
- 7) New Business.

PFC then held discussion regarding latest draft of proposed Police and Fire Commission Bylaws and Rules of Procedure prepared by Attorney Zach.

PFC meeting recessed from 12:05 p.m. until 12:12 p.m.

PFC then resumed discussion regarding draft of proposed Police and Fire Commission Bylaws and Rules of Procedure.

No action taken by PFC, however PFC Chair Olson will forward notes and questions regarding the current draft to Attorney Zach.

8) Motion to adjourn by Lewke, seconded by Rule. Motion to adjourn carried unanimously. Meeting adjourned at 1:45p.m.

The next regular meeting of the PFC is scheduled for 6:00 p.m., on Wednesday, December 11, 2024 at the City of Columbus Council Chambers. Special Meetings may be called in the interim as needed.

Minutes submitted by Zev Kianovsky, Secretary, Columbus Police and Fire Commission, City of Columbus, Wisconsin. Minutes are drafted for approval.

Minutes	approved	by PFC on	12/11/2024_	
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CITY OF COLUMBUS TREASURER'S REPORT of CASH & INVESTMENTS November 30, 2024

	ASH FUND - CO-MINGLED CHECKIN		
Cash on Hand - Be	eginning of Month: (adjusted)	\$	458,290.23
Payroll Cash - Beg	inning of Month	\$	3,264.41
Receipts		\$	977,995.88
Disbursements		\$	(1,709,781.85)
Cash on Hand - Er	nd of Month:	\$	(270,231.33)
Fund#	Co-Mingled Cash includes:		
100	General Fund	\$	933,117.96
201	Development Fees Fund	\$	11,068.76
205	Community Development Authorit		26,098.19
210	Library Fund	\$	143,774.18
215	CAAC (Pool) Fund	\$	(19,787.38)
220	Room Tax Fund	\$	28,190.07
225	Cable TV Fund	\$	143,838.71
230	Solid Waste Fund	\$	(16,529.91)
235	Hillside Cemetery Fund	\$	19,068.68
240	Columbus Emergency Medical	\$	56,390.45
245	Special Revenue Fd - Parks	\$	95,963.59
250	Tourism Commission	\$	31,781.53
260	City Loan Program	\$	13,936.99
300	Debt Service Fund	\$	44,151.57
410	TIF #3	\$	6,367.79
412	TIF #4	\$	21,918.76
413	TIF #5	\$	(12,720.59)
414	TIF #6	\$	26,579.93
415	Capital Project Funds	\$	(1,016,848.33)
417	TIF #7	\$	(41,139.89)
600	Sewer - 2024 Bond Advance	\$	(500,000.00)
650	Stormwater Utility	\$	(265,074.05)
800	Trust Funds (Cash on Hand)	\$	(49.36)
810	Historic Land Preservation	\$	(19.98)
820	Hillside Cemetery Association	\$	(309.00)
	-MINGLED CHECKING - CASH FUND		(270,231.33)
CASH SAVINGS 8	& INVESTMENT FUNDS		
	Fund - Savings & Investments Summa	ry:	
General Fund (F&I	M Savings & LGIP)	\$	894,566.28
	Subtota	al: \$	894,566.28
	avings & Investments Summary:	•	00.050.00
Community Develor Columbus Public L		\$ ¢	60,959.60 50,821.12
Cable Fund	Library	Ф \$	116,697.67
Cemetery		\$ \$ \$ \$ \$ \$	132,355.40
TIF #3		\$	237,565.90
TIF #4		\$	336,983.02
Capital Projects Fu		\$	157,542.74
	ments Fund - Public Safety	\$	828,449.94
Designated Investi	ments Fund - Various	al: \$	58,762.30
TOTAL CA	Subtote SH SAVINGS & INVESTMENT FUND		1,980,137.69 2,874,703.97
ODAND TOTAL O	AOU O INVESTMENTS	<u> </u>	0.004.470.04
GRAND IOTAL C	ASH & INVESTMENTS:	\$	2,604,472.64

CITY OF COLUMBUS **INVESTMENTS - MONTH END** November 2024

FUND:		į	November 2024	RATE:
#100	TREASURER'S CASH SUMMARY			
	LGIP-Local Gov't Inv Pool - Unrestricted	\$	847,142.12	4.93%
	F&M UNION BANK - SAVINGS - Untrestricted	<u>\$</u>	47,424.16	0.75%
		\$	894,566.28	
#205	COMMUNITY DEVELOPMENT AUTHORITY			
	LGIP-Local Gov't Inv Pool - Designated	\$	60,959.60	4.93%
	•	<u>\$</u>	60,959.60	
	LIBRARY/COUNTY FUND SUMMARY			
#210	F&M UNION BANK - CDARS PROGRAM	\$	34,554.24	4.75%
#830	F&M UNION BANK - CDARS PROGRAM	\$	16,266.88	4.75%
		\$	50,821.12	
#225	CABLE TELEVISION FUND		•	
-	LGIP-Local Gov't Inv Pool - Designated	\$	116,697.67	4.93%
	3	<u>\$</u>	116,697.67	
#235	HILLSIDE CEMETERY		•	
	F&M - CDARS PROGRAM - COLUMBARIUM RESERVE	\$	7,230.03	4.25%
	F&M - CDARS PROGRAM - COLUMBARIUM PERPETUAL	\$	5,038.32	4.25%
	F&M - CDARS PROGRAM - CEMETERY PERPETUAL	\$	63,986.79	4.25%
	F&M - CDARS PROGRAM - LEGACY	\$	30,100.26	4.85%
	EDWARD JONES - INVESTMENT PORTFOLIO	\$ \$ \$	26,000.00	4.75%
		\$	132,355.40	
#410	TIF DISTRICT #3			
	LGIP-Local Gov't Inv Pool- Restricted Trust Fund	<u>\$</u>	237,565.90	4.93%
		\$	237,565.90	
#412	TIF DISTRICT #4			
	LGIP-Local Gov't Inv Pool- Designated	\$	185,619.15	4.93%
	F&M UNION BANK - CDARS PROGRAM - Designated	<u>\$</u>	151,363.87	4.90%
		\$	336,983.02	
#415	CAPITAL PROJECTS FUND		_	
	LGIP-Local Gov't Inv Pool- James St. Bond Funds	\$	76,016.96	4.93%
	LGIP-Local Gov't Inv Pool- 2017 Bond Funds	\$	30,650.97	4.93%
	LGIP-Local Gov't Inv Pool- Asset Disposal Proceeds	\$ \$ \$	50,874.81	4.93%
		\$	157,542.74	
	PUBLIC SAFETY DESIGNATED SAVINGS	•	00 007 07	4.000/
#415	LGIP-Local Gov't Inv Pool- Fire Truck Restoration	\$	29,607.67	4.93%
#100	LGIP-Local Gov't Inv Pool- Fire Truck Purchase	\$	378,774.39	4.93%
#100	LGIP-Local Gov't Inv Pool- Public Safety Bldg	\$ \$ \$	420,067.88	4.93%
		\$	828,449.94	
#400	GENERAL FUND - DESIGNATED FUNDS		0744.00	
#100	Animal Rescue Fund		\$741.08	
#800	Beautification (Mae Ward)		\$9,166.92	
#800 #100	Beautification Committee - Donations		\$5,882.86 \$52.87	
#100 #100	Chaplain Program State Fire Dues - 2% Dues		\$52.87 \$35,607.86	
#100 #100	Fire Department - Donations		\$35,607.66 \$7,310.71	
π 100	i ne Departificiti - Dollations		\$58,762.30	0.75%
			ψου, 1 υΣ.συ	0.1070

\$

2,874,703.97

GRAND TOTAL - INVESTED FUNDS:

GENERAL FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	PCNT
REVENUE						
TAXES	2,622,753.07	2,713,977.37	2,797,339.00		83,361.63	97.0
INTERGOVERNMENTAL AIDS	1,104,449.52	1,259,134.97	1,254,260.73	(4,874.24)	100.4
LICENSES & PERMITS	76,723.22	92,704.45	97,300.00	`	4,595.55	95.3
PENALTIES & FORFEITURES	40,805.86	6,026.15	17,500.00		11,473.85	34.4
PUBLIC CHARGES FOR SERVICES	163,165.02	245,934.81	91,147.39	(154,787.42)	269.8
INTERGOVERNMENTAL CHARGES	3,441.02	2,499.17	4,200.00	`	1,700.83	59.5
COMMUNITY CTR/RECREATION REV	114,992.99	114,027.85	109,340.00	(4,687.85)	104.3
OTHER FINANCING SOURCES	510,796.11	84,284.57	79,101.00	(5,183.57)	106.6
SPECIAL FUNDS ACTIVITY	82,668.40	40,769.46	926,158.10		885,388.64	4.4
	4,719,795.21	4,559,358.80	5,376,346.22	_	816,987.42	84.8
EXPENDITURES						
CITY COUNCIL	16,522.35	28,256.64	30,266.60		2,009.96	93.4
MUNICIPAL COURT COLLECTIONS	.00	3,293.30	2,182.00	(1,111.30)	150.9
HISTORIC PRESERVATION	2,659.56	4,775.74	9,000.00	`	4,224.26	53.1
CONTINGENCY FUND	53,346.14	16,804.98	520,000.00		503,195.02	3.2
LEGISLATIVE SUPPORT	9,402.57	5,624.48	17,200.00		11,575.52	32.7
MAYOR	6,268.66	11,464.39	12,730.30		1,265.91	90.1
CITY ADMINISTRATOR	94,319.28	66,347.43	82,178.35		15,830.92	80.7
CITY CLERK	70,318.09	151,052.01	190,950.60		39,898.59	79.1
ELECTIONS	6,953.38	10,865.00	21,426.40		10,561.40	50.7
PLANNING & ZONING	48,449.11	6,621.54	22,211.12		15,589.58	29.8
MEDIA OPERATIONS	66,803.17	65,256.30	68,913.29		3,656.99	94.7
ASSESSMENT OF PROPERTY	22,185.33	46,488.81	21,850.00	(24,638.81)	212.8
CITY TREASURER	52,779.93	69,277.71	68,821.38	(456.33)	100.7
PROFESSIONAL SERVICE; AUDIT	38,582.00	30,790.00	47,500.00		16,710.00	64.8
PROFESSIONAL SVCS; ATTORNEY	65,406.00	65,053.14	67,500.00		2,446.86	96.4
CITY HALL	105,268.39	168,596.17	201,175.07		32,578.90	83.8
INSURANCE	108,834.57	116,493.00	115,000.00	(1,493.00)	101.3
UNEMPLOYMENT COMPENSATION	1,507.35	229.91	5,500.00		5,270.09	4.2
INSPECTIONS	37,312.92	47,860.01	56,650.00		8,789.99	84.5
MISCELLANEOUS EXPENDITURES	164,422.00	860.00	.00	(860.00)	.0
POLICE ADMINISTRATION	427,225.93	433,044.64	500,542.52		67,497.88	86.5
POLICE PATROL- FIELD SERVICES	722,803.13	589,334.17	798,375.11		209,040.94	73.8
SUPPORT SERVICES	123,079.53	108,451.43	130,205.87		21,754.44	83.3
SCHOOL CROSSING GUARDS	26,708.41	23,940.41	31,392.53		7,452.12	76.3
FIRE DEPARTMENT	345,897.98	411,053.23	352,121.72	(58,931.51)	116.7
EMERGENCY MANAGEMENT	4,590.74	5,817.83	15,288.57		9,470.74	38.1
UDEY DAM	15,186.05	6,594.06	6,031.37	(562.69)	109.3
EMERGENCY MEDICAL SERVICES	95,908.65	73,432.83	97,910.42		24,477.59	75.0
STREET LIGHTING	118,457.56	102,236.18	122,000.00		19,763.82	83.8
MUNICIPAL GARAGE	117,984.26	131,305.55	161,879.56		30,574.01	81.1
PUBLIC WORKS - ADMINISTRATION	144,977.45	122,116.31	174,038.32		51,922.01	70.2
STREETS & TRAFFIC CONTROL	219,447.66	185,071.42	217,219.34		32,147.92	85.2
SNOW & ICE REMOVAL	88,774.84	126,577.10	132,099.26		5,522.16	95.8
CITY BUILDINGS & GROUNDS	60,359.75	75,839.53	84,643.08		8,803.55	89.6
ANIMAL CONTROL	1,500.00	1,500.00	1,500.00		.00	100.0

