

**CITY OF PRINCETON
COMMON COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, APRIL 8, 2014
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
- 6. ADMINISTRATORS REPORT**
 - A. Budget Comparison
 - B. City Administrators Report – Current and upcoming activities
- 7. CONSENT CALENDAR**
 - A. Minutes for Approval:
 - i. March 25, 2014 – Council meeting
 - B. Operator's License for Approval
 - i. Nicholas J. Krukowski - New
- 8. OFFICERS REPORT**
 - A. Library Directors report - recent and upcoming activities
 - B. Police Chiefs report – recent and upcoming activities
- 9. COMMUNICATIONS**
 - A. Memo from Green Lake County Sheriff's Department regarding No Wake Zone in the City limits
- 10. NEW BUSINESS**
 - A. **Scheduling of Organizational Meeting for the new Council**
Recommendation: Set Organizational Meeting date and time. (Ordinance requires it to be 3rd Tuesday of the month)
 - B. **Approve Green Lake County Library Funding Resolution #2014-02**
Recommendation: Approve Resolution as presented
 - C. **Fox Wisconsin Heritage Parkway DNR Grant Funding Resolution #2014-04**
Recommendation: Approve Resolution as presented
 - D. **Council Operational Manual as Amended**
Recommendation: Review updates to manual, approval and adoption of manual as amended.
 - E. **Closed Session**
Motion to go into closed session for (1) pursuant to Wisconsin Statutes Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in (Ambulance Contract Update); And
(2) pursuant to Wisconsin Statutes Section 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 (City Administrator/Clerk/Treasurer)
- 11. 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.

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-00-41110-000-000	REAL ESTATE PROPERTY TAXES	0.00	560,850.00	557,182.00	3,668.00	100.66
	REAL ESTATE PROPERTY TAXES	0.00	560,850.00	557,182.00	3,668.00	100.66
100-00-41111-000-000	PERSONAL PROPERTY TAXES	28,560.41	0.00	0.00	0.00	0.00
	PERSONAL PROPERTY TAXES	28,560.41	0.00	0.00	0.00	0.00
100-00-41140-000-000	MOBILE HOME FEES	169.56	174.72	2,500.00	-2,325.28	6.99
	MOBILE HOME FEES	169.56	174.72	2,500.00	-2,325.28	6.99
100-00-41150-000-000	FOREST CROP/MANAGED FOREST TAX	0.00	0.00	0.00	0.00	0.00
	FOREST CROP/MANAGED FOREST TAX	0.00	0.00	0.00	0.00	0.00
100-00-41160-000-000	WOODLAND TAXES	0.00	0.00	0.00	0.00	0.00
	WOODLAND TAXES	0.00	0.00	0.00	0.00	0.00
100-00-41310-601-000	PILOT UTILITY WATER	0.00	0.00	91,851.00	-91,851.00	0.00
100-00-41310-602-000	PILOT UTILITY ELECTRIC	0.00	0.00	31,652.00	-31,652.00	0.00
100-00-41310-603-000	PILOT UTILITY WASTEWATER	0.00	0.00	75,160.00	-75,160.00	0.00
	PILOT UTILITY	0.00	0.00	198,663.00	-198,663.00	0.00
100-00-41320-101-000	PILOT DNR LANDS	0.00	0.00	0.00	0.00	0.00
	TAXES FROM OTHER TAX EMEPT	0.00	0.00	0.00	0.00	0.00
100-00-41800-000-000	INTEREST & PENALTIES ON TAXES	0.00	0.00	0.00	0.00	0.00
	INTEREST & PENALTIES ON TAXES	0.00	0.00	0.00	0.00	0.00
100-00-41900-000-000	DELINQUENT PERSONAL PROPERTY	0.00	0.00	0.00	0.00	0.00
	DELINQUENT PERSONAL PROPERTY	0.00	0.00	0.00	0.00	0.00
	TAXES	28,729.97	561,024.72	758,345.00	-197,320.28	73.98
100-00-42400-000-000	SPECIAL ASSESSMENTS SIDEWALKS	-132.03	0.00	6,000.00	-6,000.00	0.00
	STREET RELATED FACILITIES	-132.03	0.00	6,000.00	-6,000.00	0.00
	SPECIAL ASSESSMENTS	-132.03	0.00	6,000.00	-6,000.00	0.00
100-00-43200-820-000	FEDERAL GRANTS CAPITAL IMPROVE	0.00	0.00	0.00	0.00	0.00
	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00
100-00-43400-000-000	STATE SHARED TAXES	0.00	0.00	0.00	0.00	0.00
	STATE SHARED TAXES	0.00	0.00	0.00	0.00	0.00
100-00-43410-000-000	STATE SHARED REVENUE	371.25	0.00	440,109.00	-440,109.00	0.00
	STATE SHARED REVENUE	371.25	0.00	440,109.00	-440,109.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-00-43420-000-000	STATE FIRE INSURANCE DUES 2%	0.00	0.00	2,165.00	-2,165.00	0.00
	STATE FIRE INSURANCE DUES 2%	0.00	0.00	2,165.00	-2,165.00	0.00
100-00-43430-000-000	EXEMPT COMPUTER AID	0.00	0.00	3,500.00	-3,500.00	0.00
	OTHER STATE SHARED TAXES	0.00	0.00	3,500.00	-3,500.00	0.00
100-00-43531-000-000	GENERAL TRANSPORTATION AIDS	18,545.24	16,889.17	67,383.00	-50,493.83	25.06
	GENERAL TRANSPORTATION AIDS	18,545.24	16,889.17	67,383.00	-50,493.83	25.06
100-00-43545-000-000	STATE RECYCLING GRANT	0.00	0.00	4,337.00	-4,337.00	0.00
	STATE RECYCLING GRANT	0.00	0.00	4,337.00	-4,337.00	0.00
100-00-43549-000-000	LANDFILL CLOSURE GRANT	0.00	0.00	0.00	0.00	0.00
	OTHER SANITATION	0.00	0.00	0.00	0.00	0.00
100-00-43691-000-000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
	STATE GRANTS	0.00	0.00	0.00	0.00	0.00
	INTERGOVERNMENTAL REVENUE	18,916.49	16,889.17	517,494.00	-500,604.83	3.26
100-00-44110-000-001	LIQUOR LICENSES	0.00	225.00	6,000.00	-5,775.00	3.75
100-00-44110-000-002	OPERATOR LICENSES	75.00	95.00	1,700.00	-1,605.00	5.59
100-00-44110-320-001	LIQUOR LICENSE PUBLICATION FEE	0.00	88.00	190.00	-102.00	46.32
	LIQUOR & MALT BEVERAGE	75.00	408.00	7,890.00	-7,482.00	5.17
100-00-44120-000-001	CIGARETTE LICENSE	25.00	25.00	240.00	-215.00	10.42
100-00-44120-000-002	CABLE TV LICENSE	2,400.21	2,344.17	7,100.00	-4,755.83	33.02
100-00-44120-000-003	AMUSEMENT DEVICES	0.00	0.00	0.00	0.00	0.00
	OTHER BUSINESS LICENSES	2,425.21	2,369.17	7,340.00	-4,970.83	32.28
100-00-44200-000-000	DOG LICENSES	766.72	944.30	1,100.00	-155.70	85.85
	NONBUSINESS LICENSES	766.72	944.30	1,100.00	-155.70	85.85
100-00-44300-000-000	BUILDING PERMITS & INSPECT FEE	0.00	0.00	0.00	0.00	0.00
	BUILDING PERMITS & INSPECT FEE	0.00	0.00	0.00	0.00	0.00
100-00-44400-000-000	ZONING PERMITS	0.00	400.00	0.00	400.00	0.00
	ZONING PERMITS	0.00	400.00	0.00	400.00	0.00
100-00-44900-000-001	OTHER REGULATORY LICENSES	25.00	0.00	0.00	0.00	0.00
100-00-44900-000-002	OTHER REGULATORY PERMITS	0.00	15.00	0.00	15.00	0.00
	OTHER REG LICENSES & PERMITS	25.00	15.00	0.00	15.00	0.00
	LICENSES & PERMITS	3,291.93	4,136.47	16,330.00	-12,193.53	25.33

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-00-45110-000-000	COURT PENALTIES & COSTS	3,211.94	1,778.07	10,800.00	-9,021.93	16.46
	COURT PENALTIES & COSTS	3,211.94	1,778.07	10,800.00	-9,021.93	16.46
100-00-45130-000-000	PARKING VIOLATIONS	160.00	30.00	500.00	-470.00	6.00
	PARKING VIOLATIONS	160.00	30.00	500.00	-470.00	6.00
100-00-45190-000-000	OTHER LAW & ORD VIOLATIONS	25.00	0.00	0.00	0.00	0.00
	OTHER LAW & ORD VIOLATIONS	25.00	0.00	0.00	0.00	0.00
100-00-45210-000-000	CONTRACT FORFEITURES	0.00	0.00	0.00	0.00	0.00
	CONTRACT FORFEITURES	0.00	0.00	0.00	0.00	0.00
	FINES, FORFEITS, & PENALTIES	3,396.94	1,808.07	11,300.00	-9,491.93	16.00
100-00-46100-000-000	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00
	GENERAL GOVERNMENT FEES	0.00	0.00	0.00	0.00	0.00
100-00-46110-000-000	CLERKS FEES	226.75	192.25	675.00	-482.75	28.48
	CLERKS FEES	226.75	192.25	675.00	-482.75	28.48
100-00-46210-000-000	LAW ENFORCEMENT FEES	65.75	143.00	300.00	-157.00	47.67
	LAW ENFORCEMENT FEES	65.75	143.00	300.00	-157.00	47.67
100-00-46720-000-000	FLEA MARKET REVENUE	0.00	0.00	15,500.00	-15,500.00	0.00
	CHARGE SERVICES PARKS	0.00	0.00	15,500.00	-15,500.00	0.00
	PUBLIC CHARGES FOR SERVICES	292.50	335.25	16,475.00	-16,139.75	2.03
100-00-47310-000-000	CHARGE SERVICES GEN GOV	300.00	147.48	0.00	147.48	0.00
	SURROUNDING MUNI FUNDING	300.00	147.48	0.00	147.48	0.00
100-00-47320-000-000	CHARGE SERVICES PUB SAFE	0.00	0.00	0.00	0.00	0.00
	CHARGE SERVICES PUB SAFE	0.00	0.00	0.00	0.00	0.00
	INTERGOVERN CHARGE FOR SERVICE	300.00	147.48	0.00	147.48	0.00
100-00-48000-000-000	MISCELLANEOUS REVENUES	6.89	13,315.54	1,000.00	12,315.54	1,331.55
	MISC REVENUE	6.89	13,315.54	1,000.00	12,315.54	1,331.55
100-00-48110-000-000	INTEREST INCOME	209.74	251.91	500.00	-248.09	50.38
	MISC REVENUE INTEREST INCOME	209.74	251.91	500.00	-248.09	50.38
100-00-48200-000-000	FIRE DEPT BUILDING RENT	0.00	7,154.00	6,880.00	274.00	103.98

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Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
MISC REVENUE FD BUILDING RENT	0.00	7,154.00	6,880.00	274.00	103.98
100-00-48300-000-000 PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
MISC REVENUE PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
100-00-48440-000-000 INSUR RECOV DAMAGE EQUIP&PROP	0.00	0.00	0.00	0.00	0.00
INSUR RECOV DAMAGE EQUIP&PROP	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000 DONATIONS	0.00	0.00	0.00	0.00	0.00
DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-48550-000-000 CAPITOL IMPROVEMENT REV	0.00	0.00	0.00	0.00	0.00
FUND RAISING	0.00	0.00	0.00	0.00	0.00
100-00-48910-000-000 LABOR REIMBURSED FROM UTILITY	0.00	0.00	0.00	0.00	0.00
LABOR REIMBURSED FROM UTILITY	0.00	0.00	0.00	0.00	0.00
100-00-48920-000-000 AUXILLARY POLICE REIMBURSEMENT	0.00	0.00	3,250.00	-3,250.00	0.00
AUXILLARY POLICE REIMBURSEMENT	0.00	0.00	3,250.00	-3,250.00	0.00
100-00-48930-000-000 OTHER REIMBURSEMENTS, MISC	0.00	0.00	250.00	-250.00	0.00
OTHER REIMBURSEMENTS, MISC	0.00	0.00	250.00	-250.00	0.00
100-00-48990-000-000 GRANTS	0.00	0.00	0.00	0.00	0.00
GRANTS	0.00	0.00	0.00	0.00	0.00
MISC REVENUE	216.63	20,721.45	11,880.00	8,841.45	174.42
100-00-49100-000-000 PROCEEDS OF LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
PROCEEDS OF LONG-TERM DEBT	0.00	0.00	0.00	0.00	0.00
100-18-49120-000-000 2010 CAPITAL PROJECTS NOTE	0.00	0.00	0.00	0.00	0.00
Undefined Group	0.00	0.00	0.00	0.00	0.00
100-00-49200-100-001 TRANSFER FROM LGIP GENERAL	0.00	0.00	0.00	0.00	0.00
100-00-49200-100-008 TRANSFER FROM LGIP WATER	0.00	0.00	0.00	0.00	0.00
100-00-49200-100-009 TRANSFER FROM LGIP HIGHWAY	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM GF	0.00	0.00	0.00	0.00	0.00
100-00-49220-000-000 TRANSFER FROM SPECIAL REVENUE	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM SPECIAL REVENUE	0.00	0.00	0.00	0.00	0.00
100-00-49260-000-000 TRANSFER FROM ENTERPRISE FUND	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM ENTERPRISE FUND	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-00-49280-000-000	TRANSFER FROM TRUST FUND	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM TRUST FUND		0.00	0.00	0.00	0.00	0.00
100-00-49400-000-000	SALES OF GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
SALES OF GENERAL FIXED ASSETS		0.00	0.00	0.00	0.00	0.00
100-00-49500-000-000	PROCEEDS OF REFUNDING BONDS	0.00	0.00	0.00	0.00	0.00
100-00-49500-000-001	TRANSFER OF CD'S	0.00	0.00	0.00	0.00	0.00
PROCEEDS OF REFUNDING BONDS		0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00
Total Revenues		55,012.43	605,062.61	1,337,824.00	-732,761.39	45.23

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-00-51000-210-000	UNCLASS PROFESSIONAL SERVICES	4,938.85	1,005.00	10,000.00	8,995.00	10.05
100-00-51000-371-000	UNCLASS HOLIDAY DECORATIONS	0.00	0.00	0.00	0.00	0.00
100-00-51000-390-000	UNCLASS MISCELLANEOUS	2,000.39	443.70	2,000.00	1,556.30	22.19
100-00-51000-720-000	UNCLASS DONATION TRI CASA	0.00	0.00	0.00	0.00	0.00
UNLASS MISC		6,939.24	1,448.70	12,000.00	10,551.30	12.07
100-01-51100-110-000	COUNCIL SALARY	1,000.00	1,200.00	7,200.00	6,000.00	16.67
100-03-51100-110-000	MAYOR SALARY	373.34	413.34	2,280.00	1,866.66	18.13
100-01-51100-140-000	COUNCIL MEETING PAY	720.00	880.00	4,000.00	3,120.00	22.00
100-01-51100-150-000	COUNCIL SOCIAL SECURITY	131.25	158.14	857.00	698.86	18.45
100-03-51100-150-000	MAYOR SOCIAL SECURITY	28.55	31.61	174.00	142.39	18.17
LEGISLATIVE		2,253.14	2,683.09	14,511.00	11,827.91	18.49
100-08-51300-210-000	ATTORNEY FEES	6,240.00	6,150.00	25,200.00	19,050.00	24.40
LEGAL		6,240.00	6,150.00	25,200.00	19,050.00	24.40
100-07-51400-220-000	CITY HALL UTILITIES	365.76	516.31	1,200.00	683.69	43.03
100-07-51400-290-000	CITY HALL TELEPHONE	446.07	471.99	2,200.00	1,728.01	21.45
100-07-51400-310-000	CITY HALL OFFICE SUPPLIES	84.54	186.45	2,000.00	1,813.55	9.32
100-07-51400-311-000	CITY HALL POSTAGE	102.40	104.07	750.00	645.93	13.88
100-07-51400-322-000	CITY DUES - LEAUGE WI MUNICIPAL	0.00	0.00	465.00	465.00	0.00
100-07-51400-350-001	CITY HALL EQUIP REPAIR / MAINT	205.01	193.14	1,000.00	806.86	19.31
100-07-51400-350-002	CITY HALL COPY MACH REPR/MAINT	0.00	0.00	500.00	500.00	0.00
100-07-51400-351-000	CITY HALL BUILD REPAIR/MAINT	699.99	0.00	1,000.00	1,000.00	0.00
100-07-51400-530-000	BANK SAFE DEPOSIT BOX RENT	0.00	0.00	100.00	100.00	0.00
GENERAL ADMINISTRATION		1,903.77	1,471.96	9,215.00	7,743.04	15.97
100-07-51410-110-000	ADMIN SALARY	7,041.60	5,768.79	40,514.00	34,745.21	14.24
100-07-51410-130-000	ADMIN RETIREMENT	404.03	410.22	1,681.00	1,270.78	24.40
100-07-51410-131-000	ADMIN HEALTH INSURANCE	906.06	1,673.25	6,395.00	4,721.75	26.16
100-07-51410-131-001	ADMIN LIFE INS REIMB	0.00	0.00	500.00	500.00	0.00
100-07-51410-133-000	ADMIN DISABILITY	0.00	0.00	160.00	160.00	0.00
100-07-51410-140-000	ADMIN MEETINGS	181.50	0.00	1,000.00	1,000.00	0.00
100-07-51410-150-000	ADMIN SOCIAL SECURITY	529.49	424.81	2,028.00	1,603.19	20.95
100-07-51410-190-000	ADMIN TRAINING	104.59	863.21	1,500.00	636.79	57.55
100-07-51410-322-000	ADMIN PROFESSIONAL DUES	100.00	0.00	650.00	650.00	0.00
100-07-51410-330-000	ADMIN MILEAGE	216.66	0.00	700.00	700.00	0.00
100-07-51410-390-000	ADMIN MISC EXPENSES	558.56	419.70	5,000.00	4,580.30	8.39
100-07-51410-520-000	ADMIN BOND	346.88	0.00	1,350.00	1,350.00	0.00
CITY ADMINISTRATOR		10,389.37	9,559.98	61,478.00	51,918.02	15.55
100-04-51420-320-000	NEWSPAPER PUBLICATIONS	2,767.97	994.96	10,500.00	9,505.04	9.48
CLERK		2,767.97	994.96	10,500.00	9,505.04	9.48
100-05-51440-120-000	ELECTION WAGES	300.00	0.00	2,800.00	2,800.00	0.00
100-05-51440-340-000	ELECTION SUPPLIES	0.00	540.00	2,000.00	1,460.00	27.00
100-05-51440-390-000	ELECTION DAY FOOD & DRINK	54.54	0.00	450.00	450.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
LEGISLATIVE		354.54	540.00	5,250.00	4,710.00	10.29
100-09-51510-210-000	CPA AUDIT FEES	6,390.00	2,952.26	21,950.00	18,997.74	13.45
ACCOUNTING		6,390.00	2,952.26	21,950.00	18,997.74	13.45
100-06-51530-210-000	ASSESSOR FEES	0.00	0.00	5,000.00	5,000.00	0.00
ASSESSMENT OF PROPERTY		0.00	0.00	5,000.00	5,000.00	0.00
100-10-51540-510-000	INSURE PROP & VEHICLES	0.00	0.00	18,396.00	18,396.00	0.00
100-10-51540-511-000	INSURE WORKMANS COMP	252.00	-1,940.00	9,261.00	11,201.00	-20.95
100-00-51540-590-000	UNCLASS PERSONAL PROPERTY	0.00	0.00	0.00	0.00	0.00
RISK & PROPERTY MANAGEMENT		252.00	-1,940.00	27,657.00	29,597.00	-7.01
100-00-51920-352-000	Gain/Loss On Sale of Fixed Ast	0.00	0.00	0.00	0.00	0.00
Undefined Group		0.00	0.00	0.00	0.00	0.00
UNLASS MISC		37,490.03	23,860.95	192,761.00	168,900.05	12.38
100-11-52100-120-000	POLICE WAGES	44,868.50	44,406.76	188,229.00	143,822.24	23.59
100-11-52100-121-000	POLICE OVER TIME WAGES	0.00	0.00	0.00	0.00	0.00
100-11-52100-122-000	POLICE AUXILLARY WAGES	0.00	0.00	3,500.00	3,500.00	0.00
100-11-52100-130-000	POLICE RETIREMENT	4,210.78	4,138.10	17,962.00	13,823.90	23.04
100-11-52100-131-000	POLICE HEALTH INSURANCE	11,703.90	9,578.72	38,384.00	28,805.28	24.95
100-11-52100-131-001	LIFE INS REIMB	0.00	0.00	250.00	250.00	0.00
100-11-52100-132-000	POLICE UNIFORMS PART TIME	0.00	0.00	1,000.00	1,000.00	0.00
100-11-52100-132-002	POLICE UNIFORMS MATT	0.00	0.00	400.00	400.00	0.00
100-11-52100-132-005	POLICE NEW OFFICER UNIFORM	0.00	0.00	400.00	400.00	0.00
100-11-52100-132-006	POLICE UNIFORMS MRSTIK	383.23	0.00	400.00	400.00	0.00
100-11-52100-133-000	POLICE DISABILITY	0.00	0.00	0.00	0.00	0.00
100-11-52100-140-000	POLICE MEETINGS	0.00	0.00	0.00	0.00	0.00
100-11-52100-150-000	POLICE SOCIAL SECURITY	3,310.30	3,297.20	14,400.00	11,102.80	22.90
100-11-52100-151-000	POLICE UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
100-11-52100-190-000	POLICE TRAINING	-243.00	-243.00	750.00	993.00	-32.40
100-11-52100-191-000	POLICE CONFERENCES	235.00	295.00	350.00	55.00	84.29
100-11-52100-196-000	POLICE DEFERRED COMP	0.00	0.00	0.00	0.00	0.00
100-11-52100-210-000	POLICE ATTORNEY FEES	0.00	0.00	1,000.00	1,000.00	0.00
100-11-52100-220-000	POLICE UTILITIES	285.39	489.75	1,000.00	510.25	48.98
100-11-52100-290-000	POLICE TELEPHONE	458.09	552.99	2,300.00	1,747.01	24.04
100-11-52100-292-000	POLICE ON-LINE EXPENSE	0.00	0.00	0.00	0.00	0.00
100-11-52100-310-000	POLICE OFFICE SUPPLIES	0.00	210.98	400.00	189.02	52.75
100-11-52100-311-000	POLICE POSTAGE	0.00	46.00	400.00	354.00	11.50
100-11-52100-312-000	POLICE FORMS	181.50	181.50	1,250.00	1,068.50	14.52
100-11-52100-313-000	POLICE OFFICE EQUIPMENT	0.00	0.00	100.00	100.00	0.00
100-11-52100-330-000	POLICE MILEAGE	0.00	0.00	0.00	0.00	0.00
100-11-52100-340-000	POLICE OPERATING SUPPLIES	706.85	601.84	4,450.00	3,848.16	13.52
100-11-52100-341-000	POLICE AMMUNITION	0.00	0.00	700.00	700.00	0.00
100-11-52100-350-000	POLICE EQUIP REPAIR / MAINT	0.00	0.00	500.00	500.00	0.00
100-11-52100-351-000	POLICE BUILD REPAIR / MAINT	0.00	55.75	700.00	644.25	7.96
100-11-52100-352-000	POLICE VEHICLE REPAIR / MAINT	595.79	91.10	3,000.00	2,908.90	3.04

