

CITY OF PRINCETON
COMMON COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, April 9, 2013
7:00 PM

1. CALL TO ORDER AND ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. APPROVAL OF AGENDA
4. APPEARANCES FROM THE PUBLIC
5. MAYOR'S REPORT
 - A. Code of Conduct
 - B. Bird City Proclamation
 - C. Update – UW Oshkosh project
 - D. Free teambuilding opportunity with the interactivity foundation
6. ADMINISTRATORS REPORT
 - A. Check Register
 - B. Watertower Update
 - C. Annual Ambulance Meeting
 - D. Ordinance Codification
7. CONSENT CALENDAR
 - A. Minutes for Approval:
 - i. March 26, 2013
8. OFFICER REPORTS
 - A. Police Chief
 - B. Library Director
 - C. Zoning Administrator
9. NEW BUSINESS
 - A. Discussion and/or Action: Resolution 2013-03 – Emergency Fund
10. OLD BUSINESS
 - A. Discussion and/or Action: Resolution 2013-02 – Contingency Fund
11. COMMUNICATIONS
 - A. Next meeting
 - i. Reorganizational Meeting 4/23/2013
 - ii. Committee Appointments
12. CLOSED SESSION
 - A. Wisconsin State Statutes 19.85(1)(e) 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.
 - i. Jefferson Street Property: Letter of Intent (continuation of discussion)
13. 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 offers digital audio recording equipment for records purposes. If you have any questions please contact the City Clerk.**

This agenda is for convenience purposes only and may not represent the most current version. If you require a copy of the official version of the agenda, please contact the City Clerk at 920.295.6612. All published meeting agendas of the Princeton Common Council are subject to changes.

International Migratory Bird Day

RESOLUTION

- **Whereas**, migratory birds are some of the most beautiful and easily observed wildlife that share our communities, *and*
- **Whereas**, many citizens recognize and welcome migratory songbirds as symbolic harbingers of spring, *and*
- **Whereas**, these migrant species also play an important economic role in our community, controlling insect pests and generating millions in recreational dollars statewide, *and*
- **Whereas**, migratory birds and their habitats are declining throughout the Americas, facing a growing number of threats on their migration routes and in both their summer and winter homes, *and*
- **Whereas**, public awareness and concern are crucial components of migratory bird conservation, *and*
- **Whereas**, citizens enthusiastic about birds, informed about the threats they face, and empowered to help address those threats can directly contribute to maintaining health bird populations, *and*
- **Whereas**, since 1993 International Migratory Bird Day (IMBD) has become a primary vehicle for focusing public attention on the nearly 350 species that travel between nesting habitats in our communities and throughout North America and their wintering grounds in South and Central America, Mexico, the Caribbean, and the southern U.S., *and*
- **Whereas**, hundreds of thousands of people will observe IMBD, gathering in town squares, community centers, schools, parks, nature centers, and wildlife refuges to learn about birds, take action to conserve them, and simply to have fun, *and*
- **Whereas**, while IMBD officially is held each year on the second Saturday in May, its observance is not limited to a single day, and planners are encouraged to schedule activities on the dates best suited to the presence of both migrants and celebrants, *and*
- **Whereas**, IMBD is not only a day to foster appreciation for wild birds and to celebrate and support migratory bird conservation, but also a call to action,

NOW THEREFORE I, _____, as _____ of the

Village/City/Town/County of _____, Wisconsin, do hereby proclaim _____, 20__ as

International Migratory Bird Day

in the village/city/town/county of _____, and I urge all citizens to celebrate this observance and to support efforts to protect and conserve migratory birds and their habitats in our community and the world at large.

Dated this _____ day of _____ in the year _____

Signed _____

Title _____

Interactivity Foundation

policy.

