

CITY OF PRINCETON  
COMMON COUNCIL MEETING  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
TUESDAY, JUNE 11, 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. CONSENT CALENDAR
  - A. Minutes for Approval:
    - i. May 28, 2013
  - B. Licenses for Approval
    - i. Liquor License Renewals
    - ii. Operator License Renewals
    - iii. Open Air Alcoholic Beverage License Renewals
6. MAYOR'S REPORT
  - A. Code of Conduct
7. ADMINISTRATORS REPORT
  - A. Check Register
8. OFFICER REPORTS
  - A. Building Inspector
  - B. Library Director
  - C. Police Chief
  - D. Zoning Administrator
9. NEW BUSINESS
  - A. Discussion and/or Action: Richter Raze or Repair – extension request
  - B. Discussion and/or Action: Officer Vacancy, Police Department
  - C. Discussion and/or Action: Upcoming Vacancy, City Administrator
  - D. Discussion and/or Action: Payroll/Bookkeeping
10. COMMUNICATIONS
11. CLOSED SESSION
  - A. 19.85(c) - Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
    - i. Vacant Police Officer Position
12. 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.

AMENDED  
CITY OF PRINCETON  
COMMON COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
TUESDAY, MAY 28, 2013  
7:00 PM

1. **CALL TO ORDER AND ROLL CALL.** Mayor Mosolf called the meeting to order at approximately 7:15 PM. In attendance were Alderpersons Garro, Roehl, Koehn, Kallenbach, Magnus, and Bednarek, 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 Kallenbach. Carried 6-0.
4. **APPEARANCES FROM THE PUBLIC** Matt Schneider and Denny Ballagh will speak under items 8A & B.
5. **MAYOR'S REPORT** Nothing at this time.
  - A. Code of Conduct
6. **ADMINISTRATOR'S REPORT**
  - A. Budget Comparison Administrator Weidl stated this was in the packets.
  - B. Façade Improvement Program Update - \$14,700 spent, \$20,300 left Administrator gave Façade Improvement Program Update.
7. **CONSENT CALENDAR**
  - A. Minutes for Approval:
    - i. May 14, 2013
  - B. Operators Licenses for Approval
    - i. Diane E Caminata (new) Garro motioned to approve the Consent Calendar items 7Ai and 7Bi, seconded by Kallenbach. Carried 6-0.
8. **NEW BUSINESS**
  - A. Discussion and/or Action: Façade Improvement Program – Stars and Strikes Kallenbach motioned to approve the Façade Improvement Program Application for Stars and Strikes in the amount of \$2,362.39, seconded by Koehn. Carried 6-0.
  - B. Discussion and/or Action: Façade Improvement Program – Blue Moon has submitted a project amendment to add awnings to the building with a total costs of \$2,625, with the City's portion being \$1,312.5 bringing the total match award to \$2,990. Garro motioned to approve the Façade Improvement Program Application for Blue Moon for a total match of \$2,990.00, seconded by Roehl. Carried 6-0.
  - C. Discussion and/or Action: Consumer Confidence Report 2012 Bednarek motioned to approve th Consumer Confidence Report 2012, seconded by Garro. Carried 6-0.
  - D. Discussion and/or Action: Disallowance of claims – Watertower claims. Administration will present a disallowance of claim letter from the City's insurance company/City Attorney and resolution for approval. Magnus motioned to approve Resolution 2013-05-A Resolution Disallowing the Claim for Damages Submitted by Jane Allison and Resolution 2013-06-A Resolution Disallowing the Claim for Damages Submitted by Terry Van Rossum with the amending of wording to be City of Princeton not Ripon, seconded by Bednarek. Carried 6-0.
  - E. Discussion and/or Action: Lisa Schmitz request a refund of \$499.85 for Ambulance Services rendered on 7/10/2007. No action taken.
  - F. Discussion and/or Action: Raze or Repair Report – Kunkel will present picture report of damage to Ollie building. No action taken
  - G. Discussion and/or Action: Budget Amendment – Library Fund – Council needs to reallocate \$10,000 for FY 2013 and approx. \$20,000 for FY 2014 for health insurance for Library Director. Koehn motioned to allow City Administrator to pay for health insurance for new Library Director not to exceed \$10,000.00. There was no second. Kallenbach motioned to table this time until the 6/11/13 Council Meeting, seconded by Garro. Carried 6-0.

9. **COMMUNICATIONS** Zoning Administrator Randy Douglas introduced himself to the new Council members if there were any questions to contact him. Alderperson Koehn wanted to know if the open City Administrator position could be on the next agenda for discussion-the meeting will be 6/11/13. Alderperson Magnus stated he was at the Chicken Fling on 5/26/13 and the Community Hall group was running the food booth. He stated there was a big turnout and it was nice to see such a great event in the city.

10. **ADJOURN** Mayor Mosolf adjourned the meeting at approximately 8:19 PM.

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## NOTICE OF APPLICATIONS FOR INTOXICATING LIQUOR LICENSES

The following have made application for intoxicating liquor licenses in the City of Princeton, Green Lake County, the granting of which is now pending:

Applications are noted by name; address; and location of premises.

