

**COLUMBUS COMMON COUNCIL
COMMITTEE OF THE WHOLE AGENDA
TUESDAY, JANUARY 3, 2023 – 6:40 PM
COLUMBUS CITY HALL**

1. Roll Call
2. Notice of Open Meeting
3. Approve Agenda
4. Citizen Comments
5. Committee / Commission Minutes:
 - CUC 10/20/22, Library 9/20/22, 10/18/22, PFC 11/16/22
6. Discuss Columbia County Solid Waste contract
7. Resolution to appoint tabulators
8. Convene to closed session per §19.85(1)(e) deliberating or negotiating the purchase of public properties, the investment of public funds, or conducting other public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss potential developments in the City of Columbus (TIF 6)
9. Reconvene to open session
10. Adjourn

COLUMBUS UTILITY COMMISSION MEETING
OCTOBER 20, 2022

Columbus Utility Commission President Motiff called the Columbus Utility Commission meeting to order at 6:30 pm. Commissioners present: Mayor Arnold, Andler, Rule and Curtis. Also, present at the meeting was City Administrator Ellefson, Wastewater Treatment Director Anding, Operations Manager Koenig and Superintendent Kaltenberg. Excused Thom and Beckman.

It was reported that the City Clerk, as required by appropriate Wisconsin Statutes, had given proper public notice of the meeting.

The Agenda for the meeting was approved on a motion by Arnold, second by Rule. Motion carried.

The Consent Agenda, which consisted of the September 22nd Commission Meeting minutes and the Outage Report was approved with on a motion from Rule, second by Curtis. Motion carried.

UNFINISHED BUSINESS:

Sewer Rate Study: Motion by Andler, second by Rule to recommend to City Council the rate structure for the Town of Elba and the Village of Fall River. Motion carried.

Motion by Curtis, second by Arnold to approve the sewer rate adjustments and recommend to City Council changes to the related Sewer Ordinance. Motion to amend by Curtis, second by Arnold to approve the sewer rate adjustments effective date as November 30, 2022. Roll Call: Andler aye, Rule aye, Arnold aye, Motiff aye, and Curtis aye. Motion carried.

Utilities Internal Financial Policy; Shared Expenses: Motion by Rule, second by Arnold to approve the proposed Utilities Internal Financial Policy; Shared Expenses. Motion carried.

NEW BUSINESS:

Financial Reports: Sup't Kaltenberg reviewed the financial reports.

Cash Disbursements/Accounts Payable Reports: The Commission reviewed the September Cash Disbursements Report; checks numbered 22794-22832 and 37 wire and ACH transfers, totaled \$1,188,044.82. The Commission reviewed the Accounts Payable Report totaling \$94,441.95 and the Purchase Order Register totaling \$6,899.69. Motion by Curtis, second by Arnold to approve paying the requests from the AP Report and the Purchase Order Register. Roll call vote: Arnold aye, Motiff aye, Curtis aye, Rule aye and Andler aye. Motion carried. Reports were approved and placed on file.

Adjourn to closed session pursuant to Wis. Stats. section 19.85 (1)(f), considering financial, medical, social or personal histories, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data; specifically, to discuss delinquent utility accounts to be placed on the tax roll. Motion by Arnold, second by Curtis to go into closed session. Roll call vote: Motiff aye, Arnold aye, Rule aye, Curtis aye and Andler aye, motion carried and the meeting convened to closed session at 6:49 pm.

Motion by Arnold, second by Andler to reconvene to open session. Motion carried. The meeting reconvened to open session at 7:00 pm.

Motion by Arnold, second by Andler, to approve the Eligible Delinquent Utility Accounts to be placed on Tax Roll as presented. Roll call vote, Curtis aye, Motiff aye, Andler aye, Rule aye, and Arnold aye. Motion carried

2023 Utility Budget: Sup't Kaltenberg reviewed the changes in the 2023 Utility Budget. Motion by Andler, second by Curtis to approve the final proposed 2023 Utility Budget as presented with ratification from the City Council. Roll call: Rule aye, Arnold aye, Motiff aye, Arnold aye, and Curtis aye. Motion carried.

