

**CITY OF PRINCETON
SPECIAL CITY COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
WEDNESDAY, SEPTEMBER 21, 2011
7:00 PM**

- 1. CALL TO ORDER AND ROLL CALL.**
- 2. PLEDGE OF ALLEGIANCE.**
- 3. APPEARANCES FROM THE PUBLIC**
- 4. CONSENT CALENDAR:**
 - A. Minutes for Approval:**
 - i. 3-15-2011
- 5. NEW BUSINESS**
 - A. City of Berlin Presents Alternative Ambulance Service Agreement
 - i. For discussion and/or official action on service agreement proposal
 - B. Princeton Ambulance Service 2012 Service Agreements with Town(s) of Brooklyn, Princeton, & St. Marie
 - i. Discuss, amend, and/or official action on service agreement proposal
- 6. COMMUNICATIONS**
- 7. CLOSED SESSION**
- 8. 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.

CITY OF PRINCETON
SPECIAL COUNCIL MEETING AGENDA MINUTES
7:00 PM
TUESDAY, MARCH 15, 2011
COUNCIL CHAMBERS – 431 W. MAIN STREET
CITY OF PRINCETON, WISCONSIN

1. **Call to order and roll call.** Mayor Mosolf called the meeting to order at 7:00 PM. In attendance were Alderpersons Kallenbach, Pulvermacher, Garro, Hardt, Bednarek, and Magnus, Administrator Weidl, and Mayor Mosolf.
2. **Pledge of Allegiance.** The Pledge of Allegiance was recited.
3. **City Administrator Address** Administrator Weidl addressed the Council: Thanked everyone for coming to the meeting. The city is in the current situation because of several reasons; lack of revenues and unbudgeted expenses in 2010. The Council on 3/8/11 passed a resolution for a non-essential spending freeze. There are currently no layoffs or reclassifications for any city staff. The city has a cash flow problem. It is administrator's responsibility to look at all aspects of the city and makes recommendations in the best interest of the City and community. Administrator Weidl's recommendation are to make a one-time, non-reimbursable transfer of \$10,000.00 from the ambulance fund to the General Fund by 6/1/11, renegotiate the waste/recycling services to remove two (2) bulk pickups and explore saving of providing waste and/or recycling services twice a month. Administrator Weidl believes this recommendation will give the City and community time to develop solutions that will impact the second half of the 2011 budget.
4. **Public Comment**
 - Mark Putzke Green Lake County Sheriff's Dept The Sheriffs Dept has concerns for Public safety and any potential cuts to public safety in the City is a concern.
 - Ted Kuklinski 318 N Howard St., Princeton Had concerns about talk of layoffs or people being fired in the City. Government is services for people. City workers are efficient and have knowledge and he urges the Council to look at other ideas such as selling property or equipment or loans.
5. **New business.**
 - A. **2011/2012 Budget Deficit Recommendation** Council discussion: The 2010 unbudgeted items were discussed. Administrator Weidl explained the three (3) parts of a reconciliation. The accounts receivable, accounts payable and the reconciliation between the receivables and payables. Cheryle does the accounts receivables, the Administrator does the payables and he also does the reconciliation. There are options so one person does not do the reconciliation of their own work, have the Council President check the administrators work or find a part-time person to reconcile the accounts. Alderperson Magnus inquired about

