

Mayor
Charlie Wielgosh

City Administrator
Elizabeth Amend



City Alderpersons
Lara Roehl
Mary Ernest
Daniel Kallas
Jasper Kallenbach
Patti Garro
Joshua Zamzow

531 S. Fulton Street, P O Box 53 Princeton WI 54968
(920) 295-6612

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**CITY OF PRINCETON
CITY COUNCIL MEETING AGENDA
AMENDED**

**COUNCIL CHAMBERS – 431 W. MAIN STREET MINUTES
TUESDAY, January 28, 2025 at 6:00 P.M**

Call in Number 1 – 425 – 436 – 6373 Passcode 2955336#

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. APPEARANCES FROM THE PUBLIC (3 minute limit) verbal only
4. MAYOR'S REPORT
5. ADMINISTRATORS REPORT
 - A. City Administrators Report
 - B. Budget Comparison
6. CONSENT CALENDAR
 - A. Minutes for Approval
RECOMMENDATION: Approval of December 17, 2024 City Council meeting minutes, December 17, 2024 Committee of the Whole meeting minutes and December 19, 2024 Planning Commission meeting minutes.
 - B. Operator's License Approval: None
RECOMMENDATION: Approval of licenses as presented
7. OFFICER REPORTS - All reports included in packet. If there are specific questions, please ask in advance and the department head will be contacted to provide detail
 - A. Public Works Department Report attached.
 - B. Police Department Report
 - C. Library Report attached
 - D. Zoning Administrator Report attached.
 - E. Building Inspection Report attached
 - F. Community Development Authority
 - G. Plan Commission: Engineers still working on compliance of regulations for Wang at 230 Mechanic Street. Report at next Council meeting.
 - H. Cemetery

8. **COMMUNICATIONS** - Communication items can be shared; however, any discussion would be a subsequent agenda item if warranted.

9. **OLD BUSINESS**

A. **532 S. Clinton Street Building Disposition**

RECOMMENDATION: Issuance of a raze order for the outbuildings on the property based on building inspector's report received. Based on the attorney's two recommendations attached for the house, the Council to issue either a 30-day raise order or proceed to order a 30-day repair through the court from the building inspector's report and recommendations.

10. **NEW BUSINESS**

A. **Authorization of a new signer on the bank accounts at US Bank and removal of old signers.** Authorization of Melissah Powell, Executive Assistant as a new signer on the City Checking Accounts. Removal of Mary Neubauer and Cheryle Nickel as signer due to retirement.

B. **Appoint two individuals for Co-Director Positions for the City Emergency Management Committee**

RECOMMENDATION: Appoint Christopher Alvin and Ted Kuklinski as the Co-Directors for the Emergency Management Committee

11. **REGULAR COUNCIL MEETING SCHEDULE – February 25, 2025**

12. **ADJOURNMENT**

* 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.

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Posted January 23, 2025

CITY OF PRINCETON

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

An equal opportunity/affirmative action employer

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COUNCIL REPORT

To: City Mayor, Common Council
From: Betsy Amend, City Administrator/Clerk/Treasurer
Date: January 28, 2025
RE: City Administrator Report

With this being my first report to the Council, I am happy to report that things are going well in the City Hall office. Melissa and I settling in and enjoying the learning process. We have been welcomed by many residents and enjoy the positive feedback! We look forward to meeting all the residents.

- ❖ The year end has brought many tasks to be completed in January. I am reconciling the State Retirement, completing the quarterly and year end payroll reports, such as the Unemployment, FICA Report, and W-2's.
- ❖ I completed the January Settlement by January 15th for the December tax collection. There were \$530,018.10 taxes collected.
- ❖ Melissa and I are learning fast the utility and accounting programs; the program support is awesome.
- ❖ There will be a Spring Primary Election on February 18th. It will be for the State Superintendent of Public Instruction. This will get Melissa and I into the thick of things right away. We look forward to meeting the great election workers that Princeton has. I would like to ask permission to deputize Melissa Powell as the City's Deputy Clerk-Treasurer. According to State Statute, I have the power to do so as the Clerk-Treasurer. This will ensure that all responsibilities of the Clerk -Treasurer will be completed if something happens, and I cannot fulfill this duty. Melissa would be my backup.
- ❖ For the Spring Election, Patricia Garro and Jason Kallenbach turned in papers and will be running for their alderperson positions again. Joshua Zamzow will not be running for alderperson, but the city received papers from Lee Fenske (Dizzy) for the 4th Ward Alderperson. He will appear on the ballot.
- ❖ MSA has not yet contacted the city for a time to meet with them and the business owner of 230 Mechanic Street for the inspection for the conditional use permit. It will hopefully be completed by the February Council meeting.
- ❖ The Public Works department has been busy also with the extreme cold causing multiple damaged garbage and recycling carts and freezing water pipes. This month the Christmas decorations were taken down. There also was a water main break by the Lutheran Church on January 7th. I speak with the department every day and the communication super. They have been helpful to Melissa and I when we need it, either it be about utility reading or fixing something at the City Hall. It is much appreciated. Ernie said he is working with MSA also on the 20-year plan for the treatment plant.
- ❖ As it will be discussed at this meeting, the Police Chief, the building inspector, and I met with Jason Hlavacek at his property at 532 S Clinton Street on January 17th. We discussed his options and advised him to attend this meeting.

CITY OF PRINCETON

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Betsy Amend

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COUNCIL REPORT

To: Mayor and Common Council
From: Betsy Amend, City Administrator/Clerk/Treasurer
Date: January 28, 2025
RE: Budget Comparison

This month there were normal expenditures for the month and for the new year. I am attaching only a summary budget comparison report this month. I spoke with the auditors, and I am concerned that the 2024 and 2025 report is not accurate because of all the 2024 journal entries that need to be applied. As I ran the reports, the big concern was the property tax payments. I would like them to show on the report, and they are not. A journal entry from the auditors makes this happen. I requested that entry so I can do it.