About IF

The Interactivity Foundation works to enhance the process and expand the scope and health of our public discussions by bringing people together in small group discussions of broad topics of public policy concern. Our Fellows conduct Project Discussions that engage separate panels of selected generalists and specialists on a public policy topic for a year or more of private (or “sanctuary”) discussions to develop and explore multiple policy possibilities, which are then worked into a Discussion Report. We also conduct and sponsor shorter series (3-4 sessions) of small group Public Discussions, which are open to all interested participants and use the possibilities from our Discussion Reports as the starting point for further exploration and development. Finally, we collaborate with certain college faculty to develop and support facilitated, student-centered Classroom Discussions.

The Interactivity Foundation is governed by a Board of Trustees, which administers the Foundation’s financial matters and generally its overall mission, and an Intellectual Development Committee (IDC), which handles all of the operational and day-to-day business concerns. IF’s main offices and office staff are located in Parkersburg, West Virginia. IF’s President, other members of the IDC, and each of the Fellows reside and work in other locations around the country. See the IF People page for more information.

The Interactivity Foundation is an operating foundation that does not make grants but does engage in selected joint research efforts with others. IF is a non-partisan, tax-exempt 501(c)(3) organization that does not engage in political advocacy for itself, any other organization or group, or on behalf of any of the policy possibilities presented in its Discussion Reports. The Foundation was established, under Delaware law, in 1965 by Jay Stern, a West Virginia businessman, whose significant contributions continue to fund the Foundation’s activities. See the IF History and Jay Stern bio pages for more information.

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25671	3/04/2013	ALLIANT ENERGY PURCHASED POWER	67,082.61
25672	3/04/2013	CENTURYLINK sirens	489.00
25673	3/04/2013	CHARTER COMMUNICATIONS	63.28
25674	3/04/2013	HUBERTY & ASSOCIATES, S.C., CPA'S bookkeeper training	730.00
25675	3/04/2013	ICS-MEDICAL ANSWERING SERVICE	147.72
25676	3/04/2013	MBM LEASING WATER	211.42
25677	3/04/2013	MENARDS-OSHKOSH st supplies	105.06
25678	3/04/2013	STANTEC CONSULTING SERVICES, INC grant implementation	2,359.25
25679	3/04/2013	US POSTAL SERVICE	322.00
25680	3/04/2013	WASTE MANAGEMENT OF WISCONSIN sludge	67.21
25681	3/04/2013	WISCONSIN PROFESSIONAL POLICE ASSOCIATION UNION DUES	79.50
25682	3/05/2013	BARGENQUAST, MATT reimbursed for supplies	317.57
25683	3/05/2013	BELLIN HEALTH testing	85.00
25684	3/05/2013	BERLIN CONSERVATION CLUB membership	20.00
25685	3/05/2013	WURTZ LAW OFFICE ATTORNEY FEES	2,140.00
25686	3/05/2013	WEIDL, JOHN REIMBURSED FOR meetings	146.50
25687	3/08/2013	BARGENQUAST, MATTHEW Manual Check Pay period 02/17/2013 to 03/02/2013	1,674.23
25688	3/08/2013	BOWEY, MILDRED Manual Check Pay period 02/17/2013 to 03/02/2013	245.19
25689	3/08/2013	CLARK, ROBERT Manual Check Pay period 02/17/2013 to 03/02/2013	278.25

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25690	3/08/2013	DUHR, VICKI	1,144.58
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25691	3/08/2013	ELLIOTT, MARY	272.78
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25692	3/08/2013	FENSKE, GARY	748.43
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25693	3/08/2013	GARRO, PATRICIA	129.29
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25694	3/08/2013	JOLE, MICHAEL	1,174.26
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25695	3/08/2013	KALLAS, DANIEL	129.29
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25696	3/08/2013	KALLENBACH, JASPER	147.76
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25697	3/08/2013	KUGLIN, DAN	46.17
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25698	3/08/2013	KUKLINSKI, TED	298.77
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25699	3/08/2013	MAGNUS, VICTOR	129.29
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25700	3/08/2013	MANNING, KEVIN	284.89
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25701	3/08/2013	MANWEILER, JAN	228.37
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25702	3/08/2013	MOSOLF, ROBERT	144.69
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25703	3/08/2013	MRSTIK, NATHAN	1,183.13
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25704	3/08/2013	NICKEL, CHERYLE	915.47
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25705	3/08/2013	PREUSS, JASON	280.71
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25706	3/08/2013	ROEHL, LARA	129.29
	Manual Check	Pay period 02/01/2013 to 02/28/2013	
25707	3/08/2013	SCHMIDT, ERNEST	1,018.42
	Manual Check	Pay period 02/17/2013 to 03/02/2013	
25708	3/08/2013	SIMONSON, MITCHEL	872.02
	Manual Check	Pay period 02/17/2013 to 03/02/2013	