the short-term financing. Administrator Weidl talked with Phil Cosson from Ehlers and Associates about the short-term financing the city could get a line of credit of \$100,000.00 and if it is not used there is no penalty interest, if it is used then there is interest. Alderperson Pulvermacher did not want to see the 2011 Budget punished for 2010 expenses. He also spoke with Cyndi from Huberty and Associates about the audit that will not cost more than \$39,076.00. Pulvermacher stated that the cost for the audit could be cut in half according to Cyndi, if our books were in order before the audit. Hiring a part-time person to reconcile would save on the audit. Pulvermacher also asked if the TIF debt payment from the General Fund could be refunded with interest, and Administrator Weidl said yes. Attorney Lud Wurtz was in attendance and stated he thought this was a straight forward approach to the situation and that most municipalities face same issues and will look at their operations of their cities. Alderperson Pulvermacher inquired about the library and how the old Country Café building was purchased. Library Director Vicki Duhr stated that the library has a trust fund that is where the money came from to purchase the old Country Café building. Administrator Weidl stated the library money is not segregated into its own account, it is in the General Fund, and the Council approves money for the library and the library board approves the expenses. The State Budget proposal removes the Maintenance of Effort Plan for library's which is cities cannot give money to the library that is less than the average of the last three years. If/when the budget passes that does not have to happen anymore. Administrator Weidl asked Council for direction to proceed. Garro motioned to authorize City Administrator to bring to Council information about a \$100,000.00 line of credit, put a survey in the 4/1/11 Utility Bills asking for suggestions for proposed cuts to Shared Revenue, July 31, 2011, as the target date for viable solutions with staff, Council, and community, add a column on the spreadsheet if and when numbers for revenues will be known, and have Department Heads attend Committee of the Whole Meetings and discuss expenses and the services of the department, seconded by Magnus. Carried 6-0.

6. **Adjourn.** Mayor Mosolf adjourned the meeting at 8:11PM.

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4A

DATE: September 16, 2011

TO: John Weidl, Princeton City Administrator

FROM: Jodie Olson, Berlin City Administrator

RE: Ambulance Service

I appreciate you inviting Berlin to your next Board meeting to discuss possibilities for ambulance service in northern Green Lake County and a cooperative effort between the Berlin and Princeton ambulance services. As you know, these ambulance discussions have been going on since 2009 when Josh was still the City Administrator. At that time, we were not in a position to expand the service and were not at the paramedic level.

Recently, Berlin has gone to the paramedic level and has instituted a paramedic intercept program. As a result, our staffing levels have increased. We have a very proactive and motivated EMT group that has been actively fundraising to purchase paramedic equipment. Recently they purchased the intercept vehicle and donated it to the City.

As we had discussed previously, the City preferred to wait until 2013 to approach the possible transition so we could prove our revenue streams and determine actual expenses. This timeline has been expedited, as this week the City was approached by CHN, our largest employer, requesting we expand paramedic ambulance service throughout northern Green Lake County as of January 1, 2012. I have been talking with our EMS Director Dee Evans at great length this week, and with a concentrated effort of all parties, I think we can make it happen. Dee has been working diligently at analyzing the needs and where specific stations should be. If the townships and the City of Princeton want this consolidated effort to happen, I think it can be done.

I would like the opportunity for all of the municipalities to come to the table to discuss an ambulance service that will serve all of community interests. There are many details to hash out and I do not have all of the answers at this time. I do have a general framework in mind that we can discuss, and agreements can be worked on this fall.

Please know that if this transition would occur, Berlin would like to work jointly and cooperatively with the Princeton EMTs. They will be able to take call at any of the ambulance locations that they choose.

GENERAL FRAMEWORK OF AMBULANCE SERVICE

- Paramedic service will be made available to the communities of the City of Princeton, Town of Princeton, Town of St. Marie, City of Green Lake and Town of Brooklyn.
- Townships agree to provide space to house ambulances and EMT quarters as needed.
- Communities served will not be requested to share in any annual deficits.
- Communities served will be requested to set aside specific funds for equipment replacement annually on a per capita basis. Communities will retain these funds in their control until such time that equipment is purchased and the funds requested from the City of Berlin. I do have estimated costs assuming an ambulance purchase every three years, but it will depend on how many communities will participate.

GENERAL FRAMEWORK OF AMBULANCE – PRINCETON ONLY

- Princeton Ambulance Service will remain under the name of Princeton Ambulance Service for the time being, as per the operational plan.
- Princeton EMTs will be retained and will become City of Berlin employees and will have the opportunity to run with the ambulance in multiple locations.
- Princeton will contract with the City of Berlin to provide EMS service.
- Princeton and Berlin will need to negotiate an agreement relative to equipment.
- Princeton will need to address the Lifequest contract, as the City of Berlin will be utilizing its current in-house billing system.