### **Class "A" – Malt Beverage**

\*Kwik Trip – Brian Badtke (Agent); 212 W. Main Street, Princeton, WI; 303 S. Fulton Street, Princeton, WI 54968

### **"Class A" – Intoxicating Liquor & Class "A" – Malt Beverage**

\*Fox River Travel Plaza – Kraig Bauman (Agent); 434 Stonehedge Ct, Ripon WI; Gasoline Station / Convenience Store located at State Highways 23 & 73, Princeton WI 54968

\*Princeton Mobil – Kraig Bauman (Agent); 434 Stonehedge Ct, Ripon WI; 933 W. Main Street, Princeton, WI 54968

\*Sherm's Piggly Wiggly-Patrick Kautza (Agent); 135 Big Horn Lane, Redgranite, WI 54970, 101 E. Main St., Princeton, WI 54968

### **"Class B" – Intoxicating Liquor & Class "B" – Malt Beverage**

\* Buckhorn Bar and Grill-Karyn Rowley; N6105 Honeysuckle Lane, Green Lake, WI 54941; 531 W. Water Street, Princeton, WI 54968

\*Bednarek's Western House – Karen Bednarek; 1002 W. Main Street, Princeton, WI; 1002 W. Main Street, Princeton, WI 54968

\*The Pizza Factory – RM Katerzynske; 425 N. Fulton St, Princeton, WI; 504 W. Water Street, Princeton, WI 54968

\*Once in a Blue Moon – Dennis Ballagh; 1236 Harris Street, Princeton, WI; 538 W. Water Street, Princeton, WI 54968

\* Stars and Strikes-Matthew P Schneider (Agent), 472 N. Clinton Street, Princeton, WI; 435 W. Water Street, Princeton, WI 54968

\*Whiskey on Water-Timothy R Kozlowski, 407 N Clinton Street, Princeton, WI 54968; 512 W. Water Street, Princeton, WI 54968

\*Twister LLC-Kristin Galatowitsch (Agent), 602 W. Water Street, Princeton, WI 54968, 602 W. Water Street, Princeton, WI 54968

\*Unity Hall Inc-Cheryle Nickel (Agent), 213 Water Street, Princeton, WI 54968, 101 W Water Street, Princeton, WI 54968

\*VFW Post #10456 – James Pifhr(Agent); N4560 Elm, Princeton, WI 54968; 136 N. Farmer Street, Princeton, WI 54968

## 2013-2014 OPERATORS LICENSES

The following have made applications for operator's licenses in the City of Princeton, Green Lake County, granting of which is now pending.

Applications are noted by name and location of premises.

### **No Business Affiliation**

Patricia L Garro  
Eric F Schmidt  
Bonnie J Kallas  
Daniel P Kallas  
Renee M Mikulski  
Barbara J Kallenbach  
Eldon P Kaping

### **Fox River Travel Plaza**

David J Schanke  
Deborah J Zrinsky  
Diane E Caminata  
Sandra L Wielgsoh

### **Sherm's Piggly Wiggly**

Paul R Schlaefer  
Curt E Fehrer  
Theresa J King  
Linda M Schilling  
Brandon W Sosinsky  
Pat A Naparala  
Marlene A Lunow

### **The Pizza Factory**

Robert M Katerzynske  
Michael J Rossbert  
Brittaney S Katerzynske

### **VFW**

Michael J Makurat  
Sally M Dahlke  
Lisa A Jacobs  
Vernon C Calbaum  
Judith M Pifher

### **Buckhorn**

Alexandra M Painter  
Martha M Rowley  
Meghan M Dunlavy  
Ana M Duninski  
Theresa H Mans  
Thomas D Dolske  
Kenneth W Schneider

### **Whiskey on Water**

Katrina M Brzozowski  
Michelle M Reimer  
Benjamin L Meyer

### **Stars and Strikes**

Julie E Hunt

### **Western House**

Susan J Salm  
Matthew G Dreger

### **Twister**

Valentina G Zelenko

**Mobil Mart**

Mercedes A Darnick  
Valerie J Brown  
Bradley S King  
Nicole M Krukowski

**Kwik Trip**

Chad M Westover  
Gretchen A Schultz  
Randal L Shaffer  
Nicole C Bushey  
Judith E Knurowski  
Jennifer L Jones  
Michelle R Otto  
Bieelie R Sieracki  
Faith A Parafiniuk

## **2013-14 OPEN AIR ALCOHOLIC/BEER GARDEN LICENSES**

The following have made applications for Open Air Alcoholic/Beer Garden Licenses in the City of Princeton, Green Lake County, granting of which is now pending.

Applications are noted by name; address; and location of premises.

\* \*Whiskey on Water-Timothy Kozlowski, 407 N. Clinton Street, Princeton, WI 54968,  
512 W. Water Street, Princeton, WI 54968

\*Buckhorn Bar & Grill-Karyn Rowley;N6105 Honeysuckle Lane, Green Lake, WI;531  
W Water Street, Princeton, WI 54968

## TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25902	5/01/2013	ALLIANT ENERGY purchased power	19.05
25903	5/01/2013	ALLIANT ENERGY 1ST QUARTER CALL OUTS	3,297.69
25904	5/01/2013	ALLIANT ENERGY PURCHASED POWER	65,092.04
25905	5/01/2013	CENTURYLINK SIRENS	453.53
25906	5/01/2013	CITY OF PRINCETON - PETTY CASH POSTAGE	48.65
25907	5/01/2013	KUNKEL ENGINEERING GROUP	598.50
25908	5/01/2013	LUKE LADWIG PLUMBING, LLC repairs to food booth and bathrooms	479.32
25909	5/01/2013	MBM LEASING WATER	211.42
25910	5/01/2013	US POSTAL SERVICE STAMPS	322.00
25911	5/01/2013	WASTE MANAGEMENT OF WISCONSIN sludge	67.41
25912	5/01/2013	WCMA DUES	112.25
25913	5/01/2013	WISCONSIN PROFESSIONAL POLICE ASSOCIATION UNION DUES	79.50
25914	5/03/2013	BARGENQUAST, MATTHEW Manual Check Pay period 04/14/2013 to 04/27/2013	1,674.23
25915	5/03/2013	BEDNAREK, DAVID Manual Check Pay period 04/01/2013 to 04/30/2013	83.11
25916	5/03/2013	BOWEY, MILDRED Manual Check Pay period 04/14/2013 to 04/27/2013	168.37
25917	5/03/2013	CLARK, ROBERT Manual Check Pay period 04/14/2013 to 04/27/2013	363.22
25918	5/03/2013	DUHR, VICKI Manual Check Pay period 04/14/2013 to 04/27/2013	1,144.58
25919	5/03/2013	ELLIOTT, MARY Manual Check Pay period 04/14/2013 to 04/27/2013	294.57
25920	5/03/2013	ERNEST, MARY Manual Check Pay period 04/20/2013 to 04/27/2013	121.91

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Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25921	5/03/2013	FENSKE, GARY	656.12
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25922	5/03/2013	GARRO, PATRICIA	227.05
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25923	5/03/2013	HARDT, GREG	83.11
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25924	5/03/2013	JOLE, MICHAEL	1,173.97
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25925	5/03/2013	KALLAS, DANIEL	64.64
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25926	5/03/2013	KALLENBACH, JASPER	166.23
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25927	5/03/2013	KOEHN, ERIC	83.11
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25928	5/03/2013	KUGLIN, DAN	46.17
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25929	5/03/2013	KUKLINSKI, TED	145.64
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25930	5/03/2013	MAGNUS, VICTOR	147.76
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25931	5/03/2013	MANWEILER, JAN	228.37
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25932	5/03/2013	MOSOLF, ROBERT	163.16
	Manual Check	Pay period 04/01/2013 to 04/30/2013	
25933	5/03/2013	MRSTIK, NATHAN	1,197.47
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25934	5/03/2013	NICKEL, CHERYLE	926.58
	Manual Check	Pay period 04/14/2013 to 04/30/2013	
25935	5/03/2013	SCHERBARTH, RANDY	620.67
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25936	5/03/2013	SCHMIDT, ERNEST	1,067.14
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25937	5/03/2013	SIMONSON, MITCHEL	872.03
	Manual Check	Pay period 04/14/2013 to 04/27/2013	
25938	5/03/2013	WEIDL, JOHN	1,708.55
	Manual Check	Pay period 04/14/2013 to 04/30/2013	
25939	5/03/2013	WILLIAMS, LEE	1,027.84
	Manual Check	Pay period 04/14/2013 to 04/27/2013	

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Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25940	5/02/2013	DOUGLAS, RANDY APRIL 2013	125.00
25941	5/02/2013	GREAT-WEST deferred comp Mike and Ernie	115.00
25942	5/02/2013	HARDT, AMY APRIL 2013	125.00
25943	5/02/2013	NATIONWIDE RETIREMENT SOLUTIONS deferred comp Lee and Cheryle	75.00
25944	5/03/2013	ROEHL, LARA Manual Check Pay period 04/01/2013 to 04/30/2013	147.76
25945	5/08/2013	AL'S PUMPING SERVICE PUMP MANHOLE	135.00
25946	5/08/2013	BERLIN JOURNAL NEWSPAPER ADS IN PAPER	202.75
25947	5/08/2013	BOWMAR APPRAISAL INC	994.50
25948	5/08/2013	CHARTER COMMUNICATIONS INTERNET	63.28
25949	5/08/2013	CNA SURETY BOND	2,000.00
25950	5/08/2013	CNA SURETY BOND	375.00
25951	5/08/2013	CRESENT ELECTRIC SUPPLY COMPANY supplies	1,833.75
25952	5/08/2013	DIGGERS HOTLINE locates	19.90
25953	5/08/2013	DREXEL BUILDING SUPPLY INC-BERLIN FOOD BOOTH DOORS	525.00
25954	5/08/2013	NEW ENERGY LLC POLICE	1,876.09
25955	5/08/2013	ONTECH SYSTEMS, INC TOWER, UPGRADE, SOFTWARE	960.35
25956	5/08/2013	PULVERMACHER ENTERPRISES, INC. BULBS	32.84
25957	5/08/2013	US BANK GO DEBT PRINCIPAL	21,016.23
25958	5/08/2013	WILLIAMS, LEE BATTERY	83.98