Motion by Arnold, second by Rule to adjourn to closed session under Wis. Stat. § 19.85 (1) (C) to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Arnold aye, Cutis aye, Andler aye, Rule aye, and Motiff aye, motion carried and the meeting convened to closed session at 7:05 pm.

Motion by Arnold, second by Curtis to reconvene to open session. Motion carried. The meeting reconvened to open session at 7:43 pm.

Action from closed session: No action was taken from the closed session.

Superintendent Kaltenberg's Report:

- The Columbus Utilities crew has been working on the following:
 - Open Point Field Inventory
 - Electric service upgrades
 - Scales and Tank replacement at WP #1 & WP #2
 - Lead Lateral Replacements
 - Clarifier and Scum pit cleaning
 - Replacement of failed filter influent level sensor
 - Repair of filter #1 backwash waste valve
 - Starting to haul sludge to fields

- On September 20th, the first 2022 request for disbursement for private lead service line financial assistance program was filed for \$60,664.00; this is for 16 lateral replacements. The funds were received on October 12th.

- On Tuesday, September 27th, a WPPI Systems Administrator was onsite to configure and install the new server. On October 6th she worked remotely with Civic to install Caselle and migrate the databases.

- On Friday, September 30th, a Microsoft Teams meeting was held with Baker Tilly to discuss the preparation of the 2023 utility audits. The audit is scheduled for February 13th - 15th.

- On Monday, October 10th, Mason Mosher, the new Apprentice Lineman started with the utilities.

- The week of October 17th, Apprentice Lineman Boness will be attending Northeast WI Technical College for Apprenticeship Electrical Lineworker schooling.

- The week of September 19th, WWTP Operator Priesgen attended Basic Wastewater/certification review course.

Motion by Andler, second by Arnold to adjourn at 7:46 p.m. Motion carried.

****Next Scheduled Meeting – Thursday, November 17th, 6:30 pm at Columbus City Hall****

Respectfully Submitted,

Brook Andler
Columbus Utility Commission Secretary

**Columbus Public Library
Library Board Meeting
Tuesday, September 20, 2022
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:00 p.m.

Roll Call: Present remotely: Lindsey Ganz, Pete Kaland, Jim Schieble, Sue Salter, Dana Pike, Joanna Binsfeld, Deb Haeffner, Trina Reid, Nora Vieau, Merry Anderson

Adoption of the Agenda: Jim moved and Nora seconded a motion to approve the agenda. Motion carried.

Disposition of Minutes: Deb moved and Dana seconded a motion to approve the minutes including the closed meeting minutes. Motion carried.

Financial Report: Jim noted that we pay \$11 annually for rental of a safety deposit box. While this is not a large expense, do we even need it? Pete noted we should determine if the box contains important documents before cancelling it. With interest rates rising, Jim will investigate higher yielding CDs. Joanna moved and Sue seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$8,570.89 reported. Sue moved and Merry seconded a motion to approve the bills. Motion carried.

Director's Report: Pursuant to the fire safety inspection, some areas, primarily storage, are being repaired and reorganized. The warped, unstable shelves in the downstairs office were taken down and the wall repainted. New shelves will be installed. Many items from the library are being moved to the Annex basement and stored in purchased containers.

"The Sum of Us" by Heather McGhee will be the subject of an in-person book club with optional virtual participation. The book focuses on racism in politics and policymaking.

The upstairs radiator began leaking again. Lindsay contacted TAS to remove the radiator since it is close to another radiator and located below the mini-split unit. This radiator has leaked before so the carpet and flooring may need to be replaced due to musty smell. The library also does not have any hot water. DPW determined the water heater needs replacement. Also, there is a sewage smell coming from the men's restroom.

Lindsey met with Lodi and Cambria directors to prepare for Columbia County budget presentation. The request is for the same amount as last year although the county asked for a reduction.

Helen Wirka, Youth Services Coordinator, has begun UW-Madison's Youth Services 101 class.

