

**AMENDED
CITY OF PRINCETON
COMMON COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, SEPTEMBER 11, 2012
7:00 PM**

1. CALL TO ORDER AND ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. APPROVAL OF AGENDA
4. APPEARANCES FROM THE PUBLIC
5. CONSENT CALENDAR
 - A. Minutes for Approval:
 - i. August 28, 2012
 - B. Operators Licenses
 - i. Louis David Tomashaski (new)
6. MAYOR'S REPORT
 - A. Proclamation – Jane Walker and Carol Beilski
 - B. Roof Permits – Memo regarding Ellison Agenda request
 - C. Revised 2012 Operating Budget Schedule – Typos
 - D. Election Training – Webinar Series
 - E. Updated Building Permit Fee Schedule
7. REPORTS
 - A. Police Chief
 - B. Library Director
8. COMMUNICATIONS
9. NEW BUSINESS
 - A. Discussion and/or action: Ordinance 2012-04, which reinstates the requirement to obtain a building permit for reroofing repairs
10. ADJOURN

* The meeting room is accessible to all. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Administrator's office at 920.295.6612 with as much advance notice as possible. The City now uses digital audio recording equipment for records purposes. If you have any questions please contact the City Clerk.

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AMENDED
CITY OF PRINCETON
COMMON COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, AUGUST 28, 2012
7:00 PM

1. **CALL TO ORDER AND ROLL CALL.** Mayor Mosolf called the meeting to order at 7:00 PM. In attendance were Alderpersons Garro, Kallenbach, Roehl, Magnus, Hardt, Kallas, Administrator Weidl, and Mayor Mosolf.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA** Garro motioned to approve the agenda seconded by Magnus. Carried 6-0.
4. **APPEARANCES FROM THE PUBLIC**
 - Maureen Ellison 115 Harvard Street Re-roofing permit-different interpretation, asking for it to be on the next agenda.
 - Matt Greget 525 Water Street Grass cutting behind 517/519 Water St., removal of dumpster on Pearl St., Hiring of part-time General Laborers -prerequisites, CDL's, Council Member in top five (5), hiring two part-time positions to replace 40 hour position, and city workers replacing garbage bags.
 - Jessica Sedarski 201 W Main Street Jessica read a statement expressing frustration with the City Administrator.
 - John Zelenski 616 Water Street Questions about the people being hired for the part-time General Laborer positions.
5. **CONSENT CALENDAR**
 - A. Minutes for Approval:
 - i. August 16, 2012
 - B. Operators Licenses
 - i. Cassandra ML Hillmer (new) Kallenbach motioned to approve the Consent Calendar, seconded by Garro. Carried 6-0.
6. **MAYOR'S REPORT**
 - A. **Election Inspector Resolution Memo** Mayor Mosolf read the memo and explained why he took Election Inspector Resolution off the agenda: No matter the outcome it would not effect the 11/6/12 Election, more time is needed for fact finding, and would like a Workshop to discuss the best way to proceed.
7. **ADMINISTRATORS REPORT**
 - A. **Berlin Ambulance Service Memo** Adminstrator Weidl discussed the memo.
 - B. **Water Rates – effective first billing cycle in January 2013** Administrator Weidl stated new rates would to into effect January 2013.
 - C. **September 11, 2012 Council Meeting I will be in Madison for a process improvement conference** Administrator Weidl wanted to let the Council know he would not be at the meeting, that he would be at a Conference.
8. **OLD BUSINESS**
 - A. **Discussion and/or action: Removal of either Ordinance 13-1-72(d) or 13-1-104(e)(2) – Please see the changes as requested by the Council. Hardt motioned to accept Ordinance 13-1-72-(d), with the addition of 10' minimum, and repeal Ordinance 13-1-104(e)(2), seconded by Magnus. Carried 6-0.**
9. **NEW BUSINESS**
 - A. **Discussion and/or action: Street Use Permit Application: Please see Mr. Trotter's Application requesting to close Water Street to Short Street. Administration contacted Mr. Trotter requesting he be present to answer the Council's questions. Garro motioned to approve the Street Use Permit Application from Mr. Trotter, seconded by Hardt, Carried 6-0.**
 - B. **Discussion and/or action: New Building Permit Fee Schedule: Please see the fee schedule recommended by the Plan Commission for approval by the Common Council. Hardt motioned**

to approve new permit fee schedule with these stipulation: Remove section five (5) Minor Repairs, remove Zoning Administrator fees in all sections, remove fuel charge, and clarify square footage for signs, seconded by Kallenbach. Carried 5-1 with Kallas voting against.

10. **COMMUNICATIONS** Alderperson Roehl read a statement about items in closed session staying in closed session, listen to what people have to say, and taking people's thoughts into consideration. Alderperson Magnus if someone has an issue to speak with Council Members. Betty Wagner, Maureen Ellison and John Zelenski had some issues with the City Administrator.