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25709	3/08/2013	VANDE KOLK, MATTHEW	157.46
		Manual Check Pay period 02/17/2013 to 03/02/2013	
25710	3/08/2013	WEIDL, JOHN	1,697.30
		Manual Check Pay period 02/17/2013 to 03/02/2013	
25711	3/08/2013	WILLIAMS, LEE	1,027.84
		Manual Check Pay period 02/17/2013 to 03/02/2013	
25712	3/11/2013	ADVANCED DISPOSAL GARBAGE	7,829.32
25713	3/11/2013	AL'S PUMPING SERVICE PUMP MANHOLE	180.00
25714	3/11/2013	APPAREL ART EMBROIDERY, LLC SWAT ITEMS-UNIFORM REIMBURSEMENT	26.50
25715	3/11/2013	BERLIN JOURNAL NEWSPAPER ADS	486.35
25716	3/11/2013	BOND TRUST SERVICES CORP DEBT FEE REF: 38178-PA	350.00
25717	3/11/2013	BOND TRUST SERVICES CORP DEBT FEE REF: 37997-PA	350.00
25718	3/11/2013	CHAPMAN METERING LLC WATTHOUR STANDARD CERTIFICATION	285.00
25719	3/11/2013	MENARDS-OSHKOSH st supplies	479.58
25720	3/11/2013	MIKE'S PAYLESS AUTO REPAIR REPAIRS	329.18
25721	3/11/2013	NEW ENERGY LLC STREETS	1,420.95
25722	3/11/2013	PRINCETON FIRE AND RESCUE DEPARTMENT PHONE	266.44
25723	3/11/2013	UNITED PARTS PLUS supplies	342.58
25724	3/11/2013	VAN HANDEL EXCAVATING, INC. GEOMELT	1,030.00
25725	3/11/2013	US POSTAL SERVICE postage	56.00
25726	3/13/2013	CITY OF PRINCETON - PETTY CASH POSTAGE	39.00
25727	3/15/2013	AIRGAS ACETYLENE	399.02

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25728	3/15/2013	ARAMARK mats for library	44.46
25729	3/15/2013	ASPA MEMBERSHIP	100.00
25730	3/15/2013	CENTURYLINK LIBRARY PHONE	108.88
25731	3/15/2013	CLEAR REFLECTIONS library cleaning January	110.00
25732	3/15/2013	COMMERCIAL TESTING LABORATORY INC AMMONIA NITROGEN	432.25
25733	3/15/2013	DUHR, VICKI reimbursed for books	1,015.66
25734	3/15/2013	HAMMER SONG, LLC REMOVE/INSTALL SHELVING	600.00
25735	3/15/2013	NAPARALLA TIRE TIRES FOR DUMP TRUCK AND SKID LOADER	2,346.41
25736	3/15/2013	NORTH AMERICA SALT COMPANY SALT	1,141.48
25737	3/15/2013	PIGGLY WIGGLY, SHERMS	69.71
25738	3/15/2013	US CELLULAR	326.03
25739	3/15/2013	UTILITY SALES AND SERVICE BUCKET TRUCK INSPECTION	1,210.21
25740	3/15/2013	WEIDL, JOHN REIMBURSED FOR meetings	200.75
25741	3/15/2013	WINNEFOX AUTOMATED LIBRARY SERVICES INV 1961	850.46
25742	3/15/2013	WINNEFOX COOPERATIVE TECHNICAL SERVICE inv 20130031	1,261.54
25743	3/15/2013	WINNEFOX LIBRARY SYSTEM INV 4719	22.29
25744	3/15/2013	WRWA technical conference	150.00
25745	3/18/2013	FLEET FARM TRUCK BOX	299.99
25746	3/18/2013	PRINCETON UTILITIES	9,132.45