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-11-52100-370-000	POLICE FUEL	2,250.17	2,167.65	11,040.00	8,872.35	19.63
100-11-52100-390-000	POLICE CRIME PREVENTION	0.00	0.00	250.00	250.00	0.00
100-11-52100-520-000	POLICE CHIEF BOND	0.00	0.00	375.00	375.00	0.00
100-11-52100-812-000	POLICE SQUAD REPLACEMENT	0.00	0.00	15,000.00	15,000.00	0.00
LAW ENFORCEMENT		68,946.50	65,870.34	308,490.00	242,619.66	21.35
100-12-52200-110-000	MARSHAL SALARY	0.00	0.00	2,000.00	2,000.00	0.00
100-12-52200-220-000	FIRE UTILITIES	715.73	539.73	2,500.00	1,960.27	21.59
100-12-52200-290-000	FIRE TELEPHONE	153.05	78.35	900.00	821.65	8.71
100-12-52200-340-000	FIRE OPERATING EXPENSE	4,911.53	4,778.80	8,000.00	3,221.20	59.74
100-12-52200-351-000	FIRE BUILDING MAINTENANCE	424.92	0.00	4,000.00	4,000.00	0.00
100-12-52200-390-000	FIRE MISCELLANEOUS EXPENSE	123.76	0.00	500.00	500.00	0.00
100-12-52200-530-000	FIRE HYDRANT RENT	0.00	0.00	186,168.00	186,168.00	0.00
100-12-52200-812-000	FIRE VEHICLE REPLACEMENT	0.00	1,481.93	6,000.00	4,518.07	24.70
FIRE PROTECTION		6,328.99	6,878.81	210,068.00	203,189.19	3.27
100-14-52500-110-000	EMER GOVT DIRECTOR SALARY	200.00	200.00	1,200.00	1,000.00	16.67
100-14-52500-140-000	EMER GOVT STORM SPOTTER PAY	0.00	0.00	400.00	400.00	0.00
100-14-52500-150-000	EMER GOVT SOCIAL SECURITY	31.52	32.57	122.00	89.43	26.70
100-14-52500-290-000	EMER GOVT TELEPHONE	154.04	156.66	900.00	743.34	17.41
100-14-52500-340-000	EMER GOVT OPERATING SUPPLIES	0.00	0.00	100.00	100.00	0.00
100-14-52500-341-000	EMER GOVT EQUIPMENT	160.00	0.00	1,500.00	1,500.00	0.00
100-14-52500-390-000	EMER GOVT MISCELLANEOUS	0.00	0.00	600.00	600.00	0.00
100-14-52500-810-000	EG EQUIPMENT	0.00	0.00	0.00	0.00	0.00
DISASTER CONTROL		545.56	389.23	4,822.00	4,432.77	8.07
PUBLIC SAFETY		75,821.05	73,138.38	523,380.00	450,241.62	13.97
100-24-53000-110-000	SUPERVISOR SALARY	2,359.44	2,077.20	9,225.00	7,147.80	22.52
100-16-53000-120-000	PUBLIC WORKS WAGES	0.00	863.21	500.00	-363.21	172.64
100-16-53000-130-000	PUBLIC WORKS RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-24-53000-130-000	SUPERVISOR RETIREMENT	156.90	145.38	646.00	500.62	22.50
100-16-53000-131-000	PUBLIC WORKS HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-24-53000-131-000	SUPERVISOR HEALTH INSURANCE	291.41	787.23	4,259.00	3,471.77	18.48
100-24-53000-132-000	SUPERVISOR UNIFORMS	0.00	0.00	0.00	0.00	0.00
100-16-53000-150-000	PUBLIC WORKS SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
100-24-53000-150-000	SUPERVISOR SOCIAL SECURITY	177.48	150.71	706.00	555.29	21.35
100-16-53000-210-000	PUBLIC WORKS CONTRACTED LABOR	0.00	0.00	2,000.00	2,000.00	0.00
100-16-53000-340-000	PUBLIC WORKS OPERATING SUPPLY	0.00	0.00	250.00	250.00	0.00
100-24-53000-390-000	SUPERVISOR MISCELLANEOUS	0.00	0.00	3,000.00	3,000.00	0.00
100-16-53000-820-000	PUBLIC WORKS CAPITAL IMPROVE	19,623.00	0.00	0.00	0.00	0.00
PUBLIC WORKS		22,608.23	4,023.73	20,586.00	16,562.27	19.55
100-18-53100-210-000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
STREET ADMINISTRATION		0.00	0.00	0.00	0.00	0.00
100-18-53311-120-000	STREET MAINT WAGES	22,054.48	22,567.13	69,486.00	46,918.87	32.48
100-18-53311-130-000	STREET MAINT RETIREMENT	1,466.65	1,579.68	4,864.00	3,284.32	32.48
100-18-53311-131-000	STREET MAINT HEALTH INSURANCE	4,192.91	4,445.40	10,227.00	5,781.60	43.47

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
100-18-53311-132-000	STREET MAINT UNIFORMS	750.00	0.00	930.00	930.00	0.00
100-18-53311-133-000	STREET MAINT DISABILITY	0.00	0.00	300.00	300.00	0.00
100-18-53311-150-000	STREET MAINT SOCIAL SECURITY	1,643.41	1,680.09	5,316.00	3,635.91	31.60
100-18-53311-151-000	STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00
100-18-53311-190-000	STREET MAINT TRAINING	75.41	451.35	2,000.00	1,548.65	22.57
100-18-53311-210-000	STREET MAINT CONTRACT LABOR	0.00	9,224.00	2,000.00	-7,224.00	461.20
100-18-53311-220-000	STREET MAINT UTILITIES	155.51	89.59	1,000.00	910.41	8.96
100-18-53311-290-000	STREET MAINT TELEPHONE	126.16	187.43	720.00	532.57	26.03
100-18-53311-310-000	STREET MAINTENANCE	0.00	0.00	0.00	0.00	0.00
100-18-53311-340-000	STREET MAINT SUPPLIES	12,199.61	11,869.40	25,000.00	13,130.60	47.48
100-18-53311-341-000	STREET MAINT EQUIPMENT	0.00	260.79	1,500.00	1,239.21	17.39
100-18-53311-343-000	STREET MAINT SIGNS	0.00	0.00	1,000.00	1,000.00	0.00
100-18-53311-350-000	STREET MAINT SEALCOAT/BLACKTOP	0.00	280.00	7,000.00	6,720.00	4.00
100-18-53311-352-000	STREET MAINT VEHICLE MAINT	2,645.26	500.62	4,000.00	3,499.38	12.52
100-18-53311-353-000	STREET MAINT GRAVEL & BLACKTOP	0.00	0.00	1,500.00	1,500.00	0.00
100-18-53311-370-000	STREET MAINT FUEL	2,868.40	2,465.38	7,000.00	4,534.62	35.22
100-19-53311-370-000	SNOW REMOVAL FUEL	2,379.90	1,607.96	7,000.00	5,392.04	22.97
100-18-53311-810-000	STREET MAINT STREET SWEEPER	0.00	0.00	1,000.00	1,000.00	0.00
100-18-53311-812-000	STREET MAINT VEHICLE REPLACE	0.00	0.00	40,000.00	40,000.00	0.00
STREET MAINTENANCE		50,557.70	57,208.82	191,843.00	134,634.18	29.82
100-16-53420-220-000	STREET LIGHTING EXPENSE	10,652.66	6,926.00	38,325.00	31,399.00	18.07
STREET LIGHTING		10,652.66	6,926.00	38,325.00	31,399.00	18.07
100-21-53432-350-000	SIDEWALKS SUPPLIES (CONCRETE)	0.00	0.00	7,000.00	7,000.00	0.00
100-21-53432-390-000	SIDEWALKS MISCELLANEOUS	0.00	0.00	500.00	500.00	0.00
SIDEWALK W/OUT STREET CONSTR		0.00	0.00	7,500.00	7,500.00	0.00
100-22-53620-290-000	REFUSE & GARBAGE COLLECTION	17,638.20	11,992.50	73,125.00	61,132.50	16.40
100-22-53620-340-000	REFUSE & GARBAGE OPER SUPPLIES	0.00	0.00	0.00	0.00	0.00
100-22-53620-370-000	REFUSE & GARBAGE FUEL SURCHARG	1,366.44	865.68	5,760.00	4,894.32	15.03
REFUSE & GARBAGE COLLECTION		19,004.64	12,858.18	78,885.00	66,026.82	16.30
100-22-53635-290-001	RECYCLING EXPENDITURES	4,520.25	3,062.70	18,675.00	15,612.30	16.40
100-22-53635-290-002	RECYCLING ADVERTISING	0.00	0.00	0.00	0.00	0.00
RECYCLING EXPENDITURES		4,520.25	3,062.70	18,675.00	15,612.30	16.40
PUBLIC WORKS		107,343.48	84,079.43	355,814.00	271,734.57	23.63
100-25-55200-220-000	PARKS UTILITIES	1,179.95	730.00	2,500.00	1,770.00	29.20
100-25-55200-340-000	PARKS OPERATING SUPPLIES	49.75	45.75	3,500.00	3,454.25	1.31
100-25-55200-341-001	PARKS OPERATING EQUIPMENT	0.00	0.00	1,000.00	1,000.00	0.00
100-25-55200-341-002	PARKS PLAYGROUND EQUIPMENT	1,000.00	0.00	1,212.00	1,212.00	0.00
100-25-55200-360-000	PARKS REPAIRS & MAINTENANCE	330.91	380.58	3,000.00	2,619.42	12.69
100-25-55200-830-000	PARKS FUTURE PROJECTS	0.00	0.00	5,000.00	5,000.00	0.00
PARKS		2,560.61	1,156.33	16,212.00	15,055.67	7.13
100-25-55300-340-000	PARKS CELEBRATIONS	1,000.00	0.00	1,000.00	1,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
RECREATION PROGRAMS & EVENTS						
		1,000.00	0.00	1,000.00	1,000.00	0.00
CULTURE, RECREATION, & DEVELOP						
		3,560.61	1,156.33	17,212.00	16,055.67	6.72
100-20-56110-210-000	FORESTRY CONTRACTED LABOR	0.00	0.00	6,000.00	6,000.00	0.00
100-20-56110-240-000	FORESTRY STUMP & TREE REMOVAL	0.00	0.00	1,500.00	1,500.00	0.00
100-20-56110-340-000	FORESTRY TREES & BUSHES	-521.50	0.00	1,500.00	1,500.00	0.00
100-20-56110-390-000	FORESTRY GRASS CUTTING	0.00	0.00	0.00	0.00	0.00
FORESTRY						
		-521.50	0.00	9,000.00	9,000.00	0.00
100-17-56400-110-000	ZONING ADMINISTRATOR SALARY	250.00	125.00	5,000.00	4,875.00	2.50
100-17-56400-150-000	ZONING SOCIAL SECURITY	0.00	0.00	383.00	383.00	0.00
100-17-56400-340-000	ZONING OPERATING SUPPLIES	0.00	0.00	250.00	250.00	0.00
ZONING						
		250.00	125.00	5,633.00	5,508.00	2.22
100-00-56600-730-000	CITY SHARE OF FACADE PROJECT	0.00	0.00	11,500.00	11,500.00	0.00
URBAN DEVELOPMENT						
		0.00	0.00	11,500.00	11,500.00	0.00
CONSERVATION & DEVELOPMENT						
		-271.50	125.00	26,133.00	26,008.00	0.48
100-11-57000-810-000	POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
100-07-57000-820-000	CITY HALL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
100-11-57000-820-000	POLICE BUILDING IMPROVEMENT	0.00	0.00	0.00	0.00	0.00
TIF DISABILITY						
		0.00	0.00	0.00	0.00	0.00
100-18-57330-000-000	HIGHWAY & STREET CONSTRUCTION	0.00	0.00	0.00	0.00	0.00
HIGHWAY & STREET CONSTRUCTION						
		0.00	0.00	0.00	0.00	0.00
100-27-57340-830-000	STORM SEWER FUTURE CONSTRUCT	0.00	0.00	0.00	0.00	0.00
CAP OUTLAY ROAD FACILITIES						
		0.00	0.00	0.00	0.00	0.00
TIF DISABILITY						
		0.00	0.00	0.00	0.00	0.00
100-00-58100-000-000	GO DEBT PRINCIPAL	15,000.00	15,000.00	48,320.00	33,320.00	31.04
DEBT SERVICE PRINCIPAL						
		15,000.00	15,000.00	48,320.00	33,320.00	31.04
100-00-58200-000-000	GO DEBT INTEREST	3,337.50	3,206.25	14,994.00	11,787.75	21.38
100-00-58200-000-100	LOC INTEREST	0.00	0.00	0.00	0.00	0.00
LINE OF CREDIT INTEREST						
		3,337.50	3,206.25	14,994.00	11,787.75	21.38
DEBT SERVICE						
		18,337.50	18,206.25	63,314.00	45,107.75	28.76
100-00-59200-402-000	TRANSFER TO TIF FUND	0.00	0.00	27,650.00	27,650.00	0.00
100-00-59200-601-000	TRANSFER TO WATER	0.00	0.00	0.00	0.00	0.00
100-00-59200-603-000	TRANSFER TO WASTEWATER	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
TRANSFER TO TIF FUND	0.00	0.00	27,650.00	27,650.00	0.00
100-00-59220-200-000 TRANSFER TO LIBRARY	0.00	0.00	68,561.00	68,561.00	0.00
TRANSFER TO SPECIAL REV FUND	0.00	0.00	68,561.00	68,561.00	0.00
100-00-59260-604-000 TRANSFER TO AMBULANCE	0.00	0.00	11,000.00	11,000.00	0.00
TRANSFER TO ENTERPRISE FUND	0.00	0.00	11,000.00	11,000.00	0.00
100-00-59280-903-000 TRANSFER TO TRUST FUND	0.00	0.00	50,000.00	50,000.00	0.00
TRANSFER TO TRUST FUND	0.00	0.00	50,000.00	50,000.00	0.00
OTHER FINANCING USES	0.00	0.00	157,211.00	157,211.00	0.00
Total Expenses	242,281.17	200,566.34	1,335,825.00	1,135,258.66	15.01
Net Totals	-187,268.74	404,496.27	1,999.00	-402,497.27	20234.93

Fund: 200 - LIBRARY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
200-23-43720-000-000	LIBRARY AID	0.00	38,341.00	64,307.00	-25,966.00	59.62
	LIBRARY AID	0.00	38,341.00	64,307.00	-25,966.00	59.62
	INTERGOVERNMENTAL REVENUE	0.00	38,341.00	64,307.00	-25,966.00	59.62
200-23-46710-000-000	FINES & MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
	FINES & MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
	PUBLIC CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00
200-23-47310-000-000	SURROUNDING MUNI FUNDING	0.00	0.00	0.00	0.00	0.00
	SURROUNDING MUNI FUNDING	0.00	0.00	0.00	0.00	0.00
	INTERGOVERN CHARGE FOR SERVICE	0.00	0.00	0.00	0.00	0.00
200-23-48100-000-000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE INTEREST	0.00	0.00	0.00	0.00	0.00
200-23-48500-000-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
	DONATIONS	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
200-23-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	68,561.00	-68,561.00	0.00
	TRANSFER FROM GENERAL FUND	0.00	0.00	68,561.00	-68,561.00	0.00
	OTHER FINANCING SOURCES	0.00	0.00	68,561.00	-68,561.00	0.00
	Total Revenues	0.00	38,341.00	132,868.00	-94,527.00	28.86

Fund: 200 - LIBRARY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
200-23-55110-110-000	LIBRARY DIRECTOR SALARY	9,182.40	8,404.28	36,050.00	27,645.72	23.31
200-23-55110-120-000	LIBRARY WAGES	4,864.72	4,224.32	20,162.00	15,937.68	20.95
200-23-55110-130-000	LIBRARY RETIREMENT	610.62	588.30	2,523.00	1,934.70	23.32
200-23-55110-131-000	LIBRARY HEALTH INSURANCE	0.00	5,323.56	21,294.00	15,970.44	25.00
200-23-55110-150-000	LIBRARY SOCIAL SECURITY	1,074.62	910.52	4,326.00	3,415.48	21.05
200-23-55110-190-000	LIBRARY TRAINING	0.00	0.00	500.00	500.00	0.00
200-23-55110-210-000	LIBRARY CLEANING	336.42	271.09	1,938.00	1,666.91	13.99
200-23-55110-220-000	LIBRARY UTILITIES	1,241.99	1,712.57	4,725.00	3,012.43	36.24
200-23-55110-290-000	LIBRARY TELEPHONE	212.98	346.71	1,200.00	853.29	28.89
200-23-55110-292-000	LIBRARY ON-LINE EXPENSE	0.00	0.00	2,200.00	2,200.00	0.00
200-23-55110-310-000	LIBRARY OFFICE SUPPLIES	1,035.72	155.85	2,000.00	1,844.15	7.79
200-23-55110-322-000	LIBRARY WALS MEMBERSHIP	8,330.00	8,631.00	8,500.00	-131.00	101.54
200-23-55110-323-000	LIBRARY MISCELLANEOUS DUES	550.00	1,723.86	1,100.00	-623.86	156.71
200-23-55110-330-000	LIBRARY MILEAGE	0.00	0.00	250.00	250.00	0.00
200-23-55110-331-000	LIBRARY TRAVEL FOOD	0.00	0.00	50.00	50.00	0.00
200-23-55110-332-000	LIBRARY TRAVEL LODGING	0.00	0.00	500.00	500.00	0.00
200-23-55110-340-000	LIBRARY BOOKS	4,950.86	1,541.21	18,850.00	17,308.79	8.18
200-23-55110-341-000	LIBRARY PROGRAMS	95.49	47.74	2,000.00	1,952.26	2.39
200-23-55110-351-000	LIBRARY REPAIR & MAINTENANCE	600.00	30.79	1,800.00	1,769.21	1.71
200-23-55110-390-000	LIBRARY MISCELLANEOUS EXPENSE	300.00	0.00	1,500.00	1,500.00	0.00
200-23-55110-820-000	LIBRARY CAPITAL IMPROVEMENTS	0.00	0.00	1,400.00	1,400.00	0.00
LIBRARY PROGRAMS		33,385.82	33,911.80	132,868.00	98,956.20	25.52
CULTURE, RECREATION, & DEVELOP		33,385.82	33,911.80	132,868.00	98,956.20	25.52
Total Expenses		33,385.82	33,911.80	132,868.00	98,956.20	25.52
Net Totals		-33,385.82	4,429.20	0.00	-4,429.20	0.00

Fund: 201 - SENIOR TRANSPORTATION

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
201-00-43530-000-000 COUNTY TRANSPORTATION AID	0.00	0.00	13,625.00	-13,625.00	0.00
TRANSPORTATION	0.00	0.00	13,625.00	-13,625.00	0.00
INTERGOVERNMENTAL REVENUE	0.00	0.00	13,625.00	-13,625.00	0.00
201-00-48100-000-000 INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
MISC REVENUE INTEREST	0.00	0.00	0.00	0.00	0.00
201-00-48500-000-000 SR TRANSPORTATION DONATIONS	0.00	0.00	0.00	0.00	0.00
DONATIONS	0.00	0.00	0.00	0.00	0.00
MISC REVENUE	0.00	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	13,625.00	-13,625.00	0.00

Fund: 201 - SENIOR TRANSPORTATION

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
201-00-51000-000-000 UNCLASS MISC	0.00	0.00	0.00	0.00	0.00
UNCLASS MISC	0.00	0.00	0.00	0.00	0.00
UNCLASS MISC	0.00	0.00	0.00	0.00	0.00
201-00-54500-120-000 SOCIAL SERVICES	0.00	0.00	13,629.00	13,629.00	0.00
SOCIAL SERVICES	0.00	0.00	13,629.00	13,629.00	0.00
HEALTH & HUMAN SERVICES	0.00	0.00	13,629.00	13,629.00	0.00
Total Expenses	0.00	0.00	13,629.00	13,629.00	0.00
Net Totals	0.00	0.00	-4.00	-4.00	0.00

Fund: 402 - TAX INCREMENT DISTRICT 2

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
402-00-41120-000-000	TAX INCREMENTS	0.00	0.00	23,649.00	-23,649.00	0.00
	TAX INCREMENTS	0.00	0.00	23,649.00	-23,649.00	0.00
	TAXES	0.00	0.00	23,649.00	-23,649.00	0.00
402-00-48110-000-000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
402-00-48300-000-000	PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
402-00-48600-000-000	WI OJA GRANT	0.00	0.00	0.00	0.00	0.00
	WI OJA GRANT	0.00	0.00	0.00	0.00	0.00
402-00-48930-000-000	OTHER REIMBURSEMENTS, MISC	58,997.59	0.00	0.00	0.00	0.00
	OTHER REIMBURSEMENTS, MISC	58,997.59	0.00	0.00	0.00	0.00
	MISC REVENUE	58,997.59	0.00	0.00	0.00	0.00
402-00-49140-000-000	DEBT FUNDS	0.00	0.00	0.00	0.00	0.00
	Undefined Group	0.00	0.00	0.00	0.00	0.00
402-00-49200-000-000	TRANSFER FROM GF	0.00	0.00	27,650.00	-27,650.00	0.00
	TRANSFER FROM GF	0.00	0.00	27,650.00	-27,650.00	0.00
	OTHER FINANCING SOURCES	0.00	0.00	27,650.00	-27,650.00	0.00
	Total Revenues	58,997.59	0.00	51,299.00	-51,299.00	0.00

Fund: 402 - TAX INCREMENT DISTRICT 2

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
402-00-56700-000-000	PROPERTY TAXES DUE	0.00	0.00	0.00	0.00	0.00
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	Undefined Group	0.00	0.00	0.00	0.00	0.00
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CONSERVATION & DEVELOPMENT		0.00	0.00	0.00	0.00	0.00
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402-00-57000-000-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
402-00-57000-110-000	ADMIN SALARIES	786.48	692.40	3,075.00	2,382.60	22.52
402-00-57000-130-000	TIF RETIREMENT	52.32	48.48	0.00	-48.48	0.00
402-00-57000-131-000	TIF HEALTH INSURANCE	97.14	262.41	0.00	-262.41	0.00
402-00-57000-133-000	TIF DISABILITY	0.00	0.00	0.00	0.00	0.00
402-00-57000-150-000	SOCIAL SECURITY	59.16	50.25	0.00	-50.25	0.00
402-00-57000-210-000	PROFESSIONAL SERVICES	3,874.25	350.00	4,000.00	3,650.00	8.75
402-00-57000-211-000	LEGAL FEE'S	0.00	0.00	0.00	0.00	0.00
402-00-57000-230-000	INFRASTRUCTURE SERVICE	0.00	0.00	0.00	0.00	0.00
402-00-57000-610-000	PRINCIPAL PAYMENT	25,000.00	25,000.00	25,000.00	0.00	100.00
402-00-57000-620-000	INTEREST PAYMENT	9,846.25	9,690.00	19,224.00	9,534.00	50.41
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	TIF DISABILITY	39,715.60	36,093.54	51,299.00	15,205.46	70.36
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	TIF DISABILITY	39,715.60	36,093.54	51,299.00	15,205.46	70.36
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	Total Expenses	39,715.60	36,093.54	51,299.00	15,205.46	70.36
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Net Totals		19,281.99	-36,093.54	0.00	36,093.54	0.00

Fund: 601 - WATER UTILITY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
601-00-43230-400-001	WATER GRANT	0.00	0.00	0.00	0.00	0.00
WATER GRANT		0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUE		0.00	0.00	0.00	0.00	0.00
601-00-46450-000-000	WATER REVENUE	83,001.34	83,244.26	333,151.00	-249,906.74	24.99
601-00-46450-000-001	WATER RESIDENTIAL	0.00	0.00	0.00	0.00	0.00
601-00-46450-000-002	WATER COMMERCIAL	0.00	0.00	0.00	0.00	0.00
601-00-46450-000-003	WATER INDUSTRIAL	0.00	0.00	0.00	0.00	0.00
601-00-46450-000-004	WATER PUBLIC FIRE PROTECTION	931.33	849.64	186,168.00	-185,318.36	0.46
601-00-46450-000-006	WATER PUBLIC	0.00	0.00	0.00	0.00	0.00
601-00-46450-000-007	WATER FORFEIT DISCOUNT	0.00	0.00	0.00	0.00	0.00
601-00-46450-000-009	WATER MISCELLANEOUS	1,350.00	747.95	1,500.00	-752.05	49.86
WATER REVENUE		85,282.67	84,841.85	520,819.00	-435,977.15	16.29
PUBLIC CHARGES FOR SERVICES		85,282.67	84,841.85	520,819.00	-435,977.15	16.29
601-00-47000-000-000	WATER INTERGOV CHARGE SERVICE	155.04	8.69	0.00	8.69	0.00
INTERGOVERN CHARGE FOR SERVICE		155.04	8.69	0.00	8.69	0.00
INTERGOVERN CHARGE FOR SERVICE		155.04	8.69	0.00	8.69	0.00
601-00-48100-000-000	INTEREST INCOME	0.00	0.00	250.00	-250.00	0.00
MISC REVENUE INTEREST		0.00	0.00	250.00	-250.00	0.00
MISC REVENUE		0.00	0.00	250.00	-250.00	0.00
601-00-49200-100-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM GF		0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00
Total Revenues		85,437.71	84,850.54	521,069.00	-436,218.46	16.28