	Fund: All Funds				
	2024 Actual 01/22/2024	2025 Actual 01/22/2025	2025 Budget	Budget Status	% of Budget
REAL ESTATE PROPERTY TAXES	0.00	0.00	598,235.00	-598,235.00	0.00
PERSONAL PROPERTY TAXES	9,436.94	0.00	24,315.00	-24,315.00	0.00
TAX INCREMENTS	0.00	0.00	102,474.00	-102,474.00	0.00
MOBILE HOME FEES	174.38	0.00	4,000.00	-4,000.00	0.00
PILOT UTILITY	0.00	0.00	95,453.00	-95,453.00	0.00
TAXES FROM OTHER TAX EMEPT	0.00	0.00	38.00	-38.00	0.00
TAXES	9,611.32	0.00	824,515.00	-824,515.00	0.00
STREET RELATED FACILITIES	0.00	0.00	7,500.00	-7,500.00	0.00
SPECIAL ASSESSMENTS	0.00	0.00	7,500.00	-7,500.00	0.00
STATE SHARED REVENUE	0.00	0.00	566,687.00	-566,687.00	0.00
STATE FIRE INSURANCE DUES 2%	0.00	0.00	3,696.00	-3,696.00	0.00
OTHER STATE SHARED TAXES	0.00	0.00	1,745.00	-1,745.00	0.00
GENERAL TRANSPORTATION AIDS	0.00	0.00	107,192.00	-107,192.00	0.00
STATE RECYCLING GRANT	0.00	0.00	4,350.00	-4,350.00	0.00
LIBRARY AID	0.00	0.00	87,507.00	-87,507.00	0.00
INTERGOVERNMENTAL REVENUE	0.00	0.00	771,177.00	-771,177.00	0.00
LIQUOR & MALT BEVERAGE	55.00	40.00	12,300.00	-12,260.00	0.33
OTHER BUSINESS LICENSES	0.00	0.00	8,175.00	-8,175.00	0.00
NONBUSINESS LICENSES	335.66	125.00	900.00	-775.00	13.89
BUILDING PERMITS & INSPECT FEE	0.00	0.00	4,000.00	-4,000.00	0.00
ZONING PERMITS	0.00	50.00	600.00	-550.00	8.33
OTHER REG LICENSES & PERMITS	0.00	0.00	20.00	-20.00	0.00
LICENSES & PERMITS	390.66	215.00	25,995.00	-25,780.00	0.83
COURT PENALTIES & COSTS	50.00	587.65	14,000.00	-13,412.35	4.20
PARKING VIOLATIONS	0.00	0.00	400.00	-400.00	0.00
OTHER LAW & ORD VIOLATIONS	75.00	25.00	300.00	-275.00	8.33
FINES, FORFEITS, & PENALTIES	125.00	612.65	14,700.00	-14,087.35	4.17
CLERKS FEES	160.00	-490.00	1,000.00	-1,490.00	-49.00
LAW ENFORCEMENT FEES	40.00	90.00	600.00	-510.00	15.00
CHARGE SERVICES SEWER	22,185.89	16,096.71	350,000.00	-333,903.29	4.60
WATER REVENUE	23,324.52	16,905.05	541,753.00	-524,847.95	3.12
ELECTRIC REVENUE	91,356.56	63,921.41	1,365,072.00	-1,301,150.59	4.68
FINES & MISCELLANEOUS REVENUE	0.00	0.00	1,300.00	-1,300.00	0.00
PHOTOCOPY REVENUE	0.00	0.00	2,000.00	-2,000.00	0.00
CHARGE SERVICES PARKS	0.00	0.00	18,000.00	-18,000.00	0.00
PUBLIC CHARGES FOR SERVICES	137,066.97	96,523.17	2,279,725.00	-2,183,201.83	4.23
INTERGOVERN CHARGE FOR SERVICE	13.98	0.00	500.00	-500.00	0.00
SURROUNDING MUNI FUNDING	-25.64	-200.00	0.00	-200.00	0.00
CHARGE SERVICES PUB SAFE	0.00	11,723.37	58,668.00	-46,944.63	19.98

Fund: All Funds

	2024 Actual 01/22/2024	2025 Actual 01/22/2025	2025 Budget	Budget Status	% of Budget
INTERGOVERN CHARGE FOR SERVICE	-11.66	11,523.37	59,168.00	-47,644.63	19.48
Undefined Group	0.00	0.00	1,000.00	-1,000.00	0.00
MISC REVENUE INTEREST	0.00	0.00	13,400.00	-13,400.00	0.00
MISC REVENUE INTEREST INCOME	45.42	-87.86	102,000.00	-102,087.86	-0.09
MISC REVENUE FD BUILDING RENT	0.00	9,839.00	10,134.00	-295.00	97.09
DONATIONS	500.00	0.00	0.00	0.00	0.00
MISC FUNDRAISING REVNUUE	-13,390.62	0.00	0.00	0.00	0.00
OTHER REIMBURSEMENTS, MISC	0.00	1,334.00	250.00	1,084.00	533.60
Undefined Level	-12,845.20	11,085.14	126,784.00	-115,698.86	8.74
TRANSFER FROM GENERAL FUND	0.00	0.00	68,579.00	-68,579.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	68,579.00	-68,579.00	0.00
Total Revenues	134,337.09	119,959.33	4,178,143.00	-4,058,183.67	2.87