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25747	3/18/2013	WISCONSIN-DEPARTMENT OF REVENUE SALES TAX	3,680.69
25748	3/21/2013	GREAT-WEST deferred comp Mike and Ernie	230.00
25749	3/21/2013	NATIONWIDE RETIREMENT SOLUTIONS deferred comp Lee and Cheryle	150.00
25750	3/22/2013	BARGENQUAST, MATTHEW Manual Check Pay period 03/03/2013 to 03/16/2013	1,674.23
25751	3/22/2013	BOWEY, MILDRED Manual Check Pay period 03/03/2013 to 03/16/2013	245.19
25752	3/22/2013	CLARK, ROBERT Manual Check Pay period 03/03/2013 to 03/16/2013	211.96
25753	3/22/2013	DUHR, VICKI Manual Check Pay period 03/03/2013 to 03/16/2013	1,144.58
25754	3/22/2013	ELLIOTT, MARY Manual Check Pay period 03/03/2013 to 03/16/2013	229.21
25755	3/22/2013	FENSKE, GARY Manual Check Pay period 03/03/2013 to 03/16/2013	641.52
25756	3/22/2013	GAUTHIER, PHILIP Manual Check Pay period 03/03/2013 to 03/16/2013	99.73
25757	3/22/2013	JOLE, MICHAEL Manual Check Pay period 03/03/2013 to 03/16/2013	1,206.30
25758	3/22/2013	MANNING, KEVIN Manual Check Pay period 03/03/2013 to 03/16/2013	129.59
25759	3/22/2013	MANWEILER, JAN Manual Check Pay period 03/03/2013 to 03/16/2013	217.48
25760	3/22/2013	MRSTIK, NATHAN Manual Check Pay period 03/03/2013 to 03/16/2013	1,207.32
25761	3/22/2013	NICKEL, CHERYLE Manual Check Pay period 03/03/2013 to 03/16/2013	915.47
25762	3/22/2013	PREUSS, JASON Manual Check Pay period 03/03/2013 to 03/16/2013	134.86
25763	3/22/2013	SCHMIDT, ERNEST Manual Check Pay period 03/03/2013 to 03/16/2013	1,076.90
25764	3/22/2013	SIMONSON, MITCHEL Manual Check Pay period 03/03/2013 to 03/16/2013	872.03
25765	3/22/2013	WEIDL, JOHN Manual Check Pay period 03/03/2013 to 03/16/2013	1,697.30

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25766	3/22/2013	WILLIAMS, LEE	1,027.83
	Manual Check	Pay period 03/03/2013 to 03/16/2013	
25767	3/25/2013	AIRGAS ACETYLENE	13.93
25768	3/25/2013	CELEBRATION 2013 4TH OF JULY CELEBRATION	1,000.00
25769	3/25/2013	DAVIS & KUELTHAU	275.00
25770	3/25/2013	GREEN LAKE TITLE & ABSTRACT CO., INC 500 BLK RIVER SIDE OF WATER ST	700.00
25771	3/25/2013	HUBERTY & ASSOCIATES, S.C., CPA'S AUDIT	9,645.00
25772	3/25/2013	NEW ENERGY LLC POLICE	1,155.44
25773	3/25/2013	NORTH AMERICA SALT COMPANY SALT	2,628.60
25774	3/25/2013	ONTECH SYSTEMS, INC	306.00
25775	3/25/2013	PRINCETON FIRE AND RESCUE DEPARTMENT PHONE	215.68
25776	3/25/2013	SCHMIDT, ERNIE REIMBURSED FOR ROOM FOR CONFERENCE	167.37
25777	3/25/2013	STU'S PUMP SERVICE FAN FOR WOOD BURNER	130.00
		Grand Total	155,045.70

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 3/01/2013 From Account:
Thru: 3/30/2013 Thru Account:

Amount

Total Expenditure from Fund # 100 - GENERAL FUND	51,207.70
Total Expenditure from Fund # 200 - LIBRARY	9,283.47
Total Expenditure from Fund # 402 - TAX INCREMENT DISTRICT 2	3,386.41
Total Expenditure from Fund # 601 - WATER UTILITY	7,419.48
Total Expenditure from Fund # 602 - ELECTRIC UTILITY	76,843.76
Total Expenditure from Fund # 603 - SANITARY SEWER	6,904.88
Total Expenditure from all Funds	155,045.70

John Weidl

From: John Weidl
Sent: Monday, April 01, 2013 2:02 PM
To: 'Joel Meixelsperger'
Subject: FW: City Of Princeton Call Out
Attachments: Overflow March 24 2013.doc

See below.

John S. Weidl, City Administrator/Clerk/Treasurer
City of Princeton
531 S. Fulton St., Princeton, WI 54968
w: 920.295.6612
f: 920.295.3441

THIS E-MAIL AND ANY FILES TRANSMITTED WITH IT ARE CONFIDENTIAL AND ARE INTENDED SOLELY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHOM THEY ARE ADDRESSED. THIS COMMUNICATION MAY CONTAIN MATERIAL PROTECTED BY THE ATTORNEY-CLIENT PRIVILEGE. IF YOU ARE NOT THE INTENDED RECIPIENT, BE ADVISED THAT ANY USE, DISSEMINATION, FORWARDING, PRINTING, OR COPYING OF THIS E-MAIL IS STRICTLY PROHIBITED. IF YOU HAVE RECEIVED THIS E-MAIL IN ERROR, PLEASE IMMEDIATELY NOTIFY THE CITY OF PRINCETON BY TELEPHONE AT 920.295.6612. YOU WILL BE REIMBURSED FOR REASONABLE COST INCURRED IN NOTIFYING US.

From: cityofprinceton@centurytel.net [mailto:cityofprinceton@centurytel.net]
Sent: Monday, April 01, 2013 2:00 PM
To: John Weidl
Cc: cityofprinceton@centurytel.net; Lee Williams
Subject: Fwd: City Of Princeton Call Out

John,

This is the email from our tech support. He went into the computer and stated that the radio signal strength was excellent. He also said that the reason for a data fail is either equipment failure like he states here where power would be down for an extended period of time, or an interruption in the radio signal from one location to the next, like a tree down on the radio or severe weather when there is already a weak signal, but he could not speculate on which problem it was. Attached is the report from that morning.

To answer the questions from the insurance company

The cause of the water tower overflow.

There was a data fail of the radio signal from the water tower to the well control. At the same time, the alarm dialer had shut itself off and did not call out. The well was then being "told" the tower was not full yet and continue to run even though the tower was full. Our technical support is unable to diagnose why this fail happened.

Any prior issues with this happening?

About 4 years ago while flushing hydrants we had left the well on in the "Hand" position. This means that the well will continue to run until it is switched to off. We overflowed the tower that day and also flooded his basement.

Anything the city could have done to prevent this from happening?

4/4/2013

As far as the computers I believe there is nothing we could have done to foresee this incident or prevent it.

Ernie

----- Forwarded message from -----

Date: Mon, 1 Apr 2013 12:25:01 -0500
From: Alan Clemens
Reply-To: Alan Clemens
Subject: City Of Princeton Call Out
To: cityofprinceton@centurytel.net

Ernie,

Raco Verbatim dialers have been known to call out time to time with nuisance call outs, where it will call out when there is no actual alarm telling the dialer to call. However, it is not to our knowledge that the Verbatim will shut off on its own where there is no definitive reason such as a power outage long enough to have the internal battery die, or the unit was simply shut off by someone. Therefore in this instance when the SCADA system recognized that there was a communication fail, the dialer channel was enabled and the dialer was left on, there should have been no reason that you would not have received an emergence call out from your Verbatim dialer.