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Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25959	5/08/2013	WURTZ LAW OFFICE ATTORNEY FEES	2,050.00
25960	5/09/2013	RACE OFFICE/ART PRODUCTS NAME PLATES	20.60
25961	5/09/2013	WEIDL, JOHN REIMBURSED FOR MILEAGE	60.50
25962	5/17/2013	BARGENQUAST, MATTHEW Manual Check Pay period 04/28/2013 to 05/11/2013	1,674.23
25963	5/17/2013	BOWEY, MILDRED Manual Check Pay period 04/28/2013 to 05/11/2013	296.80
25964	5/17/2013	CLARK, ROBERT Manual Check Pay period 04/28/2013 to 05/11/2013	215.26
25965	5/17/2013	DUHR, VICKI Manual Check Pay period 04/28/2013 to 05/11/2013	1,144.58
25966	5/17/2013	ELLIOTT, MARY Manual Check Pay period 04/28/2013 to 05/11/2013	457.91
25967	5/17/2013	ERNEST, MARY Manual Check Pay period 04/28/2013 to 05/11/2013	88.66
25968	5/17/2013	FENSKE, GARY Manual Check Pay period 04/28/2013 to 05/11/2013	641.52
25969	5/17/2013	GAUTHIER, PHILIP Manual Check Pay period 04/28/2013 to 05/11/2013	262.35
25970	5/17/2013	HIELAND, TARA Manual Check Pay period 04/28/2013 to 05/11/2013	22.86
25971	5/17/2013	JOLE, MICHAEL Manual Check Pay period 04/28/2013 to 05/11/2013	1,221.50
25972	5/17/2013	KUKLINSKI, TED Manual Check Pay period 04/28/2013 to 05/11/2013	391.55
25973	5/17/2013	MANNING, KEVIN Manual Check Pay period 04/28/2013 to 05/11/2013	121.71
25974	5/17/2013	MANWEILER, JAN Manual Check Pay period 04/28/2013 to 05/11/2013	228.37
25975	5/17/2013	MRSTIK, NATHAN Manual Check Pay period 04/28/2013 to 05/11/2013	1,162.02
25976	5/17/2013	NICKEL, CHERYLE Manual Check Pay period 04/28/2013 to 05/11/2013	904.36
25977	5/17/2013	PREUSS, JASON Manual Check Pay period 04/28/2013 to 05/11/2013	148.14

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Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
25978	5/17/2013	SCHERBARTH, RANDY	601.92
	Manual Check	Pay period 04/28/2013 to 05/11/2013	
25979	5/17/2013	SCHMIDT, ERNEST	1,067.15
	Manual Check	Pay period 04/28/2013 to 05/11/2013	
25980	5/17/2013	SIMONSON, MITCHEL	872.02
	Manual Check	Pay period 04/28/2013 to 05/11/2013	
25981	5/17/2013	WEIDL, JOHN	1,697.30
	Manual Check	Pay period 04/28/2013 to 05/11/2013	
25982	5/17/2013	WILLIAMS, LEE	1,027.84
	Manual Check	Pay period 04/28/2013 to 05/11/2013	
25983	5/15/2013	ADVANCED DISPOSAL GARBAGE	7,866.25
25984	5/15/2013	DIVISION OF UNEMPLOYMENT INSURANCE Ben Luke Meyer Unemployment	424.00
25985	5/15/2013	GREAT-WEST deferred comp Mike and Ernie	115.00
25986	5/15/2013	NATIONWIDE RETIREMENT SOLUTIONS deferred comp Lee and Cheryle	75.00
25987	5/15/2013	NICKEL, CHERYLE life insurance reimbursement	250.00
25988	5/15/2013	PRINCETON UTILITIES	9,361.11
25989	5/15/2013	US CELLULAR	328.07
25990	5/15/2013	WEIDL, JOHN REIMBURSED FOR MILEAGE	27.50
25991	5/15/2013	WISCONSIN-DEPARTMENT OF REVENUE SALES TAX	3,988.92
25993	5/17/2013	VANDE WALLE'S CANDY INC CANDY BAR FUND RAISER	260.00
25994	5/23/2013	AIRGAS ACETYLENE	14.78
25995	5/23/2013	BELLIN HEALTH testing	40.00
25996	5/23/2013	BELSON COMPANY supplies	1,339.02
25997	5/23/2013	BIGNELL'S POWERSPORTS supplies	40.50

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Check Nbr	Check Date	Payee	Amount
25998	5/23/2013	ENVIRONMENTAL RESOURCE ASSOCIATES TESTING	220.53
25999	5/23/2013	NEW ENERGY LLC POLICE	1,912.59
26000	5/23/2013	SEERA public benefits from April	655.72
26001	5/23/2013	WE ENERGIES STREETS	364.87
26002	5/23/2013	WEIDL, JOHN REIMBURSED FOR MILEAGE	81.84
26003	5/23/2013	WRWA technical conference	337.75
26004	5/31/2013	BARGENQUAST, MATTHEW	1,752.82
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26005	5/31/2013	BEDNAREK, DAVID	184.70
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26006	5/31/2013	BOWEY, MILDRED	277.50
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26007	5/31/2013	CLARK, ROBERT	281.56
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26008	5/31/2013	DUHR, VICKI	1,144.58
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26009	5/31/2013	ELLIOTT, MARY	171.91
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26010	5/31/2013	ERNEST, MARY	127.44
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26011	5/31/2013	FENSKE, GARY	656.12
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26012	5/31/2013	GARRO, PATRICIA	456.98
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26013	5/31/2013	HIELAND, TARA	50.79
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26014	5/31/2013	JOLE, MICHAEL	1,264.55
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26015	5/31/2013	KALLENBACH, JASPER	184.70
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26016	5/31/2013	KOEHN, ERIC	166.23
	Manual Check	Pay period 05/01/2013 to 05/31/2013	