	Fund: All Funds				
	2024 Actual 01/22/2024	2025 Actual 01/22/2025	2025 Budget	Budget Status	% of Budget
UNLASS MISC	3,039.00	3,412.25	28,000.00	24,587.75	12.19
LEGISLATIVE	21.47	0.00	22,720.00	22,720.00	0.00
LEGAL	0.00	0.00	25,000.00	25,000.00	0.00
GENERAL ADMINISTRATION	795.91	794.08	12,805.00	12,010.92	6.20
CITY ADMINISTRATOR	3,866.17	5,567.22	51,801.00	46,233.78	10.75
CLERK	0.00	0.00	8,000.00	8,000.00	0.00
LEGISLATIVE	1,145.00	118.85	3,400.00	3,281.15	3.50
ACCOUNTING	0.00	0.00	14,000.00	14,000.00	0.00
ASSESSMENT OF PROPERTY	0.00	3,589.24	13,800.00	10,210.76	26.01
RISK & PROPERTY MANAGEMENT	0.00	0.00	41,000.00	41,000.00	0.00
UNLASS MISC	8,867.55	13,481.64	220,526.00	207,044.36	6.11
LAW ENFORCEMENT	18,815.35	16,314.60	498,533.84	482,219.24	3.27
FIRE PROTECTION	-253.00	4,434.29	217,626.00	213,191.71	2.04
DISASTER CONTROL	0.00	0.00	7,020.00	7,020.00	0.00
PUBLIC SAFETY	18,562.35	20,748.89	723,179.84	702,430.95	2.87
PUBLIC WORKS	634.50	1,290.32	21,567.00	20,276.68	5.98
STREET MAINTENANCE	7,496.00	7,133.16	264,996.00	257,862.84	2.69
STREET LIGHTING	0.00	0.00	38,350.00	38,350.00	0.00
SIDEWALK W/OUT STREET CONSTR	0.00	0.00	15,500.00	15,500.00	0.00
SEWAGE SERVICE	6,381.73	13,923.93	661,879.00	647,955.07	2.10
REFUSE & GARBAGE COLLECTION	7,007.40	0.00	105,737.00	105,737.00	0.00
RECYCLING EXPENDITURES	2,706.78	0.00	42,607.00	42,607.00	0.00
WATER SERVICE OF WATER TREAT.	6,144.77	8,244.80	642,841.00	634,596.20	1.28
ELECTRIC SERVICE	6,118.80	98,273.27	1,493,996.00	1,395,722.73	6.58
PUBLIC WORKS	36,489.98	128,865.48	3,287,473.00	3,158,607.52	3.92
CEMETERY	0.00	-18,894.77	37,500.00	56,394.77	-50.39
HEALTH & HUMAN SERVICES	0.00	-18,894.77	37,500.00	56,394.77	-50.39
LIBRARY	16,178.01	16,091.61	159,386.00	143,294.39	10.10
PARKS	0.00	0.00	13,100.00	13,100.00	0.00
RECREATION PROGRAMS & EVENTS	0.00	0.00	2,000.00	2,000.00	0.00
CULTURE, RECREATION, & DEVELOP	16,178.01	16,091.61	174,486.00	158,394.39	9.22
FORESTRY	0.00	0.00	14,500.00	14,500.00	0.00
ZONING	0.00	0.00	3,850.00	3,850.00	0.00
CONSERVATION & DEVELOPMENT	0.00	0.00	18,350.00	18,350.00	0.00
TIF DISABILITY	211.50	439.52	79,839.00	79,399.48	0.55
TIF DISABILITY	211.50	439.52	79,839.00	79,399.48	0.55
DEBT SERVICE PRINCIPAL	0.00	0.00	60,000.00	60,000.00	0.00
LINE OF CREDIT INTEREST	0.00	0.00	22,415.00	22,415.00	0.00

Fund: All Funds

	2024 Actual 01/22/2024	2025 Actual 01/22/2025	2025 Budget	Budget Status	% of Budget
DEBT SERVICE	0.00	0.00	82,415.00	82,415.00	0.00
TRANSFER TO SPECIAL REV FUND	0.00	0.00	68,579.00	68,579.00	0.00
TRANSFER TO CEMETERY	0.00	0.00	35,000.00	35,000.00	0.00
OTHER FINANCING USES	0.00	0.00	103,579.00	103,579.00	0.00
Total Expenses	80,309.39	160,732.37	4,727,347.84	4,566,615.47	3.40
Net Totals	54,027.70	-40,773.04	-549,204.84	-508,431.80	7.42

CITY OF PRINCETON
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET MINUTES
TUESDAY, December 17, 2024 at 6:00 P.M

Call in Number 1 – 425 – 436 – 6373 Passcode 2955336#

1. **CALL TO ORDER AND ROLL CALL.** Council President Roehl called the meeting to order at approximately 6:05 pm. In attendance were Alderpersons Kallenbach, Ernest, Zamzow, Garro, Kallas, and Roehl, Administrator Neubauer, Attorney Justin Sondalle, and incoming City Administrator Elizabeth Amend. Mayor Wielgosz was not present at Roll Call.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited at The Committee of the Whole Meeting.
3. **APPEARANCES FROM THE PUBLIC (3 minute limit) verbal only** Nothing at this time.
4. **MAYOR'S REPORT** Nothing at this time.
5. **ADMINISTRATORS REPORT**
 - A. **City Administrators report** A report was in the Council Packets, also tax bills were mailed, MSA met with City Staff and the street department design was finalized, and a claim was filed about a fall in the terrace area in the 900 Block of W Main., and the election audit went great and all equaled. Fourth Ward Alderperson Zamzow filed non-Candidacy paperwork. If someone wants to run for Alderperson in the Fourth Ward and be on the ballot, paperwork needs to be turned in by 1/7/25
 - B. **Budget Comparison** This was in the Council Packets and there were no questions.
6. **CONSENT CALENDAR**
 - A. **Minutes for Approval**
RECOMMENDATION: Approval of November 19, 2024 City Council meeting minutes and the sub-committee of December 2 and 5, 2024 Kallas motioned to approve the 11/19/24, 12/2/24, and 12/5/24 Council Meeting Minutes and sub-committee minutes, seconded by Ernest. Carried 6-0.
 - B. **Operator's License Approval: Cassandra L. Richardson and Robyn J. Badtke**
RECOMMENDATION: Approval of licenses as presented Garro motioned to approve the Operators Licenses as listed, pending a positive background check from the Police Department, and that nothing is owed to the City of Princeton/Princeton Utilities, seconded by Ernest. Carried 6-0.
7. **OFFICER REPORTS - All reports included in packet. If there are specific questions please ask in advance and the department head will be contacted to provide detail**
 - A. **Public Works Department Report attached** The report was in the Council Packets.
 - B. **Police Department Report** New body cams were purchased from the budget and donations.
 - C. **Library Report** Director Skalitzky gave the report about cyber security at libraries-be aware and be safe.
 - D. **Zoning Administrator Report attached** The report was in the Council Packets.
 - E. **Building Inspection Report attached** The report was in the Council Packets.
 - F. **Community Development Authority – meeting minutes attached.** Council Representative Garro will speak to incoming City Administrator in January about continuing the committee.
 - G. **Plan Commission meeting – Scheduled for December 19th at 10:30 a.m.** next meeting.
 - H. **Cemetery** The paving of the road is completed. Quotes have come in for the paving for the rest of the cemetery, it can get paved by next July. Fundraising money and donations will pay for the paving.
8. **COMMUNICATIONS - Communication items can be shared, however any discussion would be a subsequent agenda item if warranted.** Alderperson Zamzow thanked the Public Works Department for the repair of the water main break near his house.
9. **OLD BUSINESS**