Thanks,

Alan Clemens

Electrical Field Service Coordinator
Altronex Control Systems
Division of L.W. Allen, Inc.
4633 Tomkins Dr.
Madison, WI 53716
608-222-8622 ext. 1471
aclemens@lwallen.com

----- End forwarded message -----

----- End forwarded message -----

At 04:57 on March 24, 2013 I received a phone call from Officer Mrstik that someone reported through the Sheriff's Department a light on the water tower was on and there was the sound of running water. I immediately left to investigate. Driving down Harris St. I noted that there was water flowing across the street just east of Third St. I immediately went to the city shop and turned the wells off. This was approximately 05:03. As I did this I discovered a "Data Fail" at the water tower. The alarm dialer did not call me for the "Data Fail" so I checked the dialer and discovered that it had turned itself off. It was on Monday during the day. When Gary had done checkups on Saturday there were no alarms indicated on the screen. Gary and I reset the computers and radios and communication seemed normal after that.

At 06:46 Gary received a phone call from the answering service that Terry VanRossum had water coming in his basement. Gary went to the residence and took pictures and told the VanRossums that they should have the water cleaned up and submit the bill to their homeowners insurance and the city at the same time. Terry then requested the power be pulled at the meter so I was called out again at 07:34 and immediately went to pull power from the house. We waited there as the residents shut off breakers as requested and put the meter back in restoring power to the house when Terry said he was ready. We then waited to ensure there was nothing else the residents wanted of us and reported back to the shop to review the event.

L.W. Allen technicians reviewed the event and gave the following statement:

Raco Verbatim dialers have been known to call out time to time with nuisance call outs, where it will call out when there is no actual alarm telling the dialer to call. However, it is not to our knowledge that the Verbatim will shut off on its own where there is no definitive reason such as a power outage long enough to have the internal battery die, or the unit was simply shut off by someone. Therefore in this instance when the SCADA system recognized that there was a communication fail, the dialer channel was enabled and the dialer was left on, there should have been no reason that you would not have received an emergence call out from your Verbatim dialer.

The Technician also assessed the signal strength and system setup and stated that it was excellent. He stated that without being here when the "Data Fail" actually happened he could not assess the reason for the fail.

Monday morning we were contacted by Walker that there was a small amount of moisture along the North East wall of 246 N. Third St. Lee and I went to the residence and found a small amount of moisture along the said wall in the finished basement. It was in the carpet along that wall. At that time he stated that he had no water in his basement on Sunnyview lane. Kings stated that they did not have water in their basement on Harris St. Sunday Morning. Sara Wagner stated she did not have water in their basement on Harris St. Monday morning. Mark Gurke stated he did not have water in his basement on Sunnyview lane Monday morning.



DATE: April 2, 2013

TO: Mayors/Town Chairs

FROM: Jodie Olson, City Administrator

RE: Annual EMS Meeting with Town/City Chairs

Hi All - It has been a very busy and challenging year for the EMS service. I hope that you have all received good reports on the EMS service that has been provided for your communities. Now that we have our audit completed for 2012, we are scheduling our annual meeting of the mayor/chairpersons for **Thursday, April 25 at 6:00 p.m.** at Berlin City Hall. We will review the statistics for the year and discuss how the service did relative to the expansion. We can discuss any concerns and opportunities for improvement at that time as well. If you are unable to attend, please let me know at 361-5400 or jolson@cityofberlin.net, and we can forward you any materials that may be passed out at the meeting.



March 11, 2013

Mr. John S. Weidl
City Administrator, City of Princeton
531 S. Fulton Street
Princeton, WI 54968

Dear Mr. Weidl,

We've made excellent progress in reviewing the City's legislation in preparation for the new Code of the City of Princeton. I have some questions for you to respond to, as well as an explanation of the approach we are taking with the City's legislation. In order to keep the codification project on track, I request that you respond to the questions in the attached Organizational Analysis *by April 15, 2013*. You may mail or fax back the attached pages, with your responses noted, plus missing legislation.