GENERAL FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	PCNT
COMMUNITY CENTER	118,302.83	119,437.55	137,944.70		18,507.15	86.6
RECREATION DEPARTMENT	149,829.16	179,139.49	200,543.11		21,403.62	89.3
PARKS	172,168.93	182,019.17	191,244.25		9,225.08	95.2
ATHLETIC FIELDS	26,713.62	21,775.31	22,552.26		776.95	96.6
FORESTRY	110,641.60	104,751.25	123,569.34		18,818.09	84.8
WEED CONTROL	5,258.77	24,386.93	31,689.78		7,302.85	77.0
PROFESSIONAL SERVICES - OTHER	52,189.79	55,746.70	35,000.00	(20,746.70)	159.3
TRANSFERS	.00	206,000.00	206,000.00		.00	100.0
CONTRIBUTION TO CDA FUND 205	15,000.00	40,000.00	40,000.00		.00	100.0
CONTRIBUTION TO OTHER FUNDS	1,500.00	8,730.10	1,500.00		7,230.10)	582.0
	4,135,847.44	4,254,311.75	5,376,346.22		1,122,034.47	79.1
	583,947.77	305,047.05	.00	(305,047.05)	.0

COMMUNITY DEVELOPMENT AUTHORIT

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE		PCNT
REVENUE						
INTERGOVERNMENTAL AIDS OTHER FINANCING SOURCES	45,372.42 3,408.23	68,838.85 3,362.22	82,000.00 2,980.00	(13,161.15 382.22)	84.0 112.8
	48,780.65	72,201.07	84,980.00		12,778.93	85.0
EXPENDITURES						
CDA; PERSONNEL PROFESSIONAL SERVICES	16,925.62 6,813.98	28,896.85 31,042.09	35,214.90 49,750.00		6,318.05 18,707.91	82.1 62.4
	23,739.60	59,938.94	84,964.90		25,025.96	70.6
	25,041.05	12,262.13	15.10	(12,247.03)	81206.

LIBRARY FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	PCNT
REVENUE						
TAXES	290,000.00	295,000.00	295,000.00		.00	100.0
MISCELLANEOUS REVENUES	151,692.92	153,050.42	152,431.42	(619.00)	100.4
OTHER FINANCING SOURCES	9,920.69	29,624.95	6,500.00	(23,124.95)	455.8
SPECIAL FUNDS ACTIVITY	.00	.00	9,801.68		9,801.68	.0
	451,613.61	477,675.37	463,733.10		13,942.27)	103.0
EXPENDITURES						
LIBRARY	470,815.07	415,596.54	457,233.10		41,636.56	90.9
LIBRARY - ANNEX	46,099.99	8,153.21	6,500.00	(1,653.21)	125.4
	516,915.06	423,749.75	463,733.10		39,983.35	91.4
	(65,301.45)	53,925.62	.00	(53,925.62)	.0

AQUATIC CENTER

	PRIOR YEAR YTD ACTUAL BUDG		BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	114,454.00	100,250.00	100,250.00	.00	100.0
MISCELLANEOUS REVENUES	168,186.42	164,244.71	183,800.00	19,555.29	89.4
OTHER FINANCING SOURCES	7,692.26	9,812.56	5,220.00	(4,592.56)	188.0
	290,332.68	274,307.27	289,270.00	14,962.73	94.8
EXPENDITURES					
AQUATIC CENTER - POOL	294,772.22	288,698.64	289,270.00	571.36	99.8
	294,772.22	288,698.64	289,270.00	571.36	99.8
	(4,439.54)	(14,391.37)	.00	14,391.37	.0

ROOM TAX FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	
REVENUE						
TAXES	51,241.39	11,129.51	55,000.00		43,870.49	20.2
OTHER FINANCING SOURCES	150.62	152.23	150.00	(2.23)	101.5
	51,392.01	11,281.74	55,150.00		43,868.26	20.5
EXPENDITURES						
ROOM TAX	51,241.39	11,129.51	55,000.00		43,870.49	20.2
	51,241.39	11,129.51	55,000.00		43,870.49	20.2
	150.62	152.23	150.00	(2.23)	101.5

CABLE TV FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET	 VARIANCE	
REVENUE					
LICENSES, PERMITS	64,222.01	48,963.04	65,891.97	16,928.93	74.3
OTHER FINANCING SOURCES	6,383.07	5,671.23	2,000.00	 3,671.23)	283.6
	70,605.08	54,634.27	67,891.97	 13,257.70	80.5
EXPENDITURES					
CABLE TELEVISION COMMISSION	9,381.95	10,469.24	27,067.04	16,597.80	38.7
CABLE OTHER EXPENSES	34,221.91	28,441.23	38,368.57	9,927.34	74.1
	43,603.86	38,910.47	65,435.61	 26,525.14	59.5
	27,001.22	15,723.80	2,456.36	 13,267.44)	640.1

SOLID WASTE FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	
REVENUE						
PUBLIC CHARGES FOR SERVICES	356,960.00	386,035.09	403,585.71		17,550.62	95.7
RECYCLING FEES	6,488.21	4,063.83	5,500.00		1,436.17	73.9
OTHER FINANCING SOURCES	132.40	228.75	50.00		178.75)	457.5
	363,580.61	390,327.67	409,135.71		18,808.04	95.4
EXPENDITURES						
BAD DEBT EXPENSE	57,026.00	.00	.00		.00	.0
SANITARY LANDFILL	344,984.14	320,020.59	382,411.20		62,390.61	83.7
RECYCLING; WAGES	8,807.64	8,901.40	10,142.91		1,241.51	87.8
RECYCLING; EXPENSES	15,883.02	5,472.23	16,581.60		11,109.37	33.0
	426,700.80	334,394.22	409,135.71		74,741.49	81.7
	(63,120.19)	55,933.45	.00	(55,933.45)	.0

HILLSIDE CEMETERY

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
SUBSIDY FROM CITY	54,918.00	56,306.00	56,306.00	.00	100.0
SOURCE 45	.00	11,750.00	.00	(11,750.00)	.0
CEMETERY - FEES COLLECTED	22,350.00	15,078.92	20,900.00	5,821.08	72.2
CEMETERY; MISC REVENUES	7,834.70	7,923.28	1,440.00	(6,483.28)	550.2
CEMETERY - PERPETUAL CARE	5,125.00	3,193.98	79,030.56	75,836.58	4.0
	90,227.70	94,252.18	157,676.56	63,424.38	59.8
EXPENDITURES					
HILLSIDE CEMETERY	49,858.24	126,528.69	152,276.56	25,747.87	83.1
TRANSFER TO OTHER INVESTMENTS	.00	.00	5,400.00	5,400.00	.0
	49,858.24	126,528.69	157,676.56	31,147.87	80.3
	40,369.46	(32,276.51)	.00	32,276.51	.0

SPECIAL REVENUE FUND - PARKS

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
PARKS - MISCELLANEOUS REVENUE TRANSFER TO OTHER FUNDS	22,894.17	52,271.33	67,689.07 82,355.93	15,417.74 82,355.93	77.2
	22,894.17	52,271.33	150,045.00	97,773.67	34.8
EXPENDITURES					
CAPITAL PROJECTS/PURCHASES	.00	.00	150,000.00	150,000.00	.0
	.00	.00	150,000.00	150,000.00	
	22,894.17	52,271.33	45.00	(52,226.33)	11615

TOURISM COMMISSION

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
ROOM TAX FUNDING	35,868.97	7,790.66	38,500.00	30,709.34	20.2
MISCELLANEOUS REVENUES	221.12	219.99	100.00	(119.99)	220.0
OTHER FINANCING SOURCES	.00	.00	5,000.00	5,000.00	.0
	36,090.09	8,010.65	43,600.00	35,589.35	18.4
EXPENDITURES					
TOURISM; PERSONNEL	21,596.38	13,312.63	31,100.00	17,787.37	42.8
TOURISM; CONTRIBUTION TO GF	14,042.49	12,328.23	12,500.00	171.77	98.6
	35,638.87	25,640.86	43,600.00	17,959.14	58.8
	451.22	(17,630.21)	.00	17,630.21	.0

CITY LOAN PROGRAM

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
INTEREST INCOME	986.08	985.87	1,066.26	80.39	92.5
	986.08	985.87	1,066.26	80.39	92.5
EXPENDITURES					
	.00	.00	.00	.00	.0
	986.08	985.87	1,066.26	80.39	92.5