11. **CLOSED SESSION** Kallenbach motioned to go into closed session pursuant to WI State Statute 19.85 (1)©: Considering employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility-Part-Time General Laborer(s) and City Administrator mid-year evaluation, seconded by Garro. Carried 5-0.

A. 19.85 (1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

i. Part-Time General Laborer(s) Hardt motioned to approve the recommendation of the hiring committee to hire Greg Trimble and Benjamin Meyer as Part-time General Laborers for \$13.50 per hour and not to exceed 1560 hours per year, seconded by Garro. Carried 3-1 with Hardt, Garro, and Magnus voting yes, Roehl voting no, and Kallenbach abstaining Garro motioned to release the closed session minutes, seconded by Kallenbach. Carried 5-0.

B. 19.85 (1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

i. **City Administrator mid-year evaluation** The mid-year evaluation of the City Administrator was discussed.

12. **ADJOURN** Mayor Mosolf adjourned the meeting at approximately 9:30 PM.

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6A

CITY OF PRINCETON PROCLAMATION

JANE WALKER - MEGOW PARK

WHEREAS, Jane Walker is a business owner in the City of Princeton; and

WHEREAS, The City of Princeton has revitalized its efforts to continuously encourage and support the beautification and enhancement of open and public spaces; and

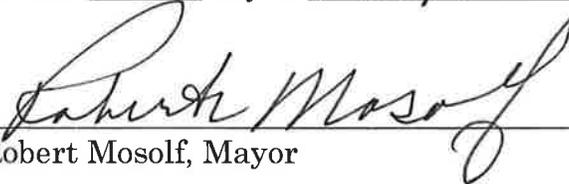
WHEREAS, Jane Walker continues to promote the beautification of the Princeton's Historic Downtown and Megow Park; and

WHEREAS, over the years, Jane Walker has devoted countless hours and great effort on behalf of the residents, business owners, and visitors in the City of Princeton; and

WHEREAS, The City of Princeton recognizes the outstanding contributions of its business owners and/or residents; and

NOW THEREFORE, I, Robert Mosolf, Mayor of the City of Princeton, do hereby proclaim the 12th day of the month of September in the year 2012 to be officially designated as Jane Walker Day. I urge residents and business owners of our municipality to pay tribute to this fine person and contributor to our community.

Dated this 12 day of SEPT, 2012

By 
Robert Mosolf, Mayor

CITY OF PRINCETON PROCLAMATION

CAROL BEILSKI - MEGOW PARK

WHEREAS, Carol Beilski is a vested community member of the City of Princeton; and

WHEREAS, The City of Princeton has revitalized its efforts to continuously encourage and support the beautification and enhancement of open and public spaces; and

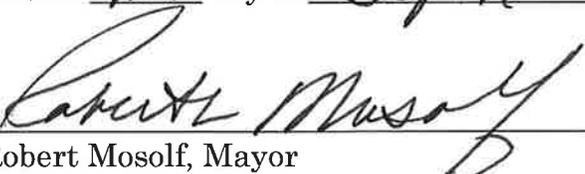
WHEREAS, Carol Beilski continues to promote the beautification of the Princeton's Historic Downtown and Megow Park; and

WHEREAS, over the years, Carol Beilski has devoted countless hours and great effort on behalf of the residents, business owners, and visitors in the City of Princeton; and

WHEREAS, The City of Princeton recognizes the outstanding contributions of its business owners and/or residents and visitors; and

NOW THEREFORE, I, Robert Mosolf, Mayor of the City of Princeton, do hereby proclaim the 12th day of the month of September in the year 2012 to be officially designated as Carol Beilski Day. I urge residents and business owners of our municipality to pay tribute to this fine person and contributor to our community.

Dated this 12 day of Sept., 2012

By 
Robert Mosolf, Mayor

LB

Mayor
Bob Mosolf



City Alderpersons
Patti Garro
Greg Hardt
Dan Kallas
Jasper Kallenbach
Victor Magnus
Lara Roehl

City Administrator
John S. Weidl

531 S. Fulton Street, PO Box 53, 54968, (920) 295-6612
Where recreation and relaxation come together...

To: Maureen Ellison
From: Robert L. Mosolf, Mayor and John S. Weidl, City Administrator
Date: 8/31/2012
RE: **Roof Permits**

After speaking with the City Attorney to review the documents you provided, and based on all available documents at City Hall, you are not required to obtain a building permit for your roof.

We apologize for the inconvenience.

We consider this matter resolved and therefore it will not appear on any subsequent Common Council agenda.

Please contact the City Attorney directly at 920-745-2800 with any additional questions.

