



Committee of the Whole Meeting Agenda

Tuesday, February 03, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

New Business

1. Discuss and review revised job descriptions for the Police Clerk, Administrative Manager, and approve recruitment for a 30 hour per week Police Clerk.
2. Authorization to fill the vacant Maintenance II position at Public Works.
3. Discussion regarding Task Order 2025-07 with Ruckert Mielke related to the 2025 Fireman's Park Culvert Removal.
4. Discussion regarding Ordinance No. 812-26: To Repeal Sec. 2-286 of the City Code of Ordinances Concerning the Recreation Committee and Sec. 2-311 Concerning the Community Center Committee and Recreating Sec. 2-286 to Recreate the Recreation Committee.
5. Discussion of date change of the April 7, 2026, Committee of the Whole and Common Council meetings due to the Spring Election.

Convene to Closed Session

6. Convene to closed session per section 19.85(1)(e), stats for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss a memorandum of understanding between the City of Columbus and Colwis LLC and Vita Plus Corporation.

Reconvene to Open Session

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: February 3, 2026

Item Title: Review revised job descriptions for Police Clerk and Administrative Manager at Police Department and approve posting for the vacancy.

Submitted By: Dennis Weiner, Chief of Police

Detailed Description of Subject Matter:

Following the recent vacancy of the Public Safety Clerk (32 hours per week police/8 hours per week fire), discussions were held and a decision was made to separate those hours and duties and reassign them accordingly.

The fire department related duties, associated with this position were absorbed by city hall staff upon the vacancy occurring, and it is anticipated that these responsibilities will continue to be handled in that manner.

Attached is an updated job description for the Police Clerk, which was the previous title prior to the creation of the combined Public Safety Clerk role many years ago by the previous Fire and Police Chiefs. This position will now report directly to a Lieutenant. The Administrative Manager job description has been amended to reflect removal of supervisory responsibilities over the Police Clerk.

Based on a review of duties, we believe that Police Clerk duties can be effectively completed within 30 hours per week and we would like to move forward on recruitment for that position.

List all Supporting Documentation Attached:

Job description for Police Clerk

Amended job description for Administrative Manager.

Action Requested of Council:

Discuss and approve revised job descriptions for the Police Clerk, Administrative Manager, and approve recruitment for a 30 hour per week Police Clerk.

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 a 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 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



POSITION DESCRIPTION

Class Title: Administrative Manager
Department: Police
Location: Police Department
FLSA Status: Non-Exempt
Updated: February 2026

GENERAL PURPOSE

Performs a variety of routine and complex clerical, supervisory and administrative work in the day-to-day operations of the Police Department.

SUPERVISION RECEIVED

Works under the supervision of the Chief of Police.

SUPERVISION EXERCISED

Exercises supervision over the crossing guard staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May assign work to achieve specific goals or projects, trains, evaluates and reviews progress and directs changes as needed.

Responds to citizens and assists as needed to complete any request for information in a timely manner.

Receives and handles telephone and computer messages.

Takes part in the hiring process of crossing guard staff.

Maintains schedule for clerical and crossing guard staff.

Prepares bi-weekly payroll for all police department employees.

Transcribes dictated confidential reports and oversees the completion of all other dictated reports and documents for the day-to-day operations of the police department.

Handles citizen requests for police services.

Handles open records request for police records.

Maintains petty cash accounts.

Processes all department invoices and ensures they are completed by the due dates.

Serves as Notary Public.

Assists the Chief of Police and other command staff with assigned projects when requested.

Observes and maintains confidentiality of all department information and activities.

Handles background checks for all city departments.

Assists in the yearly budget process.

Monitors the entrance of authorized personnel into secure area.

Prepares required monthly IBR (Incident Based Reporting) and UFAD (Use of Force and Arrest related Death) reports and ensures they are submitted timely to the state.

Handles all aspects of parking tickets, including sending late letters and registration suspensions with the state.

Maintain inventory of office and various other supplies and reorder as necessary.

Serves as administrator and validation officer for TIME system.

Assists with planning and coordinating special events the department participates in.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the principles and practices the police department; extensive knowledge of office practices and procedures; thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure.

Skill in operation of the listed tools and equipment.

Ability to accurately record and maintain records; ability to establish and maintain effective working relationships with employees, other departments, officials and the public; ability to communicate effectively verbally and in writing; ability to plan, organize and supervise clerical workers and assigned staff.

Working knowledge and understanding of legal and municipal resources.

Maintain ability to travel throughout the City for meetings and trainings.

Maintain prompt, predictable, and regular physical attendance.

Knowledge of Columbus streets, parks and businesses to assist citizens as needed.

QUALIFICATIONS

An associate's degree in clerical, secretarial and an administrative field; or

Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

A combination of education and progressively responsible experience will be considered.