10. NEW BUSINESS

- A. **Swearing in of new City Administrator/Clerk-Treasurer.** Elizabeth A. Amend New City Administrator/Clerk-Treasurer was sworn into office.
- B. **Authorization of new signer on bank accounts at USBank. Authorization of Elizabeth A. Amend as a signer on the City Checking Accounts. (January meeting will act on the removal of existing names).** Garro motioned to approve Elizabeth Amend as a new signer on City Checking Accounts and on all, seconded by Zamzow. Carried 6-0.
- C. **Hiring of Executive Assistant/Utility Clerk**
RECOMMENDATION: Hiring of Executive Assistant/Utility Clerk New Executive Assistant/Utility Clerk Melissa Powell was hired
- D. **New Ordinance #03-2024 Establishment of Cemetery Board and members**
RECOMMENDATION: Establishment of a Cemetery Board and adoption of Ordinance #03-2024 and Appointment of Board members Cheryle R. Nickel, Gary L. Fenske, and Charlie Wielgosh Garro motioned to approve Ordinance #03-2024-An Ordinance Creating a Cemetery Board and amending Chapter 144 of the Municipal Code, adding Section 144-1 D, seconded by Kallenbach. Carried 6-0.
- E. **532 S. Clinton Street Building Disposition**
RECOMMENDATION: Issuance of a raze/repair order based on building inspectors report received. Authorization of City Attorney to file documents as required After a discussion Kallebach motioned to Issue a Raze or Repair Order through the Court System for Jason Hlavecek-532 S Clinton Street, Princeton with 90 days to respond, seconded by Ernest. Carried 4-2 with Garro and Kallas voting against.
- F. **Write off of Uncollectible Utility accounts.**
RECOMMENDATION: Write off Uncollectible utility bills which are a result of deceased party, bankruptcy, or deemed uncollectible due to time lapse in collections. Zamzow motioned to write off uncollectible utility bills as presented, seconded by Kallas. Carried 6-0.

11. REGULAR COUNCIL MEETING SCHEDULE – January 28, 2025

13. **CLOSED SESSION (if needed):** Pursuant to Wisconsin Statutes Section 19.85(1) (c) City Administrator position update and administrative staffing. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Staffing updates (if needed) No Closed Session.
14. **RECOVENE INTO OPEN SESSION.** Action as appropriate on any closed session item.
15. **ADJOURNMENT** Kallas motioned to adjourn the Council Meeting, seconded by Kallenbach. Mayor Wielgosh adjourned the meeting at approximately 6:40 pm.

CITY OF PRINCETON
COMMITTEE OF THE WHOLE MEETING MINUTES
Council Chambers, 431 W. Main Street, Princeton WI 54968
Tuesday, December 17, 2024 - 6:00 p.m.

Call in Number 1 – 425 – 436 – 6373 Passcode 2955336#

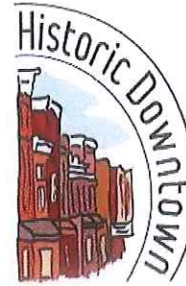
1. **CALL TO ORDER AND ROLL CALL.** Council President Roehl called the meeting to order at 6:00 pm. In attendance were Alderpersons Garro, Kallas, Roehl, Zamzow, Ernest, and Kallenbach, Administrator Neubauer, and Attorney Justin Sondalle, and incoming City Administrator Elizabeth Amend.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPEARANCES FROM THE PUBLIC.** Nothing at this time.
4. **APPROVAL OF MINUTES.** Minutes from the 9/24/2024 Committee meeting Garro motioned to approve the 9/24/2024, Committee of the Whole Minutes, seconded by Kallas. Carried 6-0.
5. **NEW BUSINESS**
 - A. **Sub-Committee reports**
 1. **Ambulance Service Update** Administrator Neubauer gave the update the report was in the Council Packets also the service is looking for EMT's and Paramedics.
 2. **Fire Association District Update** It was approved to have a fund set up at the Oshkosh Area Community Foundation for a new fire station, people can donate directly to OACF.
 3. **Emergency Management** One director is stepping down, looking for a replacement, and one storm spotter is stepping down, also looking for a replacement.
6. **ESTABLISHMENT OF NEXT MEETING DATE – March 25, 2025** is the next meeting.
7. **ADJOURN** Garro motioned to adjourn the Committee of the Whole Meeting, seconded by Kallenbach. Council President Roehl adjourned the meeting at approximately 6:05 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.