Fund: 601 - WATER UTILITY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
601-01-51920-352-000	GAIN/LOSS ON DISP OF FIXED AST	0.00	0.00	0.00	0.00	0.00
Undefined Group		0.00	0.00	0.00	0.00	0.00
UNLASS MISC		0.00	0.00	0.00	0.00	0.00
601-02-53700-110-000	WATER SUPERVISOR SALARY	9,000.60	5,559.54	24,639.00	19,079.46	22.56
601-01-53700-120-000	WATER WAGES	5,996.29	6,867.14	34,743.00	27,875.86	19.77
601-01-53700-121-000	WATER OVER TIME WAGES	0.00	0.00	0.00	0.00	0.00
601-01-53700-122-000	WATER WEEKEND ON-CALL PAY	100.00	100.00	0.00	-100.00	0.00
601-01-53700-130-000	WATER RETIREMENT	1,005.94	881.91	4,157.00	3,275.09	21.22
601-02-53700-130-000	WATER RETIREMENT	0.00	0.00	0.00	0.00	0.00
601-01-53700-131-000	WATER HEALTH INSURANCE	3,737.50	4,434.66	16,622.00	12,187.34	26.68
601-01-53700-132-000	WATER UNIFORMS	0.00	0.00	155.00	155.00	0.00
601-02-53700-132-000	WATER UNIFORMS	0.00	0.00	200.00	200.00	0.00
601-01-53700-133-000	DISABILITY INSURANCE	0.00	0.00	150.00	150.00	0.00
601-01-53700-150-000	WATER SOCIAL SECURITY	1,118.25	917.50	4,662.00	3,744.50	19.68
601-01-53700-151-000	WATER UNEMPLOYMENT PAYMENT	0.00	0.00	0.00	0.00	0.00
601-02-53700-190-000	WATER TRAINING	657.78	536.35	2,000.00	1,463.65	26.82
601-01-53700-210-000	WATER ORGANIZATIONAL SUPPORT	675.00	675.00	2,000.00	1,325.00	33.75
601-02-53700-210-000	WATER CONTRACTED LABOR	736.68	18,214.01	15,000.00	-3,214.01	121.43
601-01-53700-220-000	WATER UTILITIES	6,698.78	5,674.16	22,000.00	16,325.84	25.79
601-01-53700-221-000	WATER POWER FOR PUMPING	0.00	0.00	0.00	0.00	0.00
601-01-53700-290-000	WATER SHARE TELEPHONE	20.00	50.00	200.00	150.00	25.00
601-02-53700-290-000	WATER REGULATORY COMMISSION	0.00	0.00	3,000.00	3,000.00	0.00
601-02-53700-291-000	WATER SHARE INTERNET	0.00	20.00	135.00	115.00	14.81
601-01-53700-292-000	WATER SHARE OF RADIOS	0.00	0.00	0.00	0.00	0.00
601-02-53700-310-000	WATER OFFICE SUPPLIES	231.84	326.62	1,500.00	1,173.38	21.77
601-01-53700-311-000	WATER POSTAGE	352.00	310.40	1,350.00	1,039.60	22.99
601-02-53700-330-000	WATER MILEAGE	0.00	0.00	0.00	0.00	0.00
601-01-53700-340-000	WATER OPERATING SUPPLIES	1,165.86	1,903.32	22,500.00	20,596.68	8.46
601-02-53700-340-000	WATER SUPPLIES & EXPENSE	0.00	0.00	0.00	0.00	0.00
601-01-53700-351-001	WATER MAINT PUMPING PLANT	0.00	0.00	0.00	0.00	0.00
601-01-53700-352-000	VEHICLE REPAIR/REPLACE	0.00	0.00	600.00	600.00	0.00
601-01-53700-360-001	WATER MAINT MAINS	0.00	0.00	4,000.00	4,000.00	0.00
601-01-53700-360-002	WATER MAINT SERVICES	0.00	0.00	1,000.00	1,000.00	0.00
601-01-53700-360-003	WATER MAINT METERS	0.00	0.00	0.00	0.00	0.00
601-01-53700-360-004	WATER MAINT HYDRANTS	0.00	0.00	1,500.00	1,500.00	0.00
601-01-53700-360-005	WATER MAINT RES & STANDPIPES	0.00	0.00	3,000.00	3,000.00	0.00
601-02-53700-390-000	WATER MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
601-02-53700-510-000	WATER PROPERTY INSURANCE	0.00	0.00	4,400.00	4,400.00	0.00
601-02-53700-511-000	WATER WORKMANS COMP	0.00	0.00	1,000.00	1,000.00	0.00
601-03-53700-520-000	WATER BOND FEES	0.00	0.00	2,500.00	2,500.00	0.00
601-03-53700-540-000	WATER AMORTIZATION	0.00	0.00	50,000.00	50,000.00	0.00
601-03-53700-541-001	WATER DEPRECIATION GENERAL	0.00	0.00	0.00	0.00	0.00
601-03-53700-541-002	WATER DEPRECIATION CONTR PLANT	0.00	0.00	3,250.00	3,250.00	0.00
601-03-53700-590-000	WATER PILOT TRANSFER GENERAL	0.00	0.00	91,851.00	91,851.00	0.00
601-03-53700-610-000	WATER DEBT PRINCIPAL	0.00	0.00	144,853.00	144,853.00	0.00
601-03-53700-620-000	WATER DEBT INTEREST	0.00	0.00	84,310.00	84,310.00	0.00
601-01-53700-820-001	WATER CAPIIMPROVE RADIUM	0.00	0.00	0.00	0.00	0.00
601-01-53700-820-310	2010 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00

Fund: 601 - WATER UTILITY

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
601-03-53700-900-000	0.00	0.00	0.00	0.00	0.00
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WATER SERVICE	31,496.52	46,470.61	547,277.00	500,806.39	8.49
=====					
PUBLIC WORKS	31,496.52	46,470.61	547,277.00	500,806.39	8.49
=====					
Total Expenses	31,496.52	46,470.61	547,277.00	500,806.39	8.49
=====					
Net Totals	53,941.19	38,379.93	-26,208.00	-64,587.93	-146.44

Fund: 602 - ELECTRIC UTILITY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
602-00-46110-000-000	UTILITY CLERKS FEES	0.00	0.00	0.00	0.00	0.00
CLERKS FEES		0.00	0.00	0.00	0.00	0.00
602-00-46461-000-000	ELECTRIC REVENUE	288,852.11	295,546.75	1,094,000.00	-798,453.25	27.02
602-00-46461-000-001	ELEC RESIDENTIAL	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-002	ELEC GENERAL	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-003	ELEC SMALL POWER	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-004	ELEC LARGE POWER	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-005	ELEC STREET LIGHT	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-006	ELEC PUBLIC	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-007	ELEC FORFEIT DISCOUNT	0.00	0.00	0.00	0.00	0.00
602-00-46461-000-008	ELEC POLE RENTAL	0.00	0.00	4,250.00	-4,250.00	0.00
602-00-46461-000-009	ELEC MISCELLANEOUS	30.78	125.00	4,500.00	-4,375.00	2.78
ELECTRIC REVENUE		288,882.89	295,671.75	1,102,750.00	-807,078.25	26.81
PUBLIC CHARGES FOR SERVICES		288,882.89	295,671.75	1,102,750.00	-807,078.25	26.81
602-00-47000-000-000	ELEC INTERGOV CHARGE SERVICE	139.00	60.00	500.00	-440.00	12.00
INTERGOVERN CHARGE FOR SERVICE		139.00	60.00	500.00	-440.00	12.00
INTERGOVERN CHARGE FOR SERVICE		139.00	60.00	500.00	-440.00	12.00
602-00-48100-000-000	INTEREST INCOME	19.61	7.22	50.00	-42.78	14.44
MISC REVENUE INTEREST		19.61	7.22	50.00	-42.78	14.44
602-00-48300-000-000	PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
MISC REVENUE PROPERTY SALES		0.00	0.00	0.00	0.00	0.00
MISC REVENUE		19.61	7.22	50.00	-42.78	14.44
Total Revenues		289,041.50	295,738.97	1,103,300.00	-807,561.03	26.80

Fund: 602 - ELECTRIC UTILITY

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
602-01-51920-352-000	GAIN/LOSS ON DISP OF FIXED AST	0.00	0.00	0.00	0.00	0.00
Undefined Group		0.00	0.00	0.00	0.00	0.00
UNLASS MISC		0.00	0.00	0.00	0.00	0.00
602-02-53800-110-000	ELECTRIC ADMIN SALARIES	5,854.68	5,559.54	24,639.00	19,079.46	22.56
602-01-53800-120-000	ELEC WAGES	6,533.14	6,686.73	34,743.00	28,056.27	19.25
602-01-53800-121-000	ELEC OVER TIME WAGES	0.00	0.00	0.00	0.00	0.00
602-01-53800-122-000	ELEC WEEKEND ON-CALL PAY	0.00	0.00	0.00	0.00	0.00
602-01-53800-130-000	ELEC RETIREMENT	823.78	857.21	4,157.00	3,299.79	20.62
602-01-53800-131-000	ELEC HEALTH INSURANCE	3,334.64	4,081.82	16,622.00	12,540.18	24.56
602-01-53800-132-000	ELEC UNIFORMS	250.00	0.00	310.00	310.00	0.00
602-01-53800-133-000	DISABILITY INSURANCE	0.00	0.00	150.00	150.00	0.00
602-01-53800-150-000	ELEC SOCIAL SECURITY	912.90	894.24	4,543.00	3,648.76	19.68
602-01-53800-151-000	ELECTRIC SERVICE	0.00	0.00	0.00	0.00	0.00
602-02-53800-190-000	ELEC TRAINING	55.42	739.11	2,500.00	1,760.89	29.56
602-01-53800-210-000	ELEC CONTRACTED LABOR	-6,302.13	1,404.19	35,000.00	33,595.81	4.01
602-02-53800-210-000	ORGANIZATIONAL SUPPORT	0.00	0.00	7,000.00	7,000.00	0.00
602-01-53800-220-000	ELEC UTILITIES	1,076.28	837.98	4,000.00	3,162.02	20.95
602-01-53800-290-000	ELEC SHARE TELEPHONE	88.88	116.51	960.00	843.49	12.14
602-02-53800-290-000	ELEC REGULATORY COMMISSION	0.00	0.00	3,000.00	3,000.00	0.00
602-02-53800-291-000	ELEC SHARE INTERNET	52.74	178.22	780.00	601.78	22.85
602-02-53800-310-000	ELEC OFFICE SUPPLIES	240.90	335.68	2,000.00	1,664.32	16.78
602-01-53800-311-000	ELEC POSTAGE	411.00	383.00	1,800.00	1,417.00	21.28
602-02-53800-330-000	ELEC MILEAGE	0.00	0.00	0.00	0.00	0.00
602-01-53800-340-000	ELEC OPER SUPPLIES & EXPENSE	319.75	1,291.20	25,000.00	23,708.80	5.16
602-01-53800-341-000	ELEC METERS	0.00	0.00	7,000.00	7,000.00	0.00
602-01-53800-342-000	ELEC STREET LIGHTS	0.00	0.00	0.00	0.00	0.00
602-01-53800-343-000	ELEC LINE & STATION SUPPLIES	0.00	0.00	0.00	0.00	0.00
602-02-53800-352-000	ELEC VEHICLE REPAIR/REPLACE	1,210.21	1,389.27	2,500.00	1,110.73	55.57
602-01-53800-360-001	ELEC MAINT STRUCTURES	0.00	0.00	0.00	0.00	0.00
602-01-53800-360-002	ELEC MAINT TRANSFORMER	0.00	3,600.00	5,000.00	1,400.00	72.00
602-01-53800-360-003	ELEC MAINT METERS	0.00	0.00	0.00	0.00	0.00
602-01-53800-360-004	ELEC MAINT LINES	0.00	0.00	0.00	0.00	0.00
602-01-53800-360-005	ELEC MAINT STREET LIGHT	0.00	0.00	1,500.00	1,500.00	0.00
602-01-53800-360-009	ELECTRICAL MAINT POLES	0.00	0.00	0.00	0.00	0.00
602-01-53800-370-000	FUEL	321.24	686.02	2,850.00	2,163.98	24.07
602-01-53800-390-000	ELEC PURCHASED POWER	205,013.46	235,611.72	952,078.00	716,466.28	24.75
602-02-53800-390-000	ELEC MISC EXPENSE	0.00	0.00	0.00	0.00	0.00
602-02-53800-510-000	ELEC PROPERTY INSURANCE	0.00	0.00	3,300.00	3,300.00	0.00
602-02-53800-511-000	ELEC WORKMANS COMP	0.00	0.00	725.00	725.00	0.00
602-03-53800-520-000	ELEC BOND FEES	0.00	0.00	0.00	0.00	0.00
602-03-53800-540-000	ELEC AMORTIZATION	0.00	0.00	0.00	0.00	0.00
602-03-53800-541-001	ELEC DEPRECIATION GENERAL	0.00	0.00	76,491.00	76,491.00	0.00
602-03-53800-541-002	ELEC DEPRECIATION CONTR PLANT	0.00	0.00	0.00	0.00	0.00
602-03-53800-590-000	ELEC PILOT TRANSFER GENERAL	0.00	0.00	31,652.00	31,652.00	0.00
602-03-53800-610-000	ELEC DEBT PRINCIPAL	0.00	0.00	0.00	0.00	0.00
602-03-53800-620-000	ELEC DEBT INTEREST	0.00	0.00	0.00	0.00	0.00
ELECTRIC SERVICE		220,196.89	264,652.44	1,250,300.00	985,647.56	21.17

Fund: 602 - ELECTRIC UTILITY

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
PUBLIC WORKS	220,196.89	264,652.44	1,250,300.00	985,647.56	21.17
Total Expenses	220,196.89	264,652.44	1,250,300.00	985,647.56	21.17
Net Totals	68,844.61	31,086.53	-147,000.00	-178,086.53	-21.15

Fund: 603 - SANITARY SEWER

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
603-00-43230-400-001	USDA RD FEDERAL GRANT	0.00	0.00	0.00	0.00	0.00
WATER GRANT		0.00	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUE		0.00	0.00	0.00	0.00	0.00
603-00-46410-000-000	CHARGE SERVICES SEWER	78,977.08	77,740.79	295,000.00	-217,259.21	26.35
603-00-46410-000-009	SEWER REVENUE MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
CHARGE SERVICES SEWER		78,977.08	77,740.79	295,000.00	-217,259.21	26.35
PUBLIC CHARGES FOR SERVICES		78,977.08	77,740.79	295,000.00	-217,259.21	26.35
603-00-48000-000-000	GAIN/LOSS ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00
MISC REVENUE		0.00	0.00	0.00	0.00	0.00
603-15-48100-000-000	INTEREST INCOME	56.31	20.44	150.00	-129.56	13.63
MISC REVENUE INTEREST		56.31	20.44	150.00	-129.56	13.63
MISC REVENUE		56.31	20.44	150.00	-129.56	13.63
603-00-49200-100-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM GF		0.00	0.00	0.00	0.00	0.00
603-15-49400-352-000	GAIN/LOSS ON DISP OF FIXED AST	0.00	0.00	0.00	0.00	0.00
SALES OF GENERAL FIXED ASSETS		0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		0.00	0.00	0.00	0.00	0.00
Total Revenues		79,033.39	77,761.23	295,150.00	-217,388.77	26.35

Fund: 603 - SANITARY SEWER

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
603-15-53610-110-000	SEWAGE SERVICE ADMIN SALARIES	2,708.64	5,559.54	24,639.00	19,079.46	22.56
603-15-53610-120-000	SEWAGE SERVICE WAGES	6,120.30	7,065.92	34,743.00	27,677.08	20.34
603-15-53610-121-000	SEWAGE SERVICE OVER TIME WAGES	0.00	0.00	0.00	0.00	0.00
603-15-53610-122-000	SEWAGE SERVICE ON-CALL PAY	0.00	0.00	0.00	0.00	0.00
603-15-53610-130-000	SEWAGE SERVICE RETIREMENT	587.11	883.80	4,157.00	3,273.20	21.26
603-15-53610-131-000	SEWAGE SERVICE HEALTH INSURANC	3,075.74	4,558.51	16,622.00	12,063.49	27.42
603-15-53610-132-000	SEWAGE SERVICE UNIFORMS	0.00	0.00	155.00	155.00	0.00
603-15-53610-133-000	DISABILITY INSURANCE	0.00	0.00	150.00	150.00	0.00
603-15-53610-150-000	SEWAGE SERVICE SOCIAL SECURITY	643.41	918.29	4,543.00	3,624.71	20.21
603-15-53610-151-000	SEWAGE UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
603-15-53610-196-000	SEWAGE DEFERRED COMP	0.00	0.00	0.00	0.00	0.00
603-15-53610-210-000	SEWAGE SERVICE ENGINEERING	0.00	5,450.00	4,500.00	-950.00	121.11
603-15-53610-211-000	SEWAGE SERVICE CONTRACT LABOR	2,591.35	12,176.70	15,000.00	2,823.30	81.18
603-15-53610-220-000	SEWAGE SERVICE UTILITIES	7,905.03	7,499.38	35,000.00	27,500.62	21.43
603-15-53610-290-000	SEWAGE SERVICE TELEPHONE	277.94	306.91	1,500.00	1,193.09	20.46
603-15-53610-291-000	SEWAGE SERVICE INTERNET	0.00	20.00	50.00	30.00	40.00
603-15-53610-292-000	SEWAGE SERVICE PAGING SERVICE	0.00	0.00	0.00	0.00	0.00
603-15-53610-310-000	SEWAGE SERVICE OFFICE SUPPLIES	231.84	326.62	1,400.00	1,073.38	23.33
603-15-53610-311-000	SEWAGE SERVICE POSTAGE	334.95	336.40	1,400.00	1,063.60	24.03
603-15-53610-324-000	SEWAGE SERVICE LICENSURE	150.00	75.00	750.00	675.00	10.00
603-15-53610-340-000	SEWAGE SERVICE OPER SUPPLIES	238.82	285.89	5,000.00	4,714.11	5.72
603-15-53610-341-000	SEWAGE SERVICE CHEMICALS	0.00	0.00	3,000.00	3,000.00	0.00
603-15-53610-350-000	SEWAGE SERVICE EQUIP MAINT	0.00	0.00	2,000.00	2,000.00	0.00
603-15-53610-351-000	SEWAGE SERVICE BUILDING MAINT	0.00	0.00	1,000.00	1,000.00	0.00
603-15-53610-352-000	SEWAGE SERVICE VEHICLE REPAIR	0.00	0.00	750.00	750.00	0.00
603-15-53610-360-000	SEWAGE SERVICE MANHOLE CLEAN	0.00	0.00	0.00	0.00	0.00
603-15-53610-370-000	SEWAGE SERVICE FUEL	171.30	335.08	2,000.00	1,664.92	16.75
603-15-53610-390-000	SEWAGE SERVICE MISCELLANEOUS	0.00	0.00	250.00	250.00	0.00
603-15-53610-510-000	WWTP PROPERTY INSURANCE	0.00	0.00	2,197.00	2,197.00	0.00
603-15-53610-511-000	WWTP INS WORK COMP	0.00	0.00	2,182.00	2,182.00	0.00
603-15-53610-520-000	SEWAGE BONDS	0.00	0.00	0.00	0.00	0.00
603-15-53610-541-100	DEPECIATION SEWAGE SERVICE	0.00	0.00	57,500.00	57,500.00	0.00
603-15-53610-590-000	SEWAGE SERVICE PILOT	0.00	0.00	75,160.00	75,160.00	0.00
603-15-53610-610-000	SEWAGE SERVICE DEBT PRINCIPAL	0.00	0.00	30,431.00	30,431.00	0.00
603-15-53610-620-000	SEWAGE SERVICE DEBT INTEREST	0.00	0.00	57,901.00	57,901.00	0.00
603-15-53610-810-001	SEWAGE SERVICE GEN EQUIP REPLA	0.00	0.00	2,000.00	2,000.00	0.00
603-15-53610-810-002	SEWAGE SERVICE JET VAC REPLACE	0.00	0.00	500.00	500.00	0.00
603-15-53610-812-000	SEWAGE SERVICE VEHICLE REPLACE	0.00	0.00	0.00	0.00	0.00
603-15-53610-820-250	PHASE II LIFT STATION STAIRS	0.00	0.00	0.00	0.00	0.00
603-15-53610-820-310	2010 CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
603-15-53610-900-000	SEWAGE SERVICE WRITE-OFF	0.00	0.00	0.00	0.00	0.00
603-15-53610-901-000	SEWAGE SERVICE REIMBURSE UTIL	0.00	0.00	0.00	0.00	0.00
SEWAGE SERVICE		25,036.43	45,798.04	386,480.00	340,681.96	11.85
PUBLIC WORKS		25,036.43	45,798.04	386,480.00	340,681.96	11.85
603-15-55000-400-000	SEWAGE SERVICE OTHER EXP	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION, & DEVELOP		0.00	0.00	0.00	0.00	0.00

Fund: 603 - SANITARY SEWER

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
CULTURE, RECREATION, & DEVELOP	0.00	0.00	0.00	0.00	0.00
Total Expenses	25,036.43	45,798.04	386,480.00	340,681.96	11.85
Net Totals	53,996.96	31,963.19	-91,330.00	-123,293.19	-35.00

Fund: 604 - AMBULANCE

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
604-13-43520-000-000	PUBLIC SAFETY GRANT	0.00	0.00	0.00	0.00	0.00
	PUBLIC SAFETY GRANT	0.00	0.00	0.00	0.00	0.00
	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00
604-13-46110-000-000	COPIES / RECORDS	0.00	0.00	0.00	0.00	0.00
	CLERKS FEES	0.00	0.00	0.00	0.00	0.00
604-13-46230-000-000	AMBULANCE CHARGES	8,464.73	960.00	0.00	960.00	0.00
	AMBULANCE FEES	8,464.73	960.00	0.00	960.00	0.00
	PUBLIC CHARGES FOR SERVICES	8,464.73	960.00	0.00	960.00	0.00
604-13-48000-000-000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE	0.00	0.00	0.00	0.00	0.00
604-13-48100-000-000	INTEREST INCOME	29.27	8.57	0.00	8.57	0.00
	MISC REVENUE INTEREST	29.27	8.57	0.00	8.57	0.00
604-13-48500-000-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
	DONATIONS	0.00	0.00	0.00	0.00	0.00
604-13-48550-000-000	FUND RAISING	0.00	0.00	0.00	0.00	0.00
	FUND RAISING	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE	29.27	8.57	0.00	8.57	0.00
604-13-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	11,000.00	-11,000.00	0.00
	TRANSFER FROM GENERAL FUND	0.00	0.00	11,000.00	-11,000.00	0.00
604-13-49610-000-000	FIRE DEPT REIMBURSE STANDBY	0.00	0.00	0.00	0.00	0.00
	PAYMENTS FOR MUNICIPAL SERVICE	0.00	0.00	0.00	0.00	0.00
	OTHER FINANCING SOURCES	0.00	0.00	11,000.00	-11,000.00	0.00
	Total Revenues	8,494.00	968.57	11,000.00	-10,031.43	8.81