TOOLS AND EQUIPMENT USED

Multi-line phone system; personal computer including word processing and spreadsheet software; police department specific software; copy machine; police radio; fax machine; calculator.

PHYSICAL REQUIREMENTS

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.

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.

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 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



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: February 3, 2026

Item Title: Authorization to fill the vacant Maintenance II position at Public Works

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

Bob Benisch recently accepted a position with Columbia County leaving a vacancy within the public works maintenance staff. Staff is seeking permission to move forward with recruitment to fill this vacancy.

List all Supporting Documentation Attached:

n/a

Action Requested of Council:

Authorize filling the vacant Public Works Maintenance II staff position



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: February 3, 2026

Item Title: Discussion regarding Task Order 2025-07 with Ruckert Mielke related to the 2025 Fireman's Park Culvert Removal

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

This task order is regarding additional services incurred during the Fireman's Park project. Additional services from Ruckert Mielke were required to successfully complete the Fireman's Park effort including updated hydraulic modeling, the added ADA-compliant path west of 2nd Ward Creek connecting to the high school, and the post-project FEMA Letter of Map Revision (LOMR).

Ruckert Mielke has reviewed the extra effort expended and evaluated the additional effort needed for the LOMR, and have put together the attached task order to cover these services.

List all Supporting Documentation Attached:

Task Order 2025-07

Action Requested of Council:

Consider and take action on task order

Strategic Plan Objectives:

Objective 15 Enhance our focus on quality of life services.

This is Task Order No. 2025-07, consisting of 3 pages
 City of Columbus
 2025 Fireman's Park Culvert Removal – Additional Services

In accordance with the Agreement Amendment between City of Columbus (Owner) and Ruckert & Mielke, Inc. (Engineer) dated February 20, 2019, Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: 2025 Fireman's Park Culvert Removal - Additional Services
- B. Description: Additional services to complete the Fireman's Park project

Several unforeseen requirements arose during the Fireman's Park project that are critical for regulatory compliance and long-term community benefit. The Wisconsin DNR required additional hydraulic modeling to correct past modeling deficiencies and incorporate past completed projects, to ensure accurate floodplain mapping. Favorable construction bids allowed for expanded paths and accessible connections to the high school, improving safety and inclusivity. Updated modeling revealed floodway shifts, making a post-project Letter of Map Revision necessary to update flood maps across the park. These added services not only meet state requirements but also enhance connectivity, accessibility, and resilience for the community.

2. Services of Engineer

A – Pre-project hydraulic modeling

- Correct inaccuracies in existing regulatory model of how the Fireman's Park culvert was modeled
- Update model to incorporate the previous County daylighting/riprap project
- Obtain site specific survey data needed to model the revised WisDOT culverts at Farnham Street crossing of 2nd Ward Creek
- Update model to incorporate the previous WisDOT culvert replacement project at Farnham
- Update DNR permitting for previous removal of Poet Street Dam
- Prepare summary of modeling and report for DNR
- Respond to DNR comments

B – Additional path for west of 2nd Ward Creek and connection to the High School

- Path design meeting ADA
- Coordinate preliminary layout with City and High School and adjust based on feedback
- Prepare CAD drawings for final layout
- Prepare quantities and obtain cost estimates from contractor
- Provide surfaces to the contractor for use in GPS equipment
- Provide staking for path layout
- Additional construction observation and administrative effort for added scope

C – Letter of Map Revision

- Obtain as-built survey using drone and on the ground survey of the completed Fireman's Park project
- Update hydraulic modeling to reflect the as-built conditions
- Complete floodway modeling, delineation, and mapping (including Fireman's Park project, County project, and WisDOT project)
- Prepare a report summarizing floodplain modeling and delineation
- Prepare digital submission of modeling files, survey files, and report for FEMA
- Prepare FEMA MT-2 forms for a letter of map change
- Submit data to DNR and FEMA
- Respond to comments from FEMA and DNR (estimate of 8 hours)

3. Owner's Responsibilities

- A. Owner shall confirm meeting dates and attendance.
- B. Provide timely review of documents.
- C. Sign forms and pay permit fees. Please note we anticipate the FEMA LOMR fees will be \$8,000.

4. Times for Rendering Services

- A. Schedules are subject to change due to activities beyond the control of R/M.
The tentative schedule is as follows:

<u>Phase</u>	<u>Completion Date</u>
A	12/31/2025
B	12/31/2025
C	7/1/2026

B. Payments to Engineer

- A. Owner shall pay Engineer for services rendered as follows:

<u>Category of Services</u>	<u>Compensation Method</u>	<u>Estimate of Compensation for Services</u>
Phase A - Pre-project Hydraulic Modeling	Time and Materials Not to Exceed	\$16,000
Phase B – Additional Path	Time and Materials Not to Exceed	\$5,700
Phase C – Letter of Map Revision	Time and Materials Not to Exceed	\$14,100
	TOTAL =	\$35,800

- B. The terms of payment are set forth in the Standard Terms and Conditions.

