

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

*Where recreation and relaxation come together.....*

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

**COUNCIL CHAMBERS – 431 W. MAIN STREET MINUTES  
TUESDAY, March 25, 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 February 25, 2025 City Council and Closed Session meeting minutes.
  - B. Operator's License Approval:  
RECOMMENDATION: Approval of licenses as presented for Candy Birner and Carrie Koschak
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
  - E. Building Inspection Report attached
  - F. Community Development Authority
  - G. Plan Commission
  - H. Cemetery

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

9. **OLD BUSINESS**

A. **Approval of Accepting Credit Card Payments at City Hall**

**RECOMMENDATION:** Approval to use Allpaid, credit card system, and Doxo, ACH, debit and credit card processing for forms of payment for utility bills, tax payments and miscellaneous payments at the City Hall, via telephone and on the City's Website.

10. **NEW BUSINESS**

A. **Dispute of Snow Removal Citation at 518 W Water Street**

Discussion and Action on the dispute of the snow removal and invoice for \$100 at the property address of 518 W Water Street from property owner.

B. **Approve City Participation of Two Lights for Tomorrow – 250<sup>th</sup> Recognition**

**RECOMMENDATION:** Approval of lights being lit in old city bell tower for the 250<sup>th</sup> Recognition. City to work with the Historical Society on the Two Lights for Tomorrow on April 18-19<sup>th</sup>. Approval of Signed Proclamation.

C. **Review of Street Use Permit**

**RECOMMENDATION:** Establish a Policy for Street Use Permits

D. **Establish a Policy for Health Insurance Coverage After Termination with the City**

**RECOMMENDATION:** Health Insurance coverage continues until the last day of the month of termination date. Premiums shall be refunded if prepaid by the employee.

E. **Approve Civic Systems Software Purchase Agreement for a Second Concurrent License**

**RECOMMENDATION:** Approve the Civic Systems Software Purchase Agreement for \$1,375 for a second concurrent license. New Annual Support will increase by \$500 each year. This will come from the electric, sewer and water contracted labor or organizational support budget line item. This is to make the office workflow better. It will allow Melissah and Betsy to be working in the utility program at the same time.

F. **Approve to Amend Ordinance 49-17 Special Assessment for Delinquent Utility Bills and City Services**

**RECOMMENDATION:** To change Ordinance 49-17 (E) to include the wording "and the City may collect arrears for these services, inclusive of electrical services, under the procedures set forth in Wis. Stats. 66.0809(3). Additionally, the City may collect arrears for the services listed in Subsection C (5) from property owners of rental units as set forth in Wis. Stats. 66.0809." Upon approval the City Attorney will draw up the Ordinance change for publication, and it will be submitted General Code for changes.

11. **CLOSED SESSION: City Administrator 3 Month Review**

A. Closed session for the purpose of considering compensation and performance evaluation of a public employee over which the governmental body has jurisdiction pursuant to Wisconsin Statutes Section 19.85 (1)(c)

12. RECOVENE INTO OPEN SESSION. Action as appropriate on any closed session item.

13. ORGANIZATIONAL COUNCIL MEETING – April 15, 2025  
REGULAR COUNCIL MEETING SCHEDULE – April 22, 2025

14. 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.

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.

Posted March 20, 2025

# CITY OF PRINCETON

*Mayor*  
Charlie Wielgosh

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

*City Alderpersons*

*An equal opportunity/affirmative action employer*

Joshua Zamzow  
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Jasper Kallenbach  
Lara Roehl

*City Administrator*  
Elizabeth Amend

## COUNCIL REPORT

**To:** City Mayor, Common Council  
**From:** Betsy Amend, City Administrator/Clerk/Treasurer  
**Date:** March 25, 2025  
**RE:** City Administrator Report

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- ❖ The city is finishing with the auditors remotely.
- ❖ Melissa and I have been doing election preparations: Sent out absentee ballots, scheduled election workers, and will be having election training next week. In person absentee voting has started at the City Hall. Election day is April 1<sup>st</sup>. I worked with the public works department to improve the parking lot lighting at the Fire Station for evening voters. New signage was purchased for the election day.
- ❖ Chris Alvin and Ted Kuklinski attended the Governor's Conference on Emergency Management and Homeland Security in Green Bay on March 10<sup>th</sup>. They found it to be informative and will investigate other training in the future. They had a meeting with all the spotters to get the group organized.
- ❖ I attended my first Fire District Meeting this month. Great to meet everyone involved. I am working with the Fire District and the Fire Department to make sure the Oshkosh Foundation Fund for the New Fire Station Construction has the correct verbiage and references the correct organizations and leaders. The district will be informing the city of the fundraising process, use of raffle licenses, and collection of money for audit purposes.
- ❖ We updated the Utility program. Civic Systems was upgraded to 2025 from 2022. Melissa is now able to attend training. She has completed two sessions already. Civic Systems has been terrific to work with. Melissa has two more sessions scheduled in April. Melissa is doing a superb job in her department. She is very organized and has good communication with the public works department and the public. We have changed some of the processes to improve the office workflow.
- ❖ Melissa and I both attended training with the accounting program Workhorse. We did this remotely from 3:30 until 4:30pm. We trained this week and will have it again in the future if needed.
- ❖ I am holding an employee meeting on April 10<sup>th</sup>. It will be with the Police Chief, Melissa, the Librarian and the Public Works Department. After 3 months of observation, I look forward to continuing this great teamwork. This meeting will make

it possible to talk about many aspects of the city that haven't been addressed yet. The warm months bring other factors into play: grass mowing and the flea market for example. This will give us all the opportunity to communicate together.