CC: Common Council, Wurtz Law

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WC

2012 OPERATING BUDGET SCHEDULE

Friday, July 27, 2012	Budget Memo to Department Heads
Thursday, August 2, 2012	Budget Team Meeting 8AM CH conf. room
Friday, September 14, 2012	Deadline for Department Heads to Submit 2012 Departmental Budget Requests and Year-end Projections to City Administrator
Monday, September 17, 2012 to Thursday, September 21, 2012	City Administrator Meets with Department Heads to Discuss Budget Requests
Friday September 21, 2012 to Monday October 8, 2012	Budget Presentation Preparation
Friday, September 28, 2012	Staff Meeting to Discuss Proposed Budget Recommendations
Friday, October 5, 2012	Distribution of budget recommendation to City Council and Budget Team meeting to practice budget presentations.
Tuesday, October 9, 2012	City Council Budget Review Session
Tuesday, October 23, 2012	City Council Budget Review Session (Tentative, Subject to Change)
Thursday, November 8, 2012	Public Hearing Notice for 2012 Annual Budget to Princeton Times-Republic for Statutory Publication 15 Days Prior to Public Hearing
Tuesday, November 13, 2012	Final Council Budget Review Session (Tentative, Subject to Change)
Tuesday, November 22, 2012 @ 6PM	FY2013 Budget Public Hearing
Tuesday, November 28, 2012 @ 7PM	Council Adoption of FY2013 Annual Budget
Thursday, December 6, 2012	Publication of FY2013 Annual budget

State of Wisconsin\Government Accountability Board

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JUDGE DAVID G. DEININGER
Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: August 31, 2012

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Nathaniel E. Robinson
Elections Division Administrator
Government Accountability Board

SUBJECT: New Elections Administration Training webinar series schedule
(September 2012 – October 2012)

As we announced in July, in an effort to serve our election partners more effectively, the Government Accountability Board has developed a new Elections Administration Training webinar series in lieu of a new series of WisLine program teleconferences in 2012-2013. As many of you are already aware, we have been utilizing webinar software to conduct training sessions, host teleconferences and develop educational modules that can be attended live, recorded, and posted on our website for clerks and other local election officials to access and use on-demand. The first webinar in the new series, "Preparing for the August Partisan Primary," was conducted in August as part of our "Back to Basics" education and training initiative and provided important information on counting votes, proof of residence and signing the poll list.

We feel the webinars we develop and conduct over the next year will be more timely and responsive to election law changes at the state level and will provide information and updates you need to continue to perform your job duties effectively. The programs and materials will also be free for you to download from our website for your own education and for training your election inspectors. .

Webinar access information and related materials will be posted under "Recent Clerk Communications" on the Monday prior to each webinar. The webinar recording and a list of frequently asked questions will be posted after the webinar for clerks to use for their education and training their election inspectors.

The following is a list of webinars developed to prepare election officials for the November 2012 election. The webinars count toward the hours clerks and chief inspectors need for recertification. The webinars will include, but are not necessarily limited to, the topics listed below their titles.

**Elections Administration Training Webinar Series
"Back to Basics"**

Absentee Voting Rules and Procedures

September 12, 2012, 9:00 a.m. – 11:00 a.m.

- Categories of Absentee Electors**
- Nursing Home Voting Procedures**
- Processing Late-Arriving Absentee Ballots**
- Absentee Ballot Log**

Election Day Duties from 7 a.m. to 8 p.m.

September 19, 2012, 9:00 a.m. – 11:00 a.m.

- Polling Place Set-Up**
- Opening the Polls**
- Registration/Voting Process**
- Closing the Polls**
- Post-Election Checklist**

ALL (Shag/Faye / Ashley / Maurice / Helene)

Election Day Officials/Special Topics

September 26, 2012, 9:00 a.m. – 10:30 a.m.

- Election Observers**
- Issuing a Provisional Ballot**
- Challenging Voters**
- Assisting Voters**
- Curbside Voting**
- Absentee Ballot Log**

Shag/Faye

Preparing for the November Election

October 10, 2012, 9:00 a.m. – 10:30 a.m.