DEBT SERVICE FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	PCNT
REVENUE						
TAXES	875,000.00	927,279.00	927,279.00		.00	100.0
MISCELLANEOUS REVENUES	69,642.79	7,111.74	31,994.85		24,883.11	22.2
INTEREST INCOME	6,143.52	433.63	9,824.58		9,390.95	4.4
OTHER FINANCING SOURCES	109,206.25	107,548.75	107,348.75		200.00)	100.2
	1,059,992.56	1,042,373.12	1,076,447.18		34,074.06	96.8
EXPENDITURES						
PROFESSIONAL SERVICES	2,750.00	7,000.00	2,750.00	(4,250.00)	254.6
DEBT SERVICE	1,033,966.83	454,699.33	1,073,697.18		618,997.85	42.4
	1,036,716.83	461,699.33	1,076,447.18		614,747.85	42.9
	23,275.73	580,673.79	.00	(580,673.79)	.0

TIF #4 FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET		/ARIANCE	PCNT
REVENUE						
TAXES	360,111.05	394,756.97	394,756.97		.00	100.0
MISCELLANEOUS INCOME	14,146.70	16,775.16	10,000.00		6,775.16)	167.8
	374,257.75	411,532.13	404,756.97	(6,775.16)	101.7
EXPENDITURES						
PERSONNEL	15,318.57	20,460.33	23,833.08		3,372.75	85.9
PROFESSIONAL SERVICES	1,526.96	3,723.59	6,700.00		2,976.41	55.6
CAPITAL OUTLAY	.00	.00	1,000.00		1,000.00	.0
DEPARTMENT 1000	5,000.00	8,500.00	8,500.00		.00	100.0
DEBT SERVICE	109,206.25	97,022.50	107,348.75		10,326.25	90.4
DEVELOPER INCENTIVE	249,686.82	283,359.53	254,680.56		28,678.97)	111.3
	380,738.60	413,065.95	402,062.39	(11,003.56)	102.7
	(6,480.85)	(1,533.82)	2,694.58		4,228.40	(56.9)

TIF #5 FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	17,612.00	20,313.02	20,313.02	.00	100.0
MISCELLANEOUS REVENUE	1.78	4.96	.00	(4.96)	.0
	17,613.78	20,317.98	20,313.02	(4.96)	100.0
EXPENDITURES					
PERSONNEL	20,741.95	24,201.50	30,233.09	6,031.59	80.1
DEPARTMENT 1000	5,000.00	8,500.00	8,500.00	.00	100.0
	25,741.95	32,701.50	38,733.09	6,031.59	84.4
	(8,128.17)	(12,383.52)	(18,420.07)	(6,036.55)	(67.2)

TIF #6 FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	24,817.00	60,685.50	60,685.50	.00	100.0
MISCELLANEOUS REVENUE	.00	106.01	.00	(106.01)	.0
	24,817.00	60,791.51	60,685.50	(106.01)	100.2
EXPENDITURES					
PERSONNEL	20,063.57	24,162.26	29,733.09	5,570.83	81.3
DEPARTMENT 1000	5,000.00	8,500.00	8,500.00	.00	100.0
DEVELOPER INCENTIVE	45,208.63	1,212.16	1,505.08	292.92	80.5
	70,272.20	33,874.42	39,738.17	5,863.75	85.2
	(45,455.20)	26,917.09	20,947.33	(5,969.76)	128.5

CAPITAL PROJECTS FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAX REVENUE	180,248.00	35,956.00	35,956.00	.00	100.0
DISPOSAL OF FIXED ASSETS	8,099.92	16,216.14	14,500.00	(1,716.14)	111.8
MISCELLANEOUS REVENUES	28,620.13	32,238.06	1,903,835.00	1,871,596.94	1.7
OTHER REVENUE SOURCES	.00	206,000.00	237,224.00	31,224.00	86.8
	216,968.05	290,410.20	2,191,515.00	1,901,104.80	13.3
EXPENDITURES					
CAP PRJTS; MISC. FEES	1,003.07	22,134.21	29,515.00	7,380.79	75.0
CAP PROJ; OPERATING COSTS	425,790.49	145,117.80	2,162,000.00	2,016,882.20	6.7
CAP PRJTS; ENGINEER HWY 89	105,019.33	932,107.40	.00	(932,107.40)	.0
DEPARTMENT 1200	.00	10,526.25	.00	(10,526.25)	.0
	531,812.89	1,109,885.66	2,191,515.00	1,081,629.34	50.6
	(314,844.84)	(819,475.46)	.00	819,475.46	.0

TIF #7 FUND

	PRIOR YEAR	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
EXPENDITURES PERSONNEL	.00	24,030.36	.00	(24,030.36)	.0
DEPARTMENT 4000	.00	10,330.54	.00	(10,330.54)	
DEPARTMENT 4100	.00	6,778.99	.00	(6,778.99)	.0
	.00	41,139.89	.00	(41,139.89)	.0
	.00	(41,139.89)	.00	41,139.89	.0

STORM WATER

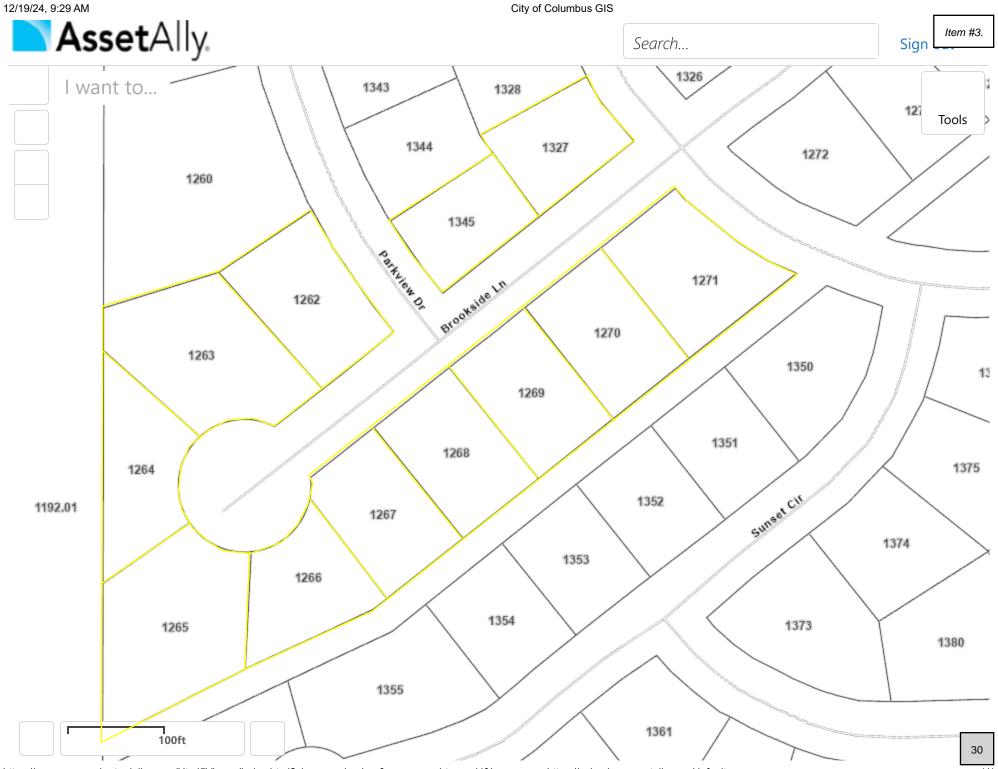
	PRIOR YEAR	YTD ACTUAL	BUDGET		VARIANCE	PCNT
REVENUE						
TAXES	32,000.00	45,572.00	45,572.00		.00	100.0
STORM WATER - MISC REVENUE	3.65	32.81	4.50	(28.31)	729.1
	32,003.65	45,604.81	45,576.50	(28.31)	100.1
EXPENDITURES						
PROFESSIONAL SERVICE	6,794.00	23,489.50	2,900.00	(20,589.50)	810.0
OPERATING EXPENSES	18,337.32	283,470.67	42,676.50	(240,794.17)	664.2
	25,131.32	306,960.17	45,576.50	(261,383.67)	673.5
	6,872.33	(261,355.36)	.00		261,355.36	.0

PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWERS PURSUANT TO SECTION 66.0703, STATS.

The City of Columbus, Columbia County, Wisconsin, by its Common Council, hereby resolves as follows:

- 1. The City of Columbus Common Council hereby declares its intention to exercise its police power under Section 66.0703, Stats., to levy special assessments upon property in the Assessment District hereafter described, for benefits conferred upon such properties by reason of the following public work and improvements: Street replacement, utility improvements, installation of curb and gutter, driveway aprons, stormwater improvements, and restoration.
- 2. The Properties to be assessed lie within the following described Assessment District, all lying within the City of Columbus, Columbia County, Wisconsin:
 - a. the Lots abutting both sides of Brookside Lane west of Avalon Road and abutting the cul-de-sac on the west end of Brookside Lane.
- 3. The total amount assessed against the properties in the described Assessment District shall not exceed 100% of the administrative expenses and total costs of the improvements.
- 4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
- 5. The Municipal Engineer, Ruekert & Mielke Inc. shall prepare a report which shall consist of:
 - a. Preliminary Plans and specifications for the improvements; and
 - b. Schedule of proposed assessments for all properties within the Assessment District.
- 6. When the report is completed, the Municipal Engineer shall file a copy of the report with the Municipal Clerk for public inspection.
- 7. All interested persons and owners of the property affected by this special assessment shall be provided with the notice and hearing requirements as set forth in sec. 66.0703(7)(a) Stats.

8.	The assessment against any parcel may be paid in cash or in annual installments, the number of which shall be determined at the public hearing on the proposed assessments.
	Dated this, 2025.
	CITY OF COLUMBUS
	By: Joseph Hammer, Mayor
	Attest: Susan Caine, Clerk



Project sponsored by the Beautification Advisory Board Mural – Columbus Community Center exterior wall facing the entrance to City Hall

Artists

- The design was developed by Laura Weichert and Sherry Culhane.
- A group of at least 4 local artists will be doing the actual work on a volunteer basis.

Timeline

- Spring/summer 2025
- We would like to begin working on the mural during Red Bud Days (weather permitting) as a part of the Red Bud Days Celebration.
- Citizens can observe the mural taking shape.
- Watching the actual painting should increase interest and enthusiasm for this project as well as future projects.
- Total time for completion ~ 3 to 4 weeks

Cost

- Cost of paint and supplies will be provided by the Beautification Advisory Board funds
 - ~ \$700 (paint and primer)
 - ~ \$500 (clear coat for protection of mural)

Description of process

- Exterior Primer will be added to the wall.
- The design will be transferred to the wall using a grid system.