**FOLLOWING THIS MEETING WE WILL BE GOING RIGHT INTO THE
COMMON COUNCIL MEETING.**

Mayor
Charlie Wielgosh

City Administrator
Mary Lou Neubauer



City Alderpersons
Lara Roehl
Patti Garro
Joshua Zamzow
Jasper Kallenbach
Mary Ernest
Dan Kallas

531 S. Fulton Street, P O Box 53 Princeton WI 54968
(920) 295-6612

Where recreation and relaxation come together.....

CITY OF PRINCETON PLAN COMMISSION

Thursday, December 19, 2024 – 10:30 a.m.
City Council Chambers, 431 W Main Street, Princeton WI

- 1) Call to Order. Meeting was called to order by Chrmn Wielgosh, and in attendance was Daniel Kallas, Mary Ernest, Betsy Ladwig and Lee Ninneman. Absent - Robert Mosolf & vacant position. Also in attendance Liang Wang, Ping Tang and Lara Roehl.
- 2) Pledge of Allegiance was cited.
- 3) Approval of minutes from August 21, 2024 Plan Commission meeting. Kallas made the motion to approve the minutes of the previous meeting, 2nd by Ladwig 5 Ayes 0 Nays Motion carried.
- 4) Conditional Use Permit request 230 Mechanic Street. Request from Liang Wang for the manufacturing use of noted property as outlined on information provided. Recommendation to schedule a public hearing for January City Council meeting 2025.

Liang Wang started his presentation explaining that his product is a de-icing coating product that has been worked on for several years. Research on this process started in 1994 through NASA and other companies and select companies were asked to continue the research which the applicant is continuing. The product is to bond to the surface to delay the icing process. Product is used on aircraft, turbines, helicopters, and other products. He explained they came to Princeton to be in a colder climate for product testing. It was asked if they were still in the experimental process or is the final product been perfected. To which Wang stated they are now in the process to "scale up" the production and are working on the larger quantity production.

It was explained that prior to this meeting, staff had reached out to several agencies who may have concern about products on site and their effect on the waste treatment process, disposal, environmental issues and other areas for compliance. With much of the discussion having technical aspects connected with it, it was explained that it will be necessary to have addition assistance from individuals who understand the effect that a product or byproduct would have. For example, would the byproduct have an adverse

effect on our WWTP facility or cause harm to the pond linings or increase the level of chemicals which we treat. In order to meet our DNR discharge limits, it is necessary to bring in a representative from our Engineering firm, MSA, to assist with this review. There are areas that will be looked at which include storage of chemicals, pretreatment if needed prior to the discharge into the sewer system, air quality, waste product storage and disposal, quantity of chemicals on site, storage and monitoring from the Fire and Safety aspect, effect on wastewater facility, monitoring of the process and discharge for potential elevated chemical levels, all of which would be pulled together in an engineering report for all to use as a guide for the review and implementation of a Conditional Use Permit. MSA will provide a professional engineer knowledgeable on the process and of the cities facilities and upon meeting with the applicant and observing the process will provide an operational plan which will address the operations and concerns. All details of the proposed operation received to date shall be provided to the consulting engineer and ultimately the cost of a study for this project is borne by the applicant.

It was then provided by Ladwig that she has contact with an individual who can act as an interpreter which was accepted. (Following the meeting the interpreter's name/phone was provided).

Ernest then made the motion to proceed with obtaining additional information prior to the Council meeting relating to the process and establishment of the necessary steps to ensure safety and compliance of regulations for all involved, as part of the Engineering Report to be provided 2nd by Ladwig. Roll call vote with 5 Ayes 0 Nays 2 Absent. Motion carried.

5) Items for future agendas - none

6) Adjournment. Meeting was adjourned at 11:25 a.m. on a motion by Kallas. Motion carried.

Mary Lou Neubauer
City Administrator/Clerk-Treasurer
Zoning Administrator

Public works report

Took down Christmas decorations

Cut trees in Hiestand park split and stack wood

Snow

Worked on well house added milk board to walls to give a cleaner look and make easier to clean

Oil changes and maintenance on equipment

Water main break January 7

End of year paperwork

Replaced failed blower motor at waste water treatment plant

Put items on Wisconsin surplus for sale

Trimming electrical services

Mondays and Fridays check manholes and lift stations

Picked up brush / leaves

Fixed street lights

Princeton Public Library Director's Report for January 2025

Programs

The county's Diabetes Prevention class on 1/7 was cancelled due to lack of registrations.

No one showed up to the Smartphone Basics class hosted by Bug Tussel on 1/22.

We have had significant interest in our digitization service ("Preserve Your Memories") which runs through February 8th.

As of this writing, we have not yet had the Tenant & Landlord Rights & Responsibilities program with the state Bureau of Consumer Protection.

We also held the usually weekly Story Time, twice monthly Knitting/Crafting Club, and Tech Help Thursdays.

Friends of the Library

The Friends met on January 15th and talked about upcoming events, including our Wednesday Watercolors class and March 1st Antiques Roadshow, and new ideas for the children's area. Mary Lind will teach at least 2 watercolor classes for us. RaeLynn has purchased several items for our upcoming fishing/sturgeon themed activities. Treasurer Carol Bielski reported that Sue and Owen Purvis donated \$200 to the Friends.

Tech Stuff

Two new replacement PCs have been ordered, as per our yearly replacement schedule. My director's PC was updated.

We will be getting keychain library cards soon!

Maintenance

We had several issues with our front doors in the past month- jamming up, not unlocking, etc. We had to pay a repairman to fix it.

During the deep cold January 18-21, our bathroom water pipes froze. I turned off the water main and used a space heater to try to thaw things. As of 1/22, the water is working again and we have no leaks.