Library staff attended the Middle School Open House and added new patrons.

Lindsey is searching companies to create specs for the roof replacement project. She also is creating a draft monthly action calendar for board meeting agenda items and next year's goals.

President’s Report: None

Friends of the Library: No meeting this month.

Correspondence: None

Committee Reports: Personnel Committee is preparing a survey to help create/revise the evaluation document.

Trustee Training: Lindsey presented “Planning for the Library’s Future.” Planning for the future is a process of envisioning the future—usually five years out--of both the community and the library and setting a direction for the library. Planning helps the staff and Board assess community attitudes toward the library, set priorities and goals. The planning document provides a guide and a record of decisions. *Planning for Results* is a thorough blueprint for planning but it is time-intensive and involves a fairly large number of participants. A more simplified process can still provide the needed information. A first step for the volunteer planning committee is gathering statistics/information about the community e.g., population demographics, growth areas, economic factors and education profile, along with library statistics e.g., services offered, usage patterns, collection composition. Volunteers may be recruited from elected city officials, municipal employees, PTA members and teachers, social & civic organizations, representatives from religious groups, library users and non-users. The Plan Outline includes an introduction, mission statement, proposed new and revised services proposed with related objectives and a means of evaluation.

Unfinished Business: COVID-19 Library Procedures: Continuing CDC guidelines.

Library Director Goals: Lindsey presented both annual goals—beginning Sept. 2022 through December 2023—with a timeline and measurable results along with a Library Monthly Action Calendar—beginning January 2023—for board meetings. Board members discussed the incidence of recurring issues and whether it is feasible to have an overall assessment of the building so that we could develop a repair/replacement schedule. This is due to ongoing issues that take up director’s time and may affect completion of other goals. The Library Monthly Action Calendar was accepted with no formal action. Nora moved and Deb seconded a motion to approve the 2023 Library Director Goals. Motion carried.

Library Roof: Letters sent to several firms requesting assistance in creating specs for repair. Two negative responses received to date.

New Business: Monthly Library Board Action Calendar. See Library Director Goals above.

Library Positions: Library Assistant and Marketing Assistant. These positions have the same job description. Changes are proposed to amend the work hours. The Library Assistant position will increase to 8-10 hours/ week to make up for the hours formerly covered by the page position. Nora moved and Jim seconded a motion to approve this change. Motion carried. The Marketing

Assistant work hours would increase from 20 to 24 hours/week. Sue moved and Dana seconded a motion to approve this change. Motion carried.

2023 Draft Budget: Lindsey presented a draft budget for Board consideration prior to presenting it to the City Council. The budget is based on the 70 per cent contribution from Columbia County. Major changes include an additional estimated \$52,000 for infrastructure i.e., roof, A/C and heating units, general repair and maintenance. It assumes 3.5 per cent salary increases and increasing the Youth Services Director to full time. The total request is slightly more than \$2,000 over 2022.

Create Strategic Planning Committee: One of the Director Goals is a strategic plan prepared by a strategic planning committee of about 8 people including community members. Shirley Berkeley from the Friends of the Library will be invited. Board members include Lindsey and Jim and, tentatively, Dana and Joanna.

Adjournment: Deb moved and Jim seconded a motion to adjourn. Motion carried.

Next scheduled board meeting October 18, 2022.

Respectfully submitted.
Merry Anderson, Secretary

**Columbus Public Library
Library Board Meeting
Tuesday, October 18, 2022
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:00 p.m.

Roll Call: Present remotely: Lindsey Ganz, Pete Kaland, Jim Schieble, Sue Salter, Dana Pike, Joanna Binsfeld, Deb Haeffner, Trina Reid, Nora Vieau, Merry Anderson

Adoption of the Agenda: Jim moved and Joanna seconded a motion to approve the agenda. Motion carried.

Disposition of Minutes: Jim asked if time of adjournment should be included in the Minutes. Merry agreed to add. Jim moved and Deb seconded a motion to approve the minutes. Motion carried.