- The actual painting of the mural will be done using exterior acrylic paint, which is the preferred paint for outdoor murals.
- After the mural has dried sufficiently a layer of clear coat (Muralshield) will be added to protect against UV light and possible vandalism.

Maintenance of the Mural

- The clear coat will provide the best protection against weather, possible vandalism and sunlight.
- The mural should last at least 10 to 15 years.
- Records will be kept of paint brands and colors should any of the mural need to be repaired.
- There is no need for any sort of regular maintenance or upkeep.





Agenda Item Report

Meeting Type: City council

Meeting Date: December 30, 2024

Item Title: Façade Grant Application 139 N. Ludington St.

Submitted By: Mike Kornmann

Detailed Description of Subject Matter:

This application has been submitted after the fact which is inconsistent with our policy of submitting information prior to the project starting.

CDA thoroughly discussed the need for following procedures consistent with façade program guidelines. With the property owner having adjacent properties to be updated, the thinking was to provide partial reimbursement with the encouragement to follow the guidelines in future projects. The property owner now has an application in for 135 N. Ludington with a business in the process of signing a lease.

The CDA recommendation is to approve the grant application and reimburse at 50% the program guidelines.

List all Supporting Documentation Attached:

Façade grant application for 139 N. Ludington St.

Action Requested: Approval of the grant application and reimbursement at 50% of program guidelines.

Item #5.

COMMUNITY DEVELOPMENT ATHORITY (CDA) City of Columbus

Façade Improvement Grant Application

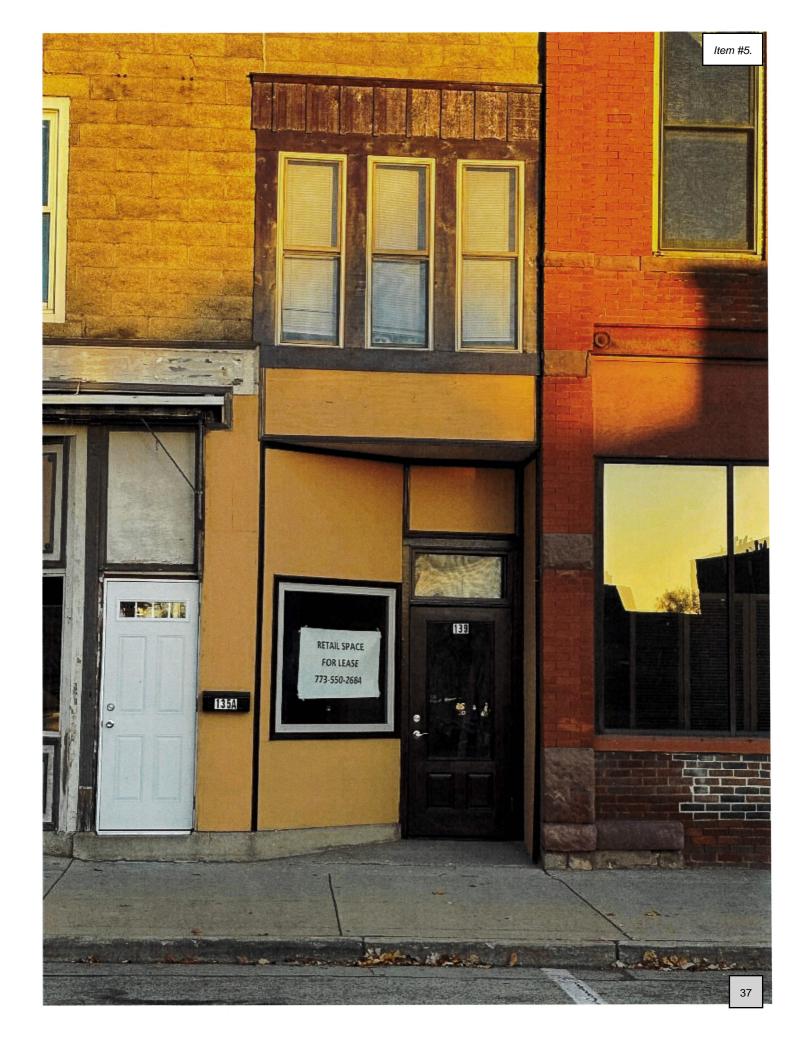
The Columbus Façade Improvement Grant Program provides funding for eligible façade improvement, signage or awning projects for commercial properties located within the City of Columbus.

Applicant: John Dagnon	Property Address: 139 N. Luding bon
Business Name: Midwistern, LLC	Parcel Number: 11211-24 Let 2
Phone: 173-550-2684 E-mail: dags 1234 @ yahoo.com	Project Start Date: $\frac{9/1/24}{10/10/24}$ Project Completion Date: $\frac{10/10/24}{10/24}$
Project Summary (write see attached if necessary): See abtached invoice.	
Total Project Cost: #4415 Total Grant Funds Requested: # 2201, 50 Other Sources of Funds:	
I CERTIFY that all information in this application is true	and complete to the best of my/our knowledge.
Applicant Signature P	rint Name Date
· ile la seggista en Orangani.	

Required Attachments

- 1. Project Plans that identifies the work to be completed. The project plan should include building plans, specifications and bids received for the project.
- 2. Submit photos of building before and after work has been completed.
- 3. Renderings or Building Elevations of the proposed project.
- 4. Commitments for all funding sources.





Randy Mullen 920-344-0888 Billing Statement NAME John Dagnon ADDRESS ADDRESS CITY, STATE, ZIP COlumbus CITY, STATE, ZIP ORDER NUMBER DEPARTMENT SALESPERSON WHEN SHIP Makerals HOW SHIP DATE QUANTITY Redo Supgrade Store Front Windows / Door String Paint PRICE AMOUNT Mesterial 4- Windows 1000 1975 -Francis Material 210 -160 -Remove windows for Treat Labor 900 350 400 Trash Removal Total 42651 -9-11 Pario 1000 4415 -Total Total Owed Daid 9-27 1000 BUYER: **KEEP THIS SLIP FOR REFERENCE**



Meeting Type: Committee of the Whole

Meeting Date: January 7, 2025

Item Title: Discussion of the City of Columbus Purchasing Policy & Procedures update

Submitted By: Krystal Larson, Treasurer

Detailed Description of Subject Matter:

The major adjustments to the City's purchasing policy are to 1) align the construction project bidding requirements with state statute, and 2) increase department head and administrator responsibilities. These changes are warranted because of inflation, comparing the cost of purchasing goods and services to previous years, and the implementation of miViewPoint accounts payable workflow. The new software has elevated the accounts payable process to include documented evidence of input, approval, and processing. Each invoice is automatically identified by budget account and a budget notification is generated. The controls implemented in miViewPoint are set up to match the purchasing policy authorization limits and permissions.

List all Supporting Documentation Attached:

Purchasing Policy - redline version 2024

Action Requested of Council:

Discussion of the City of Columbus, Wisconsin Purchasing Policy & Procedures update.

Item #6.

Purchasing Policies and Procedures

OCTOBER 2022 JANUARY 2024

Purpose: The purpose of this policy is to establish uniform standards and procedures to be followed by all City Departments, Boards, Commissions, and the City Council in the purchase of all supplies, materials, equipment, and contractual services.

Policy: The purchasing standards and procedures set forth herein are designed to:

- 1. Attain maximum economy in municipal operations to ultimate advantage of local taxpayers.
- 2. Provide equal opportunity for qualified vendors to serve the City's needs.
- 3. Use local businesses when practical and competitive.
- 4. Adhere to relevant Ordinances and Statutes

A. Purchase Authority

In general, all supplies, materials, equipment and contractual services should be included in the annual budget authority approved by the City Council or governing body.

B. Authorization Policies and Limits

Although included in the annual budget, certain supplies, materials, equipment, and contractual services may require additional approvals before actual purchase. Staff purchasing supplies, materials, equipment, or contractual services must receive the following approvals prior to purchase:

- 1. Department Head may authorize purchases that do not exceed \$1,500 \$5,000 if the source of funding has been identified except that purchases shall meet the competitive bidding requirements, as outlined in this Policy, and the items is included in the budget. The City Administrator must shall approve all purchases in excess of \$1,500 \$5,000 but less than \$15,000. Purchases in excess of \$15,000 require City Council or governing body approval. but only after the Department Head complies with competitive bidding requirements, forwards copies of bids or quotes received to the City Administrator, and the items I included in the current budget. Quotes should be obtained during the budget process.
- 2. Purchasing for public construction projects shall follow requirements of State Statutes (62.15(1)).
- 3. Each department head of the City shall be responsible for its own department's purchasing needs in strict compliance with the procedures set forth herein. Department heads must provide accurate budget and expenditure information to the City Administrator to ensure the effective administration of this policy. No department may make charges against budget accounts of other departments without prior authorization.
- 4. The City Administrator is responsible for determining if an item is budgeted, adequate funds are available, and that proper purchasing procedures are followed.

C. Purchase Orders

A Purchase Order must be prepared for the following purchases:

- 1. Any purchase of goods or services greater than \$5,000.
- 2. Any purchase from a source determined by formal bid, bid waiver or formal quotation.

- 3. Any capital outlay item greater than \$5,000.
- 4. When a vendor requires a purchase order.

Exclusive of the above requirement, a department head may request prepare a purchase order be prepared at any time they feel it is best or prudent to do so.

D. Vendor Payments

The department ordering goods or services is responsible for the accuracy of expense accounts used and that the purchases are within budget parameters. All expenses must be coded to the appropriate expense category/expense line.

All applicable quotation forms, vender invoices, purchase requisitions and purchase orders, approved by the department head or designee must be forwarded to the Treasurer's office for payment and processing.

E. Purchasing Procedures

- 1. Construction Projects:
 - a. Purchases for construction projects in excess of \$20,000 \$25,000. For public construction projects, the City shall follow statutory bidding procedures.
 - b. Purchases for construction projects in excess of \$10,000 \$5,000. Expenditures within the range of \$5,000 and \$20,000 \$25,000 for public construction projects and the purchase of construction goods require a class 1 notice under Chapter 985.
 - c. For public construction projects that have been properly bid and formally awarded by the City Council, the City Administrator may fulfill legitimate pay requests within the approved project amount if recommended for payment by the City Engineer. Change Orders for public construction projects require City Council approval, unless authority is otherwise delegated by the City Council on a project-by-project basis.
- 2. Purchases in excess of \$15,000 (for non-construction projects):

All purchases of non-construction goods or services in excess of \$15,000 \$25,000 require formal bidding procedures and approval of the City Council. Purchases for professional services in excess of \$10,000 require the approval of the City Council.