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ALL Checks

Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
26017	5/31/2013	KUGLIN, DAN	46.17
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26018	5/31/2013	MAGNUS, VICTOR	166.23
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26019	5/31/2013	MANWEILER, JAN	171.91
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26020	5/31/2013	MOSOLF, ROBERT	218.57
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26021	5/31/2013	MRSTIK, NATHAN	1,371.48
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26022	5/31/2013	NICKEL, CHERYLE	942.20
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26023	5/31/2013	PREUSS, JASON	879.03
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26024	5/31/2013	ROEHL, LARA	166.23
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26025	5/31/2013	SCHERBARTH, RANDY	620.67
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26026	5/31/2013	SCHMIDT, ERNEST	1,105.34
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26027	5/31/2013	SIMONSON, MITCHEL	903.21
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26028	5/31/2013	SODA, DENNIS	889.33
	Manual Check	Pay period 05/01/2013 to 05/31/2013	
26029	5/31/2013	VANDE KOLK, MATTHEW	241.63
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26030	5/31/2013	WEIDL, JOHN	1,749.38
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26031	5/31/2013	WILLIAMS, LEE	1,105.00
	Manual Check	Pay period 05/12/2013 to 05/31/2013	
26032	5/30/2013	DOUGLAS, RANDY May 2013	125.00
26033	5/30/2013	GREAT-WEST deferred comp Mike and Ernie	115.00
26034	5/30/2013	HARDT, AMY May 2013	125.00
26035	5/30/2013	NATIONWIDE RETIREMENT SOLUTIONS deferred comp Lee and Cheryle	75.00

6/07/2013 7:48 AM

Reprint Check Register - Quick Report - ALL

Page: 8  
ACCT

TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

Check Nbr	Check Date	Payee	Amount
26036	5/30/2013	WILLIAMS, LEE reimbursed for boots	60.00
Grand Total			177,822.25

## TREASURER'S CASH BANK ACCOUNT

ALL Checks

Posted From: 5/01/2013 From Account:  
Thru: 5/31/2013 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	63,843.82
Total Expenditure from Fund # 200 - LIBRARY	7,498.46
Total Expenditure from Fund # 402 - TAX INCREMENT DISTRICT 2	991.74
Total Expenditure from Fund # 601 - WATER UTILITY	12,062.30
Total Expenditure from Fund # 602 - ELECTRIC UTILITY	84,051.49
Total Expenditure from Fund # 603 - SANITARY SEWER	9,124.44
Total Expenditure from Fund # 800 - PERPETUAL CARE	250.00
Total Expenditure from all Funds	177,822.25

# CITY OF PRINCETON

438 W. Main Street · Princeton, Wisconsin 54968  
920-295-6612 · Fax: 920-295-3441

*An equal opportunity/affirmative action employer*

*Mayor*  
Matt Schneider

*City Administrator*  
Philip Rath

*Deputy Clerk-Treasurer*  
Joshua Schoemann

*City Alderpersons*

Dave Bednarek  
Kristin Galatowitsch  
Matt Greget  
Dan Kallas  
Greg Hardt  
Jasper Kallenbach

## **JOB DESCRIPTION** CITY ADMINISTRATOR

*Adopted/Revised: Month Day, Year*

**Reports To:** Mayor

### **Job Summary**

The City Administrator shall serve as the Chief Administrative Officer of the City of Princeton, responsible to and under the general direction and policies of the Mayor and Common Council, and shall be responsible for the proper administration of all activities of the City. The City Administrator shall have administrative powers and responsibilities over all City departments, department heads and employees of the City. He/she shall have administrative powers and responsibilities over the utilities of the City.

### **Essential Duties and Responsibilities**

This listing of essential duties and responsibilities is intended to be illustrative only and *should not be construed as a complete list of specific responsibilities and duties*; nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities listed and that duties not mentioned that are of similar kind or level of difficulty shall not be excluded.

- Directing the effective and efficient performance of all City employees and coordinating and expediting all City services, functions, and programs.
- Review and recommend all candidates for appointment to department head positions to the Common Council and Mayor.
- Recommend to the Common Council and Mayor removal of all department head positions in a manner which is not inconsistent with state law, City personnel policies, and the Code of Ordinances for the City of Princeton.
- Shall act as personnel officer, accepting and coordinating recommendations from department heads on wages, hours, and conditions of employment.
- Serve as the City's Personnel Officer, which shall include the development, implementation, interpretation, and enforcement of personnel rules and regulations as approved by the Common Council. This includes recommending revisions to City personnel policies when necessary, performing periodic performance evaluations of all non-sworn City employees, and implementing disciplinary actions when warranted. In addition, the City Administrator shall recommend salary and wage scales for all City employees not covered by collective bargaining agreements and direct and oversee the process where personnel problems and/or grievances are promptly resolved.