Financial Report: Jim asked if the Board should consider moving CD-2 to a higher yielding CD option such as E.D. Jones or another financial advisor. We also discussed laddering CDs, i.e., investing in different maturity dates to increase yield. Pete moved and Jim seconded a motion to explore these options. Motion carried. Joanna moved and Sue seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$5,606.35 reported. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: See New Business for 2023 proposed budget.

The Columbia County budget hearing will be November 15 at 9:00 a.m. The Columbia County Board Finance Committee voted an approximately 1 percent decrease in funding for county libraries. The 10 county libraries are requesting the same funding as 2022. Written support for libraries is requested. Deb is providing postcards for mailing to local representatives reflecting this support.

The library now offers Family Board Game Night on fourth Fridays from 6:00 to 9:00 p.m. The first event drew 16 people. Mark Croft will perform live at the Senior Center October 21 at 6:30 p.m.

The plumber reported the hot water heater is too old to get replacement parts but hot water then returned to the bathrooms and kitchen so it is working now. DPW has been unable to resolve the sewage smell from the men's restroom. A service request was sent to #1Plumbing.

Lindsey is serving on the "local holds" workgroup to discuss a pilot program. "Local holds" means holding new books on our own shelves initially so our patrons have first call.

Lindsey presented at the Columbia County Finance meeting where it was decided to drop library funding to a 70 percent reimbursement rate. Lindsey met with other library directors to discuss an appeal and getting public support. Lindsey also attended the Dodge County planning meeting. Dodge County plans to keep the same 100 percent funding rate as last year. Lindsey also attended the City of Columbus Budget public meeting.

Lindsey completed two webinars: Technology on the Horizon and People-Centered Fundraising.

RE: Library Director Goals, Lindsey continues to work with Kyle Ellefson, City Administrator, and Jerry Lentz, DPW Director, to obtain specs for roof replacement for the Library, Annex and two other city buildings.

President's Report: Per City policy, we should return to meeting in-person. Board will decide at November meeting.

Friends of the Library: FOL voted to have one person attend the county budget meeting. The FOL also met to discuss improving the organization.

Correspondence: None

Committee Reports:

Personnel Committee: Did not meet. Lindsey resending evaluation instrument survey.

Strategic Planning Committee: Met with SCLS representative on October 18; will continue to meet monthly

Building and Grounds Committee: Did not meet. Board discussed impact of landmark designation on CPL responsibility for the cost of future repairs. Board also discussed whether we should repair hot heater. Continuing to seek proposals for roof repair.

Trustee Training: None

Unfinished Business: COVID-19 Library Procedures: Continuing CDC guidelines. Decided to remove this item from the agenda.

Library Roof: See Building and Grounds Committee

New Business: See Library Director Goals above.

2023 Draft Budget: Lindsey presented a revised draft budget for Board consideration prior to presenting it to the City Council. As noted above, Columbia and Dodge County reimbursements have not been finalized and the draft budget continues to be based on the 70 per cent contribution from Columbia County. As noted in the September minutes, draft includes an additional estimated \$52,000 for roof, A/C and heating units, general repair and maintenance; 3 per cent salary increases and increasing the Youth Services Director to full time. The draft budget includes a carryover from 2021 that can be used for the roof and/or other repairs. The Board controls these funds. Insurance reimbursement from expenses related to the power surge will not be reflected in this budget cycle. The Board discussed raising the rents on Annex rooms. Merry moved and Joann seconded a motion to present the revised draft budget as proposed to the City.

Adjournment: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:25 p.m.

Next scheduled board meeting November 15, 2022.

Respectfully submitted.