- 3. Purchases in excess of \$1,500 \$5,000 but less than \$15,000 \$25,000:
 - a. If item is budgeted the City Administrator may authorize purchase subsequent to a request from the Department head. Department heads must follow the purchasing procedures identified in paragraph 4 of this section. The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.

Item #6.

In the event a department head feels that a purchase should be made from a specific vendor duproprietary equipment requirements, the item or service is only available from a single supplier, or it is impractical to receive multiple quotes, a recommendation to deviate from normal practices should be directed to the City Administrator who may waive this requirement. In the case of a documented emergency, see the current City Budget Expense Line Policy.

Purchases in excess of \$500 but less than \$1,500:

- a. The department head shall secure at least three written quotes or proposals from perspective vendors for the item or service. When possible local vendors/businesses should be offered the opportunity to provide a quote. Quotes must be documented.
- b. In the event a department head feels that a purchase should be made from a specific vendor-due to proprietary equipment requirements, the item or service is only available from a single-supplier, or it is impractical to receive multiple quotes, a recommendation to deviate from normal-practices should be directed to the City Administrator who may waive this requirement. In the-case of a documented emergency, see the current City Budget Expense Line Policy.

5. Purchases less than \$500 \$5,000:

Purchases in this category can best be described as day-to-day purchases needed to perform a job or service, however, they should still meet the goals and intent of this policy. Department heads are responsible for the purchases made by personnel within their department. They may delegate this purchasing authority to subordinates, but they still bear responsibility for these purchases.

6. Petty Cash:

Petty cash funds are established to pay for infrequent purchases that require immediate payment. The City Hall, Police Department, Fire Department, Senior Center, Aquatic Center (while in season) and Public Works/Recreation Department are authorized to maintain a petty cash fund in an amount not to exceed \$250. Receipts are required for all expenditures of these funds.

Each Department utilizing petty cash shall submit a formal policy detailing the handling of daily deposits and the reconciling of the petty cash funds. This policy shall be submitted to and approved by the Treasurer and City Administrator. Deposits shall be made on a regular basis, with deposit frequency addressed in the approved petty cash policy.

The Treasurer will maintain a record of the policies and assist, when necessary, in the testing and auditing of these procedures.

7. Purchases of a repetitive nature:

It is not always practical to obtain competitive quotations for purchases that are repetitive in nature, such as bulk specialty chemicals. In order to determine which supplier is the most economical, the Department Head should test the market annually, including local businesses and vendors when possible.

8. Joint Purchasing:

These requirements may be waived by the City Administrator when purchasing items through State or joint purchasing systems is beneficial to the City.

9. Minor Contracts:

The City Administrator may approve and sign routine contracts and service agreements with a term not to exceed two three years, provided the expenses are budgeted and may be approved within the City Administrator's purchasing authority limit established in Section B of this policy.

Department Heads may approve and sign routine contracts and service agreements with a term not to exceed two years, provided the expenses are budgeted and may be approved within the Department

Item #6.

Head's purchasing authority limit established in Section B of this policy.

The City Administrator may delegate authority for Department Heads to sign a contract that exceeds the Department Head's purchasing authority limits in Section B of this policy, as long as the contract falls within the City Administrator's purchasing authority.



Meeting Type: Committee of the Whole

Meeting Date: January 7, 2025

Item Title: Discussion regarding Disposal of Assets Policy update

Submitted By: Krystal Larson, Treasurer

Detailed Description of Subject Matter:

The recent Police Department process of purchasing military surplus equipment, for the express purpose of generating "funds" for the future purchase of Police Department vehicles and equipment, warranted review of the City's disposal of assets policy. The modification recommended therein is to assign the responsibility for approval and monitoring of disposal and subsequent use of funds to the Administrator. Historically, the disposal income has stayed in the fund which purchased the original asset, and the income normally used to purchase a replacement of the trade-in/sold asset. This process will continue under the revised policy but will allow the Administrator flexibility to set up tracking for the approval and use of fund by department, not just asset replacement.

List all Supporting Documentation Attached:

Disposal of Assets Policy – redline version 2024

Action Requested of Council:

Discussion regarding Disposal of Assets Policy update

DISPOSAL OF ASSETS POLICY

October 2022 January 2024

The purpose of this policy is to insure that assets such as vehicles, equipment, and supplies are disposed of in a uniform and systematic manner. This process guarantees the taxpayers of Columbus that the City has taken reasonable steps to maximize any return for the original investment. It is the responsibility of the City Administrator to document this procedure and provide the information as described to the City Council.

STEPS FOR DISPOSAL:

- 1. When a Department Head identifies an asset that is no longer needed, they will submit a written report to the City Administrator detailing the specifics of the item(s) to be liquidated. Such information shall include the make, model, year built, condition, accessories, etc., and estimated value of the item. The report shall also include the reason why the item should be disposed of, or why it is no longer of any use to the department. If the City Administrator approves the initial request, the department head will then contact the other City Departments, including each City owned utility, to determine if there is use for the asset by any other Department. Items that are broken, unserviceable or no longer usable may be recycled or disposed of with consent of the Administrator and Treasurer if the estimated value is less than \$100, with proceeds being allocated according to this policy.
- 2. If any other City Department is interested in obtaining the asset, they should make that request to the City Administrator, detailing how the asset would benefit their Department and why it is necessary. All-requests should be forwarded to the City Council for consideration. If approved, the assets shall be transferred to the requesting department. The asset description shall be provided to the Treasurer and transferred from one department to the other departments fixed capital asset list. A monetary sale of any item from one department to another must be approved by City Council.
- 3. If no other department has use of the asset(s), or the City Council does not approve a transfer among-City departments, the Department head shall submit a proposed disposal plan to the City Administrator. The disposal plan shall include a recommendation regarding how the item could be disposed of. The recommendation may include advertising the item for sale with a posted price, listing the item on an online auction with or without a "reserve price," or utilizing other free or low-cost methods. All assets being disposed of shall be sold in 'as is' condition with no guarantees as to working condition or any other expressed or implied warranties. This disposal plan shall be presented to the City-Council Administrator for consideration ahead of implementation.
- 4. If the assets are not disposed of according to the Council Administrator's approved plan in step 3, an amended disposal plan should be presented to the City Council for further consideration. If repeating the effort to market the asset is reasonably likely to have similar results as the initial attempt, the City Council Administrator may decide to post the asset and entertain written offers from area organizations, businesses or private persons to obtain what value can be achieved.
- 5. If the asset does not sell-the City Council may authorize the City Administrator-to may offer to, or accept offers from, community non-profit organizations to receive the asset from the city at no cost. Such offers must be official requests approved by the leadership and/or membership of the community non-profit organization. The request must be made in writing and should state the intended purpose of the item and the community use.
- 6. If there is no interest in the item(s) being disposed of, the Department Head originally submitting the request shall dispose of the item as appropriate.

Item #7.

Regardless of disposal method, any proceeds from the disposal shall be considered sale proceeds costs to dispose of the item shall be borne by the separate expenditure account –Disposal of Fixed Asset.

RECEIPTING AND USE OF PROCEEDS:

The proceeds from any and all sales (excluding assets related to Revolving Loan Funds) shall be placed in a separate revenue account – Disposal of Fixed Assets.

The proceeds shall be held until such time as the City Council approves the use of the funds to make other capital purchases. Proceeds from non-utility assets are combined with others assets available for future capital expenditures, and are not restricted by department. Typically, requests for capital expenditures are addressed as part of the annual budget process, and must meet purchasing policy requirements.

REPORTING REQUIREMENTS

In addition to the action items listed above, quarterly the City Administrator shall prepare a report for the City Council of all activity regarding the disposal of assets including item, sale price or disposal method, if not sold.

Monthly the Treasurer will report the balance in the revenue account – Disposal of Fixed Assets – created for the sale proceeds to the Council as part of the monthly Financial report.



Meeting Type: Committee of the Whole

Meeting Date: January 7, 2025

Item Title: Discussion of the 2025 Fee Schedule

Submitted By: Krystal Larson, Treasurer

Detailed Description of Subject Matter:

The fee schedule has been drafted for review. The treasurer will be going thru the document page by page with the Committee to discuss the proposed changes. The most significant areas of change are in building permit fees and park reservation fees.

List all Supporting Documentation Attached:

Proposed Fee Schedule 2025

Action Requested of Council:

Discussion of the 2025 Fee Schedule

City of Columbus 2025 Fee Schedule



Proposed - January 2025

ADMINISTRATION					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Copy Charges:				12/5/2023	Resolution No. 17-23
Black & White (single-sided)	\$0.25			12/5/2023	Resolution No. 17-23
Black & White (double-sided)	\$0.50			12/5/2023	Resolution No. 17-23
Color (single-sided)	\$0.50			12/5/2023	Resolution No. 17-23
Color (double-sided)	\$1.00			12/5/2023	Resolution No. 17-23
Letter size	\$0.25			12/5/2023	Resolution No. 17-23
Legal size	\$0.25			12/5/2023	Resolution No. 17-23
11"x17" size	\$0.50			12/5/2023	Resolution No. 17-23
Fax (per page)	\$2.50/1 st page		\$1.00 each additional page	12/5/2023	Resolution No. 17-23
Returned Check Fee/Stop Payment	\$25.00			12/5/2023	Resolution No. 17-23
Special Assessment/Title Company					
Request for Parcel Information:					
Normal Mail Delivery	\$40.00			12/5/2023	Resolution No. 17-23
Rush Delivery	\$60.00			12/5/2023	Resolution No. 17-23
Bike Licenses	\$5.00		Good for the life of the bicycle.	12/5/2023	Chapter 98-225; Resolution No. 17-23
Moving Building Permit		\$1,000.00	Plus actual costs incurred		Chapter 18-543
Publication Fees	\$25.00				Chapter 2-402
Late Fees	1.5%		After 30 days of non-payment		Resolution No. 17-23
ANIMAL LICENSES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Dog – Spayed or Neutered	\$15.00				Chapter 22-32; Chapter 14-61
Dog – Not spayed or Neutered	\$30.00				Chapter 22-32; Chapter 14-63
Service Dog	\$ 1.00		Cost of Tag only		Chapter 22-32
Replacement Tag	\$1.00		Cost of Tag only		Chapter 22-32; Chapter 14-63
Late Fee – After 04/01 of each year	\$15.00			12/5/2023	Chapter 22-32; Chapter 14-61; Resolution No. 17-23
Permit to Keep Animals/Build Shelter - Chickens Application	\$25.00				Chapter 14-19
Chicken License	\$25.00			12/5/2023	Chapter 14-19; Resolution No. 17-23
Animal Impound Fee	\$75.00		+	+	Chapter 14-36