On 1/20 (Martin Luther King Jr. Day) we had a staff inservice day. We painted chips in our walls, dusted all the tops of the shelves, washed all of the children's toys, reorganized storage spaces, and other chores. We also visited Markesan library to see the new equipment in their children's area.

Meetings

On January 9th, I attended a mini conference in Oshkosh, offered by the Winnefox Library System. I got some great ideas for children's programming and learned about "decodable books," which we should be buying to help support beginning readers, teachers, and parents, especially in the light of the new Act 20. This conference counted towards my state-required continuing education credits.

On January 10th, I attended what will hopefully be my last WTECH meeting. Although volunteering for this committee has been educational, I would like to step down, as I have too many meetings already. We discussed which types of items should be catalogued as "things," "kits," and "books."

On January 16th, we hosted the County Librarians meeting. Pete from Winnefox discussed tech and security issues, Clairellyn asked for a volunteer community member from our county to be on the Winnefox Board, and we all discussed tech issues, Veterans for Valentines, and upcoming events.

On January 22nd and 23rd, I attended some virtual conference sessions which counted towards my state-required continuing education credits.

I also attended the usual Library Board, City Council, and Chamber of Commerce meetings.

Events at Princeton Library February 2025

ONGOING PROGRAMS

Story Time

Join us every Monday at 9:30 am for songs, stories, crafts, and snacks. Free! On 2/27 we will have a special guest reader, Michelle Burington from Nobile Clinics (WIC)

Knitting Club

Twice each month.
Monday Feb. 10
and Mon. Feb. 24
1-3pm
Other crafters are welcome too!

Tech Help Thursdays

Weekly, 2-3pm FREE
No need to RSVP

AA Meetings

2nd Wed. of each month, 5-7pm.
Next meeting
Wed. Feb. 12

NEW: Watercolor Wednesdays—Every Wednesday at 3pm.

Adults at all skill levels are welcome at this fun, hour-long program. We will learn new skills, but this class is ultimately focused on having a good, relaxing time. No RSVP is required, there is no fee, and all supplies are provided.

Wed. Feb. 5th, 3pm: Relaxing Waves

Make wiggly waves, inspired by elementary art teacher Andrea Nelson. Stress-relieving.

Wed. Feb. 12th, 3pm: Night Sky

Get messy- there's no wrong way to paint a sky. Inspired by the children's book "Sky Color."

Wed. Feb. 19th, 3pm: Bubbles

Wash your troubles away with these cute colorful bubbles.

Wed. Feb. 26th, 3pm: Winter Birch Trees

Don't worry, no skill is required here- just masking tape!

Preserve Your Memories: VHS Film & Slides Converted to DVD or Digital Files

January 21st—February 8th

Let us help you convert your old documents, photos, photo film stripes, slides, and VHS video to a modern format. Cost: \$3.50 for each flash drive, \$1.00 per DVD. Processing time may take several weeks.

LIMIT PER PERSON: 4 VHS tapes, 4 documents, and 40 photos.

Film strips and slides to be determined on a case-by-case basis.

We understand that people may have many more items they wish to digitize, so we are willing to teach you how to use the equipment! Please call us to set up an appointment: 920-295-6777.

Wed. Feb. 5th, 9:30am: Mystery Book Club

Join us to discuss a new book every month! There is no fee and all are welcome. This group is led by Vicki Duhr. This month's book will be "6:20 Man" by David Baldacci. Pick up a copy at the library today!

Fri. Feb. 7th, 10am-11am: Rep. Dallman Listening Session

State Representative Dallman of the 39th Assembly District will have a budget listening session for constituents here. Bring your questions and concerns!

Tues. Feb. 25th, 1pm: Extremis & End of Life Planning

Watch a 25 minute documentary called "Extremis," followed by a Q&A session about end of life planning with certified facilitators. All of the information and documents needed to create or update your advance care plan will be provided. This is a free program. Please RSVP: 920-294-4070 to Nancy Gimenez (RN, BSN, MS), the Green Lake County Public Health Nurse.

Princeton Library

424 W. Water St.
Princeton, WI 54968
920-295-6777
princetonpublib.org

Monday-Thursday 9am-7pm

Friday 9am-5pm

Saturday 9am-1pm

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CITY OF PRINCETON

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

An equal opportunity/affirmative action employer

Mayor
Charlie Wielgosh

City Administrator
Betsy Amend

City Alderpersons

Joshua Zamzow
Mary Ernest
Patti Garro
Dan Kallas
Jasper Kallenbach
Lara Rochl

COUNCIL REPORT

To: City Mayor, Common Council
From: Betsy Amend, City Administrator/Clerk/Treasurer
Date: January 28, 2025
RE: Zoning and Code Compliance

The city issued sidewalk snow shoveling citations last month. For the most part, most people are complying.

The process to inspect 230 Mechanic Street is still forgoing for their Conditional Use request. A report should be made by the February Council meeting.

December 1 - December 31, 2024 Zoning Administration &
Building Inspection Services Invoice



Date	Permit No	Name	Address	Description	Contractor	Permit Fee
12/2	2024-55	Carley Burt	504 West Water Street	Interior Demo Work to 1st & 2nd Floor	Owner	\$50.00
12/10	2024-56	Jennifer Knickerbocker	620 West Water Street	Furr Out Wall & Insulate	Owner	\$50.00
12/26	2024-57	Victoria Fueger	436 West Water Street	Demo Interior Wall & Reframe, Drywall, & Demo Electrical at Removed Wall	Ron Wolk	\$50.00

Subtotal Permit Fees \$150.00
Less 10% Retainage \$15.00
Total \$135.00

Additional Fees

Total Amount This Invoice \$135.00

Procedural Options for 532 S. Clinton Street

Option 1

- Proceed under 66.0413(1) ordering that the building be razed.
- Razed means to demolish and remove the building – this is not making repairs.
- Once we get the actual estimates from the building inspector which show that the cost of the repairs exceed 50 percent of the assessed value, the City has the authority to order that building be razed (torn down).
- There is no court filing under this procedure (unless the property owner brings a court action to contest or stop the raze). The raze order would be served on the property owner stating that he has X amount of days to raze the building. If the building isn't razed within that timeframe, the city can raze (tear down) the building.