AMBULANCE SERVICE AGREEMENT

4B

This AGREEMENT for AMBULANCE SERVICE is made and entered into this ___ day of _____, 2011, by and between the CITY OF PRINCETON, a Wisconsin municipality with its principal offices located at 531 S. Fulton Street, Princeton, WI ("CITY"), and the TOWN OF _____, Green Lake County, a Wisconsin municipality with its principal office located at _____, (TOWN).

WHEREAS, TOWN desires to provide emergency medical services to their citizens, pursuant to Wisconsin Statutes §256.15, as amended from time to time, as may be applicable herein, through contract with CITY; and

WHEREAS, CITY has indicated a desire and willingness to provide such services to TOWN.

NOW, THEREFORE, for and in consideration of the mutual agreements herein contained and other good and valuable consideration, CITY and TOWN agree as follows:

1. DESCRIPTION OF SERVICES: CITY shall provide emergency ambulance service for TOWN. For purposes of this agreement, "emergency ambulance service" shall be defined as that ambulance service which is necessary to respond to a condition that in the opinion of the person, his/her family or whoever calls for and/or attend the person, requires immediate medical attention, but shall specifically exclude non-emergency transfer calls. All ambulances shall be equipped to provide Advanced Life Support Services.

2. TERM: The term of this agreement shall commence at 12:00 a.m. on January 1, 2012, and shall continue until 11:59 p.m. on December 31, 2012, unless terminated as provided in this agreement.

3. EQUIPMENT AND STAFFING OF AMBULANCE: CITY agrees to possess, house and maintain a fully equipped and staffed ambulance within the City of Princeton to assure response. For purposes of this Agreement, a one-level system of emergency ambulance service, staffed by emergency medical technicians- basic and emergency medical technicians – IV Tech, as defined by Sec.256.15, Wis. Stats, shall apply.

4. PAYMENT AND BILLING: Ambulance Services. The CITY shall be solely responsible for invoicing and collection of all fees for ambulance service pursuant to its schedule of costs, including mileage.

Per Capita Fee for Town. The TOWN shall pay to CITY the annual fee as outline by Appendix I, which is coverage for _____% of the Town. All fees are determined by a percentage based, cost sharing formula outlined in Appendix I. Payments shall be made to CITY on a semi-annual basis with the 1st payment of not less than 50% of the

total annual fee being due no later than July 31st and the final payment being due no later than November 30th.

CITY shall annually submit to TOWN a listing of the number of runs to the TOWN.

5. **HOLD HARMLESS CLAUSE:** The parties each shall indemnify and hold the other parties hereto harmless from all liabilities, judgments, costs, damages and expenses, actions, or causes of action, including reasonable attorneys' fees and other costs and expenses of litigation which may be asserted against, be charged to, or recovered by reason of or on account of damage to the property of any person; injury to or death of any person; misrepresentation; violation of any law, regulation, requirement or demand of any governmental authority; or any breach of any contractual provision of whatever kind with any third party, arising from that party's performance of its duties under this agreement. It is the intention of the parties that each party shall be solely responsible for its own acts, actions and activities under this Agreement.

6. **SERVICES AND SUPPLIES:** CITY shall provide services and supplies for emergency use as hereinafter defined as necessary, and may establish a reasonable charge to the ambulance user for providing such services and supplies. For purposes of this agreement, supplies for emergency use shall be defined as those medical supplies which are essential for the personnel who are staffing ambulances use by Provider to provide adequate care for the critical emergency scene and during transport to medical facilities, including, but not limited to the following: (a) Intravenous, (b) Drugs, (c) Heart Monitoring, (d) Oxygen, (e) Disposable blankets, (f) Universal dressing, (g) Sterile gauze pads, (h) soft roller-type bandages, (f) adhesive tape.

CITY shall replace those supplies used by first responders to treat patients. CITY shall bill patients for such supplies.