LIQUOR LICENSING					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Class A – Fermented Malt Beverage	\$100.00				Chapter 6-38; Chapter 22-32
Class A – Liquor	\$500.00				Chapter 6-38; Chapter 22-32
Class B – Fermented Malt Beverage	\$100.00				Chapter 6-38; Chapter 22-32
Class B – Liquor	\$500.00				Chapter 6-38; Chapter 22-32
Class B – Reserve	\$10,000.00				Required by Wis. Stats. 125.51(3)(e); Chapter 6-38; Chapter 22-32
Renewal Reserve Retail Class B	\$500.00				Chapter 6-38; Chapter 22-32
Quota Exception Retail Class B	\$500.00				Chapter 6-38; Chapter 22-32
Class C – Wine	\$100.00				Chapter 6-38; Chapter 22-32
Wholesale	\$25.00				Chapter 6-38; Chapter 22-32
Picnic Licenses – Per Day Fee	\$10.00			12/5/2023	Chapter 6-38; Chapter 22- 32; Resolution No. 17-23
Agent – Transfer Fee	\$10.00				Chapter 6-38; Chapter 22-32
Operator License – New	\$50.00		Two-Year License		Chapter 6-38; Chapter 22-32
Operator License – Renewal	\$50.00		Two-Year License		Chapter 6-38; Chapter 22-32
Operator License – Replacement	\$5.00				Chapter 2-402
Publication Fee – Multiple Licenses	\$25.00		Per license/group license advertisement		Chapter 2-402
Publication Fee – Individual License	\$35.00		Advertisement of individual request		Chapter 2-402
Tobacco	\$100.00				Chapter 22-44; Resolution No. 17-23
PEDDLERS/CANVASSORS/SOLICITOR/TRANSIE	NT MERCHANT				
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Investigation Fee (per organization, per event for 30-days or more)	\$25.00				Chapter 22-32; Chapter 74-2
Investigation Fee (Per member of the organization)	\$5.00				Chapter 22-32; Chapter 74-2
Per company – 30 Day Permit	\$60.00		Bond Required \$500.00		Chapter 74-2
Per person – 30 Day Permit	\$30.00		Bond Required \$500.00		Chapter 74-2
FIREWORKS PERMIT FOR SALES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Per location – per week	\$100.00		Proof of insurance and permission from property owner		Chapter 6-38
Adult Entertainment Establishments					-
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Adult Entertainment Application	\$500.00			12/5/2023	Chapter 6-64; Resolution No. 17-23
Adult Entertainment License	\$2,000.00			12/5/2023	Chapter 6-64; Resolution No. 17-23
Adult Entertainment License Renewal	\$250.00			12/5/2023	Chapter 6-67; Resolution No. 17-23
MISCELLANEOUS BUSINESS LICENSES			-		

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Electrical New	\$10.00		License period from July 1 thru June 30 Proof of Liability Insurance \$300,000 Personal and \$100,000 Property		Chapter 22-32; Chapter 18- 394 & 395
Electrical Renewal	\$3.00		License period from July 1 thru June 30 Proof of Liability Insurance \$300,000 Personal and \$100,000 Property		Chapter 22-32; Chapter 18- 394 & 395
Food Truck	\$50.00		Calendar Year	12/5/2023	Resolution No. 17-23
TAXICAB AND TAXICAB OPERATORS		•			-
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Cab Registration – 1 st cab	\$10.00		Certificate of Liability Insurance \$50,000 Property; \$100,000 Personal; \$300,000 Occurrence		Chapter 22-32; Chapter 110-52
Cab Registration – Each additional	\$5.00				Chapter 22-32; Chapter 110-52
Operator License	\$5.00				Chapter 22-32; Chapter 110-52
MOBILE HOMES AND MOBILE HOME PAR	KS				
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Mobile Home – Monthly Parking Fee	Determined via Assessment				Wis. Stats. 66.058
Mobile Home Park – Per Space	\$2.00				Wis. Stats. 66.058
Minimum Fee	\$25.00				Wis. Stats. 66.058
CABLE COMMISSION					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Equipment Rental	\$500.00	\$250.00	Rental based on approved application		
Equipment Rental - Exempt	rental fee waived upon approval	\$250.00	Fee Waiver requires: Proof of training; proof of 501 (c)(3) status; proof of student status; proof of residency; affirmation project will air on local cable channel		

DEPARTMENT OF PUBLIC WORKS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Garbage/Recycling:					
Town of Elba Annual Recycling Center	\$25.00				Contracted Services with
Tag					Township
Commercial Annual Recycling Center Tag	\$25.00				Resolution No. 17-23
Bulk Item - Disposal Fee	\$20.00		Per item minimum	12/5/2023	Resolution No. 17-23
Bulk Item - Pick-up Fee	\$20.00		Per trip charge	12/5/2023	Resolution No. 17-23
Refrigerator	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Freezer	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Air Conditioners (Window Size only)	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Washer or Dryer	No charge			12/5/2023	City contract w/ vendor
Water Heater	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Dehumidifier	TBD		As charged by contracted company.	12/5/2023	City contract w/ vendor
Other Charges:					
Sidewalk permit	\$50.00				Chapter 86-33
Deferred Sidewalk construction		\$ equal to estimated cost of construction		12/5/2023	Chapter 86-35; Resolution No. 17-23
Sidewalk Fixtures Permit	\$25.00		\$100,000 insurance for each	12/5/2023	Chapter 86-98; Resolution
			occurrence, City as additional Insured		No. 17-23
Driveway permit	\$50.00				Chapter 86-193
Street Opening/Excavation in ROW	\$250.00		Bond Required \$5,000		Chapter 86-157
Dumpster Permit	\$25.00 \$50.000 each	\$50.00	Maximum of 7 days Includes 2 barricades		Resolution No. 17-23
Picnic Table Rental	\$10.00/per table	\$50.00	Delivery charge of \$20.00	12/5/2023	Resolution No. 17-23
Garbage Can Rental	\$10.00 each	\$50.00 for 10 cans	Delivery charge of \$20.00	12/5/2023	Resolution No. 17-23
Barricades – Daily	\$10.00 each	\$100.00 for 1-10 \$200.00 for 11-20			Resolution No. 17-23
Flasher Barricades (A Frame) – Daily	\$5.00 each	\$100.00 for 1-10 \$200.00 for 11-20			Resolution No. 17-23
Temp. No Parking Signs – Daily	\$10.00 each	\$25 for 1-10 \$50 for 11-20			Resolution No. 17-23
Tree Removal Permit	\$25.00				Chapter 106-38
Snow Removal Order	\$111.57		Plus \$1 per foot, after 50 feet		Chapter 86-226
Weed Removal Per Time	\$50.00		Plus actual costs from mowing company	12/5/2023	Chapter 106-104; Resolution 17-23
Snow Removal Per Time	\$50.00		Plus actual cost from mowing company	12/5/2023	Chapter 86-226; Resolution No. 17-23
HILLSIDE CEMETERY FEES					·
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Chapel Rent	\$100.00				Chapter 30-51
Grave Site Sales:	•				Chapter 30-51
Resident	\$600.00				Chapter 30-51
Non-Resident	\$700.00				Chapter 30-51
Monument Permit	\$100.00		Per Permit	12/5/2023	Chapter 30-51; Resolution No. 17-23
Monument Staking	\$100.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23

Grave Staking	\$75.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Perpetual Care	\$200.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Grave Openings/Closings	\$250.00		Per Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Disinternments	\$200.00		Full Burial	12/5/2023	Chapter 30-51; Resolution No. 17-23
Permission and Change of Deeds	\$50.00		Each Occurrence	12/5/2023	Chapter 30-51; Resolution No. 17-23
MEITNERS					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Opening & Closing Full Burial	\$700.00		Each Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
Open & Close: Cremains	\$350.00		Each Gravesite	12/5/2023	Chapter 30-51; Resolution No. 17-23
After 3:00 p.m. – 5:00 p.m.	\$110.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
After 5:00 p.m.	\$220.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Double Cremation	\$55.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Saturday	\$135.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
Sunday and Holidays	\$220.00		Additional	12/5/2023	Chapter 30-51; Resolution No. 17-23
COLUMBARIUM		·			•
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Resident: Per Niche	\$1,200.00				Chapter 30-51
Resident, per niche perpetual care	\$400.00				Chapter 30-51
Non-Resident, per niche	\$1,400.00				Chapter 30-51
Non-Resident, per niche perpetual care	\$400.00				Chapter 30-51
Opening/Closing (Weekdays)	\$250.00				Chapter 30-51
Opening/Closing (Saturday)	\$350.00				Chapter 30-51
Disinternment	\$250.00		Each Occurrence	12/5/2023	Chapter 30-51; Resolution 17-23

FIRE DEPARTMENT					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Minimum Charge Per Incident	\$500.00		For up to 2 hours		Chapter 42-48
Over Two Hours of Service	\$150.00 per hour				Chapter 42-48
Itemized Charges:					Chapter 42-48
Engine #92	\$85.00 per hour				Chapter 42-48
Engine #91	\$85.00 per hour				Chapter 42-48
Engine #92A	\$90.00 per hour				Chapter 42-48
Ladder Truck	\$125.00 per hour				Chapter 42-48
Tenders	\$75.00 per hour				Chapter 42-48
Squad	\$50.00 per hour				Chapter 42-48
Brush Truck	\$40.00 per hour				Chapter 42-48
ATV	\$25.00 per hour				Chapter 42-48
Pick-Up Truck	\$14.00 per hour				Chapter 42-48
Chief's Vehicle	\$14.00 per hour				Chapter 42-48
Fire Department Staff	Current Hourly Wage, plus Benefits				Chapter 42-48
OMMUNITY CENTER					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Saturday and Sunday Only:					
Resident: Sat-Sun Full Day	\$125.00	\$125.00	Tax \$6.88	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Resident: Sat-Sun Full Day	\$175.00	\$175.00	Tax \$9.63	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit: Resident, Full Day	\$100.00	\$100.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit: Non-Resident, Full Day	\$125.00	\$125.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Nonday-Sunday (If Applicable):					Chapter 2-312
Resident: Half Day	\$100.00	\$100.00	Tax \$5.50	12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Resident: Half Day	\$125.00	\$125.00	Tax \$6.88		Chapter 2-312
Non-Profit, Resident: Half Day	\$75.00	\$75.00		12/5/2023	Chapter 2-312; Resolution No. 17-23
Non-Profit – Non-Resident: Half Day	\$125.00	\$125.00		12/5/2023	Chapter 2-312; Resolution No. 17-23