C. Documents Incorporated by Reference

Ruekert & Mielke, Inc. / City of Columbus Master Agreement

TASK ORDER

Item #3.

TASK ORDER NO. 2025-07
2025 Fireman's Park Culvert Removal
Between City of Columbus
and
Ruekert & Mielke, Inc.
Dated November 25, 2025

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to terms and conditions, (as modified above) set forth in the Master Engineering Agreement Amendment between Owner and Engineer, dated February 20, 2019, which are incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is January 6, 2026.

OWNER:	ENGINEER:
City of Columbus	Ruekert & Mielke, Inc.
Signature: _____	Signature: _____
Name: _____	Name: <u>Jason P. Lietha, P.E.</u>
Title: _____	Title: <u>Senior Vice President</u>
Date: _____	Date: _____

DESIGNATED REPRESENTATIVE FOR TASK ORDER

Name: _____	Name: <u>Cory L. Horton, P.E.</u>
Title: _____	Title: <u>Office Manager/Project Manager</u>
Address: _____ _____	Address: <u>4630 S. Biltmore Lane</u> <u>Madison, WI 53718</u>
Email: _____	Email: <u>chorton@ruekert-mielke.com</u>
Phone: _____	Phone: <u>262-953-4142</u>



Agenda Item Report

Meeting Type: Committee of the Whole & Council

Meeting Date: February 3, 2026

Item Title: Discussion regarding Ordinance No. 812-26: To Repeal Sec. 2-286 of the City Code of Ordinances Concerning the Recreation Committee and Sec. 2-311 Concerning the Community Center Committee and Recreating Sec. 2-286 to Recreate the Recreation Committee.

Submitted By: Matt Amundson, City Administrator

Detailed Description of Subject Matter:

The City Attorney has drafted the attached ordinance that eliminates the Community Center Committee. The intent is for the Recreation Committee to have oversight for the programming related to the community center and that the Public Spaces Committee be responsible for the facility.

List all Supporting Documentation Attached:

Draft Ordinance

Action Requested of Council:

Consider and take action on Ordinance No. 812-26

Strategic Plan Objective(s):

None

CITY OF COLUMBUS

ORDINANCE NO. 812-26

AN ORDINANCE TO REPEAL SECTION 2-286 OF THE CITY CODE OF ORDINANCES CONCERNING THE RECREATION COMMITTEE AND SECTION 2-311 OF THE CITY CODE OF ORDINANCES CONCERNING THE COMMUNITY CENTER COMMITTEE AND RECREATING SECTION 2-286 TO RECREATE THE RECREATION COMMITTEE

The Common Council of the City of Columbus, Columbia County, Wisconsin does hereby ordain as follows:

1. Sec. 2-286 as created by Ordinance 799-25 is repealed.
2. Sec. 2-311 as created by Ordinance 799-25 is repealed. The terms of the existing members of the Community Center Committee are hereby terminated immediately.
3. Sec. 2-286 concerning the Recreation Committee is recreated to now read as follows:
 - (a) The Recreation Committee is established for the purpose of providing community residents with a resource for communicating with their peers and elected representatives concerning City recreation programs, and the programs offered by the City Community Center. The Committee shall advise the Council, the Recreation Director, and the Community Center Manager in matters of particular concern and impact to residents in the City of Columbus concerning recreation programs, and programs and activities at the Columbus Community Center.
4. **Severability.** Each section, paragraph, sentence, clause, word, and provision of this Section is severable, and if any such provision shall be held unconstitutional or invalid for any reason, such decision(s) shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.
5. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this ____ day of _____, 2026.

CITY OF COLUMBUS

By: _____
Joseph Hammer, Mayor

By: _____
Susan L. Caine, Clerk



Agenda Item Report

Meeting Type: Committee of the Whole / Common Council Meetings

Meeting Date: February 3, 2026

Item Title: Date Change of the April 7, 2026, Committee of the Whole and Common Council meetings due to the Spring Election

Submitted By: Susan Caine, Clerk

Detailed Description of Subject Matter:

The 2026 Spring Election falls on a regular Council meeting day. Past practice has been to move the Council meetings to another date to allow the Clerk to attend both the meetings and the election. This year, the election will also be held in Council Chambers so the room will not be available for meetings on the Monday night prior.

List all Supporting Documentation Attached:

None.

Action Requested of Council:

Clerk Caine is respectfully requesting the Council meetings be moved to Wednesday, April 8, 2026 due to the Spring Election.