Fund: 604 - AMBULANCE

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
604-13-51920-352-000	LOSS ON DISPOSAL OF ASSET	0.00	0.00	0.00	0.00	0.00
Undefined Group		0.00	0.00	0.00	0.00	0.00
UNLASS MISC		0.00	0.00	0.00	0.00	0.00
604-13-52300-110-000	AMBULANCE DIRECTOR SALARY	0.00	0.00	0.00	0.00	0.00
604-13-52300-120-000	AMBULANCE ON CALL PAY	0.00	0.00	0.00	0.00	0.00
604-13-52300-130-000	AMBULANCE RETIREMENT	0.00	0.00	0.00	0.00	0.00
604-13-52300-131-000	AMBULANCE HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
604-13-52300-132-000	AMBULANCE CLOTHING	0.00	0.00	0.00	0.00	0.00
604-13-52300-133-000	AMBULANCE DISABILITY INSURANCE	0.00	0.00	0.00	0.00	0.00
604-13-52300-140-000	AMBULANCE RUN PAY	0.00	0.00	0.00	0.00	0.00
604-13-52300-150-000	AMBULANCE SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00
604-13-52300-151-000	AMBULANCE UNEMPLOYMENT	26.32	0.00	0.00	0.00	0.00
604-13-52300-190-000	AMBULANCE TRAINING	0.00	0.00	0.00	0.00	0.00
604-13-52300-191-000	AMBULANCE CONFERENCES	0.00	0.00	0.00	0.00	0.00
604-13-52300-210-000	AMBULANCE AUDIT FEES	0.00	0.00	0.00	0.00	0.00
604-13-52300-220-000	AMBULANCE UTILITIES	534.64	708.57	2,000.00	1,291.43	35.43
604-13-52300-290-000	AMBULANCE TELEPHONE	0.00	0.00	150.00	150.00	0.00
604-13-52300-292-000	AMBULANCE ONLINE EXPENSE	0.00	0.00	0.00	0.00	0.00
604-13-52300-310-000	AMBULANCE OFFICE SUPPLIES	0.00	0.00	50.00	50.00	0.00
604-13-52300-311-000	AMBULANCE POSTAGE	0.00	0.00	0.00	0.00	0.00
604-13-52300-330-000	AMBULANCE MILEAGE	0.00	0.00	0.00	0.00	0.00
604-13-52300-340-000	AMBULANCE MEDICAL SUPPLIES	0.00	0.00	0.00	0.00	0.00
604-13-52300-341-000	AMBULANCE MEDICAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00
604-13-52300-351-000	AMBULANCE BUILDING REP/MAINT	0.00	0.00	0.00	0.00	0.00
604-13-52300-352-000	AMBULANCE VEHICLE REP/MAINT	0.00	0.00	0.00	0.00	0.00
604-13-52300-370-000	AMBULANCE FUEL	0.00	0.00	0.00	0.00	0.00
604-13-52300-390-000	AMBULANCE MISCELLANEOUS	19,650.00	598.30	2,000.00	1,401.70	29.92
604-13-52300-510-000	AMB INSURANCE PROP & VEHICLES	0.00	0.00	0.00	0.00	0.00
604-13-52300-511-000	AMB INS WORK COMP	0.00	0.00	0.00	0.00	0.00
604-13-52300-541-001	AMBULANCE DEPRECIATION	0.00	0.00	0.00	0.00	0.00
604-13-52300-812-000	AMBULANCE VEHICLE REPLACEMENT	0.00	0.00	6,800.00	6,800.00	0.00
604-13-52300-900-000	AMBULANCE WRITE-OFF	0.00	0.00	0.00	0.00	0.00
AMBULANCE		20,210.96	1,306.87	11,000.00	9,693.13	11.88
PUBLIC SAFETY		20,210.96	1,306.87	11,000.00	9,693.13	11.88
604-13-53800-541-001	DEPRECIATION	0.00	0.00	0.00	0.00	0.00
ELECTRIC SERVICE		0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS		0.00	0.00	0.00	0.00	0.00
604-13-58100-000-000	AMBULANCE HOUSE PAY PRINCIPAL	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE PRINCIPAL		0.00	0.00	0.00	0.00	0.00
604-13-58200-000-000	AMBULANCE HOUSE PAY INTEREST	0.00	0.00	0.00	0.00	0.00

Fund: 604 - AMBULANCE

Account Number	2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
=====					
LINE OF CREDIT INTEREST	0.00	0.00	0.00	0.00	0.00
=====					
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
=====					
Total Expenses	20,210.96	1,306.87	11,000.00	9,693.13	11.88
=====					
Net Totals	-11,716.96	-338.30	0.00	338.30	0.00

Fund: 800 - PERPETUAL CARE

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
800-26-48000-000-000	MISC REVENUE	200.00	20.00	0.00	20.00	0.00
	MISC REVENUE	200.00	20.00	0.00	20.00	0.00
800-26-48110-000-000	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE INTEREST INCOME	0.00	0.00	0.00	0.00	0.00
800-26-48300-000-000	PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE PROPERTY SALES	0.00	0.00	0.00	0.00	0.00
800-26-48440-000-000	INSUR RECOV DAMAGE EQUIP&PROP	0.00	0.00	0.00	0.00	0.00
	INSUR RECOV DAMAGE EQUIP&PROP	0.00	0.00	0.00	0.00	0.00
	MISC REVENUE	200.00	20.00	0.00	20.00	0.00
800-26-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
	OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00	0.00
	Total Revenues	200.00	20.00	0.00	20.00	0.00

Fund: 800 - PERPETUAL CARE

Account Number		2013 Actual 04/03/2013	2014 Actual 04/03/2014	2014 Budget	Budget Status	% of Budget
800-26-54910-110-000	CEMETERY SUPERINTENDANT SALARY	0.00	0.00	0.00	0.00	0.00
800-26-54910-140-000	CEMETERY SEXTON PAY	250.00	250.00	1,500.00	1,250.00	16.67
800-26-54910-220-000	CEMETERY UTILITIES	0.00	0.00	0.00	0.00	0.00
800-26-54910-350-000	CEMETERY SUPPLIES & REPAIR	0.00	40.50	500.00	459.50	8.10
800-26-54910-360-000	CEMETERY GRAVE STONE REPAIR	0.00	0.00	0.00	0.00	0.00
=====						
	CEMETERY	250.00	290.50	2,000.00	1,709.50	14.53
=====						
	HEALTH & HUMAN SERVICES	250.00	290.50	2,000.00	1,709.50	14.53
=====						
	Total Expenses	250.00	290.50	2,000.00	1,709.50	14.53
=====						
	Net Totals	-50.00	-270.50	-2,000.00	-1,729.50	13.53

CITY OF PRINCETON

531 S Fulton Street · Princeton, Wisconsin 54968
920-295-6612 · Fax: 920-295-3441

An equal opportunity/affirmative action employer

Mayor
Robert Mosolf

City Administrator
Mary Lou Neubauer

City Alderpersons

Dave Bednarek
Patti Garro
Eric Koehn
Victor Magnus
Jasper Kallenbach
Lara Roehl

COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: April 8, 2014
RE: Activity Report

Following you will find an overview of some of the areas I have been working on since my last Council report of March 25, 2014 and provide information on upcoming activities. It is my intent to provide Council an overview at each Council meeting.

- Election April 1st with settlement
- Tax Exempt reporting property follow-ups
- Lottery Credit settlement from County and disbursement from mobile homes calculated
- Princeton Meadows, 794 W Main Street refinancing additional review
- Continued monitoring of Ambulance contract
- Garbage bid specs prepared and sent out
- Review of new code with amendments for Council review
- Meeting with Dave Schmidt regarding electric rates
- Reviewed and updated Council Operational Manual
- Assisted 2 homeowners in the City with CDBG applications
- Connect Communities application nearly complete

Upcoming

- Meeting with USDA on funding 4/24
- Meeting on CDBG Public Facilities funding 4/23
- I will be on vacation on Wed. through Friday, April 9, 10, 11

Additional Directives from Mayor/Council for upcoming weeks

CITY OF PRINCETON
COMMON COUNCIL MEETING – AMENDED MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, MARCH 25, 2014
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 Magnus, Garro, Koehn, Bednarek, and Kallenbach, Administrator Neubauer, and Mayor Mosolf. Absent at Roll Call but arrived after item 3-Approval of the Agenda, was Alderperson Roehl.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA** Bednarek motioned to Approve the Agenda, seconded by Garro. Carried 5-0.
4. **APPEARANCES FROM THE PUBLIC** Nothing at this time.
5. **MAYOR'S REPORT**
 - A. **Code of Conduct-** Mayor Mosolf gave a reminder of the Code of Conduct.
6. **ADMINISTRATORS REPORT**
 - A. **Budget Comparison** The Budget Comparison was in the packets.
 - B. **City Administrators Report – Current and upcoming activities** Administrator Neubauer gave an update on the items she was working on since the last meeting.
7. **CONSENT CALENDAR**
 - A. **Minutes for Approval:**
 - i. **March 11, 2014 – Council meeting**
 - B. **Operator's Licenses for Approval**
 - i. **Jenise D Kunter-new** Garro motioned to approve the Consent Calendar items 7Ai and 7Bi, seconded by Bednarek. Carried 6-0.
8. **OFFICERS REPORT**
 - A. **Library Directors report - recent and upcoming activities** Director Sommersmith gave an update on the events at the Library.
 - B. **Building Inspectors report – written activities report** This was in the packets.
9. **COMMUNICATIONS** Nothing at this time.
10. **NEW BUSINESS**
 - A. **Intoxicating Retail License Application – Class B Beer and Class B Liquor for 512 W. Water Street, Matthew P. Schneider & Patricia A. Morabito, applicant**
Recommendation: Approval of license effective through June 30, 2014 Kallenbach motioned to approve the Class B Beer and Class B Liquor License for 512 W Water St., Matthew P Schneider & Patricia A Morabito, seconded by Bednarek. Carried 6-0.
 - B. **Cigarette & Tobacco Retail License Application for 512 W. Water Street, Matthew P. Schneider & Patricia A. Morabito, applicant**
Recommendation: Approval of license effective through June 30, 2014. Garro motioned to approve the Cigarette & Tobacco Retail License Application for 512 W Water St., Matthew P Schneider & Patricia A Morabito, seconded by Kallenbach. Carried 6-0.
 - C. **Budget Amendment Resolution #2014-02 – Façade Improvement Program & Parks Repairs & Maintenance**
Recommendation: Approve resolution carrying over remaining unpaid fund balance from the 2013 Façade Improvement Program & Parks Repairs Budget to be included with 2014 budget Magnus motioned to approve Resolution 2014-03 Amendment of the 2014 Annual Budget for the City of Princeton for the City Share of Façade Project and Park Supplies Repairs and Maintenance, seconded Bednarek. Carried 6-0.
 - D. **Bookkeeper Duties**
Recommendation: Update Council on accounting duties, action as appropriate. An update was given on the bookkeeping process. Cyndi Hintz, from Huberty and Associates, will be at City Hall to helping April after April any questions will be handles by email.
 - E. **Fox Wisconsin Heritage Parkway – ADA Launch proposal**

Listen to presentation from FWHP for considering Princeton as a community for the installation of a canoe/kayak launch site. Action as appropriate The Council had questions about parking, the river banks with flooding and during the dry season, the proposed site, and if there would be any cost to the City of Princeton. The next Council Meeting there will be a Resolution for DNR Stewardship Grant for the city to pass to serve as the fiscal agent.

F. **Ordinance Codification**

Recommendation: Discussion on changes to be incorporated in the new code book In May the Council, at Committee of the Whole Meetings, will start to look at the Ordinance Codification.

G. **Closed Session**

Motion to go into closed session for (1) pursuant to Wisconsin Statutes Section 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in (Ambulance Contract Update); And

(2) pursuant to Wisconsin Statutes Section 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 (City Administrator/Clerk/Treasurer) Bednarek motioned to go into Closed Session (1) pursuant to WI State Statute 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved in (Ambulance Contract Update) and (2) 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 (City Administrator/Clerk/Treasurer), seconded by Kallenbach. Carried 6-0.

1. A discussion was held about the Ambulance Contract.

2. A discussion was held about the City Administrator/Clerk/Treasurer evaluation.

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



571 County Road A · PO Box 586 · Green Lake, WI 54941-0586
Ph. 920-294-4000 · Fax. 920-294-3850

February 14, 2014

To: City of Berlin and City of Princeton Clerks and PD's

From: Sheriff Mark Podoll

Re: Slow no wake on the Fox River in Berlin and Princeton

Spring is just around the corner – at least we all hope so.

Attached is a copy of the County Ordinance passed last fall regarding slow no wake on the Fox River within the City limits of Princeton and Berlin. Please see Sections 266-6.

If you have any concerns or need to report any violators, please contact me at 294-4134, Extension 1160.

Think Spring!

A handwritten signature in black ink that reads "Mark A. Podoll". The signature is written in a cursive style.

Sheriff Mark A. Podoll

Sheriff Mark A. Podoll

RESOLUTION #2014-02
A RESOLUTION CONCERNING GREEN LAKE COUNTY
LIBRARY FUNDING

WHEREAS the Cities of Berlin, Green Lake, Markesan, and Princeton, the Town of Brooklyn, and the Village of Kingston have established public libraries; and

WHEREAS these libraries serve all residents of Green Lake County; and

WHEREAS Green Lake County has a long history of fairly reimbursing these public libraries for use by Green Lake County residents, as well as supporting the Winnefox Cooperative Technical Services (WCTS) program; and

WHEREAS funding requested by the libraries is based on the libraries' actual cost of serving Green Lake County residents; and

WHEREAS the WCTS program provides valuable services to Green Lake County libraries, saving them both time and money; and

WHEREAS the Green Lake County Finance Committee is considering reimbursing libraries less than the full cost of serving Green Lake County residents; and

WHEREAS this would result in the taxpayers of the Village of Kingston, the Town of Brooklyn, and the Cities of Berlin, Green Lake, Markesan, and Princeton being asked to unfairly subsidize library use by Green Lake County residents; and

WHEREAS this would cause a deterioration of library service to all county residents;

NOW, THEREFORE BE IT RESOLVED that the **City of Princeton** Common Council upholds the principle that Green Lake County should fairly reimburse its public libraries for the full cost of providing library service to Green Lake County residents; and

BE IT FURTHER RESOLVED that the City of Princeton Common Council urges the Green Lake County Finance Committee and Green Lake County Board to continue to fund county libraries and the WCTS program at full reimbursement; and

RESOLVED THAT AFTER ADOPTION OF THIS RESOLUTION a copy of this resolution be communicated to the Green Lake County Board of Supervisors, to the governing boards of all Green Lake County cities, townships, and villages, and to the Winnefox Library System Board of Trustees.

Passed, Approved and Adopted this 8th day of April 2014.

_____ **Ayes**
_____ **Nays**
_____ **Absent**

ROBERT MOSOLF, Mayor
City of Princeton

ATTEST:

MARY LOU NEUBAUER
City Administrator/Clerk/Treasurer

**RESOLUTION #2014-04
APPLICATION TO WDNR FOR
OUTDOOR RECREATIONAL FUNDING AIDS**

WHEREAS, the City of Princeton, Green Lake County, Wisconsin, (applicant) is interested in acquiring or developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, the City of Princeton, Green Lake County, Wisconsin has budgeted a sum sufficient to complete the project or acquisition; and

HEREBY AUTHORIZES the Fox Wisconsin Heritage Parkway Organization to act on behalf of the City of Princeton, Green Lake County, Wisconsin to:

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that the City of Princeton, Green Lake County, Wisconsin will comply with state or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Passed, Approved and Adopted this 8th day of April, 2014.

I hereby certify that the foregoing resolution was duly adopted by the City of Princeton Common Council at a legal meeting on 8th day of April, 2014.

_____ **Ayes**
_____ **Nays**
_____ **Absent**

ROBERT MOSOLF, Mayor
City of Princeton

ATTEST:

MARY LOU NEUBAUER,
City Administrator/Clerk/Treasurer

CITY OF PRINCETON

531 S Fulton Street · Princeton, Wisconsin 54968
920-295-6612 · Fax: 920-295-3441

An equal opportunity/affirmative action employer

Mayor
Robert Mosolf

City Alderpersons

Dave Bednarek
Patti Garro
Eric Koehn
Victor Magnus
Jasper Kallenbach
Lara Roehl

City Administrator
Mary Lou Neubauer

COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: April 8, 2014
RE: Council Operation Manual

Attached please find the Council Operation Manual as was originally adopted in 2006. There are a few changes made to this document and are highlighted below. If the change was to merely correct a typo or modify the sentence structure, holding no significant change, it is not listed below.

Page 5 Salary was adjusted to be reflective of 2014 amounts.

Page 6 Council pictures will be taken at a designated date agreeable on by Council and be added to the website vs. taken at the Organizational meeting.

Page 7 Council seating arrangement was changed a few years back and is amended to be reflective of the current arrangement.

Page 8 Paragraph #5 Noted Board of Review and Board of Appeals actions do not go to Council.

Page 9 Paragraph #2 Organizational meeting is held the 3rd Tuesday or as designated by Council.

Page 10 Top paragraph Additional Boards were added to be equal to what presently is in place.

Page 11 Last paragraph Election workers are subject to Council Confirmation vs. previously listed as Not Subject to Confirmation.

Page 20 Removed reference to televising meetings over TV as we don't have the equipment to broadcast.

Page 33 Paragraph 5 Added a paragraph. Noting outside Council or Consultant assistance carries with a fee, thereby alerting Council to that fact there may not be funds budgeted for this aid.

Page 42 Paragraph 2 Highlighted section noting that e-mails and electronic messaging are both considered public information.

Page 24 Paragraph 4 Public Notice amended to include additional committees presently in place.

Page 50 Paragraph 2 Highlighted walking quorums which also includes e-mails going between Council members.

This document was drafted originally by Administrator Phillip Rath. The changes to the content are minimal to be reflective of 2014 standards.



Council Operation Manual

A Handbook for City of Princeton Council Members

City of Princeton
PO Box 53
531 S. Fulton St.
Princeton, WI 54968
920.295.6612
www.cityofprincetonwi.com

Adopted: September 26, 2006;
Amended April 8, 2014

TABLE OF CONTENTS

	<u>Page #</u>
INTRODUCTION	4
INFORMATION FOR COUNCIL REPRESENTATIVES	5
SEATING GUIDELINES FOR COUNCIL	7
STRUCTURE	7
LEGISLATIVE BRANCH	8
• Powers of the Mayor	8
• Powers of the Council President	9
• Powers of City Council	9
• Appointments by Mayor	10
EXECUTIVE (OR ADMINISTRATIVE) BRANCH	10
• Powers of City Administrator/Clerk/Treasurer	10
• Appointments by City Administrator	11
CHAIN OF COMMAND	12
• Chain of Command	12
• The Council/Staff Connection	13
• What's the Council's Relationship to Staff	13
• How Should You Handle Staff Grievances	14
• The Council's Relationship to Staff Can Be Tricky	14
• Responsibility Chart for the Administrator and Council	15
• Your Administrator Fills These Management Functions	16
• Who's Responsible-The Council or the Administrator?	17
• Council Learns Not to "Second Guess" the Administrator	18
• A Temptation to Fix Things	18
• How Many Bosses Should Your Administrator Have	19
• The Administrator is the Manager- Even in A Crisis	19
• The Golden Rule of the Council / Administrator Team	20
CONDUCTING ORDERLY MEETINGS	20
CHARTER REQUIREMENTS	21
• Quorum	21
• Regular Meetings	21

• Special Meetings	21
• Recording Votes	22
• The Open Meetings Law	22
• Publication of Proceedings	22
• Publication of Ordinances	23
• Official Newspapers	23
• Voting	23
RULES OF PARLIAMENTARY PROCEDURE	24
• What is Parliamentary Procedure?	24
• Why is Parliamentary Procedure Important	24
• How are Motions Presented?	25
ROBERT'S RULES OF ORDER SIMPLIFIED	26
• Policy Guidelines for Council Procedure	27
PUBLIC HEARINGS	29
• Public Hearings	29
• State Statutes Requiring Public Hearings	29
EFFECTIVE GOVERNING	31
• Decision-Making	31
• Data Gathering and Technical Assistance	33
MAKING IT WORK	34
GUIDANCE FOR COUNCIL MEMBERS	35
• Council Members Always	36
• Council Members Never	37
COUNCIL RELATIONS	38
COUNCIL/ CITY ADMINISTRATOR AND STAFF RELATIONS	40
OPEN MEETINGS AND OPEN RECORDS	42
• Open Records Law	43
• Open Meetings Law	45
• Public Notice	46
• Public Access	48
• What is a Meeting?	49
• Conclusion	50
CRIMES AGAINST GOVERNMENT AND ADMINISTRATION	51
<i>Appendix A</i>	
Meeting Schedule	58

INTRODUCTION



This handbook has been prepared to help elected officials of the City of Princeton in carrying out the duties and responsibilities of public office. It is intended to be used for reference purposes only. This publication is based on state and federal legislation, general local government reference works, other detailed municipal manuals and similar publications dealing with municipal governments that have been published by the League of Wisconsin Municipalities.

In the various sections of this manual, information has been provided on the basic structure of city government, as well as some guidance on conducting council meetings, advice on how to govern the City of Princeton effectively, descriptions of how the city is organized, details of what is required for public hearings, and information on creating a budget. In addition, some actions that public officials sometimes do not realize could create criminal liability are listed in the hope that such problems are best avoided through receiving good information.

Finally, the City Council has established a number of committees, commissions and boards to review city programs, projects and community issues. These groups provide greater community participation and can be a valuable source of information as they make recommendations to the City Council on specific areas. These bodies are all organized either through city ordinance or state statutes, which also prescribe their duties and authority.

If you have questions regarding your role, authority or area of responsibility within the aspect as a member of the City Council of the City of Princeton, please feel free to direct your questions or concerns to the Mayor or President of the Council and do not hesitate also to receive clarification or assistance from the office of the City Administrator.

INFORMATION FOR COUNCIL REPRESENTATIVES

According to the city ordinances, the Council meetings are to be held on the 2nd and 4th Tuesday of each month, starting at 7:00 pm. These times may be adjusted as necessary to meet scheduling needs and the time demand of scheduled agenda items. The agenda and packets of backup information will be delivered to your home by City Staff **on the Friday prior to the scheduled meeting.**

It is the responsibility of each council member to come to the meetings fully prepared. This means that you should be reading through the entire packet of information made available to you. **If you have any questions regarding the information please contact City Hall to research the answer to your question prior to the meeting.**

Each council member also retains a mailbox at City Hall. **It is the responsibility of each council member to periodically check his or her mailbox.**

Each new Council member needs to visit the payroll department in City Hall to fill out the necessary employment forms such as the W-4, I-9 etc... The Council is paid once a month. The annual salary amount for 2014 is \$1,200.00 plus \$20.00 per meeting for committee meetings and meetings scheduled outside of the regularly scheduled meetings. Attendance at all scheduled meetings is required to receive full pay. Absences will be deducted from the salary at \$50.00 per regularly scheduled meeting. No pay is received for committee meetings not attended.

Be sure to familiarize yourself with other members on the Council and the 'City of Princeton Annual Budget'.

The Princeton City Council conducts their meeting according to 'Roberts Rules of Order'. Please familiarize yourself with the "Meeting Procedures Fundamentals" booklet in your packet. **It is also highly recommended that each new Council member attend the Public Official's Workshop that is offered through the Wisconsin League of Municipalities.**

At times the Council will convene in a closed session. Confidentiality is extremely important and should be strictly adhered to. **Items discussed in closed session should not be shared with other persons outside the realm of the Council Chambers. All closed session documents should remain within City Hall and should be disposed off in a proper manner. Do not leave closed session documents on top of your desks.**

Council members may be appointed to chair at least one committee. **It is very important that you develop open and regular communication with the appropriate department head, staff and volunteer committee members in order to gather information to help you effectively chair that committee.** Take an active interest in what is going on behind the scenes of the departments. *But by no means does this suggest that you should boss the employees around.* Rather, this means to talk to the employees to find out how you can better

support them in their position for the overall benefit to the city. The City of Princeton is fortunate enough to have very dedicated, loyal and intelligent employees who are extremely knowledgeable in their employment positions. Be supportive to all employees, they are the ones who make this city operate smoothly on a daily basis.

Council photographs will be taken on a designated date and contact information will be added to the website. **Your attendance for the Council photographs would be appreciated.**

Family and friends are welcome to attend the reorganization meeting and partake of refreshments with the council afterwards.

Welcome to the Princeton Common Council! I am looking forward to working with each of you as we strive to do what we feel is in the best interest for the City of Princeton.