7. **RE-EVALUATION OF CONTRACT, TERMINATION:** The parties understand that this is a contract of definite term. It is understood that in the event of non-renewal, the parties may need time to make alternative arrangements. The parties shall evaluate services provided under this Agreement no later than September 30th of each year. Any party may terminate this Agreement by written notice to all other parties delivered by first class mail to the Town and Municipal Clerks, postmarked no later than September 1 of any year. Termination of this agreement by any of the undersigned parties shall terminate this agreement as to all parties.

8. **AMENDMENTS, FULL TEXT OF AGREEMENT:** All agreements and understandings have been embodied in this Agreement and no changes will be made herein except in writing and duly signed by the authorized representatives of the respective parties.

IN WITNESS WHEREOF, the parties have executed this agreement on the date first above written.

CITY OF PRINCETON

TOWN OF _____

Appendix I: Cost-sharing Formula and Fee Schedule

Princeton Ambulance Service Cost-Sharing proposal

LAST UPDATE: 09/01/11

CURRENT OPERATING BUDGET: FY11/12 ESTIMATE

	City of Princeton	%	Town of Princeton	Town of Brooklyn	%	St. Marie	%	TOTAL	
2010 EAV	\$59,673,500	9.93%	\$364,934,800	60.74%	\$141,315,450	23.52%	\$34,932,300	5.81%	\$600,856,050
2010 Population (Figures from State of Wisconsin)	1,214	35.13%	1,434	41.50%	457	13.21%	351	10.16%	3,456
2010 Number of Calls	151	55.51%	74	27.21%	31	11.40%	16	5.88%	272
AVERAGE		33.53%	AVERAGE	43.15%	AVERAGE	16.04%	AVERAGE	7.28%	100.00%
Share		\$20,211		\$26,011		\$9,671		\$4,392	\$60,285

BUDGET YEAR	PROPOSED BUDGET AMT.
FY2011/12 Est. Total	\$175,285
Estimated collections	\$115,000
FY2011/12 Adjusted	\$60,285

District share \$40,074

Fee Schedule

Town of Princeton: \$13,005.50 due by July 31, 2012; \$13,005.50 due by November 30, 2012
Town of Brooklyn: \$4835.50 due by July 31, 2012; \$4835.50 due by November 30, 2012
Town of St. Marie: \$2196.00 due by July 31, 2012; \$2196.00 due by November 30, 2012

4B

Account #	Account Name	Ambulance Proposed Budget 2012	Comments
110	Salary	\$ 5,250.00	No Full Time, Dir = 3,000, Asst. Dir = 2,250
120	On Call Pay	\$ 52,560.00	This is actual cost for a Driver, EMT B, EMT IV - 24/7 @ 2.00 p/hr
130	Retirement	\$ 1,000.00	
131	Health Insurance	\$ -	
132	Clothing	\$ 2,500.00	T shirts, Sweat shirts, EMS Pants - Increase for new jackets
133	Disability Insurance	\$ -	
140	Run Pay	\$ 30,250.00	Estimated for 2.5 hours per call. 290 calls per year @ \$35.50 = \$25,750. Meeting pay also comes out of here. \$7.50p/mtg. 25 members 2 meetings p/month = \$4,500
150	Social Security	\$ 6,824.65	
151	Unemployment	\$ 1,000.00	
190	Training/Meetings	\$ 4,000.00	
191	Conferences	\$ 700.00	WEMSA, More - Increase for othe conferences
210	Audit Fees	\$ 3,700.00	
220	Utilities	\$ 3,000.00	House - Elec, Charter internet at house, Water at house, WeEnergies at house, WeEnergies at Fire Station?
290	Telephone	\$ 1,000.00	Phone/fax at Fire Station, 2 Cell phones in ambulances, 2 cell phones for director, asst. director.
292	Contract/Annual Service	\$ 2,650.00	Rename - MBSS=620, Image Trend=300, Emstar = 450, Leaders Annual = 499, WEMSA = 300, CLA = 150, Add 300 for scheduale software
310	Office Supplies	\$ 1,100.00	Checks, envelopes, paper
311	Postage	\$ 200.00	
330	Mileage	\$ 500.00	
340	Medical Supplies	\$ 9,000.00	Increase for more supplies
341	Equipment/Supplies	\$ 6,000.00	Rename - Final Pager Payments= 3,293.40, Yearly Batteries = 300, House supplies, Cleaning supplies etc. Increase for more equipment
351	Building R/M	\$ 1,200.00	Repairs for the house
352	Vehicle R/M	\$ 3,000.00	Annual Insp = \$110, Oil and Filter = \$205 each
370	Ambulance Fuel	\$ 3,000.00	
390	Miscellaneous	\$ 1,000.00	
510	Insurance Property/Vehicle	\$ 1,800.00	
511	Insurance Workers Comp	\$ 8,500.00	
541	Ambulance Depreciation	\$ -	
812	Capitol Improvement	\$ 20,000.00	
900	Write Off	\$ -	
903	Ambulance Trans Trust Fund	\$ -	
125		\$ -	
331		\$ -	
332	City Admin/Support cost	\$ 5,550.00	New- Admin Costs, Rent, Grass Cutting, Snow Removal
		\$ 175,284.65	