Option 2

- Proceed under 66.0413(2) ordering that repairs be made to the building.
- Notice must be served on the owner with the specific repairs that must be made. The property owner then has 30 days to make the repairs.
- If the property owner does not make the repairs within 30 days, then the City must file a petition in Circuit Court requesting that the judge order that the repairs be made. There is a hearing to determine if the building constitutes a public nuisance. If the judge determines that there is a public nuisance, the judge then orders the timeframe in which the repairs must be made. The order also states that if the repairs are not made, a receiver is appointed to either make repairs, raze the building, or secure and sell the building to a buyer who demonstrates he or she can rehabilitate the building.

The primary differences between Options 1 and 2:

- Option 1 likely does not require court proceedings (unless the property owner brings an action). Option 1 results in the building being razed (torn down).
- Option 2 requires court proceedings if the property owner does not make the repairs. Option 2 allows the City to request different options for the building: repair, raze, or appoint a receiver to sell the property.



W4691 County Road B
 Markesan, Wisconsin 53946
 (920) 229-6360
gvinspection@gmail.com

MEMO

TO: Betsy Amend, Administrator
 FROM: Susan Leahy, Building Inspector
 Date: January 20, 2025

RE: Property Maintenance
 532 S. Clinton Street
 Jason Hlavacek

Please find below a cost estimate to repair the current residence. Per our discussion with Mr. Hlavacek on Friday, January 17, 2025, he has now decided to try and sell the home.

Estimated cost for Repairs

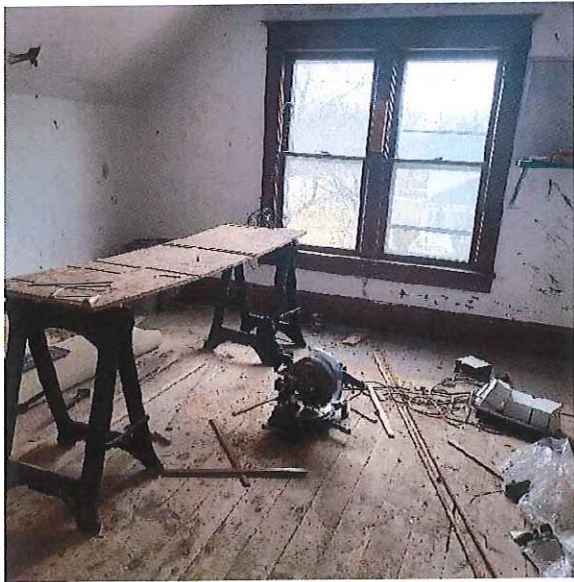
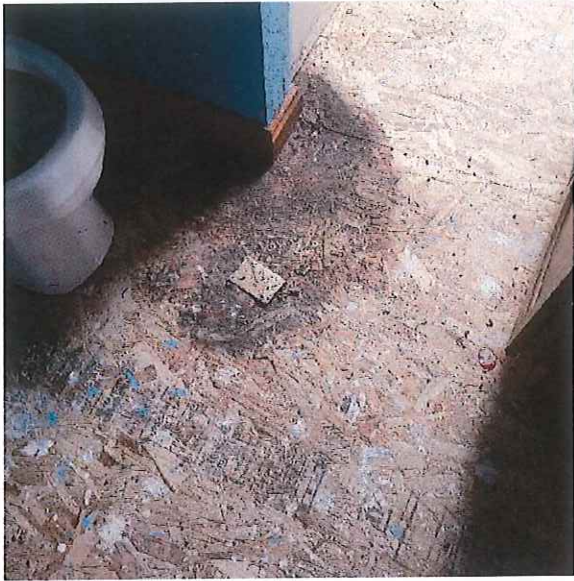
- Raze (2) detached outbuildings and trees surrounding structures \$8,000.00
- Remove trees and root systems around house without damaging field stone foundation \$5,000.00
- Remove & replace rear wood landing at entrance \$750.00
- Wrap windows, soffit & fascia. Replace trim where needed \$6,000.00
- Remove vinyl siding (not installed correctly), remove damaged Sheathing or wood siding \$18,000.00
- Complete tear off of asphalt shingles and replace. \$14,000.00
- Replace any damaged roof deck. Looking at the roof at front section, this could possibly have cedar shakes under asphalt shingles. If cedar shakes present, must be removed and new decking installed as the roof boards will possibly have more than a 3/8" air gap \$5,000.00
- Knock chimney down to below roof line \$500.00
- Remove & replace basement windows & door \$3,500.00
- Remove and replace front 12x18 deck and stairs \$7,000.00
- Remove and replace side porch include new stairs \$10,000.00
- Remove and replace all exterior doors, hardware, etc. \$6,000.00
- Install new flooring at rear entry, kitchen, bath, bedroom, living Room and 2nd floor bedrooms. Remove water damaged OSB board At Bath \$22,500.00
- Patch plaster & lath, install studs in large opening, hang new drywall @ 2nd Floor \$5,600.00
- Paint all walls and ceiling, 1st and 2nd Floors \$3,500.00
- Optional: remove plaster & lath, insulate exterior walls and install drywall \$10,500.00