Merry Anderson, Secretary

MINUTES of COLUMBUS POLICE AND FIRE COMMISSION

November 16, 2022

City of Columbus, City Council Chamber

Columbus, WI 53925

- 1) Meeting called to order at 6:04 p.m. by PFC Chair Olson.
- 2) Roll Call: PFC Members present: L. Olson, T. Sumnicht, L. O'Donnell, Z. Kianovsky.
PFC Members absent: R. Rule. (CPD Chief Weiner, CFD Chief Hazeltine, and City Counsel Liaison T. Reid also in attendance.)
- 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 O'Donnell. Motion carried unanimously.
- 5) Motion by Rule to approve minutes of meeting of 10/24/2022. Motion seconded by Olson. Motion to approve minutes carried unanimously.
- 6) Public Comments: None.
- 7) New Business:
CFD oral report given by Chief Hazeltine.
CPD oral report given by Chief Weiner, supplementing written reports provided.
Motion by Kianovsky to go into closed session per Wis. Stat. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the PFC has jurisdiction or exercises responsibility. Seconded by O'Donnell. Motion to go into closed session passed unanimously.

PFC then convened in closed session at 6:50 p.m. to consider and interview candidate(s) for Columbus Fire Department Firefighter position, Columbus Police Department Sergeant position, and Columbus Police Department Patrol Officer position.

Motion to reconvene in open session by Kianovsky. Seconded by O'Donnell. Motion to reconvene in open session passed unanimously.

PFC then reconvened in open session at 8:20 p.m.

Motion by Kianovsky to approve placement of Nathan Barnes on CFD Firefighter eligibility list. Seconded by Sumnicht. Motion passed unanimously.

Motion by Kianovsky to place Michael Rosecky on CPD eligibility list for Sergeant position. Seconded by O'Donnell. Motion passed unanimously.

Motion to Sumnicht to place Matt Dammen on eligibility list for CPD Patrol officer position. Seconded by Kianovsky. Motion passed unanimously.

MINUTES of COLUMBUS POLICE AND FIRE COMMISSION

November 16, 2022

City of Columbus, City Council Chamber

Columbus, WI 53925

- 8) Motion by Kianovsky to adjourn. Seconded by O'Donnell. Motion to adjourn passed unanimously. PFC adjourned at 8:25 p.m.

The next regular meeting of the PFC is scheduled for 6:00 p.m., on Wednesday, February 8, 2023, 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 12/21/2022

2023 AGENDA ITEM

Committee of the Whole Meeting date: January 3, 2023

Council Meeting date: _____

ITEM: Garbage/Recycling Contract Status

DETAILED DESCRIPTION OF SUBJECT MATTER:

Our Garbage/Recycling contract with Columbia County began in 2017, and the Council extended the Contract for an additional year in the September of 2022, with the stated intent of beginning the RFP process in approximately 6 months.

I recently received a message from a Columbia County representative, and I was informed that another municipality may be contracting with the County, and that would stretch the County's capacity with trucks and drivers to the limit, and that "the time to make sure that Columbus secures a favorable contract beyond one year would be now."

The RFP process could start quickly, but may take some time to develop full details and specifications prior to releasing a request for competitive proposals. The entire process is anticipated to take several months depending on the extent of review and evaluation desired. The Council could also forgo the RFP process and negotiate directly with Columbia County Solid Waste, although we will likely miss out on the opportunity to evaluate how competitive our current arrangement is compared to the marketplace. Interacting with Columbia County regarding their contract they have has been confident in the value they deliver, but it is also worth considering if urgency now, nearly 1 year before the contract expires, may also benefit the County if it precludes the City from evaluating other providers.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

ACTION REQUESTED OF COUNCIL:

Give staff direction regarding actions to take, if any, regarding the garbage contract/RFP process.

RESOLUTION NO. _____

**A RESOLUTION TO AUTHORIZE THE CITY CLERK TO SELECT AND EMPLOY
TABULATORS FOR ELECTIONS**

WHEREAS, Section 7.30(3) of the Wisconsin Statutes allows the Common Council to authorize the City Clerk to select and employ tabulators for any election,

NOW, THEREFORE, the City of Columbus Common Council does hereby resolve as follows:

1. The City Clerk is authorized to select and employ tabulators to assist the election inspectors after the polls have closed following an election.
2. The tabulators shall assist and be under the direction of the election inspectors.
3. This authorization applies to all elections until the authorization is modified or revoked.

Approved by the City of Columbus Common Council on the ____ day of _____,
2023.

Mary Arnold, Mayor

Patricia Goebel, Clerk