- Receive policy guidance and direction from the Mayor and Common Council and shall be accountable to the Mayor in performance of the duties of this office.
- Be at all times responsible to the Mayor and Common Council and shall be responsible for effectuating all actions of the same which require administrative implementation or where the Mayor and Common Council has directed him/her to act.
- Shall be responsible for directing, coordinating and expediting the activities of all City departments, except where such authority is vested by Wisconsin Statutes in certain boards and commissions. He/she shall include making or directing such studies as are necessary to answer the most economical efficient operation of such departments, sources, and programs from the various departments when deemed necessary.
- Shall be the Chief Financial Officer and purchasing agent of the City.
- Shall direct and oversee the City's purchasing policy as approved by the Common Council.
- Shall direct and coordinate with the cooperation of department heads the preparation of the annual City budget for submission to the Common Council. In the event that the City Administrator does not agree with the budget as submitted by a department head, he/she shall notify the department head accordingly and the matter shall be placed on the Common Council agenda so that both the City Administrator and the department head can be given an opportunity to state their positions and the Common Council shall resolve such disputes.
- Shall make such reports as the Mayor and Common Council may require as to the current fiscal status of budget items and to review and report to the Mayor and Common Council any variations in the operation of the City budget.
- Shall attend all Council meetings and take official minutes.
- Administer the payroll and maintain accurate and complete official employment records for all City employees.
- Shall submit as deemed necessary recommendations or suggestions for improving the health, safety or welfare of the City and shall institute and operate a system whereby City departments as well as persons having business with the Mayor and/or Common Council or any City department may properly and efficiently conduct such business.
- Shall promote the economic well-being and growth of the City through public and private sector cooperation, and shall coordinate economic development efforts of the City.
- Shall perform such other duties as directed by the Mayor and Common Council.

### **Related Job Functions**

- Responsible for performing those duties of the City Clerk required by Sec. 62.09(9) of the Wisconsin Statutes.
- Responsible for performing those duties of the City Treasurer required by Sec. 62.09(11) of the Wisconsin Statutes.

### **Qualifications**

The City Administrator shall be appointed on the basis of merit with due regard to training, experience, administrative ability and general fitness for the office, by a three-fourths (3/4) vote of the members of the Common Council.

### **Training and Experience**

- Requires a four (4) year college degree or two (2) year associate degree in Public Administration, Finance, or other appropriate field of study. Masters degree in Public Administration preferred, or

- Minimum of three (3) years of pertinent experience.
- A combination of experience and training may be sufficient.

### **Physical Demands**

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to use hands and fingers, handle or feel objects, tools, or controls, reach with hands and arms, and talk and hear. The individual is required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl.

The individual must regularly lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

### **Work Environment**

The work environment characteristics described here are representative of those encountered while performing the essential and related 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 routinely works in an office environment. The noise level in the work environment ranges from quiet in the office to moderate noise from working pumps and machinery in the well house.

**This 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.**

**I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.**

\_\_\_\_\_  
**Employee Signature** **Date:**

\_\_\_\_\_  
**Supervisor Signature** **Date:**

**CHARTER ORDINANCE**  
**No. 2004-16**  
**AN ORDINANCE REGARDING THE**  
**OFFICE OF CITY ADMINISTRATOR-CLERK-TREASURER**

The Common Council of the City of Princeton, Wisconsin, do ordain as follows:

**SECTION I. ADOPTION OF PROVISIONS.**

Section 2-3-4.01 of the Princeton Code of Ordinances is created to read as follows:

**Sec. 2-3-4.01 City Administrator-Clerk-Treasurer.**

**(a) Offices Combined.**

- (1) Officers of City Clerk, City Treasurer and City Administrator Combined. The offices of City Clerk, City Treasurer and City Administrator shall be held by the same person. The City Administrator shall oversee all functions of City operations as prescribed by the Common Council. Such person selected as City Administrator to perform the duties of the combined offices shall perform all duties required of both Clerk and Treasurer offices as provided by law, and such other duties as are requested to be executed by such person by the Common Council from time to time.
- (2) Title. For the purposes of this Code of Ordinances, the official holding the office of City Administrator-Clerk-Treasurer shall be referred to as the City Administrator.
- (3) Office of City Administrator. In order that the various officers, officials and employees and departments executing policy and administering the affairs of the City of Princeton may operate as efficiently as possible under a system of part-time Mayor and part-time Alderperson, and to better ensure competent, expeditious, efficient and harmonious administration and action in respect to any activity common to one or more of the City's officers, officials and departments, and in order that there may be uniform application of policy, there is herewith created the office of City Administrator for the City of Princeton.
- (4) Selection Not to Be Governed by Statutes.
  - a. The City of Princeton, pursuant to Secs. 62.09 and 66.0101, Wis. Stats.; hereby elects not to be governed by those portions of Ch.

62, Wis. Stats., which are in conflict with this Section. (Charter Ordinance).

- b. The City Administrator shall be appointed by a three-fourths (3/4) vote of the members of the Common Council. The Administrator shall hold his/her office for an indefinite term, subject to removal for cause by a three-fourths (3/4) vote of the full Council, pursuant to Sec. 17.12(1)(d), Wis. Stats. The appointment may be terminated by the Administrator upon sixty (60) days' written notice.
  - c. The City Administrator shall have a four (4) year college degree or two (2) year associate degree in public administration, finance or other appropriate field of study, or have a minimum of three (3) years of pertinent experience before employment by the City.
- (5) Audits. Annual recurring audits shall be made of the records of such official and such audit shall be made either by a certified public accountant or by the Municipal Accounting Division of the Wisconsin Department of Revenue pursuant to Sec. 73.03(14), Wis. Stats., the designation to be made by the Common Council.
- (b) General Duties of the City Administrator. The City Administrator shall serve as the Chief Administrative Officer of the City of Princeton, responsible to and under the general direction and policies of the Mayor and Common Council, and shall be responsible for the proper administration of all activities of the City. The City Administrator shall have administrative powers and responsibilities over all City departments, department heads and employees of the City. He/she shall have administrative powers and responsibilities over the utilities of the City. To this end, the City Administrator shall have the following powers and duties:
- (1) The duties and responsibilities of the City Administrator include directing the effective and efficient performance of all City employees and coordinating and expediting all City services, functions, and programs.
  - (2) The City Administrator shall have the responsibility to review and recommend all candidates for appointment to department head positions to the Common Council and Mayor. The City Administrator has the responsibility to recommend to the Common Council and Mayor removal of all department head positions in a manner which is not inconsistent with state law, City personnel policies, and this Code of Ordinances. He/she shall act as personnel officer, accepting and coordinating recommendations from department heads on wages, hours and conditions of employment.
  - (3) The City Administrator shall serve as the City's Personnel Officer, which shall include the development, implementation, interpretation and enforcement of personnel rules and regulations as approved by the Common Council. This includes recommending revisions to City personnel policies when necessary, performing periodic performance evaluations of all non-sworn City employees, and implementing