SEATING GUIDELINES FOR COUNCIL

The seating arrangement of the council members shall be determined by the aldermanic district from which the alderperson is elected. The Mayor shall occupy the center seat. Ward 4 Alderpersons will occupy the first chair to the right and left of the Mayor. Ward 3 Alderpersons will occupy the second chair on either side, and Wards 1/2 Alderpersons are seated the furthest away from the Mayor at the Council table. The City Administrator, City Attorney and Deputy Clerk/Treasurer will be seated at the side table adjacent to the Council.

STRUCTURE

Cities in Wisconsin are incorporated municipalities that are created at the request of their inhabitants to perform local services. The Wisconsin Supreme Court has stated that municipalities are "established by law to assist in the civil government of the state and to regulate and administer the internal or local affairs of the territory within their corporate limits." Because municipalities were created by the state, they have been referred to as "creatures of the state." As "creatures of the state," municipalities have no inherent powers and have only the powers given them. Wisconsin cities are fortunate in that they have been granted extensive home rule powers. "Home rule" is the ability of cities to govern themselves in local matters without state interference. Wisconsin municipalities have two sources of home rule authority: (a) Constitutional and (b) statutory or legislative. For more information on home rule, see the *Handbook of Wisconsin Municipal Officials*.)

The municipality of the City of Princeton is organized as a 4th Class City under Chapter 62 of the Wisconsin State Statutes, which provides for the Mayoral / Council form of government. Under this organization, City government has a legislative branch, belonging exclusively to the City Council, an executive (or administrative) branch, under the direction of a City Administrator-Clerk-Treasurer, who is hired by the City Council, and a judicial branch administered under the direction of the County Court Judge.

\

LEGISLATIVE BRANCH



The Mayor, acting as the chief presiding officer of the city, and the Alderpersons shall constitute the City Council. The final determination of policy for the City of Princeton rests with the City Council under the veto powers of the Mayor. Electors residing within the legal boundaries of the City of Princeton elect council representatives. Council representatives then elect a Council President.

Powers of the Mayor

The Mayor, the chief presiding officer of the city, is by statute a member of the council and may vote on measures before the council in the event of a tie vote. The Mayor shall act as parliamentarian at meetings of the City Council and shall, from time to time, provide the council such information and recommend such measures as he or she may deem to be advantageous to the city. The Mayor shall retain the right to exercise veto powers as to all acts of the city council except for such acts for which it is expressly written or implied otherwise.

The Mayor's authority as chief presiding officer is not unlimited. For example, a mayor cannot unilaterally decide what uses are to be made of city property and cannot, without prior council approval, enter into a contract on behalf of the city. Also, a mayor cannot, without prior council approval, expend municipal funds.

As the chief presiding officer of the city, the mayor has a statutory duty to "take care that city ordinances and state laws are observed and enforced and that all city officers and employees discharge their duties" in a manner befitting their respective office. Sec 62.09 (8)(a), Stats.

The Mayor appoints members of Boards, Commissions, and Committees, subject to confirmation by the City Council. Most Boards, Committees and Commissions operate in an advisory capacity to the City Council but they all function under the supervision of the executive branch of the administrative offices. Board of Appeals and Board of Review are exceptions.

The Mayor may call special meetings (which may also be called by any two members of the Council). The Mayor shall also have other duties and responsibilities as are prescribed in the Wisconsin Statutes or as determined by the system of mayoral power exercised.

Sometimes references are made to a "strong mayor" system or a "weak mayor" system. These terms refer to the amount of independent power exercised by the mayor. A "weak mayor" system is characterized by shared administrative responsibility among the Mayor, elected or appointed administrative offices, various boards and commissions, and independently appointed officials. A "strong mayor" system involves unification of responsibility and accountability in

the mayor's office. This would include the mayor's selection of most departmental officials, the administrative supervision over governmental services and the preparation of an "executive" budget. Wisconsin cities generally fall in the "weak mayor" category, as does the City of Princeton. Therefore, an inherent reliance is made by the Mayor on the administrative offices of the City of Princeton to carry out the legislative directives of the City Council. (For more information see the Wisconsin League of Municipalities handbook *The Powers and Duties of Wisconsin Mayors* and the Princeton Municipal Code Chapter 2.04)

Powers of the Council President

The President of the Council shall be chosen from among the newly organized members of the City Council after the spring election process is completed. The organizational meeting of the council is held the third Tuesday of April, unless a different date is designated and approved by the City Council. The President of the Council shall act as the presiding officer of the council in the event of the absence or inability of the Mayor to act as such. During this time that the President is acting in place of the Mayor, the President shall have all powers and duties of the Mayor except he or she shall not have veto powers to approve an act of the council to which the Mayor has disapproved of by filing an objection with the City Administrator.

Powers of City Council

Cities are governed by a common council consisting of alderpersons and the Mayor. The common council serves as the legislative arm of city government. Alderpersons are the individual members of the City Council. **Individual alderpersons are not empowered to act on behalf of the city, and can only exercise power when a quorum of the council is present.** Although the mayor is a member of the council and presides over its meetings, the mayor is not counted in determining whether a quorum is present.

In contrast to other city offices, the Wisconsin State Statutes do not provide a list of duties for alderpersons, although the City Council has full legislative (or policy-making) authority. In addition, the Common Council appoints the City Administrator and confirms appointments made by the Mayor. It has authority for the management and control of City property; management and control of city finances and highways; the power to act for the government and good order of the City, for its commercial benefit, and for the health, safety, and welfare of the public. The Council enacts ordinances, resolutions and motions; creates committees, boards and commissions; approves and amends the annual budget; levies taxes, approves the paying of claims made against the city; grants licenses issued by the city; and enters into contracts on behalf of the city. It may carry out its powers by license, regulation, suppression, borrowing of money, taxation, special assessment, appropriation, fine, imprisonment, confiscation, and other necessary and convenient and legal means.

The City Council does not enjoy executive (or administrative) powers of city government, which are carried out by the City Administrator.

Appointments by Mayor (Subject to Council Confirmation)

Legislative (Policy-Recommendation or Advisory) Boards:

- Planning Commission
- Finance Committee
- Community Development Authority
- Governmental Affairs Committee
- Police Discipline Board
- Tree Board

Administrative (Decision-Making) Boards:

- Library Board (decision-making on most matters of Library operations)
- Board of Review
- Zoning Board of Appeals

EXECUTIVE (OR ADMINISTRATIVE) BRANCH

At a time when municipal government had become increasingly more complex, the position of City Administrator was created in order to provide the City of Princeton with a more efficient, economical, coordinated, responsible and responsive municipal government under a system of part-time mayor and part-time alderpersons. Many municipalities have found it expedient to employ full-time administrative personnel to oversee the day-to-day operations of the city government in accordance with policies and procedures adopted by the elected representatives.

The municipal administrator is not a statutorily created position. It was created by the City of Princeton under its home rule authority. To further consolidate the municipal services and create efficiency measures, the offices of Clerk and Treasurer were combined with the office of City Administrator for the City of Princeton.

The City Council appoints the City Administrator on the basis of merit, who serves for an indefinite term at the pleasure of the Council. The City Administrator is the head of city administration, and possesses and exercises executive and administrative powers of city government. The City Administrator has no legislative powers. The City Administrator is removable by a 3/4^{ths} affirmative vote of the entire membership of the common council and mayor.

Powers of City Administrator/Clerk/Treasurer

The City Administrator shall carry out the directives of the Mayor and Common Council that may require administrative implementation and shall promptly report the results obtained and any difficulties encountered. The City Administrator shall direct, coordinate, and expedite the activities of all city departments, except where such authority is vested by Wisconsin State Statutes or city ordinances and resolutions in boards, commissions or other city officers.

He or she shall be responsible for the administration of all day-to-day operations of the city government, including monitoring of city compliance with Wisconsin State Statutes, regulations, city resolutions and ordinances. The City Administrator shall prepare a plan of administration, which defines authority and responsibility for all non-statutory positions of the city and shall establish administrative procedures to increase the effectiveness and efficiency of city government according to acceptable practices in municipal government and consistent with the directives of the common council. The City Administrator shall serve as an ex-officio member of the Common Council. *(See ordinances for complete list of duties)*

The Clerk duties are set forth by statute. Although the duties for city clerks vary somewhat from municipality to municipality, they are in large part the same. Generally speaking, the clerk is entrusted with the care and custody of the corporate seal and all papers and records of the city. The clerk is required to attend governing body meetings and keep a full record of the proceedings. The clerk is responsible for maintaining a minute book, and "ordinance book," and is also required to keep a record of all licenses and permits granted and record all bonds, in appropriate books. The clerk shall draw and sign all orders upon the treasury in the manner provided by Sec 66.0607, Stats., and keep a full account thereof in appropriate books. The clerk shall carefully preserve all receipts filed with the clerk. The clerk shall keep an accurate account with the treasurer and charge the treasurer with all tax lists presented for collection and with all moneys paid into the treasury. The clerk shall keep all records in the clerk's office open to inspection at all reasonable hours. The clerk is authorized to administer oaths and affirmations required by the state. This list of responsibilities of the clerk is not all-inclusive, but summarizes the duties as set forth in Sec. 61.19 and Sec. 62.09(11) of the Wisconsin State Statutes.

The treasurer's duties are set forth in sections 62.09(9)(c) and 61.26 of the Wisconsin State Statutes. Generally speaking, the treasurer is responsible for collecting all city, school, county and state taxes, receiving all moneys belonging to the municipality or which by law are directed to be paid to the treasurer, and paying over the money in the treasurer's hand according to law. The treasurer must deposit municipal funds upon receipt into the public depository designated by the governing body and keep a detailed account in suitable books in such manner as the governing body shall direct. The treasurer shall keep in separate books an account of all fees received. The treasurer must make, at times specified by statute and as required by the governing body, a verified report to the governing body of moneys received and disbursed and of the condition of the treasury per Sec. 62.09(9)(c) and Sec. 61.26(6) of the Wisconsin State Statutes.

The City Attorney represents the City Administrator/Clerk/Treasurer in all areas wherein the City Administrator/Clerk/Treasurer has exclusive or final authority.

Appointments by City Administrator (Subject to Council Confirmation)

Deputy Clerk-Treasurer

City Attorney

Election Officials - Special Voting Deputies

CHAIN OF COMMAND

All individual department heads and staff employees of the City of Princeton report to and are responsible to the City Administrator. The City Attorney generally reports to the City Administrator on executive and administrative matters, and to the Council on legislative matters. The Police Chief reports to the City Administrator on executive and administrative matters and to the Mayor or Common Council on legislative issues. The Library Director reports to the Library Board, but also has a responsibility to keep the City Administrator informed on Library matters.

The members of Boards report to the Chair or President of such Board. All members of all Boards regardless of who appointed them and what function they serve within the City's governmental structure, are part of the executive branch, making the City Administrator an appropriate resource and informational source for all Boards and the appropriate final stop for questions and concerns. If a legal concern or need should arise, the boards should vote on whether it needs to seek the services of the City Attorney, who will then represent the Boards, unless prohibited from doing so due to a conflict of interest.

The City Council members are responsible to the constituents. If a problem arises the council member may report to the Mayor or the council as a whole. Or contact the City Administrator who will conduct a response to the problem through the proper chain of command. The City Attorney represents the City Council in all areas wherein the City Council has exclusive or final authority.

Chain of Command

The chain of command is important to a good council member. Sometimes the chain of command of an organization can be a little confusing. This simple question/answer illustration of the chain of command might help you:

1. *Who manages the people you serve?* Your direct line staff.
2. *Who manages the direct line staff?* Supervisor / Department Heads.
3. *Who manages supervisors / department heads?* The Administrator.
4. *Who manages the administrator?* The Council.
5. *Who manages the council?* The Mayor.

A good council member learns to respect this chain of command. For example, if you want to arrange a meeting directly with the people you serve, it would be best to contact your administrator—who will make arrangements through supervisors and direct line staff.

The Council / Staff Connection

The following examples are true incidents of what the council/staff relationship should not be.

- One council member got a letter from a staff member complaining about the administrator. He took the letter to the Mayor who promptly called a council meeting to discuss the complaints—without informing the administrator. The council later solicited complaints from other staff members while the administrator was out of the city.
- Another council decided to examine staff personnel files. They simply wanted to understand more about what staff were accomplishing so they would be “assured that the administrator was doing a good job.”

What’s the Council’s Relationship to Staff?

Two simple rules of thumb for Council / Staff relations are:

1. All communication between the staff and council should be channeled through the administrator.
2. Councils do not manage staff, administrators do.

Here are some basic dos and don’ts for individual council members in your relationship with staff...

- Don’t make commitments to staff. Only the **Full Council** can do that.
- Don’t act as a superior or supervisor to staff (that’s your administrator’s job)
- Do volunteer to help your organization—but in the same capacity and power as any other volunteer.
- Do go through proper channels—your administrator—when volunteering to help or guide staff with internal operations or the functions of day-to-day operating procedures.
- Do show concern for the well-being of staff.
- Do remind staff members, when they contact you, that they should follow the chain of command when they have a problem—and that they should not take their problems directly to the council members.

How Should You Handle Staff Grievances?

QUESTION: “Do staff have a right to appeal grievances to the council?”

ANSWER: Personnel management is the administrator's job. Unless there's a policy to the contrary, staff grievances should not go to the council. When the council listens to staff grievances, you may actually be settling one problem and creating a couple of serious new problems:

- Grievances that go to the council give staff mixed signals about who's in charge. If they can appeal any administrative decision to the council, the administrator's authority with staff is greatly weakened.
- If the administrator makes a decision on a staff grievance and the board reverses that decision, the relationship between council and the administrator will be strained. The Council/Administrator team must speak with one voice that says "the administrator manages staff."
- Here are some answers to questions about the council/staff relationship that council members frequently ask.
 - "How can council members know what's going on if we can't work with staff?" You can work with staff through the administrator. Ask your administrator to report-or ask him/her to invite staff members to each council meeting to explain their programs and answer your questions.
 - "What part should the council play in hiring staff?" The council hires the best person to administer the organization and then delegates all other staff hiring to the administrator. The council should not interview or evaluate staff. These are the administrator's jobs.
 - "Shouldn't staff have a part in the evaluation of the administrator?" No. The council hires the administrator and has the responsibility for evaluation. It would be very difficult for staff to remain objective when evaluating their "boss."

The Council's Relationship to Staff Can Be Tricky

Question: "As council members, a couple of us decided to attend a few staff meetings-mainly to show that we are interested in what goes on in the organization we govern. But we seemed to have stirred up a hornet's nest because the administrator says it's inappropriate for us to get involved directly with staff. Why can't we do this?"

Answer: Nobody ever said that it was easy to be a good council member. Sometimes an issue comes along that reaffirms how hard it really is-like the question of a council member's relationship to staff.

On one hand, you're told you should get more involved because council members are responsible for the organization. But then you're told you shouldn't

short-circuit the chain of command by bypassing your administrator when you go directly to staff.

The point is not that council members shouldn't have any relationship to staff. The point is that the staff/council relationship is so sensitive, council members have to be alert to problems, which can quickly grow out of this relationship.

Responsibility Chart for the Administrator and Council

The council team works best when everyone understands who's responsible for what. Some decisions can only be made by the council. Other decisions should be delegated to the administrator. Still others should be joint decisions by both the council and administrator.

The problem is, council teams don't always iron out who's responsible for what before they're confronted with a decision.

The items below are typical decisions your board team might have to make in the future. Here's your chance to assign responsibility before you face the issues. As a council/administrator team, discuss this list and decide how you would assign the responsibility for each decision. Label each item with one of the following:

A = Administrator has complete authority to make the decision.

I = Administrator has authority to act and then Inform the council.

P = Administrator must seek Prior approval from the council to act.

C = Only the Council may make the decision.

- P 1) Decided where to deposit your organization's funds.
- I 2) Discipline an employee who arrives at work intoxicated.
- A 3) Send an employee to a three-day leadership conference at your organization's expense and on work time – with budgeted funds.
- C 4) Establish maintenance and appearance standards for building and grounds.
- I 5) Have the administrator's office redecorated and refurnished.
- C 6) Explore the possibility of a merger with another organization.
- A 7) Purchase a large new phone system with budgeted funds.
- A 8) Arrange for an audit of your organization's finances.
- C 9) Decide which services/programs to cut to meet budget demands.
- P 10) Retain a consultant to help staff set up a new computer system.
- P 11) Retain legal counsel for organization.
- P 12) Select a person for the Deputy Clerk-Treasurer position.

Although there are no right or wrong answers to these items (it depends on what your council/administrator team decides), the answers should be based on the council guidelines in this manual. You may add more items to the list to iron out "who should be responsible for what."

Your Administrator Fills These Management Functions:

- 1) **PLANNING.** Although the council makes long-range plans (2-10 years), the administrator is responsible for making short-term plans to fulfill the current year's budget and objectives. Some council members are tempted to tell the administrator what equipment to purchase. But if it is budgeted, the administrator along with the department head, should decide how to spend the money. It's the council's role to plan for the needs of the future years.
- 2) **ORGANIZING.** An administrator must organize an internal structure to help him or her deliver your organization's services effectively and efficiently. Frequently, council members want a say in what kinds of staff positions are created. For example, a council member might think your priority should be to hire a public relations person-yet the administrator may want to hire a business manager. As a manager, your administrator should be able to create the kinds of positions and internal structure he or she deems necessary.
- 3) **STAFFING.** Your administrator is in charge of hiring and firing staff members. The council is in charge of hiring and firing the administrator. As a council member, you judge your administrator for performance of the entire organization-not of individual staff. Let your administrator assess the performance of individual staff members.
- 4) **DIRECTING AND LEADING.** An administrator motivates staff. He/She should inspire them, give them direction and communicate well with them. Although council members are leaders of the entire organization, they are not leaders of the staff. Your administrator directs and leads staff. As a council member, you direct and lead your organization through your administrator.
- 5) **CONTROLLING.** The administrator measures and corrects the activities of staff members and controls the spending of the current budget. The council controls how much is allocated for line items in the budget, such as "staff payroll." It's tempting for council members, when they see that something is not quite right, to jump in and try to control what goes on. For example-if expenses are too high, a member might want to order a reduction in staff or change the operations of a particular department. That would be wrong, however, because the administrator is in charge of controlling staff and how the current budget is spent.

The most important point for council members to learn is to stand back and give the administrator the opportunity to manage and fulfill the responsibilities of the administrator's role within your organization.

Who's Responsible-The Council or Administrator?

Here are some recommendations for who should be responsible for the various activities and decisions made by your organization...

AREA	COUNCIL	ADMINISTRATOR
Long-Term goals (more than 1 year)	Approves	Recommends and provides input
Short-Term goals (less than 1 year)	Monitors	Establishes and carries out
Day-To-Day Operations	No Rule	Makes all management decisions
Budget	Approves	Develops and recommends
Capital Purchases	Approves	Prepares Requests
Decisions on building, Renovation, leasing and Expansion	Makes decisions and Assumes responsibility	Recommends (could also sign contracts if given authority)
Supply Purchases	Establishes policy and Budget for supplies	Purchases according to council policy and maintains an adequate audit trail
Major Repairs	Approves	Obtains estimates and prepares recommendation
Minor Repairs	Policy should include amount that can be spent without council approval	Authorizes repairs up to prearranged amount
Emergency Repairs	Works with Administrator	Notifies Mayor and acts with concurrence from Mayor or council
Cleaning and Maintenance	No Role (oversight only)	Sets up Schedule
Fees	Adopts Policy	Develops Fee Schedule
Billing, Credit and Collections	Adopts Policy	Proposes policy and implements policy
Hiring of Staff	As Granted by Ordinance	As Granted by Ordinance
Staff* Deployment and Assignment	No Role	Establishes
Firing of Staff*	No Role	Makes Final Termination Decisions
Staff* Grievances	No Role	The Grievances stop at the administrator
Personnel Policies	Adopts	Recommends and administers
Staff Salaries	Allocates line item for salaries in budget	Approves salaries with recommendations from supervisory staff and per union contracts
Staff Evaluation	Evaluates only the Administrator Position	Evaluates all other staff

*Staff = All employees with the exception of the City Administrator, who is managed by the Common Council.

Yes, there will probably be some problems along the way, you have to expect them. But evaluate your administrator's performance as a manager by assessing what the entire organization has done. As long as you get what you want and need from your administrator, let the administrator do it his/her way.

Council Learns Not to "Second Guess" the Administrator

Several council members from Oklahoma were shocked when they each got a letter from a disgruntled person who had been served by their organization. "It was quite a surprise," says one council member. "We'd never heard any complaints about our administrator or organization before."

Her first reaction was similar to other board members: get the problem on the agenda for the next board meeting and hash it out. "It was a very delicate issue," she explains. "Here was what appeared to be a very valid complaint about our administrator and an appeal to us for help. At the same time, we've always placed full confidence in our administrator."

"We all learned a lot from that episode," the council member explains. "Council members should be sensitive to public appeals and complaints, but we should also give the administrator a chance to handle problems first."

"Council members have a right and responsibility to be informed about what goes on in the organization we're elected to govern, but we hired the administrator to make the management decisions and we should allow him/her to do that."

"Of course, the administrator makes mistakes once in a while, just as we all do. If the decisions are frequently bad, the administrator is subject to dismissal. Otherwise, we shouldn't be second-guessing everything he or she does."

Council members should be sensitive to public appeals and complaints. But they should also give the administrator a chance to handle the problem first.

A Temptation to Fix Things

There was recently an interesting situation that happened to a California council member whose educational background is in finance and accounting. After he was elected to council, he discovered what he thought was a weakness in the municipalities accounting system. So he promptly rolled up his sleeves and personally engineered some internal changes.

Now you can't blame the council member for wanting to correct the situation. These days, many council members are elected because of their technical skills. If you have some skills in finance, it is only natural that you would want to straighten things out, push the bookkeeper aside, and do it yourself.

In fact, your administrator might want to do the same thing! But if your organization already employs a bookkeeper, it's his or her job to run things right. Good administrators give staff direction and then stand back to let them do the job. Employees should be given a chance to correct a problem once it's pointed out to them.

Also, the administrator, not council members, is ultimately responsible for correct and timely financial reports. Administrators should also be given the chance to correct problems within the organization.

Remember, the council hired an administrator to manage day-to-day activities and to fix things. If something in your organization looks like it needs fixing and you want to help, point it out to your administrator and say you would be available as a volunteer if additional advice is needed. Ask for feedback on how the problem is being solved. But don't jump in and fix it yourself without being asked.

How Many Bosses Should Your Administrator Have

"There are six council members," an administrator told me recently, "and I feel like I have six different bosses!" "Council members are always on the phone telling me to do this or do that. One says I should wait to purchase a computer system and have the full board review it first. But another tells me to go ahead and buy it now while the price is right, without waiting for council approval."

Council members cannot act as individuals. They must speak with one voice so the administrator can have one boss, not six.

The Administrator is the Manager, Even in a Crisis

Sooner or later your council could find itself in the middle of a crisis, a building fire, a staff scandal, a liability lawsuit. When a crisis strikes, unwanted public attention is sure to follow on its heels. And just as quickly, council members will become the focus of public pressure to get the problem solved. The temptation for council members to take immediate action is strong.

But a crisis shouldn't suddenly change the way your council operates. It is not the time to make new policies in the midst of crisis. It is time to fall back on policies you already have and let them work. Council members should ask themselves, can the council really do anything about this situation by holding a clumsy meeting to try to make emergency decisions as a group?

What should the council do when a crisis strikes?

- Keep yourself informed from the right source, your city administrator. Of course there will be public pressure on the council to do something about the problem, this just means that the council members need to make sure that they are accurately informed about the issue so they can tell the public what's being done.
- Support your Administrator. Get questions out of the way at council meetings and then back the administrator during the crisis. Tell the administrator you appreciate the work being done to solve the problem and make sure the public sees the support.
- The administrator was hired to manage at all times, not just when things are going well. It doesn't make sense to pull that responsibility away. You need to support the administrator not give him or her more problems.

- Operate as a council not as individuals. Designate one person, probably the administrator, to be the media spokesperson. When you speak to the public, voice the official council stand, not your own individual opinion. Council members can influence the public and help keep a crisis in hand or under control.

The Golden Rule of the Council/Administrator Team

Support of the administrator is the responsibility of the council. Communication is the responsibility of the Administrator.