- Elimination of Straight Party Voting**
- Election Day Issues**
- Municipal Board of Canvass**
- Voter Verification Postcards**

ALL

Either Clerk/Deputy @ all training

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state. Additional webinars targeted to the 2013 elections will be posted at a later date. Please send any comments or suggestions you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

cc: Kevin J. Kennedy
Director and General Counsel
Government Accountability Board

Ross D. Hein
Elections Supervisor
Government Accountability Board

CE

CITY OF PRINCETON BUILDING PERMIT FEE SCHEDULE

AUGUST 15, 2012

1.....New construction and additions-residential (single and 2-story)

(includes HVAC, plumbing and electrical).....	\$00.18 SF
Erosion control.....	\$60.00
State stamp.....	Set by State
Plan review (1 story).....	\$50.00
Plan review (2 story).....	\$75.00
Bond (returned after occupancy permit issued).....	\$1500.00

2.....New construction & additions-commercial/industrial, warehouses-storage buildings-and
Garages

Building.....	\$00.10 SF
Plumbing.....	\$00.03 SF
Heating.....	\$00.03 SF
Electrical.....	\$00.03 SF
Fire protection/sprinkles.....	\$.1.00/head
State submittal review (under 50,000 CF).....	Wisconsin Dept. of Commerce Schedule
Bond (under 10,000 SF)(returned after occupancy permit issued).....	\$1500.00
Bond (over 10,000 SF)(returned after occupancy permit issued)	\$3000.00
Erosion control.....	\$60.00

3.....New construction & additions-multi-family, assisted living, nursing homes, etc.

Building.....	\$00.10 SF
Electrical.....	\$00.03 SF
HVAC.....	\$00.03 SF

Plumbing.....	\$06.00 Fixture
Fire protection/sprinkler.....	\$01.00 Head
State submittal review-under 50,000 SF.....	per Wis Dept.of Commerce Schedule
Bond (under 10,000 SF)(returned after occupancy permit issued).....	\$1500.00
Bond (over 10,000 SF)(returned after occupancy permit issued).....	\$3000.00
Erosion control.....	\$60.00
4.....Miscellaneous building	
Remodeling under \$20,000 value.....	\$04.00/\$1000
Remodeling over \$20,000 value.....	\$03.00/\$1000
(plumbing, HVAC, and electrical require separate permits)	
Plumbing per fixture.....	\$06.00
Plumbing Lateral.....	\$60.00
Electrical service work (over \$1000.00).....	\$65.00
HVAC replacement.....	\$20.00
Add-on AC.....	\$20.00
Moving permit garage.....	\$50.00
Moving permit other than garage.....	\$75.00
Razing-single or two-family.....	\$75.00
Razing-residential garage.....	\$50.00
Razing-commercial/industrial.....	\$150.00
Sign base fee.....	\$20.00
Sign of total sign area SF.....	\$00.50
Zoning review.....	\$25.00
Site plan review.....	\$50.00

Permission to start early.....\$100.00

(footing and foundation only)...\$00.02 SF..... whichever is greater

Minimum fee (new fences, pools*, decks, prefab sheds.....\$25.00

*Does not include above ground inflatable pools

*IF WORK HAS STARTED PRIOR TO ISSUANCE OR PERMISSION TO START IS GRANTED BY THE BUILDING INSPECTOR, ALL FEES SHALL BE DOUBLED.

*BUILDING PERMIT MUST BE POSTED IN FULL VIEW

ORDINANCE NO. _____

8A

**ORDINANCE TO AMEND SUBSECTION 15-1-2 (a)(1)
PERMIT REQUIRED OF THE
MUNICIPAL CODE OF
THE CITY OF PRINCETON, WISCONSIN**

WHEREAS, the Common Council for the City of Princeton is desirous to amend Subsection 15-1-2 (a)(1) Permit Required of the Municipal Code; and

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF PRINCETON, WISCONSIN THAT SUBSECTION 15-1-2 (a)(1) PERMIT REQUIRED IS AMENDED TO READ AS FOLLOWS:

Sec. 15-1-2 Permit Required.

(a) Permit Required.

(1) General Permit Requirement. No building of any kind shall be removed within or into the City of Princeton and no new building or structure, or any part thereof, shall hereafter be erected, or ground broken for the same, or enlarged, altered, moved, demolished, razed or used within the City, except as herein provided, until a permit therefore shall first have been obtained pursuant to this Chapter by the owner, or his/her authorized agent, from the Zoning Administrator or the City Administrator pursuant to this Section. Prior to commencing any of the following work, the owner or his/her agent shall obtain a valid permit for:

- a. New buildings.
- b. Additions that increase the physical dimensions of a building including decks.
- c. Alteration to the building structure (the cost determination shall include market labor value) or alterations to the building's heating, electrical or plumbing systems.
- d. Exempted are finishing of interior surfaces, installation of cabinetry, and minor repair as deemed by the Zoning Administrator.
- e. Any electrical wiring for new construction or remodeling.
- f. Any HVAC for new construction or remodeling.
- g. Any plumbing for new construction or remodeling.
- h. All roofing and reroofing projects.
- i. Exempt are normal repairs performed in Subsection (a)(1)e-g.

Bob Mosolf, Mayor

ATTEST:

John Weidl, City Administrator

AYES _____ NAYES _____
PASSED THIS _____ DAY OF _____, 2012.
PUBLISHED THIS _____ DAY OF _____, 2012.