Princeton Ambulance Service Cost-Sharing proposal

LAST UPDATE: 09/07/11

CURRENT OPERATING BUDGET: FY11/12 ESTIMATE

	City of Princeton	%	Town of Princeton	Town of Brooklyn	%	St. Marie	%	TOTAL
2010 EAV	\$59,673,500	9.93%	\$364,934,800	\$141,315,450	23.52%	\$34,932,300	5.81%	\$600,856,050
2010 Population (Figures from State of Wisconsin)	1,214	35.13%	1,434	457	13.21%	351	10.16%	3,456
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Share	\$20,211		\$26,011	\$9,671		\$4,392		\$60,285

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FY2011/12 Est. Total	\$175,285
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Item	Estimated Replacement Cost	Year											
		2012	2013	2014	2015	2016	2017	2018	2019	2020			
Ambulance 88 (1997)*	\$ 125,000.00		\$ 31,250.00		\$ 31,250.00		\$ 31,250.00		\$ 31,250.00		\$ 31,250.00		\$ 31,250.00
Ambulance 89 (2005)**	\$ 125,000.00												\$ 31,250.00
Zoll Monitor (2009)	\$ 5,000.00												\$ 5,000.00
AED (2002)	\$ 1,800.00			\$ 1,800.00									
Auto BP (2002)	\$ 250.00			\$ 250.00									
Ambulance Cot	\$ 3,500.00					\$ 3,500.00		\$ 3,500.00					\$ 4,500.00
CO Oximeter	\$ 4,500.00												
Pulse Oximeter	\$ 250.00	\$ 250.00										\$ 250.00	
Toughbook	\$ 3,000.00	\$ 3,000.00										\$ 3,000.00	
Office Computer	\$ 750.00			\$ 750.00									
Printer/Fax/Scanner	\$ 100.00		\$ 100.00										\$ 125.00
Child Seat	\$ 250.00		\$ 250.00										
Amb. House Roof	\$ 15,000.00	\$ 7,500.00	\$ 7,500.00										
TOTAL	\$ 284,400.00	\$ 10,750.00	\$ 39,100.00	\$ 33,300.00	\$ 32,000.00	\$ 34,750.00	\$ 34,750.00	\$ 34,250.00	\$ 35,000.00	\$ 34,250.00	\$ 35,000.00	\$ 36,500.00	\$ 35,875.00
Smoothed out		\$ 20,000.00	\$ 30,000.00	\$ 33,250.00	\$ 33,250.00	\$ 33,500.00	\$ 34,750.00	\$ 35,000.00	\$ 35,000.00	\$ 35,500.00	\$ 35,500.00	\$ 36,000.00	
		\$ 150.00	\$ 100.00	\$ 100.00	\$ 1,350.00	\$ 100.00	\$ 350.00	\$ 1,100.00	\$ 100.00	\$ 225.00			

NOTES

*Current Ambulance will be in service 16 years. Next replacement would be 2023
 **Current Ambulance will be in service 12 years. Next replacement would be 2027

Total A **\$291,275.00**
 Total B **\$291,500.00**