Good relations between the Council and the Administrator can break down when you neglect this golden rule. It will help you to remember:

- Council Members support their administrators by letting them know what they want by providing direction.
- Council Members support their administrators by ensuring that money is available to carry out policies.
- Administrators carry out the council's plans, they're the managers of the organization.
- Administrators must provide feedback and recommendation for new actions so the council may know how things are going.

Support and Communication.... they're necessities for every municipality.

CONDUCTING ORDERLY MEETINGS

The regular meeting of the city governing body is the showcase of municipal government. In most communities this meeting is attended by members of the news media and reported in the news sections of the local newspaper. The public will necessarily base its opinion of city administrative efficiency and legislative sensitivity on the manner in which governing body meetings are conducted.

It therefore behooves the governing body to conduct its meeting in an effective manner in keeping with full and fair consideration of the public business.

Only the barest skeleton of requirements for conduct of common council meetings is prescribed by statute. For the most part, the chief executive or other presiding officer and the governing body itself are responsible for designing and applying rules for the conduct of council or board meetings and the accomplishment of other business matters before the governing body.

Orderly meetings require the application of good parliamentary procedures. Efficient administration of the affairs of government by the governing body requires a division of labor for the purpose of sifting and winnowing matters before presentation to the entire body for consideration and action. The former is

generally accomplished by the adoption of council or board bylaws or rules and the latter by creating of committees of the governing body.

CHARTER REQUIREMENTS

Specific requirements relating to meeting of city governing bodies are contained in Chapters 61, 62 and 64 of the Wisconsin State Statutes, the charter laws. In addition, the state open meetings law applies to meetings of the municipal governing body as well as to meetings of committees, boards or commission. Sections. 19.81 to 19.98, Stats. Discussed below are the basic statutory requirements for the conduct of city council meetings.

Quorum

A majority of all members of the council constitutes a quorum in mayoral-council cities. The Mayor is not counted for quorum purposes.

Regular Meetings

City councils are required by State statutes to meet at least once a month. The City of Princeton meets twice a month on the second and fourth Tuesdays of the month. More frequent regular meetings and a day other than Tuesday may be established by the council. Following a regular city election, the new council meets on the third Tuesday in April. Sec. 62.11(2), Stats. unless approved by Council to convene at a later date.

Neither city charter laws specify the time of meetings. Regular meeting times and days are established by rule or ordinance in the city.

All regular meetings must be public meetings and must be noticed under sec. 19.84, Stats., of the open meetings law. Failure to comply with these requirements could subject the offending officers to a forfeiture and actions taken may be voided. Secs. 19.96 and 19.97, Stats.

Special Meetings

In cities, the mayor may call a special meeting by written notice delivered personally to each council member or left at his or her usual place of abode at least six hours before the special meeting. Sec. 62.11(2), Stats. Council rules may authorize other procedures for call of special meetings.

Special meetings must also be noticed as required by sec. 19.84, Stats. This provision requires 24 hours' notice of a meeting, although two hours' notice will suffice for "good cause." Sec. 19.84(3), Stats.

Suggested forms for calling special meetings are printed at the end of this chapter.

Recording Votes

In mayor-council cities, an aye and no vote must be recorded on confirmation of appointments or adoption of any measure assessing or levying taxes,

appropriating or disbursing money or creating any liability or charge against the city or any city fund. Any member of the council may also require an aye and no vote. Secs. 19.88(2) and 62.11(3)(d), Stats. Except for the election of officers of a governmental body, secret ballots are prohibited under sec. 19.88(i), Stats.

An example of an officer of a governmental body is the council president. It is important to realize that this is a very narrow exception and to distinguish between officers of the body and officers of the municipality. In other words, a committee may be authorized to select its own Chairperson and may do so by secret ballot under sec. 19.88(1), Stats. However, officers of the municipality cannot be selected by secret ballot. Thus, selecting appointive municipal officers, making committee, commission and board appointments and filling vacancies on the governing body itself cannot be filled by secret ballot. 65 OAG I, viii (1976); League opinion, Governing Bodies #299.

For all types of city government, votes should be recorded when the governing body is acting under a law which requires more than a majority of a quorum.

The Open Meetings Law

Wisconsin law requires all meetings of governmental bodies, including governing bodies, committees, boards and commissions, to be open sessions with certain limited exceptions. In addition, the law requires that public notice be given of every meeting of a governmental body.

Publication of Proceedings

Proceedings of city councils must be published as required by secs. 61.32, 62.11(4) and 64.07(1), Stats. The published proceedings need not include the entire record made by the clerk in the journal but only "the substance of every official action taken by a local governing body at any meeting, regular or special." Sec. 985.01 (4), Stats. Section 985.01(5), Stats., defines "substance" as:

". . .an intelligible abstract or synopsis of the essential elements of the official action taken by a local governing body, including the subject matter of a motion, the persons making and seconding the motion and the roll call vote on the motion. . . "

Ordinances and resolutions published as required by law need not be reproduced in the minutes, as long as the minutes include a reference to their subject matter and show the votes taken on the legislation. Sec. 985.01(6), Stats. Names of payees and amounts of all approved claims need not be published in detail but may be consolidated according to purpose. Some governing body rules require publication of the full amount of the claim and the name of the payee for payments approved in excess of a stated amount, such as \$200 or \$500.

Proceedings are published in the official newspaper in cities. Secs. 62.11(4)(a) and 985.06, Stats.

Publication of Ordinances

In cities all ordinances must be published within 15 days of passage. Ordinances are published in full and take effect the day after publication unless a later date is expressly prescribed by the council or by law, as in the case of charter ordinances. Secs. 62.11(4)(a) and 66.01, Stats.

There is no general requirement that city resolutions be published in full, although specific statutes may require resolution publication. Mention of the substance of the resolution and motions and votes taken concerning it are included in the published proceedings.

City ordinances are styled "The common council of the City of Princeton does ordain as follows:" and countersigned by the city clerk. The Mayor signs all ordinances which the Council approves.

Official Newspapers

Cities are required to designate official newspapers for publication of council proceedings, ordinances and legal notices. The procedures for selecting official newspapers and the legal requirements for newspapers entitled to receive compensation for publishing city or village notices, etc., are set forth in ch. 985 of the Wisconsin statutes. Because of the detail and complexity of these laws, they will not be reviewed in detail here. The city clerk and attorney should study these statutes and advise the governing body with respect to them.

In fourth-class cities the council designates the official newspaper at its first meeting on the third Tuesday of April or as soon as possible thereafter. Sec. 985.06(2), Stats.

Voting

No member of an assembly can be compelled to vote. Wrzeski v. City of Madison, 558 F. Supp. 664 (W.D.Wis. 1983). However, casting a vote may subject him or her to prosecution or penalty under state law or local ordinance. See sec. 946.13, Stats., and the discussion entitled "Criminal Restrictions and Other Prohibited Acts." If a person abstains because of a conflict of interest, that person is not considered present for quorum and voting purposes. See Ballenger v. Door County, 131 Wis.2d 422, 388 N.W.2d 624 (ct. app. 1986).

Determining the required number of votes under special laws is frequently a matter which confronts a governing body. Usually, in these circumstances the entire authorized membership of the council or board must be counted even if some members are absent or their seats vacant. See State ex rel. Cleveland v. Common Council of City of West Allis, 177 Wis. 537, 188 N.W. 601 (1922); League opinion, Governing Bodies #204. Although the council president may on occasion be entitled to exercise the veto power of the mayor, if he or she, when presiding, votes as a member of the council he or she may not cast a second vote to break a tie. See McQuillin Mun Corp, sec. 13.25 (3rd Ed.); League opinion, Governing Bodies #257.

When an exact division of the membership into the required voting fraction is not possible, the next higher number of votes is required. Thus, on a four-member

council a majority vote of all members requires three affirmative votes as does a 2/3 of 3/4 vote. State ex rel. Owen v. McIntosh, 165 Wis. 596, 162 N.W. 670 (1917); League opinion, Governing Bodies #321.

RULES OF PARLIAMENTARY PROCEDURE

Rules of procedure for individual governing bodies vary. However, most common councils have adopted Robert's Rules of Order Newly Revised, or similar parliamentary rules.

What is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because its' a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Roberts's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations, and other groups. So it's important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to Order.
2. Roll Call of Members Present.
3. Approval of Minutes of Last Meeting.
4. Officer Reports
5. Committee Reports
6. Special Orders-Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New Business.
9. Announcements
10. Adjournment

The method used by members to express their opinions is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to Order.
2. Second Motions.
3. Debate Motions.
4. Vote on Motions.

How are Motions Presented?

1. Obtaining the floor

- a. Wait until the last speaker is finished.
 - b. Raise your hand and address the Chairperson by saying “Mr. / Madame Chairperson or Mr. / Madame Mayor”
 - c. Wait until the Chairperson recognizes you.
2. Make Your Motion.
- a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, “I move that we...” rather than, “I move that we do not...”
 - c. Avoid personalities and stay on your subject.
3. Wait for someone to second your motion.
4. Another member will second your motion or the Chairperson will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairperson states your motion.
- a. The Chairperson will say, “it has been moved and seconded that we...” Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chairperson it becomes “assembly property”, and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion.
- a. A time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairperson.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairperson.
8. Putting the Question to the Membership.
- a. The Chairperson asks, “Are you ready to vote on the question?”
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.
9. Voting on a Motion.
- The method to vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:
1. By Voice—The Chairperson asks those in favor to say, “aye”, those opposed, “no”. Any member may move for an exact count.
 2. By Roll Call—Each member answers “yes” or “no” as his/her name is called. This method is used when a record of each person’s vote is required.

3. By General Consent—When a motion is not likely to be opposed, the Chairperson says, “If there is no objection...” The membership shows agreement by their silence, however if one member says, “I object”, the item must be put to a vote.
4. By Division—This is a slight verification of a voice vote. It does not require a count unless the Chairperson so desires. Members raise their hands or stand.
5. By Ballot—Members write their vote on a slip of a paper, this method is used when secrecy is desired.

ROBERT’S RULES OF ORDER SIMPLIFIED

A simplified description of Robert’s Rules of Order appears in Preparing for Takeoff. Taken from Brian O’Connell’s *The Board Member’s Book*, it describes the motion; the second; the discussion, debate, and clarification; the vote; and a restatement of the motion. The next level of detail in Robert’s Rules involves a situation in which the board may want to make some changes in the original motion before the vote. In the course of the discussion it may become obvious that the motion doesn’t quite say what the board now has in mind. The following rules of order depict how a slightly more complicated scenario might unfold:

- The motion.
- The second.
- The chairperson restates the motion.
- Discussion, clarification, and debate.
- Someone moves that the original motion be amended, and another person seconds the idea. (At that point the maker and seconder of the original or main motion will usually agree to the amendment even though a vote on the amendment has not been taken. Technically, once a motion has been made and seconded, it involves the whole assembly, but if no one offers objection to the amendment, no vote is usually taken.)
- If the persons who moved and seconded the original motion do not agree to the amendment or if anyone else voices objection, there is discussion, clarification, and debate on the amendment itself.
- After the group has adequately considered the amendment, the chairperson restates the motion to amend, and the group votes on the amendment.
- Once the amendment has been accepted or rejected, the group returns its attention to the original motion.
- If the amendment passes, the main motion is now known as “the original motion as amended.” If the amendment is defeated, the motion is simply the original motion.
- Debate then proceeds on the original motion. It could be amended again, in which case the new amendment would get informal or formal consideration.

- When the amendments have been disposed of, the board votes on the original motion (as amended, if that's the case). Although the amendment process complicates the motion process slightly, it is simply the group's way of deciding whether the original motion needed some changes before it reflected the combined view of what should be done.
- When the motion is brought to a vote, members may abstain from voting. However, those members should explain for the record why they wish to abstain. The most common reason for abstaining is that a potential conflict of interest exists. The inability of a member to reach a decision is generally not an acceptable reason for abstaining.
- If the main motion is defeated, the same basic proposal cannot be brought forward again at the same meeting. This is designed to keep the losers from filibustering by bringing the same motion up again and again. (There is an exception. If one person who was on the winning side of the vote realizes that he or she may have made a mistake, such as misunderstanding what the motion called for, he or she can move for reconsideration, at which point the board decides whether to allow reconsideration.)
- The motion to "table" is often used improperly in an attempt to suppress a measure. You can, however, use this motion in the appropriate manner to your group's advantage. The group may wish to lay aside discussion and action on a question temporarily until some other question is disposed of. You may do this by moving that the question be "tabled." By so doing you retain the privilege of resuming consideration of the tabled question at any time.

Policy Guidelines for Council Procedure

- a. To avoid interruptions, members, when recognized, should indicate the course their remarks will follow and perhaps verbally, or otherwise, indicate they have concluded.
- b. Motions on the floor should not be modified by statements such as, "that's all right" or "I'll include that change." Preferably, motions should be prepared in advance and should incorporate suggested changes prior to being made. Changes to a motion should be in the form of amendments.

Adopted from "Conducting Orderly Meetings," Ralph E. Houseman, The Municipality, Feb. 1972.

- c. Committee chairmen should report committee actions and move adoption of recommendations, regardless of their position on the committee vote. The committee Chairperson may speak against the action during debate on the subject.
- d. Legislative action should be taken only by ordinance, resolution or bylaw. Unless otherwise specifically required by law, any action may be taken either by resolution or by motion. In matters of urgency, a resolution may be presented verbally in motion form together with instructions for later written preparation of the resolution.

- e. Whenever feasible, any member who intends to offer a resolution should arrange to have it prepared in writing by the municipal attorney and circulated with the agenda in advance of the meeting at which it is to be offered. Similarly, any member who intends to offer a motion should prepare the motion in writing and arrange to have it circulated with the agenda in advance of the meeting at which it is to be offered.
- f. Members offering motions, resolutions or ordinances should introduce them in the forms shown below:

MAIN MOTION

- 1) I MOVE _____

AMENDMENTS

- 2) I MOVE to amend the motion by inserting ____ between ____ and ____.
- 3) I MOVE to amend the motion by adding ____ after ____.
- 4) I MOVE to amend the motion by striking out ____.
- 5) I MOVE to amend the motion by striking out ____ and inserting ____.
- 6) I MOVE to amend by striking out the motion and substituting the following ____.
- 7) I MOVE that this motion be referred to the ____ committee (commission).

PREVIOUS QUESTION

- 8) I MOVE the previous question (2/3 vote) (stops debate and orders an immediate vote).

RECONSIDER

(In order same day motion is made or at next regular meeting)\
(Mover must have voted with majority)
(Not permitted in committee of the whole)

- 9) I MOVE to reconsider the vote by which ____ was voted. I voted with the majority.

AWARD OF CONTRACTS

- 10) I MOVE that the bid of ____ be approved for award, pending the signing of the contract and furnishing of required bonds, and that the mayor be authorized and directed to sign and the clerk to countersign the contract for and on behalf of the city.

ADOPTION OF ORDINANCE

- 11) I MOVE the adoption of an ordinance entitled (read from the agenda).

ADOPTION OF RESOLUTION

- 12) I MOVE the adoption of a resolution entitled (read from the

agenda).

CLAIMS

- 13) I MOVE that the (council) accept the recommendation of the (city) attorney and (deny) (pay) the claim of _____ in its entirety.

PLANNING

- 14) I MOVE that the (council) adopt the findings of the planning commission made in Resolution No. _____ and further move the introduction of an ordinance entitled (read from the agenda).
- 15) I MOVE that the (council) disapprove the findings of the planning commission made in Resolution No. _____ and deny the application for change of classification of _____.

PUBLIC HEARINGS

In their conduct of public business, governing bodies find it necessary or desirable to perform investigations into matters of concern to determine the need for legislation and what its nature should be if required. Investigations and hearings into the conduct or affairs of municipal officers are also sometimes undertaken at the direction of the governing body. This chapter describes the general procedures and legal powers and duties of governing bodies or their committees in conducting investigations and administrative reviews.

Public Hearings

One procedure frequently employed in investigating city affairs in preparation for final legislative or administrative action on matters of special concern is the public hearing. Of course, all meetings of the city governmental bodies must be open to the public unless the subject matter falls within one of the exemptions prescribed by the open meetings law, sec. 19.85, Stats. However, public hearings are specifically required by certain state statutes. Some of these are listed in the following table:

STATE STATUTES REQUIRING PUBLIC HEARINGS

- Removal of City Officers for Cause. Sec. 17.16.
- Disciplinary Actions Against Police and Certain Firefighters. Secs. 61.65(am), 62.13(5) and 62.13(6m).
- Amendment of Official Map. Sec. 62.23(6).
- Enactment and Amendment of Zoning Ordinance. Sec. 62.23(7).
- Enactment of Extraterritorial Zoning Ordinance. Sec. 62.23(7a).
- Regulating Construction, Etc., in Fire Districts. Sec. 62.23(9)(b).

- Adoption of Budget. Sec. 65.90.
- Revocation or Suspension of Mobile Home Park License. Sec. 66.058(2)(d).

Discontinuance of Streets and Alleys. Sec. 66.296.
Establishing Pedestrian Malls. Sec. 66.298.
Removal of Housing Authority Commissioners. Sec. 66.40(8).

Approval of Urban Redevelopment Plans. Sec. 66.406(3).
Approval of Redevelopment Plan in Blighted Area. Sec. 66.43(5)(b)3.
Modification of Development Plans. Sec. 66.43(10).

* This section is from the "Handbook for Wisconsin Municipal Officials" published by the League of Wisconsin Municipalities.

Approval of a Redevelopment Plan Under the Blight Elimination and Slum Clearance Act. Sec. 66.431(6)(b)3.
Modification of Redevelopment Plan. Sec. 66.431(11). Violation of Urban Renewal Orders. Sec. 66.435.
Creation of a Tax Incremental District. Sec. 66.46(4).
Levying Special Assessments. Sec. 66.60(7).
Approval of Business Improvement District's Initial Operating Plan. Sec. 66.608(2)(c).
Levying Special Assessments Under Alternate Procedure. Sec. 66.62(2).
Assessment of Condemnation Benefits. Sec. 66.63(2).
Property Assessment Board of Review. Secs. 70.47 and 70.48.
Enact Airport Approach Protection Ordinances. Sec. 114.136.
Revocation or Suspension of, or Refusal to Renew, Alcohol Licenses. Sec. 125.12.
Enactment of Subdivision Regulations. Sec. 236.45(4).

Except when constitutionally protected rights of specific individuals are involved or when the applicable statute imposes other requirements, public hearings are subject to no special rules of procedure. However, the presiding officer prior to commencement of the hearing should announce those general rules of etiquette and order, which shall govern the hearing. If time limits are to be imposed on appearances at the hearing, this fact should be stated in the notice to the public and also in any notice sent directly to interested persons. This notice procedure will allow those persons desiring to appear whose presentations might exceed their allotted time to prepare written statements or consolidate their presentations with other speakers.

If you, as a member of a governing body, are required to conduct a hearing or review matters relating to individual employees, officers or citizens, you should initially consult with the municipal attorney to determine whether constitutional rights may be involved or if the state or federal statutes or agency regulations impose requirements or restrictions on the conduct of the hearing. Failure to observe constitutional rights of citizens, employees or other persons may result in liability for damages or injury suffered by such persons under 42 U.S.C. sec. 1983. In addition, even where the damage award is nominal, the award of attorney's fees under 42 U.S.C. sec. 1988 to the prevailing plaintiff can be high.

When process is due, the following procedures may be applicable, although in certain cases less formal procedures may be sufficient.

1. A written statement of the reason for the proposed action informing the affected individual of the right to a timely and impartial hearing.
2. A hearing upon request in which:
 - (a) The individual may present arguments in person or by an attorney.
 - (b) The individual is given an opportunity to face and question opposing witnesses, including the right to request the presiding officer to subpoena witnesses under secs. 885.01(3) and 885.12, Stats.
3. A decision based upon the evidence presented at the hearing and the statement of charges.
4. A brief written statement of the final determination together with a recitation of the reasons for the determination and the facts on which the decision maker relied.

Goldberg v. Kelly, 397 U.W. 254 (1970).

EFFECTIVE GOVERNING

In a democracy the need to evaluate and balance all interests is a challenge and frustration facing most elected officials. City councils and village boards in Wisconsin are no exception to this rule.

Decision-Making

The fundamental job of a governing body member is to make policy decisions for his or her municipality. Unless decisions are based on full, relevant and accurate information and with a clear objective in view, the results are likely to be mediocre at best and meaningless at worst. In fact, in view of the part-time, temporary involvement of most local governing body officials in Wisconsin, the political pressures under which local decisions must be made and the frequent lack of up-to-date, accurate, verifiable information available to these decision-makers, the process has worked surprisingly well.

Decisions of local governing bodies generally fall into three categories: 1) those regarding projects or facilities; 2) those with respect to services, and 3) those relating to the need for regulations affecting the health, safety or welfare of the municipality's residents. See Wright, J. Ward, and Benson, Virginia, "Your Local Economy: Does City Hall Play a Role?", Nation's Cities, September 1972, p. 45.

The process of making decisions with respect to any of these three principal areas of municipal activity can be divided into six stages:

“Need. The process whereby it is determined that something needs to be done. Such determination is usually based on an awareness of community conditions.

“Solutions. The process of determining which government is responsible, what resources are available, what the scope of responsibility is, and the manner in which an answer to the problem should be formulated.

“Projects. The development of plans for specific allocations of resources to specified agencies to undertake given actions for specified purposes.

“Approval. The official act by which action is authorized and resources are allocated.

“Administration. The action of management in issuing directives, supervising activities, reviewing results, and making required adjustments.

“Evaluation. The process of reporting and reviewing, whereby the policy-makers may determine the success or failure of the programs, in whole or in part, in meeting the needs defined in the first stage.”

Unfortunately, substantial impediments frequently exist which diminish effective city council or village board involvement in all stages of a decision. These include, among others, the existence of semi-independent agencies financed and/or sanctioned by state and federal laws which may have progressed to the fourth stage of the process before bringing a project to the council or board for consideration and approval. In addition, there may be a large time span over which projects or issues may extend, resulting in numerous changes in the composition of the decision-making body or a change in attitude of the citizenry or even a change in need for the project or service itself which can hamper effective decision-making.

Perhaps, in view of these impediments, governing body officials may have to console themselves with the satisfaction of having made informed and intelligent decisions after thorough study and deliberation even if in retrospect the particular project, service or rule fails to achieve its anticipated goal.

Data Gathering and Technical Assistance

Merely identifying stages in the normal evolution and denouement of a municipal project does not guarantee effective decision-making. Effective decision-making is the result of having sufficient data to provide the basis for making rational choices between alternative courses of action. Effective decision-making also requires a refining, sifting and winnowing of the issues and data, the creation of

an atmosphere conducive to making decisions in an unhurried and judicious manner and the weighing of potential consequences of alternative decisions or courses of action. Finally, effective decision-making requires the creation of a local administrative system that will guarantee that decisions made by the governing body will be carried out as intended.

Gathering data or background information is generally the role of governing body members individually and collectively and of municipal departments and administrative heads.

Individually, council members can obtain data and background information on the need for specific projects, services or rules by reading the municipal code and charter and publications such as this; by receiving reports from the manager, department heads, boards, commissions and committees; by listening to their constituents and to citizens at public hearings; and by observing and viewing conditions in their own wards or districts.

Collectively, the council may wish to procure the advice of the municipal attorney; of bond counsel; of the municipal engineer or a consulting engineer on particular issues or projects. Information can also be obtained from state or federal agencies or associations.

Council should note that direct contact made to an outside Attorney or Consultant will often generate a fee for services. It should be noted that the budget may not have allocated funds for such services and funding availability should be investigated prior to outside consultations made.

Sometimes a special study committee of citizens and/or governing body members may be used to obtain background data on the need and desirability of a particular action by the governing body. In addition, a public hearing may be called for this purpose.

It should be kept in mind that the information gathering process is not in itself the solution. It is merely the initial step. The final decision rests with the members of the governing body, and a problem or need is seldom resolved merely by collecting facts and data. Indeed, it has been suggested that the practice of Congress and the state legislature of separating the public hearing part of the process from the decision-making part leads to more efficient and more effective governing body determinations.

MAKING IT WORK

The types of problems confronted by your board can some times seem so burdensome that you wonder why you ever got involved. Try to keep in mind that the conflicts and problems that you tackle are important to the community you serve. When you work out the problems as a group, you will make healthy decisions. Keep in mind, too, your commitment to the board, your colleagues' commitment, the importance of your contribution, and the importance of making sound decisions.