ATHLETIC FIELD					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Rental – Fireman's Park Football	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
ield Lights – Fireman's Park	\$20.00 per hour		Proof of Insurance		Chapter 2-287
ennis Courts – Fireman's Park	\$20.00 per hour				Chapter 2-287
Baseball/Softball Fields:					
Fireman's Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
Meister Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
Kiwanis Park	\$20.00 per hour	\$50.00 per season	Proof of Insurance		Chapter 2-287
ARK FACILITY / SHELTER RENTALS (ALL RE	NTALS PAY SALES TAX)				
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
avilion Resident:					
Rent – Full Day – Monday thru Thursday	\$600.00	\$600.00	WI Sales Tax \$33.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$2000.00	\$2000.00	WI Sales Tax \$110.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Pavilion Non-Resident:					
Rent – Full Day – Monday thru Thursday	\$850.00	\$850.00	WI Sales Tax \$46.75	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$2500.00	\$3000.00	WI Sales Tax \$137.50	12/5/2023	Chapter 2-287; Resolution No. 17-23
avilion – Non-Profit – Resident:					
Rent – Full Day – Monday thru Thursday	\$500.00	\$500.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$800.00	\$800.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Pavilion – Non-Profit – Non-Resident:					
Rent – Full Day – Monday thru Thursday	\$600.00	\$600.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$900.00	\$900.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
est Haven Shelter – Resident:	March – December Per Day		Rest Haven Shelter is not rented November thru April		
Rent – Full Day – Monday thru Thursday	\$100.00	\$150.00	WI Sales Tax \$5.50	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$150.00	\$150.00	WI Sales Tax \$8.25	12/5/2023	Chapter 2-287; Resolution No. 17-23
est Haven Shelter – Non-Resident:				12/5/2023	
Rent – Full Day – Monday thru Thursday	\$150.00	\$200.00	WI Sales Tax \$8.25	12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Full Day – Friday thru Sunday	\$200.00	\$200.00	WI Sales Tax \$11.00	12/5/2023	Chapter 2-287; Resolution No. 17-23

PARK FACILITY / SHELTER RENTALS (ALL RENTALS PAY SALES TAX) - Continued						
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority	
Rest Haven Shelter – Non-Profit – Resident:						
Rent – Full Day – Monday thru Thursday	\$75.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23	
Rent – Full Day – Friday thru Sunday	\$100.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23	
Rest Haven Shelter – Non-Profit – Non- Resident:						
Rent – Full Day – Monday thru Thursday	\$125.00	\$150.00		12/5/2023	Chapter 2-287; Resolution No. 17-23	
Rent – Full Day – Friday thru Sunday	\$100.00	\$150.00		12/5/2023	Chapter 2-287; Resolution No. 17-23	
Fireman's Park Concession –	May-October Per Day		Fireman's Park Concession is not rented November thru April			
Rent – Full Day – Monday thru Thursday	\$50.00	\$100.00			Chapter 2-287	
Rent – Full Day – Friday thru Sunday	\$60.00	\$100.00			Chapter 2-287	
Rent – Half Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287	
Rent – Half Day – Friday thru Sunday	\$30.00	\$100.00			Chapter 2-287	
Fireman's Park Concession – Non- Resident:						
Rent – Full Day – Monday thru Thursday	\$75.00	\$100.00			Chapter 2-287	
Rent – Full Day – Friday thru Sunday	\$100.00	\$100.00			Chapter 2-287	
Rent – Half Day – Monday thru Thursday	\$37.50	\$100.00			Chapter 2-287	
Rent – Half Day – Friday thru Sunday	\$50.00	\$100.00			Chapter 2-287	
Fireman's Park Concession – Non- Profit – Resident:						
Rent – Full Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287	
Rent – Full Day – Friday thru Sunday	\$50.00	\$100.00			Chapter 2-287	
Rent – Half Day – Monday thru Thursday	\$12.50	\$100.00			Chapter 2-287	
Rent – Half Day – Friday thru Sunday	\$25.00	\$100.00			Chapter 2-287	
Fireman's Park Concession – Non- Profit - Non-Resident:						
Rent – Full Day – Monday thru Thursday	\$50.00	\$100.00			Chapter 2-287	
Rent – Full Day – Friday thru Sunday	\$75.00	\$100.00			Chapter 2-287	
Rent – Half Day – Monday thru Thursday	\$25.00	\$100.00			Chapter 2-287	
Rent – Half Day – Friday thru Sunday	\$37.50	\$100.00			Chapter 2-287	

PARK FACILITY / SHELTER RENTALS (ALL REN	TALS PAY SALES TAX) - Continued				
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
(iwanis Park Concession Area:			Kiwanis Park Concession Area Not Rented November thru April		
Rent – One Day – Resident	\$50.00	\$100.00	Treveniber ein a zipin		Chapter 2-287
Rent – One Day – Non-Resident	\$50.00	\$100.00			Chapter 2-287
Rent – One Day – Non-Profit	\$50.00	\$100.00			Chapter 2-287
Meister Park Concession Stand	\$50.00	\$100.00	Meister Park Concession Area Not Rented November thru April		Chapter 2-287
ark Office Bldg 161 N Dickason					
Resident	\$60.00	\$60.00	Fees to increase after improvements to \$100.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Non-Resident	\$75.00	\$75.00	Fees to increase after improvements to \$125.00	12/5/2023	Chapter 2-287; Resolution No. 17-23
Brick Gazebo by Aquatic Center, Meister					
Park Shelter, Avalon Park, Kiwanis Park Shelter, Rotary Park Shelter, Fireman's Park Franklin Shelter, Fireman's Park Parkview Shelter, Davies Park:					
Resident	\$60.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Non-Resident	\$75.00	\$100.00		12/5/2023	Chapter 2-287; Resolution No. 17-23
Rent – Entire Park Area Per Event:			Groups and Organizations Only.		
Fireman's Park	\$1,500.00	\$1,500.00	Does not include the shelter rentals. Proof of Insurance is Required.		Chapter 2-287
Meister Park	\$250.00	\$250.00	Proof of Insurance is Required.		Chapter 2-287
Kiwanis Park	\$500.00	\$500.00	Proof of Insurance is Required.		Chapter 2-287
QUATIC CENTER					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Memberships:					
Resident – Single	\$100.00				Chapter 2-378
Resident – Couple	\$155.00				Chapter 2-378
Resident – Family	\$225.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Single	\$135.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Couple	\$170.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Non-Resident – Family	\$260.00			12/5/2023	Chapter 2-378; Resolution No. 17-23
Caregiver Pass – Resident	\$50.00				Chapter 2-378
Caregiver Pass – Non-Resident	\$65.00			12/5/2023	Chapter 2-378; Resolution No. 17-23

AQUATIC CENTER - Continued							
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority		
Day Passes:							
Weekday – Non-Resident							
Daytime (12:00-5:00 p.m)	\$6.00				Chapter 2-378		
Evenings (5:00-6:30 p.m.)	\$3.00				Chapter 2-378		
Weekend – Non-Resident							
Daytime (12:00-5:00 p.m.)	\$6.00				Chapter 2-378		
Evenings (5:00-6:30 p.m.)	\$3.00				Chapter 2-378		
Weekday – Resident							
Daytime (12:00-5:00 p.m.)	\$5.00		Proof of Residency Required		Chapter 2-378		
Evenings (5:00-6:30 p.m.)	\$3.00		Proof of Residency Required		Chapter 2-378		
Weekend – Resident							
Daytime (12:00-5:00 p.m.)	\$5.00		Proof of Residency Required		Chapter 2-378		
Evenings (5:00-6:30 p.m.)	\$3.00		Proof of Residency Required		Chapter 2-378		
10 Pack Daily Admissions:							
Non-Resident	\$55.00				Chapter 2-378		
Resident	\$45.00				Chapter 2-378		
Non-Swimmer Fee	\$1.00				Chapter 2-378		
Swim Team							
Resident	\$75.00		Total fee capped at \$250 per family		Chapter 2-378		
Non-Resident	\$85.00		Total fee capped at \$250 per family		Chapter 2-378		
Lap Swim Card/Aerobics – Resident	\$60.00				Chapter 2-378; Resolution No. 17-23		
Lap Swim Card/Aerobics – Non- Resident	\$70.00			12/5/2023	Chapter 2-378; Resolution No. 17-23		
Swimming Lessons:							
Resident – Member	\$40.00				Chapter 2-378		
Resident – Non-Member	\$50.00				Chapter 2-378		
Non-Resident – Member	\$50.00				Chapter 2-378		
Non-Resident – Non-Member	\$60.00				Chapter 2-378		
Rental of Entire Pool – Per Hour Fee	\$200 plus sales tax	\$50.00	Full payment due at time of rental. Refundable if cancelled more than 48 hours before the event.		Chapter 2-378		
Rental of Entire Pool – 4 Hours or More	\$600 plus sales tax	\$50.00	Full payment due at time of rental. Refundable if cancelled more than 48 hours before the event.		Chapter 2-378		
Group Rates (Normal Hours):							
Resident – 25 or more people					Chapter 2-378		
Non-Resident – 25 or more people	\$5.00 per person				Chapter 2-378		