Enclosed you will find:

1. Organizational Analysis. This report was written after a broad review of the City's legislation. Please answer the questions in the Organizational Analysis by checking a box under "Decision." Review the Organizational Analysis carefully and contact me with any questions or concerns you may have.
2. Code Organization. This document illustrates how the new Code will be organized and renumbered, and it shows the source of the legislation that will be used as the basis for the new Code. The Code Organization serves as the Table of Contents for the new City Code.
3. Disposition List. This is a chronological list of all of the City's ordinances reviewed for the new Code. The Disposition List includes dates of adoption, subject matter and either the location in the new Code, or reason for exclusion. We will continue to update the Disposition List throughout the course of the project and provide a final version upon delivery of the Codes.

Please complete and return the Organizational Analysis (just check off the appropriate boxes under "Decision"). If you need additional time beyond April 15, please let me know so that we can revise our production schedule.

CITY OF PRINCETON
COMMON COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, MARCH 26, 2013
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 Roehl, Kallas, Kallenbach, Magnus, Hardt, and Garro, 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** Marie Van Rossum-1028 Harris Street, had comments, questions, and concerns about the Water Tower overflowing and the water in her basement.
5. **MAYOR'S REPORT**
 - A. **Code of Conduct** Mayor Mosolf did a Proclamation naming April as Friends of the Library Month. .
6. **ADMINISTRATOR'S REPORT**
 - A. **Budget Comparison** Administrator Weidl stated a copy of the Budget Comparison was in Council Packets.
7. **CONSENT CALENDAR**
 - A. **Minutes for Approval:**
 - i. **March 12, 2013**
 - B. **Operators Licenses for Approval**
 - i. **Andrea L Walther (new)** Magnus motioned to approve the Consent Calendar items 7Ai and 7Bi, seconded by Hardt. Carried 6-0.
8. **NEW BUSINESS**
 - A. **Discussion and/or Action: Contingency Fund** After a discussion Magnus motioned that a Resolution of The Contingency Fund Program Guidelines be brought to the Council for review with the changes of striking number three and adding All Expenditures Be Brought to Council For Approval, seconded by Garro. Carried 6-0.
 - B. **Discussion and/or Action: Liability/Worker's Comp/Property Insurance Bids** Magnus motioned to select The Diedrich Agency for the Liability/Worker's Comp/Property Insurance for the City of Princeton, seconded by Roehl. Carried 6-0.
 - C. **Discussion and/or Action: Farmer Street Recommendation** Craig Kunkel from Kunkel Engineering gave a presentation on options and potential funding for Farmer Street. Kallas motioned to design and bid The Farmer Street Project with curb and gutter, seconded by Roehl. Carried 6-0.
 - D. **Discussion and/or Action: Request to waive snow shoveling bill, 201 W. Main** No action taken.
9. **COMMUNICATIONS** Administrator Weidl gave an update on the Water Tower, radio and fiber optic signals failed. The insurance company for the City was notified at 7:00 am Sunday, March 24th. Alderperson Dan Kallas stated he received many phone calls and that he is running as a write-in candidate. Alderperson Lara Roehl inquired about the Catholic School Crossing Signals.
10. **CLOSED SESSION**
 - 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** Hardt 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 the governmental body has jurisdiction or exercises responsibility, seconded by Garro. Carried 6-0.
 - i. **Part-time General Laborer** Hardt motioned to approve the recommendation to hire Randy Scherbarth, at the starting wage of \$13.50, for the part-time General Laborer position, seconded by Kallas. Carried 6-0. Magnus motioned to release the Closed Session Minutes after acceptance of position by Randy Scherbarth, seconded by Garro. Carried 6-0.
11. **ADJOURN** Mayor Mosolf adjourned the meeting at approximately 9:00 PM.

* 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.

This agenda is for convenience purposes only and may not represent the most current version. If you require a copy of the official version of the agenda, please contact the City Clerk at 920.295.6612. All published meeting agendas of the Princeton Common Council are subject to changes.