As your board tries to make the best possible decisions, use the following "rules of thumb" to help you get over the hurdles:

- **Separate the people from the problem.** You and your colleagues aren't questioning each other's good intentions or personal integrity. You are discussing options for making the best possible decisions. Don't think about what you may not like about the person sitting across the table from you. Instead think about what he or she is saying, about the points that person is trying to make. If a colleague seems to be attacking your integrity, try to get that person back on track by asking him or her to make the point.
- **Focus on mutual interests and shared goals.** When your board seems to have bogged down, sometimes it is helpful to step back and think about the goals you have set for it. Keep in mind that you all have agreed on these goals, that you do have mutual interests, and that you are all serving the same constituency. Remember what is important!
- **Invent options for mutual gain.** Is there a compromise with which everyone will feel satisfied? Think about all that has been said throughout the debate. Can the best aspects of everybody's ideas be incorporated into a plan? Ask your colleagues why a particular approach is not satisfactory and why other approaches are.
- **Be open, honest, and willing to listen.** Examine your own approach to dealing with conflict. Are you really listening to what your colleagues are saying? Are you thinking about the implications? Are you considering them? Don't be afraid to state your concerns. Be honest by revealing what you see as the options and by explaining what you see as shortcomings in the suggestions of others.

GUIDELINES FOR COUNCIL MEMBERS

- Each Council member should work to establish a good relationship with other members. The success or failure of efforts may be dependent upon the degree of cooperation evident among the individual members of the Board.
- Each member should keep in mind these important points:
 - ❖ Show respect for another's viewpoint.
 - ❖ Allow others adequate time to fully present their views before making comments.
 - ❖ Be open and honest.
 - ❖ Make new members welcome and help them become acquainted with their duties.
 - ❖ Strive to minimize polarization and factions among members.
- Each Council member receives public input and citizen participation in City government by the following means:
 - ❖ **Reviewing Recommendations.** Council members receive information from Boards and the public on matters spanning a wide range of interests and needs. Board members review and make recommendations to City Council on matters within their scope of responsibility. They perform as a citizen's advisory arm of City Council, focusing attention on specific areas of the City. However, certain Boards may take final action in prescribed areas. These bodies give the citizenry an opportunity to voice their opinions on City programs and policies.
 - ❖ **Assisting with Goal Identification.** One primary responsibility of Council membership is to formulate City goals. What do people say they want in their City? How can this be translated into a set of compatible, consistent, long- and short-range City goals? Advisory groups, staff and citizens can help with the decision-making process, but remembering the distinction between wants and needs is a policy decision and therefore, ultimately rests with City Council.
 - ❖ **Representing General Interests.** The Council must be careful to represent general interests of the City, not special interest groups. Council members must work with the City Administrator. They should not become directly involved in the administration or operation of City departments, and should not direct the administrative staff to initiate programs, conduct studies or

establish official policy without approval of the City Council as a whole. Members, however, are encouraged to review and comment on relevant department programs as they affect the community.

- ❖ **Holding Open Meetings.** All meetings of the Council must be open to the public pursuant to the open meetings law. The intent of the law is to ensure actions be taken openly and that deliberations be conducted openly. Furthermore, the Council must announce a time, place and date for holding any regular or special meetings. (See the section on Open Meetings and Open Records in this Manual. If you have questions or concerns, please contact the City Attorney.)
- ❖ **Participating.** Election to the City Council provides an opportunity for genuine public service. Although the specific duties of each Board vary widely, there are certain responsibilities common to all members. The following is a summary of important responsibilities that will assist in maximizing one's contribution to the City.

Understanding the role and scope of responsibility of the Council may sometimes appear to be a daunting task with the sometimes conflicting goals of properly representing the City, being concerned with the entire community, keeping the lines of communication open, being conscious of your relationship to the rest of the City Council and City staff, and establishing a good relationship with other members.

But by being open and honest at all times, while being aware that, in the public's eye, you represent the City you serve, your ultimate contributions to policy decisions should express your sensitivity to the diverse viewpoints held in the City.

Council Members Always

Adhere to the code of ethic for councils. Some time ago, we received a copy of a "Code of Ethics" for Councils. We do not know where it originated or how long it has been in existence. It is included here for your information.

- I will be motivated primarily by an earnest desire to serve my municipality and the people of my community in the best way.
- I will endeavor to attend all council meetings.
- I will recognize that the expenditure of municipal funds is a public trust, and I will endeavor to see that all such funds shall be expended efficiently, economically and for the best interest of the municipality.
- I will not use the municipality or any part of a municipal program for my own personal advantage or for the advantage of my friends and family.

- I will do everything possible to maintain the integrity, confidence and dignity of the office of a council member.
- I will listen to what other members of the council and other individuals or groups may have to say before making final decisions.
- I will endeavor to avoid rancor and bitterness, to observe proper decorum and behavior, to encourage full and open discussions in all matters with my fellow members of the council, to treat them with respect and consideration and not withhold or conceal from them any information or matter in which they should be concerned.
- I will make no derogatory remarks, in or out of council meetings about members of the council or their opinions, but I reserve the right to make honest and respectful criticism.
- I will recognize that authority rests with the council in legal session and not with individual members of the council.
- I will abide by majority decisions of council once they are made and will accept and support them as long as I remain a member of the council.
- I will not discuss confidential business of the council in my home, on the street, or in my office, the place for such discussions being the council meeting or committee meeting thereof.
- I will endeavor to keep informed on all local, provincial and national developments of municipal significance.
- I will consider it unethical to pursue any procedure calculated to embarrass a fellow council member, a member of the municipal staff or another local government body.
- I will associate myself with members of other councils both personally and in conferences for the purpose of discussing municipal problems and co-operating in the solution of them.

Council Members Never

- Talk too much and listen too little.
- Publicly criticize a council decision that was voted on and passed by the majority of the council, but that you did not specifically support.
- Demonstrate to fellow council members that you have all the answers for every issue.
- Refuse to change your mind on any issue regardless of the evidence presented.
- Fail to read council packets and prepare for the council meetings.

- Divulge information from an executive council meeting.
- Refuse to compromise when decisions have stalemated.
- Ridicule past council members and the decisions made by the council before you became a member.
- Hold grudges about fellow council members when they do not agree with you.
- Try to dominate conversation at every council meeting.
- Resent the salary of the chief executive or staff because it is more than you or your spouse makes.
- Arrive late and leave early.
- Remind fellow council members “that it has always been this way in the past.”
- Appear at park sites or facilities giving orders to employees.
- Want the agency to be a haven for hiring friends and the politically deserving.
- Constantly criticize and question council policies and the executive decisions, and compulsively dissent on almost every issue.
- Do not try to know or understand other people who serve on the council with you. Team building begins by knowing your teammates.
- Have no interest in being educated on being a good council representative.

COUNCIL RELATIONS

1. **Representing the Council.** Council members cannot individually commit the City to positions without a vote or consent of the Council. Individual Council members should not insert themselves into or position the council on issues without a Council vote. It is inappropriate to commit to things that the whole Council may not be aware of or approve. Member should refer such matters to the administrative staff for review and later recommendations back to the Council.
2. **Complaints from Citizens.** When citizen complaints are received by individual Council members, these should be referred to the Administration staff for investigation and resolution immediately. A vast majority of complaints concerns enforcement issues, which must ultimately be addressed by the staff anyway. Personal Council involvement in enforcement or interpretation of ordinance, policies or laws could subject the Council to later problems. The Administrative staff enforces zoning, ordinances, basic services, personnel matters, etc., and through the separation of duties the City Council establishes the rules by which the staff function.
3. **More on Handling Complaints.** Do not wait to bring up citizen complaints at Council meetings... these should be handled as quickly and routinely as possible by proper referral to staff. Do not “invite” complaints to be dealt

with at meetings. Council will not appreciate a “staged” show, and the complainant may not appreciate the delay involved.

4. Media Relations. From time to time, the media (particularly the press) will ask for commentary about a City Council action or position on an issue. To the extent that the Council has taken an action or position, the Council President will serve as spokesman unless the City Attorney has been designated by the Council President. In these situations, the “Council’s” position is to be disclosed, as opposed to individual opinions. Of course, individual opinions are individual opinions and may not express the opinion of the Council as a whole.
5. Approval of Minutes. Council minutes are considered “action minutes”. They convey a brief summary of discussion and action taken on items of business. They do not contain lengthy discourse from testimony given or all of this would be expensive, time consuming, and unnecessary. Council members are not expected to “nit-pick” over such inclusions/ exclusions.
6. Ordinance/Resolution Preparation. The City Administrative staff and/or the City Attorney prepare all ordinances and resolutions for Council consideration. Council’s concern in review of such legal documents should be whether or not they adequately convey the “substance” desired. The legal format of such instruments, code section numbering, etc. is rightfully within the City Attorney’s purview...not the Council’s. Ordinance preparation is the City Attorney’s job. They should not be prepared at the meeting by the Council. Needless to say, “nit-picking” here is not necessary or needed.
7. Role in Discussions. The City may get involved in discussions on a variety of subject matter, including personnel matters with employees, zoning, leases, redevelopment issues, land acquisition, etc. Council’s proper role here is to provide policy direction to our negotiators: City staff and legal counsel. Council as a body and individual Council members do not conduct negotiations, nor should they intercede in negotiations being conducted by City staff.
8. Private Disputes. On occasion, individual City residents or neighborhoods will come forth with problems of a purely private nature. These typically include nuisance complaints, work hours for contractors, boundary line disputes, fence problems, etc. The City should not get involved. Intercession in such matters will needlessly consume time and taxpayers’ dollars and could potentially expose the City to liability. If you are not clear whether a reported “problem” is properly within the City’s jurisdiction, the best thing to do is ask the staff for a determination and ask that they report back to the Council.
9. Policing Problems. It is the Council’s responsibility to police and correct any problems among Council members. Council should not expect the Administration to do this for them.

COUNCIL / CITY ADMINISTRATOR AND STAFF RELATIONS

1. **Everybody's Equal.** All Council members will receive the same information about a matter... particularly as it relates to business items for your consideration as a body. No one will receive different or "special" information that would tend to put one Councilperson at an advantage over the others. Staff reports, per se, will be prepared for the entire Council to avoid such problems.
2. **Favoritism.** We all know that individual Council members may have more of an interest in some departmental functions than others. However, that should not give cause for staff to show special deference to certain Council members. Every Council member is to be treated equally; no favoritism is to be demonstrated. Be cooperative and responsive, but do not play favorites.
3. **Lobbying Council Members.** Individual Council members are not to be lobbied by Department heads for support of their projects, budget requests, etc. Department heads work for the City Administrator, and it is he/she that the Department heads or staff must lobby. Their programs must stand on its merits, as opposed to their success in lobbying and lining up Council votes. The City has a chain of command and must adhere to it.
4. **Council Orders.** As the Municipal Code requires, no Council member is to individually "order" the City Administrator, Department Heads, and others to do anything. Only a majority of the council may instruct the City Administrator to do something.
5. **Use of Resources.** Staff resources are limited. Those resources the City has are fully devoted to carrying out Council-determined priorities and programs. There are no resources available to pursue individual Council members' special requests. Resources will be used as a matter of establishing a proper relationship with the entire Council. There will be a number of occasions when a Councilperson will call or request information. To the extent that it is available, the information is to be furnished. However, staff is not to launch into a special research effort that could divert limited resources from working on the priorities of the entire Council.
6. **Incomplete Staff Work.** There are always a number of proposals for various projects under consideration and review by staff before presentation to the City Council for a decision. While these matters are "in process" at the staff level, it is inappropriate for the staff to "consult" with individual Council members on their "preference" for possible recommendations.
7. **Council Member Involvement in Negotiation Meetings.** At any one time, staff can be involved in various meetings with citizens, consultants, prospective developers, etc. The subject matter runs the gamut from complaints to

researching Council reports, possible development scenarios, and the like. The City Council hires staff to perform these functions, and they have repeatedly reaffirmed this position. There may be a few situations that would call for meetings where a designated Council member and a staff member would both be involved. These situations will be few, and the entire Board will/should formally authorize this approach. Otherwise, Council intercession in such staff meetings and negotiations is inappropriate.

8. Office Visits. Council members are welcome to frequent City Hall. Usually, these visits will be for business matters (to ask a question, forward a complaint, etc.). “Social” visits will be made from time to time. These are fine. However, “socializing” is discouraged to the extent that it interferes with staff’s schedule or disrupts normal staff activities and workflow. For the Council members: do not disturb or demand the attention of the entire office staff. Likewise, the administrative staff should not let this happen.
9. More on Visitations. It is not appropriate for Council members or board/committee member to assume a “staff role” while you are in City Hall. Staff has a proper role, and elected officials have a proper role. Please do not, as a Council member, answer telephones, work behind the counter, review plans with developers and contractors, respond to inquiries or complaints, or try to operate as a “staffer”.
10. City Administrator Contact. The Council member’s primary contact is the City Administrator. Questions, requests for information, etc. should be made through him/her, not individual Department Heads or other staff people. There are good reasons for this approach: the City Administrator will then know what is going on, and he/she properly can determine which department(s) should become involved. In addition, it is a good way for the City Administrator to assess the responsive-ness and effectiveness of the departments. A further advantage is that many of the issues addressed in these guidelines will not become problems for the City Administrator or Council.
11. Personnel Complaints. As a Council member, you may receive complaints about City personnel. These complaints, however severe they may or may not seem, should be turned over to the City to investigate and resolve. In some cases, disciplinary action may be required, and protection of the City rights and employees’ rights is a paramount consideration in dealing with employee complaints. The City Administrator is the City’s Personnel Officer, so please turn over any employee complaint to him for internal investigation and disposition.



OPEN MEETINGS AND OPEN RECORDS



The following information has been included to help guide all City officials in their duties to the public in creating an open government and informed electorate. This manual is distributed to provide guidance with respect to compliance with open meetings and open records laws. Both areas of law have been the source of much litigation and opinions of the Attorney General, and therefore, the application of the laws can be quite fact-based and complicated.

Although this was written in 1996, it remains relevant today, with the addition of concerns about electronic mail. Please be aware that e-mail received and sent and instant messaging that pertains to City and Council business is a public record and a hard copy should be filed with the City Clerk-Treasurer, or the e-mail should be forwarded or copied to the City Clerk-Treasurer's e-mail address.

In addition, please be aware that online chats, instant messaging and forwarded e-mails involving other members of the Council are likely to be viewed identically as the use of the telephone, and therefore, the same concerns about conducting meetings by walking quorums that can put the City and Council members at risk of violating the open meetings law may apply. Please do not construe this as a prohibition of these kinds of communications, however. These comments are provided for the purpose of informing members of the precautions that may be appropriate in certain situations as they arise.

Please review this guidance and if you have any questions, concerns or you wish to review additional information on Open Meetings and Open Records laws, please contact the City Attorney. Therefore, if you have a question regarding the propriety of a contemplated action or practice with respect to the application of these laws, please do not hesitate to make a request for a legal opinion. In addition, although most "infractions" of the laws and their application may appear minor at the time, the violation of these laws can result in prosecution by the District Attorney, fines of up to \$1,000, and possible other costs and remedies, including under some circumstances, the payment of attorneys fees.

The texts of these laws are laid out in subchapters II and V of chapter 19, General Duties of Public Officials, in the State Statutes. The policies of the laws are frequently the basis for their interpretation by the courts and the Attorney General, because both laws state that their application is to be construed liberally in favor of openness in government and its activities. In addition, because of the strong policy implications stated in the statutes, the spirit of these laws is often looked to during enforcement, rather than simply the letter of the statutes. Thus, upon casual observation, a set of facts may look like they don't fall exactly within the wording of the statutes, but they may, depending on the exact nature of those facts, become a violation when actually litigated or prosecuted.

OPEN RECORDS LAW

The context in which your official duties relate to the open records laws is somewhat limited. Basically, all governmental records are presumed to be open to the public, and access to those records may not lawfully be denied to persons asking for such access, unless the records custodian can show the proper exceptions to the law. Moreover, records are defined very broadly, and they are much more than simply the agendas and meeting minutes of commissions, boards, and the Council.

Fortunately, no member of a commission, board, or the Common Council needs to concern him or herself with the rules for determining whether records under an open records request need to be turned over to the public. Law assigns the City Clerk as the official records custodian for all commissions, boards, and the Council. The City Clerk knows the proper procedures to be followed in determining which records have to be disclosed upon request, and which records may lawfully be denied to the public.

Where all members of commissions, boards, and the Common Council need to be concerned with the open records law is at the front end of the records access question, rather than at the back end. You, as members of these governmental bodies, need to be aware that you may be held responsible for seeing to it that all public records are placed on file with the City Clerk.

And since public records are not simply written communications generated by the governmental body itself, it would always be a wise practice to have placed on file with the City Clerk all written communications to you, whether they are letters, reports, or memos. (If, however, these documents were generated by city administration, you can rely on the fact that they are already on file with the City Clerk, since the City Clerk is also the record custodian for city administration.) In addition to all written communications, recorded communications also are public records, as are computer files and fax documents.

Although the governing body, whether it is the Council, a commission, or a board, is the authority responsible for turning over all public records to the records custodian, the individual member in each of these bodies presumed to have the primary responsibility for compliance with the law is the presiding officer of each body. Therefore, if communications that are records come to a governing body as a whole, individual members should look to their chair or president to fulfill the responsibility for filing these records with the City Clerk. The responsibility becomes an individual one, however, if a record is given to only one member of the body.

The following examples are intended to illustrate how the open records law would apply to you and your duties as a public official or board member:

1. You are stopped on the street by a citizen who wants to talk to you about how a particular item on an upcoming agenda should be decided. To remind yourself of the concerns and the conversation, you jot down some notes for your own personal use. Are these notes a public record that needs to be filed with the

City Clerk? No. Personal notes used only by you are not public records and there is no public right of access to them. However, if you pass along your notes to other members of your body, they then have become public records and need to be filed with the City Clerk.

2. You are stopped on the street by a citizen who wants to discuss how you should decide a particular item on an upcoming agenda. A few days later, the same person follows up with a letter sent to the entire board, of which you are a member, but you are not the presiding officer. Is the letter a public record? Yes. Do you have to file it with the City Clerk? No. Does the presiding officer need to file it with the City Clerk? Yes. Will it hurt anything for you to file it as well? No.

3. You received a letter apparently addressed only to you that is urging you to vote or take action in a particular manner. No agenda has been formally made that encompasses the action being requested, but it is an action you are lawfully empowered to make and it is foreseeable that at some time in the future, you might be discussing the matter. You do not know whether anyone else in your body received the same letter. Is this a public record? Yes. Do you need to do something with the letter? Yes. You have two options. The first is to share the letter with the other members of your body by mailing them copies or by giving them copies at the next meeting of your governmental body. The second option is to file the letter with the City Clerk. Under the first option, the presiding officer would ultimately be responsible for filing the record. Under the second, you are responsible for filing the record.

4. You are the secretary for a governmental body, and a particularly complicated issue comes before you that you want to carefully write into the minutes of the meeting. You decide that you can write far more detailed and accurate minutes if you tape record the meeting with your own tape recorder. You follow the procedures of having your body approve the minutes and they are placed on file with the City Clerk. Is the tape also a record that must be filed? Yes. Public records are also tape recordings. It might have been better to request that the City furnish you with the tape before recording, but the fact that it was a privately owned tape at the time of recording under the circumstances set out above does not change the fact that it has now become a public record. And, unfortunately, erasing the tape would not make it less of a public record. Instead, erasing the tape would be a violation of the open records law because of unlawful destruction of a public record.

5. Someone calls your home answering machine and leaves a recorded message. Is this a public record? No.

6. Your commission wants to track certain data collected over time on some aspect of city government. Perhaps you are on the Zoning Board of Appeals, and you want to determine the amount of side yard variances that have been granted, and how large was the largest variance, how small was the smallest, and what was the average. Someone volunteers to extract that information from previous meeting minutes and place it in a database. Is the computer file that contains the data a public record? Yes. If the software is compatible with City software, filing a copy of

the file with the City Clerk is sufficient, unless reports were also generated from the data, which would also have to be filed. If the software were incompatible, filing the hard copies of all manipulations of the data in the database would be necessary to be in compliance.

7. Someone sends you a fax on your company's fax machine relating to your duties to the City. Is this a public record? Yes.

8. Your governing body meets in a properly noticed and convened closed session. Are the minutes of the closed session a public record that must be filed with the City Clerk? Yes. Are the minutes of the closed session public information that can be released or talked about by any member of your body? No. It is within the sole lawful authority for the City Clerk to determine when, and if, the minutes of a closed session may be released to the public.

9. Your board wants the cable TV people to come and videotape your meeting so members not in attendance can view the meeting at a later date. Is this videotape a public record? Yes. What if the cable TV people record a meeting that has nothing to do with city government? Is this a public record? No.

I hope these examples help to clarify responsibilities under the open records law. One final word of caution, since you are not charged with making the determination of what records are actually released to the public under the law, it would be wise not to assume that all records placed on file are necessarily available as public information. It is the records custodian's responsibility to make that determination, and to make the appropriate information public, if requested. The rules for making these determinations are beyond the scope of this memo.

OPEN MEETINGS LAW

Your individual responsibilities under the open meetings law are more complicated and more varied than those under the open records law. These responsibilities relate to conducting governmental business in the open so that the public knows what is being discussed, deliberated, decided, by whom, when, where and why. The legislature has incorporated the policy of openness into the legislation and has codified the notion that this law, like the open records law, will be liberally construed in favor of openness, rather than in favor of the government's other concerns for efficiency, expediency, or lack of controversy. The court decisions and the Attorney General opinions relating to the open meetings law have stretched the meaning and application of the law beyond the words of the statutes, and the law has been rewritten to broaden its application to more circumstances, rather than fewer.

Put simply, the law requires that all business of governing bodies be conducted at meetings that have been properly noticed to the public and the media, and that the notice sets forth in detail the items of business to be discussed or decided, and when the meeting will occur, and where the meeting will be held, and that the place of the meeting must be reasonably accessible to all members of the public wishing to attend. These meetings are required to be in open session, unless the proper prior notice of a closed session has been posted and stated at the meeting, and

unless the legally authorized exception to openness has been met. Penalties for violation of the law can range from prosecution by the District Attorney, fines, and costs, to some other remedies that may include voiding the action taken contrary to the open meetings law, injunctions, declaratory judgments, and possibly attorney's fees.

Unfortunately, the law has been the source of much litigation and many opinions of the Attorney General, so as with the open records law, if you do not believe you know whether a contemplated action or practice would be in violation of the open meetings law, please do not hesitate to ask for a legal opinion, since the law's application is always to individual facts in particular circumstances, and the duty to obey the law is an individual duty of each and every city official who is a member of a board, commission, or the Council.

The following examples are intended to illustrate the application of the open meetings law to particular circumstances to help you to decide whether your contemplated actions would be in compliance with the law. However, if you are ever in doubt, please seek a legal opinion.

Public Notice

The presiding officer of your governmental body is the individual presumed under the law to be responsible for complying with public notice requirements for all meetings. In the case of the Plan Commission, Finance Committee, CDA, Committee of the Whole, the Council, and the Zoning Board of Appeals, this responsibility has been delegated to the City Clerk, and the law's applicability to notice requirements, for the most part, is not a concern to the presiding officer and the individual members of these governing bodies.

However, taking action at a meeting that has not been properly noticed is a violation of the open meetings law, and these violations can be found against individual members who took action, even though they did not have any part in posting notice of the meeting. Therefore, it is important that all members of all governing bodies know the requirements of meeting notices.

Following standard procedures for giving public notice is the best defense against violating the open meetings law on the grounds that inadequate public notice has been given. The standard procedure for giving notice of a meeting involves writing the agenda in a manner that lists the time and place of the meeting, and the items of business in enough detail to give the public an idea of what will occur at the meeting. This detail should deal with all of the following, when applicable:

1. Will there be a public hearing?
2. Is there an item of business that will only be discussed, but no decision will be made?
3. Will a decision of some sort be made?
4. If a decision is made, will it be in the form of a recommendation, or an actual, final decision of the body that will not be referred on to another body for a final decision?

5. Is there going to be a closed session, and if so, what is the specific statutory exemption that authorizes such a closed session, and what will the discussion in closed session be about?