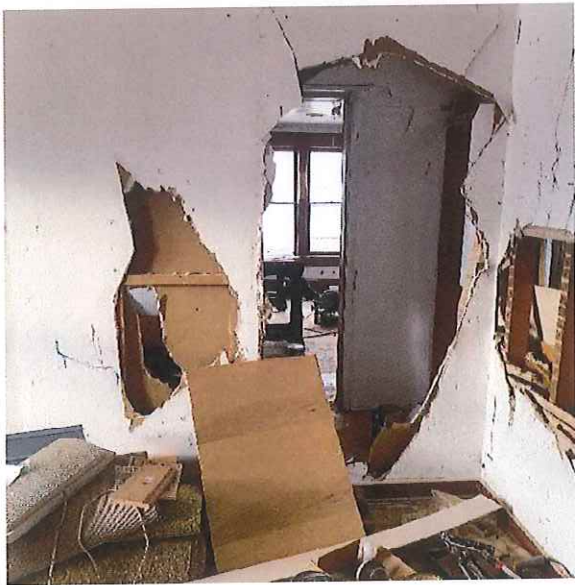
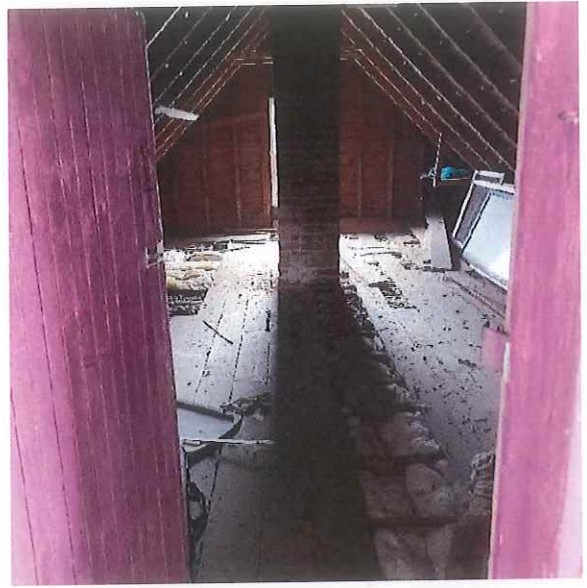
Total estimated repairs.....\$125,850.00

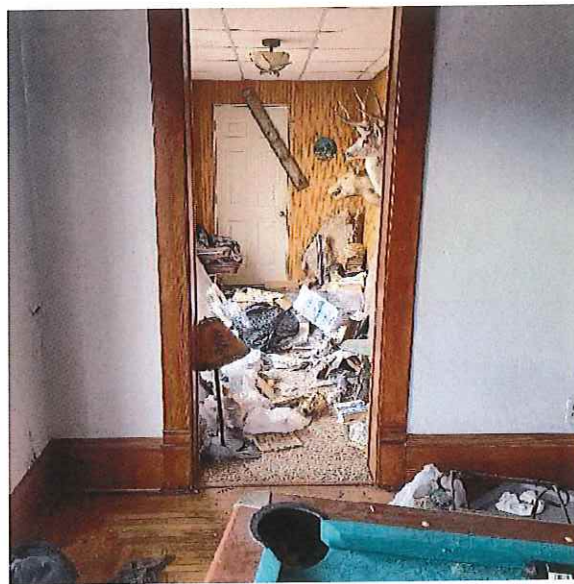
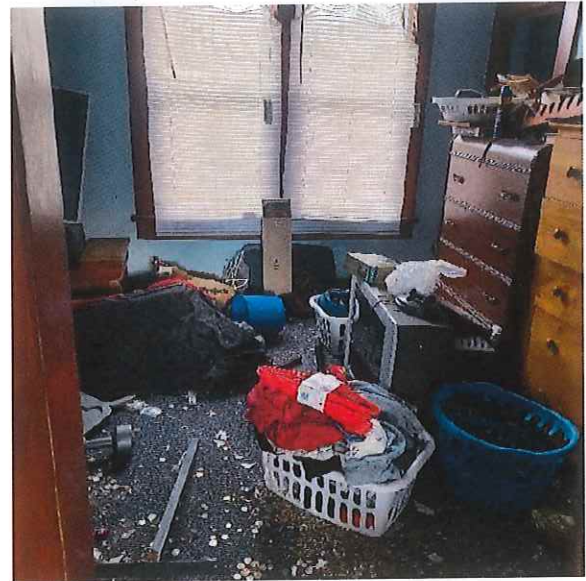
Assessed Value per 2024 Tax Roll.....\$53,000.00

2024 & 2023 Property Taxes, special charges and penalties for 2023 have not been paid \$5,727.24

Current status of the interior. 90% of the junk has been removed from the interior.







Background: At the December Committee of the Whole meeting Emergency Management discussion, that one of the three Emergency Management Directors, Logan Wagner had resigned from the position as of December 1st. In addition, one of the storm spotters had also turned in his equipment. It was asked by Committee members to search out a replacement, to which discussions were held with Christopher Alvin as well as Ted Kuklinski. Alvin had expressed an interest when asked earlier in the year and Kuklinski's name was mentioned at that December meeting. When spoken to after that December meeting, both agreed to accept the Co-Director position. With the appointment of these two individuals they would join the City Emergency Management Committee along with George Jachthuber. This Committee is responsible for working in various situations when there are emergency needs. This committee would replace current personnel, Dan Kuglin as well as the vacancy created when Wagner left. The Directors will also coordinate activity with the County Emergency Management Director in times of need.

In speaking with Christopher Alvin, he has knowledge of the municipal facilities being a Public Works Employee and also on the Fire Department. He lives in the City limits, is accessible due to this work schedule, and is used to being on call. Ted Kuklinski is also very knowledgeable of City functions being on the Fire Department and a past Police Department employee (and currently part-time officer) and also lives in the city limits. During the 175th Anniversary Celebration, Ted was very instrumental in the planning of emergency needs should an event take place when the community saw the influx of residents at various venues. He coordinated the various departments and had a plan in place for emergency needs. This is the type of coordinated efforts that are needed in times of emergency. Ted also noted while employed by the Sheriff's Department, that other communities had the ability to call on Emergency Management personnel in areas of needs could be replicated in Princeton.