RESOLUTION 2013-03

**RESOLUTION ESTABLISHING A PORTION OF BUDGETED FUNDS FOR RESERVE /
EMERGENCY FUND**

WHEREAS, The Common Council of the City of Princeton does hereby create resolution number 2013-03 as follows:

WHEREAS, it is difficult to effectively plan for emergency situations and for the improvement or replacement of critical infrastructure, due to the high costs associated with such projects; and

WHEREAS, It has been deemed desirable to create a fund for this purpose, with monies designated to offset the cost of future emergency situations and replacement of infrastructure and improvements; and

WHEREAS, the City believes it is reasonable and appropriate to dedicate that portion of the surplus funds from the previous year's budget as identified in the annual financial audit as a measure of financial preparedness; and

NOW THEREFORE, BE IT RESOLVED The Common Council for the City of Princeton hereby authorizes the establishment of a contingency fund plan as outlined below:

- A. Contributions to the fund will come exclusively from any realized surplus funds from the previous budget year, less any monies allocated as "carryover" to fund items from the previous budget year.
- B. The City Administrator will recommend the transfer of surplus funds annually through the budget process to the undesignated reserve/emergency fund until reaching an amount not less than 25% and not more than 50% of annual general fund expenditures.
- C. Use of funds will be limited to emergency expenditures authorized by the City Administrator or other uses as granted by the Common Council. All other expenditures require the approval of the Common Council.

Robert Mosolf, Mayor

ATTEST:

John Weidl, City Administrator

AYES _____ NAYES _____
Passed this ___ day of _____, 2012.

RESOLUTION 2013-02

RESOLUTION ESTABLISHING A PORTION OF BUDGETED FUNDS FOR
CONTINGENCY FUND

WHEREAS, The Common Council of the City of Princeton does hereby create resolution number 2013-02 as follows:

WHEREAS, the City will empower department heads to aggressively seek cost saving measures, pool monies from said, and help determine the allocation of the resulting savings; and

WHEREAS, It has been deemed desirable to create a fund for this purpose, with monies designated to offset the cost of future expenditures requested by department heads or the City Administrator and approved by the Common Council; and

WHEREAS, the City believes it is reasonable and appropriate to dedicate that portion of its surplus funds from the Reserve Fund toward incentivizing proactive, cost-savings measures; and

NOW THEREFORE, BE IT RESOLVED The Common Council for the City of Princeton hereby authorizes the establishment of a contingency fund plan as outlined below:

- A. The Contingency line item will contain only departmental savings realized throughout the fiscal year and any approved matching funds approved by the common council.
- B. The City's incentivized contributions to the fund will come exclusively from the reserve fund.
- C. Use of funds will be limited to items approved by the Common Council. All requested uses shall be brought through the annual budget process when possible.
- D. The attached program guidelines also apply.

Robert Mosolf, Mayor

ATTEST:

John Weidl, City Administrator

AYES _____ NAYES _____
Passed this ___ day of _____, 2012.

Contingency budget program guidelines:

- The Contingency budget program will be administered through a new budget line item
- Departmental savings realized throughout the year through active cost-saving measures will be placed into the contingency fund
- Department heads and the city administrator will recommend allocation for contingency funds through the budgeting process using a prioritized list submitted to the common council
- All expenditures must be approved by the common council.
- The council shall perform legislative review of the contingency budget and its implementation in January of each year.
- The department heads and city administrator will meet in November to establish and prioritize recommended expenditures for the common council
- The City will offer an incentive match of up to 25% of savings placed into the contingency fund to be transferred from the emergency fund into the contingency fund bi-annually with administrator recommendation and council approval
- Incentive funds are allocated from the emergency fund as long as the emergency fund level remains above council 30%
- Every department of the city is to participate in the contingency budget program
- Funds in the contingency fund are carried over year to year
- Contingency funds are not to be used for non-contingency budget items except for extreme circumstances and with council approval through a budget amendment from the council
- Deferral or displacement of budgeted items cannot be used towards consideration for contingency fund accrual
- Accrual and allocation of funds shall be shared among all departments

Note: It is a requirement for the implementation of the guidelines for the contingency fund that the council set forth a policy of guidance for the emergency fund which is to include, at least, a minimum funding level and a maximum funding level for the emergency fund.