The standard procedure for giving this required notice is to do all of the following with the agenda described above:

1. Supply the agenda to the City Clerk by Monday before noon the week before your meeting so it can be published.
2. Supply the agenda to Princeton Times-Republic or other official newspaper of the City.
3. Post copies of the agenda at City Hall, the Library, the Post Office, and US Bank at the same time that the agenda is posted at the meeting place.

Unfortunately, circumstances sometimes arise that make it impossible to conduct the business of the government and to comply with the standard procedures for providing notice. The following examples will illustrate what to do under those circumstances.

1. You are the presiding officer of a governmental body and you find out that an emergency item of business needs to be acted upon at your next meeting, but the agenda has already been published and the meeting notices have already been posted. What do you do? You write an amended agenda that must be posted at least 24 hours in advance of the meeting. You also have copies of the amended agenda available to the public at the start of the meeting.

2. You are the presiding officer and you don't find out about the emergency item until after it is too late to comply with the 24-hour meeting notice requirement, but the item is so urgent, and you can show good cause why it has to be acted upon immediately without another 24-hour delay to post notice of another meeting. What do you do? Under these circumstances, which are probably quite rare, you can still act on the emergency item if you follow the amended agenda procedures listed above, and if you can provide the required notice to the newspapers and to the public a minimum of 2 hours in advance of the meeting.

3. You are the presiding officer and an item of business comes to your body through discussions that may be straying from the agenda. It seems to be logical to pursue the new area of discussion. Do you allow the discussion to continue, even though it does not fit the agenda? In almost all cases, no. It is the presiding officer who will be presumed to be responsible for keeping the discussion and business of the body on track with the public notice and agenda. Even if no real harm comes of the discussion because no immediate decision is being made and the discussion will likely continue at a later meeting with proper notice, it is still possible that the presiding officer may be found to be in violation of the open meetings law. And, if a vote is taken, anyone participating in the decision may also be found to be violating the open meetings law, and the action taken may be voided as well.

However, there is an exception to this rule if it falls within a legitimate emergency that could not wait 24 hours for proper notice as listed under 1 above, and if the presiding officer did not know about the emergency at least 2 hours before the meeting, so the procedures under 2 above could not be followed. The probability of this exception becoming anything but extremely rare is quite small.

4. You are a member of the body and the discussion has obviously strayed from the agenda and the lawful business of your body at the otherwise properly noticed meeting. How do you protect yourself from any allegations that you have participated in a violation of the open meetings law? You call for a point of order and state that the discussion is not proper to pursue at this time, given that it is not public noticed and not on the agenda. If order is not established by the presiding officer after you have taken this step, and if the presiding officer has not established the rare exception that would allow the urgent item to continue to be pursued, then you should not participate by making any motions or seconds on the item, and it would be prudent to abstain from any vote.

5. You are a member of the body that is about to consider whether to go into a previously noticed closed session. You note that the presiding officer has not stated at the meeting the statutory authority allowing a closed session, and the presiding officer also has not stated with some specificity the subject matter of the contemplated closed session. What do you do prior to a vote on a motion to go into closed session? You point out to the presiding officer that the above stated requirements have not been met, and ask the presiding officer to announce the authority and the reason for the closed session prior to a vote on the motion.

6. You are a member of a body that votes to go into closed session, but no notice has been made, no emergency exception can be shown, and no announcement of the authority and the subject matter has been made. You vote not to go into closed session, but a majority of the members vote to go to closed session. What do you do? You are not lawfully required to leave the meeting to preserve your defense that you have not violated the law. You have established your defense by voting against the closed session, and you can maintain your defense if you do not participate in any decision made in closed session. However, it would be in your interest to state during the open session your reasons for your opposition to the closed session so it can be recorded in the minutes.

Public Access

Whether sufficient public access is provided for meetings of governing bodies should usually not be an issue, since most meetings are held either at the public library or the public works building or at another pre-established city-owned or city-controlled building that, under most circumstances, should meet the reasonable access requirements of the law.

However, there are times when meeting where you usually hold your meetings may be a problem under open meetings law. These situations are quite unlikely, but you need to be aware of them. The first situation may be a case where a particularly large amount of public interest is likely and foreseeable by the presiding officer, and

this public interest might generate attendance at the meeting that could not be accommodated by the usual meeting place. If such a circumstance is foreseeable, it is fully possible to move the meeting to another, larger location and still comply with the law if it is done no later than two hours prior to the meeting, and proper notice to the public and media has been made, and if the previously noticed meeting location is posted with a notice of the new location.

The second situation where accessibility difficulties may occur is when someone inadvertently neglects to make sure a public entrance to the building where the meeting is occurring is kept unlocked at all times. This may become an issue if the building used is open for other functions at the start of your meeting, but it closes for those functions prior to the end of your meeting, such as the library. The presiding officer should always make sure that the entrance to the building used for the meeting is left unlocked throughout the entire meeting.

Other situations may sometimes arise that you may need to avoid if you wish not to be in violation for participating in an otherwise properly noticed meeting, if it can be shown that no reasonable access has been provided to the public. One such situation would be moving the normal meeting place to a place located outside the City of Princeton. Meeting in a different municipality, or in a different county, would be extremely difficult to justify under the open meetings law reasonable access provisions. There may be some rare, narrow circumstances, such as a retreat, to justify moving the meeting from the City, but no presiding officer of any governmental body should make such a decision on meeting place without seeking a legal opinion.

In addition, moving the meeting location to a private building or a private home is also very risky business under the reasonable public access requirements of the law. There is an Attorney General opinion that exists on the question of a town board meeting at a private home. The reasoning in that opinion was such that many town boards lack adequate public facilities for meetings, and under those circumstances, if proper notice is made, and if an open invitation to enter the home is extended to all members of the public during all times that the meeting is in session, the meeting would probably not be in violation of the law. However, he went on to state that these meeting places need to be the exception, rather than the rule, and that public policy requires that public meetings be held in publicly controlled buildings whenever possible.

What is a Meeting?

The largest area of litigation and Attorney General opinions center on the question of what constitutes a meeting, which triggers all of the requirements of the open meetings law. The courts and the legislature have dealt with this area of the law and have broadened over time the definition of a meeting to include situations that constitute a meeting that are not intuitively obvious to most casual observers. Therefore, the question of what constitutes a meeting is one that should be uppermost in the minds of all members of governing bodies within the City, because this area is the most likely area to bring about allegations, whether warranted or not, of city officials violating the open meetings law.

The law presumes that if half of the members of a governing body are present, they are at a meeting, unless it is a purely chance event that they are in the same place at the same time, or unless it is a social gathering and no business of the body is being discussed. However, the legislature has declined to state precisely how many members it takes for their presence to be a meeting. And the courts have found that under the right circumstances, it only takes two members for there to be a meeting. And the courts have found that they do not have to be physically in each other's presence. The telephone can serve as the link that constitutes a meeting.

The courts have found that walking quorums exist. This is the situation where one member talks to another member about their body's business. Then one of those members talks to a third member. Only one of these persons knows that he or she has talked to two others about the item of business. The other two do not know that all three members have discussed the business. However, this sort of activity can be found to be a walking quorum and a violation of the open meetings law by all three members.

The courts have also found negative quorums, who constitute a meeting for purposes of open meetings law. A negative quorum exists when members have discussed an item of business and reached a consensus that they will vote against a particular measure, and that they have enough power together to prevent that measure from passing. This negative quorum effect can occur whenever a 2/3 or 3/4 vote of a five-member body is needed and two of the members have discussed the item and reached a consensus to vote against it. The danger of a negative quorum is the most prevalent when certain kinds of decisions are being made by the Council that require a "super" majority for passage, or when disciplinary actions are being brought before any body with disciplinary powers, such as the Police and Fire Commission or the Council. And decisions of the Zoning Board of Appeals require more than a simple majority, so negative quorums are a particular hazard for any two members of that body wishing to discuss together the wisdom of voting against a particular item.

Therefore, because of the concepts of walking quorums and negative quorums, the "rule of thumb" that no violation of the law will occur if member A only talks to member B can be dangerous, because member A doesn't know that member B is also going to or already has talked to member C, and even if member B only talks to member A, it may be about an item of business requiring a vote that can be blocked by both A and B voting no to the measure.

And finally, the courts have found that meetings in violation of the open meetings law have occurred even when the members have not spoken to each other. This violation can occur if a quorum of one body attends the meeting of another body simply for the purpose of gathering information to use later in its own decisions.

Conclusion

I hope that this guidance will prove useful as you carry out your duties as an elected or appointed member of a governing body of the City of Princeton. Because the law presumes that persons subject to it know the law, and intent to

violate the open meetings or open records laws does not have to be shown for it to be enforced, I hope you will accept these comments in the spirit with which they were intended by me. I want all city officials to be informed to the fullest extent possible so they may function in their roles without concern over possible negative repercussions that may result, even though their actions are well intended.”

CRIMES AGAINST GOVERNMENT AND ITS ADMINISTRATION



946.10 Bribery of public officers and employees. Whoever does either of the following is guilty of a Class D felony:

(1) Whoever, with intent to influence the conduct of any public officer or public employee in relation to any matter which by law is pending or might come before the officer or employee in the officer's or employee's capacity as such officer or employee or with intent to induce the officer or employee to do or omit to do any act in violation of the officer's or employee's lawful duty transfers or promises to the officer or employee or on the officer's or employee's behalf any property or any personal advantage which the officer or employee is not authorized to receive; or

(2) Any public officer or public employee who directly or indirectly accepts or offers to accept any property or any personal advantage, which the officer or employee is not authorized to receive, pursuant to an understanding that the officer or employee will act in a certain manner in relation to any matter which by law is pending or might come before the officer or employee in the officer's or employee's capacity as such officer or employee or that the officer or employee will do or omit to do any act in violation of the officer's or employee's lawful duty.

History: 1977 c. 173; 1993 a. 486.

Circumstantial evidence supported an inference that the defendant intended to influence a public official's actions. State v. Rosenfeld, 93 Wis. 2d 325, 286 N.W.2d 596 (1980).

A sworn juror is a public employee under sub. (2). State v. Sammons, 141 Wis. 2d 833, 417 N.W.2d 190 (Ct. App. 1987).

946.11 Special privileges from public utilities.

(1) Whoever does the following is guilty of a Class E felony:

(a) Whoever offers or gives for any purpose to any public officer or to any person at the request or for the advantage of such officer any free pass or frank, or any privilege withheld from any person, for the traveling accommodation or transportation of any person or property or for the transmission of any message or communication; or

(b) Any public officer who asks for or accepts from any person or uses in any manner or for any purpose any free pass or frank, or any privilege withheld from any person for the traveling accommodation or transportation of any person or property or for the transmission of any message or communication; or

(c) Any public utility or agent or officer thereof who offers or gives for any purpose to any public officer or to any person at the request or for the advantage of such officer, any frank or any privilege withheld from any person for any product or service produced, transmitted, delivered, furnished or rendered or to be produced, transmitted, delivered, furnished or rendered by any public utility, or any free product or service whatsoever; or

(d) Any public officer who asks for or accepts or uses in any manner or for any purpose any frank or privilege withheld from any person for any product or service produced, transmitted, delivered, furnished or rendered by any public utility.

(2) In this section:

(a) "Free pass" means any form of ticket or mileage entitling the holder to travel over any part of a railroad or other public transportation system and issued to the holder as a gift or in consideration or partial consideration of any service performed or to be performed by such holder, except that it does not include such ticket or mileage when issued to an employee of the railroad or public transportation system pursuant to a contract of employment and not in excess of the transportation rights of other employees of the same class and seniority, nor does it include free transportation to police officers or fire fighters when on duty;

(b) "Privilege" has the meaning designated under s. 11.40;

(c) "Public utility" has the meaning designated in s. 196.01 (5) and includes a telecommunications carrier, as defined in s. 196.01 (8m).

(3) This section does not apply to notaries public and regular employees or pensioners of a railroad or other public utility who hold public offices for which the annual compensation is not more than \$300 to whom no passes or privileges are extended beyond those which are extended to other regular employees or pensioners of such corporation.

History: 1975 c. 93; 1977 c. 173; 1985 a. 135; 1993 a. 496.

946.12 Misconduct in public office. Any public officer or public employee who does any of the following is guilty of a Class E felony:

(1) Intentionally fails or refuses to perform a known mandatory, non-discretionary, ministerial duty of the officer's or employee's office or employment within the time or in the manner required by law; or

(2) In the officer's or employee's capacity as such officer or employee, does an act which the officer or employee knows is in excess of the officer's or employee's lawful authority or which the officer or employee knows the officer or employee is forbidden by law to do in the officer's or employee's official capacity; or

(3) Whether by act of commission or omission, in the officer's or employee's capacity as such officer or employee exercises a discretionary power in a manner inconsistent with the duties of the officer's or employee's office or employment or the rights of others and with intent to obtain a dishonest advantage for the officer or employee or another; or

(4) In the officer's or employee's capacity as such officer or employee, makes an entry in an account or record book or return, certificate, report or statement which in a material respect the officer or employee intentionally falsifies; or

(5) Under color of the officer's or employee's office or employment, intentionally solicits or accepts for the performance of any service or duty anything of value which the officer or employee knows is greater or less than is fixed by law.

History: 1977 c. 173; 1993 a. 486.

Sub. (5) prohibits misconduct in public office with constitutional specificity. Ryan v. State, 79 Wis. 2d 83, 255 N.W.2d 910 (1977).

Sub. (3) applies to a corrupt act under color of office and under de facto powers conferred by practice and usage. A person not a public officer may be charged as a party to the crime of official misconduct. State v. Tronca, 84 Wis. 2d 68, 267 N.W.2d 216 (1978).

An on-duty prison guard did not violate sub. (2) by fornicating with a prisoner in a cell. State v. Schmit, 115 Wis. 2d 657, 340 N.W.2d 752 (Ct. App. 1983).

946.13 Private interest in public contract prohibited.

(1) Any public officer or public employee who does any of the following is guilty of a Class E felony:

(a) In the officer's or employee's private capacity, negotiates or bids for or enters into a contract in which the officer or employee has a private pecuniary interest, direct or indirect, if at the same time the officer or employee is authorized or required by law to participate in the officer's or employee's capacity as such officer or employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the officer's or employee's part; or

(b) In the officer's or employee's capacity as such officer or employee, participates in the making of a contract in which the officer or employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the officer's or employee's part.

(2) Subsection (1) does not apply to any of the following:

(a) Contracts in which any single public officer or employee is privately interested that do not involve receipts and disbursements by the state or its political subdivision aggregating more than \$15,000 in any year.

(b) Contracts involving the deposit of public funds in public depositories.

(c) Contracts involving loans made pursuant to s. 67.12.

(d) Contracts for the publication of legal notices required to be published, provided such notices are published at a rate not higher than that prescribed by law.

(e) Contracts for the issuance to a public officer or employee of tax titles, tax certificates, or instruments representing an interest in, or secured by, any fund consisting in whole or in part of taxes in the process of collection, provided such titles, certificates, or instruments are issued in payment of salary or other obligations due such officer or employee.

(f) Contracts for the sale of bonds or securities issued by a political subdivision of the state; provided such bonds or securities are sold at a bona fide public sale to the highest bidder and the public officer or employee acquiring the private interest has no duty to vote upon the issuance of the bonds or securities.

(g) Contracts with, or tax credits or payments received by, public officers or employees for wildlife damage claims or abatement under s. 29.889, for farmland preservation under subch. IX of ch. 71 and s. 91.13, soil and water resource management under s. 92.14, soil erosion control under s. 92.10, 1985 stats., animal waste management under s. 92.15, 1985 stats., and nonpoint source water pollution abatement under s. 281.65.

(3) A contract entered into in violation of this section is void and the state or the political subdivision in whose behalf the contract was made incurs no liability thereon.

(4) In this section "contract" includes a conveyance.

(5) Subsection (1) (b) shall not apply to a public officer or public employee by reason of his or her holding not more than 2% of the outstanding capital stock of a corporate body involved in such contract.

(6) Subsection (3) shall not apply to contracts creating a public debt, as defined in s. 18.01 (4), if the requirements of s. 18.14 (1) have been met. No evidence of indebtedness, as defined in s. 18.01 (3), shall be invalidated on account of a violation of this section by a public officer or public employee, but such officer or employee and the surety on the officer's or employee's official bond shall be liable to the state for any loss to it occasioned by such violation.

(7) Subsection (1) shall not apply to any public officer or public employee, who receives compensation for the officer's or employee's services as such officer or employee, exclusive of advances or reimbursements for expenses, of less than \$10,000 per year, merely by reason of his or her being a director, officer, employee, agent or attorney of or for a state or national bank, savings bank or trust company, or any holding company thereof. This subsection shall not apply to any such person whose compensation by such financial institution is directly dependent upon procuring public business. Compensation determined by longevity, general quality of work or the overall performance and condition of such financial institution shall not be deemed compensation directly dependent upon procuring public business.

(8) Subsection (1) shall not apply to contracts or transactions made or consummated or bonds issued under s. 66.1103.

(9) Subsection (1) does not apply to the member of a local committee appointed under s. 289.33 (7) (a) acting as a member of that committee in negotiation, arbitration or ratification of agreements under s. 289.33.

(10) Subsection (1) (a) does not apply to a member of a local workforce development board established under 29 USC 2832 or to a member of the council on workforce investment established under 29 USC 2821.

(11) Subsection (1) does not apply to an individual who receives compensation for services as a public officer or public employee of less than \$10,000 annually, exclusive of advances or reimbursements for expenses, merely because that individual is a partner, shareholder or employee of a law firm that serves as legal counsel to the public body that the officer or employee serves, unless one of the following applies:

(a) The individual has an interest in that law firm greater than 2% of its net profit or loss.

(b) The individual participates in making a contract between that public body and that law firm or exercises any official discretion with respect to a contract between them.

(c) The individual's compensation from the law firm directly depends on the individual's procurement of business with public bodies.

History: 1971 c. 40 s. 93; 1973 c. 12 s. 37; 1973 c. 50, 265; 1977 c. 166, 173; 1983 a. 282; 1987 a. 344, 378, 399; 1989 a. 31, 232; 1993 a. 486; 1995 a. 27, 225, 227, 435; 1997 a. 35, 248; 1999 a. 9, 85; 1999 a. 150 s. 672.

Conviction of a county board member for violating sub. (1) by accepting a job as airport manager at a time when he was a member of the county board, which was a cosponsor and co-owner of the airport, was reversed under evidence that he was appointed pursuant to advice and approval of the county corporation counsel. State v. Davis, 63 Wis. 2d 75, 216 N.W.2d 31 (1974).

Sub. (1) (b) is a strict liability offense, without the element of corrupt motive. State v. Stoehr, 134 Wis. 2d 66, 396 N.W.2d 177 (1986).

A county board member employed by an engineering and survey firm may have a possible conflict of interest in public contracts. 60 Atty. Gen. 98.

A member of the Wisconsin board of vocational, technical and adult education may not bid on and contract for the construction of a building project for a vocational-technical district which would entail expenditures exceeding \$2,000 in any year, where availability of federal funds for use on such project is subject to his approval as a member of such board. 60 Atty. Gen. 310.

Discussion of conflicts arising from election of a school principal to the office of alderperson. 60 Atty. Gen. 367.

Appointment of counsel for indigents involves a public contract. 62 Atty. Gen. 118.

A county supervisor who is a pharmacist probably does not violate this section in furnishing prescription services to Medicaid patients when the state is solely liable for payment. 64 Atty. Gen. 108.

The marital property law does not change the applicability of this section to a member of a governmental body when that body employs the member's spouse. 76 Atty. Gen. 15.

The applicability of this section is discussed. 76 Atty. Gen. 178, 278.

Sub. (1) (a) may be violated by members of the Private Industry Councils when private or public entities of which they are executives, directors or board members receive benefits under the Job Training Partnership Act. 77 Atty. Gen. 306.

946.14 Purchasing claims at less than full value. Any public officer or public employee who in a private capacity directly or indirectly intentionally purchases for less than full value or discounts any claim held by another against the state or a political subdivision thereof or against any public fund is guilty of a Class E felony.

History: 1977 c. 173.

946.15 Public construction contracts at less than full rate.

(1) Any employer, or any agent or employee of an employer, who induces any person who seeks to be or is employed pursuant to a public contract as defined in s. 66.0901 (1) (c) or who seeks to be or is employed on a project on which a prevailing wage rate determination has been issued by the department of workforce development under s. 66.0903 (3), 103.49 (3), 103.50 (3) or 229.8275 (3) or by a local governmental unit, as defined in s. 66.0903 (1) (d), under s. 66.0903 (6) to give up, waive or return any part of the compensation to which that person is entitled under his or her contract of employment or under the prevailing wage rate determination issued by the department or local governmental unit, or who reduces the hourly basic rate of pay normally paid to an employee for work on a project on which a prevailing wage rate determination has not been issued under s. 66.0903 (3) or (6), 103.49 (3), 103.50 (3) or 229.8275 (3) during a week in which the employee works both on a project on which a prevailing wage rate determination has been issued and on a project on which a prevailing wage rate determination has not been issued, is guilty of a Class E felony.

(2) Any person employed pursuant to a public contract as defined in s. 66.0901 (1) (c) or employed on a project on which a prevailing wage rate determination has been issued by the department of workforce development under s. 66.0903 (3), 103.49 (3), 103.50 (3) or 229.8275 (3) or by a local governmental unit, as defined in s. 66.0903 (1) (d), under s. 66.0903 (6) who gives up, waives or returns to the employer or agent of the employer any part of the compensation to which the employee is entitled under his or her contract of employment or under the prevailing wage determination issued by the department or local governmental unit, or who gives up any part of the compensation to which he or she is normally entitled for work on a project on which a prevailing wage rate determination has not been issued under s. 66.0903 (3) or (6), 103.49 (3), 103.50 (3) or 229.8275 (3) during a week in which the person works part-time on a

project on which a prevailing wage rate determination has been issued and part-time on a project on which a prevailing wage rate determination has not been issued, is guilty of a Class C misdemeanor.

(3) Any employer or labor organization, or any agent or employee of an employer or labor organization, who induces any person who seeks to be or is employed on a project on which a prevailing wage rate determination has been issued by the department of workforce development under s. 66.0903 (3), 103.49 (3), 103.50 (3) or 229.8275 (3) or by a local governmental unit, as defined in s. 66.0903 (1) (d), under s. 66.0903 (6) to permit any part of the wages to which that person is entitled under the prevailing wage rate determination issued by the department or local governmental unit to be deducted from the person's pay is guilty of a Class E felony, unless the deduction would be permitted under 29 CFR 3.5 or 3.6 from a person who is working on a project that is subject to 40 USC 276c.

(4) Any person employed on a project on which a prevailing wage rate determination has been issued by the department of workforce development under s. 66.0903 (3), 103.49 (3), 103.50 (3) or 229.8275 (3) or by a local governmental unit, as defined in s. 66.0903 (1) (d), under s. 66.0903 (6) who permits any part of the wages to which that person is entitled under the prevailing wage rate determination issued by the department or local governmental unit to be deducted from his or her pay is guilty of a Class C misdemeanor, unless the deduction would be permitted under 29 CFR 3.5 or 3.6 from a person who is working on a project that is subject to 40 USC 276c.

History: 1979 c. 269; 1995 a. 27 s. 9130 (4); 1995 a. 215; 1997 a. 3; 1999 a. 150, 167; 2001 a. 30.

946.18 Misconduct sections apply to all public officers. Sections 946.10 to 946.17 apply to public officers, whether legally constituted or exercising powers as if legally constituted.

History: 1977 c. 278; 1979 c. 110.

Appendix A

MEETING SCHEDULE

Meeting	Date Scheduled	Time
Regular Council Meeting	2 nd and 4 th Tuesday of each month Council Chambers	7:00 PM
Committee of the Whole (as needed)	2 nd and 4 th Tuesday of each month Council Chambers	6:00 PM
Planning Commission (as needed)	4 th Thursday of each month City Hall Council Chambers	5:00 PM
Chamber of Commerce	3 rd Wednesday of each month Princeton Chamber Office	8:00 AM
Library Board	1 st Monday of each month	6:00 PM

All agendas shall be posted at the Princeton Council Chambers. Meeting times are subject to change, please refer to the posted agenda to ensure prompt attendance.