disciplinary actions when warranted. In addition, the Administrator shall recommend salary and wage scales for all City employees not covered by collective bargaining agreements and direct and oversee the process where personnel problems and/or grievances are promptly resolved.

- (4) The City Administrator will receive policy guidance and direction from the Mayor and Common Council and shall be accountable to the Mayor in performance of the duties of this office.
- (5) The City Administrator shall be at all times responsible to the Mayor and Common Council and shall be responsible for effectuating all actions of the same which require administrative implementation or where the Mayor and Common Council has directed him/her to act.
- (6) The City Administrator shall be responsible for directing, coordinating and expediting the activities of all City departments, except where such authority is vested by Wisconsin Statutes in certain boards and commissions. He/she shall include making or directing such studies as are necessary to answer the most economical efficient operation of such departments, sources, and programs from the various departments when deemed necessary.
- (7) The City Administrator shall be the chief financial officer and purchasing agent of the City.
- (8) The City Administrator shall direct and oversee the City's purchasing policy as approved by the Common Council.
- (9) The City Administrator shall direct and coordinate with the cooperation of department heads the preparation of the annual City budget for submission to the Common Council. In the event that the City Administrator does not agree with the budget as submitted by a department head, he/she shall notify the department head accordingly and the matter shall be placed on the Common Council agenda so that both the City Administrator and the department head can be given an opportunity to state their positions and the Common Council shall resolve such disputes.
- (10) The City Administrator shall make such reports as the Mayor and Common Council may require as to the current fiscal status of budget items and to review and report to the Mayor and Common Council any variations in the operation of the City budget. He/she shall attend all Council meetings and take official minutes.
- (11) The City Administrator shall administer the payroll and maintain accurate and complete official employment records for all City employees.
- (12) The City Administrator shall submit as deemed necessary recommendations or suggestions for improving the health, safety or welfare of the City and shall institute and operate a system whereby City departments as well as persons having business with the Mayor and/or Common Council or any City department may properly and efficiently conduct such business.

- (13) The City Administrator shall promote the economic well-being and growth of the City through public and private sector cooperation, and shall coordinate economic development efforts of the City.
  - (14) The City Administrator shall perform such other duties as directed by the Mayor and Common Council.
- (c) Duties as Clerk. In his/her capacity as City Clerk, the City Administrator shall be responsible for performing those duties required by Sec. 62.09(9) of the Wisconsin Statutes and for the following additional duties:
- (1) Perform all election duties as required by Wisconsin Statute and keep and maintain all election records and all property used in conjunction with holding of elections;
  - (2) Publish all legal notices unless otherwise provided; file and preserve all contracts, bonds, oaths of office and other documents not required to be filed elsewhere;
  - (3) Issue all licenses required by ordinance or statute, except as otherwise provided;
  - (4) Attend meetings, take minutes and maintain files for the Common Council, and such other official boards and commissions as may be directed;
  - (5) Maintain a file on all City records, ordinances, resolutions and vouchers;
  - (6) Type and distribute reports for the Council and for federal and state agencies;
  - (7) Audit and obtain approval on claims charged against City;
  - (8) Assist the City Assessor in maintaining property assessment records;
  - (9) Administer oaths and affirmations;
  - (10) Issue licenses to various vendors in City;
  - (11) Develop and implement improved internal control and financial reporting procedures as necessary or as requested;
  - (12) Develop and implement improved internal control and financial reporting procedures as necessary or as directed;
  - (13) File financial and other reports with various state agencies;
  - (14) File insurance claims on behalf of the City;
  - (15) Locate suppliers of goods or services and obtain quotes;
  - (16) Advertise for bids, receive them and summarize the results;
  - (17) Identify and evaluate ideas to achieve more efficient and effective operation;
  - (18) Coordinate, supervise and conduct elections;
  - (19) Confer with Mayor, department heads and Common Council committees about projects and problems;
  - (20) Maintain personnel files;
  - (21) Perform such other duties as may be directed by Common Council.
- (d) Duties as Treasurer. In his/her capacity as City Treasurer, the City Administrator shall be responsible for performing those duties required by Sec. 62.09(11) of the Wisconsin Statutes and for the following additional duties:

- (1) Prepare the tax roll and tax notices required by the State of Wisconsin.
  - (2) Prepare financial and bank statements;
  - (3) Maintain fiscal records for the City and serve as City Comptroller;
  - (4) Make reports to the State on assessments;
  - (5) Prepare and send invoices for services provided by municipal utilities.
  - (6) Perform record keeping, billing, collections, banking, investments, accounting and financial reporting of all City operations, including utilities;
  - (7) Collect all taxes for the City and other taxing bodies;
  - (8) Invest idle funds for maximum interest earnings;
  - (9) Prepare monthly financial report;
  - (10) Maintain payroll records and prepare payroll checks from approved employee time sheets;
  - (11) Prepare check vouchers for payment of approved claims for signature;
  - (12) Coordinate the preparation and compilation of the annual City budget;
  - (13) Make property tax settlements with the County Treasurer and turn over to school district and other taxing units their proportionate share of property tax collections;
  - (14) Issue purchase orders.
- (e) Duties Prescribed By Law or Council. The Administrator shall perform such other duties as are prescribed by State Statutes and by order of the Council. The Administrator generally shall perform, under direction of the Mayor or other presiding officer of the Council, all duties pertaining to his/her office as Administrator, and shall be responsible for all the official acts of assistants.
- (f) Bond. The City Administrator shall execute to the City a surety company fidelity bond in an amount determined by the Common Council.

State Law Reference: Sec. 62.09(9) and (11), Wis. Stats.

## SECTION II. SEVERABILITY.

If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this Ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

## SECTION III. EFFECTIVE DATE.

This Charter Ordinance shall take effect 60 days following passage and publication as provided by law.

## Kinas Excavating, Inc.

Basements • Driveways • Septic systems - all types • Mound Systems  
Site Preparation • Land Clearing • Demolition • Topsoil • Trucking  
Soil and Site Evaluation • Sewer & Water - mains, laterals, repairs • Ponds  
Rip-rapping • Ditch Cleaning  
N6205 Lawson Drive, Green Lake, WI 54941  
Green Lake (920) 294-3879 • Markesan (920) 398-3431 • Fax (920) 294-3455  
[www.kinasexcavating.com](http://www.kinasexcavating.com)

May 23, 2013

City of Princeton  
531 S. Fulton St.  
Princeton, WI 54968

Re: Carleton Richter  
Site address: 305 W. Water St., Princeton, WI 54968

To Whom it May Concern:

Kinas Excavating, Inc. has a signed quote for the demolition of Carleton Richter's home at 305 W. Water St., The demolition should take 1-2 days depending on how everything goes. Kinas Excavating has the work scheduled for July 15, 2013 give or take but this is contingent on if the weather cooperates and we are able to stay on schedule. Please feel free to contact me if you have any questions. Thank you and have a great day.

Sincerely,



Lorene Kinas, Owner

# Kinas Excavating, Inc.

*Rec  
3/11/13*

Basements • Driveways • Septic systems - all types • Mound Systems  
 Site Preparation • Land Clearing • Demolition • Topsoil • Trucking • Hazardous Waste Removal  
 Soil and Site Evaluation • Sewer & Water - mains, laterals, repairs • Small Ponds • Rip-rapping • Ditch Cleaning  
 N6205 Lawson Drive, Green Lake WI 54941  
 Green Lake (920) 294-3879 • Markesan (920) 398-3431 • Fax (920) 294-3455

COMPANY	CELL: <b>295-3203</b>	DATE <b>3/5/13</b>
PROPOSAL SUBMITTED TO <b>Carter Richter</b> <i>CARL RICHTER</i>	PHONE	FAX
STREET <b>305 W Water St.</b>	JOB LOCATION	
CITY, STATE, AND ZIP CODE <b>Princeton, WI 54968</b>	JOB NAME	

We hereby submit specifications and estimates for:

Proposal for demolition of house to include:

- A. Demo house and dispose of in landfill.
  - B. Remove stumps from trees (Cut by others) and take to Old Green Lake Rd. site. *ux*
  - C. Cap sewer and water lines.
  - D. Remove concrete and take to Old Green Lake Rd., site.
  - E. Haul fill from your site to old foundation and level to rough finish grade.
- (A-E) \$7,200.00

**Note: All private utilities not marked by digger's hotline will be the home owner's responsibility.**

**Note: 50% is due at time of signing proposal and remainder is due upon completion.**

Please, call if you have any questions regarding this proposal or any extra work that is not spelled out in this Proposal. If this proposal is acceptable please sign, date and return so we may schedule. Thanks.

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Please See Above.

Payment to be made as follows:

Please provide us with verification of method of payment. If payment in full is not received within thirty (30) days from the date of completed work, Kinas Excavating, Inc. intends to file a claim for lien on your property. You are hereby notified that persons or companies furnishing labor or materials for the construction on your property located at : 305 W Water St., Princeton may have lien rights on your land and buildings if they are not paid. Those entitled to lien rights, in addition to the undersigned prime contractor, are those who contract directly with you or those who give you identification notice within sixty (60) days after they first furnish labor or materials for the construction. You probably will receive notices from those who furnish labor and materials for the construction. You should give a copy of each notice you receive to your mortgage lender, if any. The undersigned prime contractor agrees to cooperate with you and your lender, if any, to see that all potential lien claimants are duly paid. A finance charge of 1.5% (18% per annum) will be charged on the unpaid balance after 30 days. Kinas Excavating, Inc. reserves the right to impose a fuel surcharge.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be in addition to proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature *Bill Kinas* /Bill Kinas

Note: This proposal may be withdrawn by us if not accepted within 30 Days

**Acceptance of Proposal** - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature *Charles Richter*  
 Signature \_\_\_\_\_

Date of Acceptance: 3-11-13

(For quoted work price includes applicable state and local taxes)