BUILDING PERMIT FEES					
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Residential 1 & 2 Family:					
Residential Early Start	\$165.00				Chapter 18-271
New Residential Dwelling (includes	\$770.00		\$0.28 per sq/ft		Chapter 18-271
garage, decks, & basements)					
New Home Plan Review	\$125.00				Chapter 18-271
Residential Occupancy	\$60.00		\$60 per residential unit		Chapter 18-271
Manufactured & HUD Dwellings	\$385		Plus \$0.28 per sq/ft for basement, attached garage, & decks		Chapter 18-271
Residential Dwelling Additions	\$193.00		\$0.28 per sq/ft		Chapter 18-271
Residential Dwelling Remodels/Alterations	\$128.00		\$0.28 per sq/ft		Chapter 18-271
Pools (Above ground & In-ground)	\$275.00				Chapter 18-271
Detached garage or shed/accessory building (>100 sq/ft)	\$165.00		\$0.17 per sq/ft		Chapter 18-271
Shed/Accessory building (<100 sq/ft)	\$55.00				Chapter 18-271
Decks	\$128.00		\$0.64 per sq/ft		Chapter 18-271
New 1 & 2 Family Erosion Control	\$105.00				Chapter 18-271
Residential Addition Erosion Control	\$66.00				Chapter 18-271
Driveway	\$ 25.00				Chapter 18-271
Fence	\$ 60.00				Chapter 18-271
Siding, Roofing, Etc.	\$ 60.00				Chapter 18-271
Raze/Demolition	\$66.00				Chapter 18-271
Zoning	\$60.00				Chapter 18 271
lumbing:					
New Building/Addition/Alteration	\$105.00		Base minimum, plus \$0.06 per sq/ft (all areas)		Chapter 18-461
Replacement/Misc. Items	\$60.00		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-461
Failure to obtain a permit	Double the Minimum Amount				Chapter 18-461
Outside Sewer	\$60.00				Chapter 18-461
lectrical:					
New Building/Addition/Alteration	\$138.00		Base minimum, plus \$0.06 per sq/ft (all areas)		Chapter 18-343
Replacement/Misc. Items	\$60.00		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-343
IVAC:					
New Building/Addition/Alteration	\$105.00		Base minimum, plus \$0.06 per sq/ft (all areas)		Chapter 18-271
Replacement/Misc. Items	\$60.00		Base minimum, plus \$10 per thousand of project valuation		Chapter 18-271

BUILDING PERMIT FEES - Continued						
Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority	
Commercial:						
Commercial Early Starts	\$193.00				SPS 302.31-2 and SPS 302.31	
Commercial New	\$165.00		\$0.17 per sq/ft		SPS 302.31-2 and SPS 302.31	
Construction/Additions						
Electrical	\$165.00		\$0.07 per sq/ft		SPS 302.31-2 and SPS 302.31	
Plumbing	\$165.00		\$0.07 per sq/ft		SPS 302.31-2 and SPS 302.31	
HVAC	\$165.00		\$0.06 per sq/ft, plus alteration		SPS 302.31-2 and SPS 302.31	
Minimum Commercial Plumbing, HVAC	\$110.00				SPS 302.31-2 and SPS 302.31	
Minimum Commercial Electrical	\$176.00				SPS 302.31-2 and SPS 302.31	
Commercial Remodel	\$165.00		\$0.11 per sq/ft, plus mechanical costs		SPS 302.31-2 and SPS 302.31	
Commercial New Construction, Addition, or Remodel for Storage Buildings	\$165.00		\$0.11 per sq/ft, plus mechanical costs		SPS 302.31-2 and SPS 302.31	
Commercial Erosion Control	\$193.00		\$193.00 for 1 st acre, \$66.00 per acre thereafter		SPS 302.31-2 and SPS 302.31	
Commercial Occupancy	\$60.00		Per Unit		SPS 302.31-2 and SPS 302.31	
Miscellaneous:						
Re-inspection Fee – Each Occurrence	\$85.00				SPS 302.31-2 and SPS 302.31	
Re-inspection for Corrective Action Orders	\$90.00				SPS 302.31-2 and SPS 302.31	
State Seal Fee	\$35.00				SPS 302.31-2 and SPS 302.31	
Street Opening	\$200.00		\$5,000 Bond		Chapter 86-156, Chapter 86-157	
Sewer:						
Septic Tank/Holding Tank Disposal Permit	\$25.00		Proof of liability insurance at \$1,000,000		Chapter 102-301	
Sewer Tap Inspection	\$200.00				Resolution No.	
Sewer Connection Fees:					Resolution No.	
5/8" Water Service	\$1,000.00				Resolution No.	
¾" Water Service	\$1,000.00				Resolution No.	
1" Water Service	\$2,500.00				Resolution No.	
1 ¼" Water Service	\$3,700.00				Resolution No.	
1 ½" Water Service	\$5,000.00				Resolution No.	
2" Water Service	\$8,000.00				Resolution No.	
3" Water Service	\$15,000.00				Resolution No.	
4" Water Service	\$25,000.00				Resolution No.	

LAND DEVELOPMENT FEES – Per Sec. 78.52 a deposit and/or review agreement for the reimbursement of any professional service fees to include, but not limited to legal, engineering, planning, architectural, surveying, traffic or drainage experts, or other consultants needed in connection with the review of any land development proposal is required. Applicants are responsible for the actual costs incurred, regardless of the outcome of a project or application request. Deposits are not accumulative, only the highest applicable deposit for a multi-part proceeding is required.

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Annexation (without agreement)	\$250.00		Plus professional fees		Chapter 78-51
Annexation (with agreement)	\$250.00	\$5,000.00	Plus professional fees		Chapter 78-51; Chapter 78- 54, Ord. No. 594.04
Zoning Map Amendment (Commercial)	\$500.00	\$500.00			Chapter 78-51; Chapter 78- 54, Ord. No. 594.04
Zoning Map Amendment (Industrial)	\$500.00	\$1,000.00			Chapter 78-51; Chapter 78- 54, Ord. No. 594.04
Coning Map Amendment (Residential more than 1 lot or 5 acres)	\$500.00	\$1,000.00			Chapter 78-51; Chapter 78- 54, Ord. No. 594.04
Zoning Map Amendment (Residential – 1 ot)	\$500.00				Chapter 78-51
Zoning Text Amendment	\$500.00	\$500.00			Chapter 78-51
Variance (Residential/Commercial/Industrial)	\$500.00		Plus any additional professional fees above application fee	12/5/2023	Chapter 78.51; Resolution No. 17-23
Variance (Commercial/Industrial)	\$ 500.00	\$500.00		12/5/2023	Chapter 78-51; Chapter 78- 54, Ord. No. 594.04; Resolution No. 17-23
Conditional Use Permit Residential/ <mark>Commercial/</mark> Industrial)	\$500.00		Plus any additional professional fees above application fee	12/5/2023	Chapter 78-51; Resolution No. 17-23
Conditional Use Permit (Commerical)	\$400.00	\$ 500.00			Chapter 78-51; Chapter 78- 54, Ord. No. 594.04
Conditional Use Permit Renewal	\$200.00				Chapter 78-51
Comprehensive Plan Fext/Plan Amendment	\$500.00		Plus professional fees		Chapter 78-51
Comprehensive Plan Future Land Use Map	\$250.00		Plus professional fees		Chapter 78-51
Appeal of Zoning Administrator Decision	\$100.00				Chapter 78-51
Special Meeting of the Plan Commission	\$400.00				Chapter 78-51
Sign Permit	\$50.00				Chapter 78-51
Certificate of Zoning Compliance (change of use, fences, sign, shed, deck, dwelling, addition, garage, swimming pool)	\$25.00 \$75.00				Chapter 78-51
Certificate of Zoning Compliance Site Plan Review (Commercial/Industrial/Multi-Family 3+ units)	\$500.00		Plus any additional professional fees above application fee		Chapter 78-51
Certificate of Zoning Compliance (Floodplain/Floodway)	\$300.00				Chapter 78-51
Landmark Historic Local Designation	\$500.00		Plus professional fees		Chapter 78-51

LAND DEVELOPMENT FEES – Per Sec. 78.52 a deposit and/or review agreement for the reimbursement of any professional service fees to include, but not limited to legal, engineering, planning, architectural, surveying, traffic or drainage experts, or other consultants needed in connection with the review of any land development proposal is required. Applicants are responsible for the actual costs incurred, regardless of the outcome of a project or application request. Deposits are not accumulative, only the highest applicable deposit for a multi-part proceeding is required.

Fee Type	Amount	Deposit	Other Fees or Requirements	Date Adopted/Revised	Authority
Planned Unit Development (PUD):					
Concept Plan	\$250.00				Chapter 78-51
General Development Plan	\$ 1,250.00 \$1,500.00				Chapter 78-51
Amendment to General Development Plan	\$250.00				Chapter 78-51
Subdivision:					
Concept Plan	\$100.00				Chapter 78-51; Chapter 90-371
Preliminary Plat – 50 Lots and Under	\$500.00		Plus \$25.00 \$45.00 per lot		Chapter 78-51; Chapter 90-371
Preliminary Plat – Over 50 Lots	\$500.00		Plus \$25.00 \$45.00 per lot		Chapter 78-51; Chapter 90-371
Amendments or Revisions	\$100.00		Per Amendment or Revision		Chapter 78-51; Chapter 90-371
Final Plat	\$250.00 \$300.00		Plus \$10.00 \$45.00 per lot		Chapter 78-51; Chapter 90-371
Condominium Plat	\$250.00 \$300.00		Plus \$10.00 \$45.00 per lot		Chapter 78-51; Chapter 90-371
Certified Survey Map (CSM) Under 2 lots	\$300.00 \$400.00				Chapter 78-51; Chapter 90-371
Certified Survey Map (CSM) Over 2 lots	\$300.00 \$400.00				Chapter 78-51; Chapter 90-371
Subdivision or Planned Unit Development (Under 20 acres)		\$5,000.00			Chapter 78-51: Chapter 78- 54, Ord. No. 594.04; Chapter 90-371
Subdivision or Planned Unit Development (20 acres or more)		\$10,000.00			Chapter 78-51; Chapter 78- 54, Ord. No. 594.04; Chapter 90-371



Meeting Type: Committee of the Whole

Meeting Date: January 7, 2025

Item Title: Discussion and direction related to stormwater funding

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

At the December 17, 2024 meeting the Council discussed stormwater funding and requested further discussion at this meeting. The discussion on the 17th focused on a few topics:

- Revisit funding of a stormwater utility during the 2026 budget discussion with two options for funding
 - Enact a stormwater fee (similar to garbage collection). This option would require the Council to repeal Ordinance 782-23 which created Section 102-63 whereby the Columbus Utility Commission is prohibited from establishing any rates or charging fees for stormwater services until such time as the electors approve a referendum to allow for the collection of stormwater fees.
 - Hold a referendum in April 2026

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Discussion and direction related to stormwater funding