- ❖ I will attend a Chamber meeting to introduce myself. The city will work with the Chamber during the summer season to organize the use of the food booth at the flea market weekly.

Budget Comparison Report will be distributed at the Council meeting.

We are implementing new correct accounting procedures to enter all transactions and we just finished up with training Thursday night. I will be processing all payments and reconciling on Friday and Monday. Reports will then be complete and correct for distribution on Tuesday. Thank you for your patience.

CITY OF PRINCETON  
CITY COUNCIL MEETING MINUTES  
COUNCIL CHAMBERS – 431 W. MAIN STREET MINUTES  
TUESDAY, February 25, 2025 at 6:00 P.M

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

1. **CALL TO ORDER AND ROLL CALL.** Mayor Wielgosh called the meeting to order at approximately 6:00 pm. In attendance were Alderpersons Zamzow, Kallas, Roehl, Garro, Kallenbach, Mayor Wielgosh, Administrator Amend, Attorney Justin Sondalle. Excused: Alderperson Ernest.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPEARANCES FROM THE PUBLIC (3-minute limit)** verbal only, nothing at this time.
4. **MAYOR'S REPORT** No updates.
5. **ADMINISTRATORS REPORT**
  - A. **City Administrators report**
  - B. **Budget Comparison** This was in the Council Packets and there were no questions.
6. **CONSENT CALENDAR**
  - A. **Minutes for Approval**  
**RECOMMENDATION:** Approval of January 28,2025 City Council meeting minutes. Kallas motioned to approve the 1/28/25 Council Meeting Minutes. Seconded by Roehl. Motion approved.
  - B. **Operator's License Approval:**  
**RECOMMENDATION:** Approval of licenses as presented for Adian Brookins, Susan Kimball and Brandon Hawke. Motion by Garro to approval the three license requests with the condition that they have been approved by the police Chief and do not owe the City money. Seconded by Roehl. Motion approved.
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 details.
  - A. **Public Works Department Report attached** - The report was in the Council Packets.
  - B. **Police Department Report** - No update
  - C. **Library Report** - Director Skalitzky gave the report about the Library's activities for the month.
  - 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** – Garro gave an update.
  - G. **Plan Commission** – no update
  - H. **Cemetery** – no update
8. **COMMUNICATIONS** - Communication items can be shared; however, any discussion would be a subsequent agenda item if warranted. The women's toilet needs to be replaced at the fire station, outside lights, and voting signs.
9. **OLD BUSINESS**
10. **NEW BUSINESS**
  - A. **Approval of Street Use Permit**  
**RECOMMENDATION:** Approval of a Street Use Permit for Tim Houlihan at Molly's Buckhorn Bar & Grill, 531 Water St, on March 15, 2025, for a St. Patrick's Day Celebration. Close the 500 Block of Water Street from 11:00am to 9:00pm.  
Motion by Garro to approve request and change the start time to 9am instead of 11am.  
Seconded by Kallenbach. Motion approved.
  - B. **Approval of Bid for New Utility Truck Purchase**  
**RECOMMENDATION:** Approve the bids for the new Utility Truck. Motion by Kallas to approve the bid for a utility truck with Westside GM – Berlin. Seconded by Garro.  
Motion approved.

**C. Approval of Accepting Credit Card Payments at City Hall**

**RECOMMENDATION:** Approval to use Allpaid, credit card system, for a form of payment for utility bills, tax payments and miscellaneous payments at the City Hall and on the City's Website. Tabled until March meeting.

**D. Appoint a new Administrator to the Fire District Association Committee**

**RECOMMENDATION:** Appoint Elizabeth Amend, City Administrator, to the Fire District Association. Motion by Roehl and seconded by Garro to appoint Amend to Fire District Association. Motion approved.

**11. CLOSED SESSION:**

**A.** Closed session for the purpose of discussing employee benefits and policy, 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. Roll call - In attendance were Alderpersons Zamzow, Kallas, Roehl, Garro, Kallenbach, Mayor Wielgosh, Administrator Amend, Attorney Justin Sondalle. Motion by Kallenbach and seconded by Roehl to go into closed session. Motion approved.

**12. RECOVENE INTO OPEN SESSION.** Action as appropriate on any closed session item. Motion by Kallenbach to reconvene into open session. Motion approved.

**13. REGULAR COUNCIL MEETING SCHEDULE – March 25, 2025**

**14. ADJOURNMENT – Meeting was adjourned at 6:41pm.**

Melissah Powell  
Executive Assistant  
City of Princeton



## Public Works Report

Beginning to clean parks for the season

Had a larger snow event

Set up for elections

Thaw water line on Harris St

Patching holes in the streets

Burned brush pile when we finally had snow cover

Trimmed Electric lines on first street

New outdoor lights by fire station

Ordered new utility truck and box

Prepping equipment for the summer

Chris went to the emergency government training

Worked with contractor on the pumps at the main lift station

We are working with MSA on a 20 year plan for the Waste Water Treatment Plant. Once the DNR approves the plan we can propose a final treatment for phosphorus.

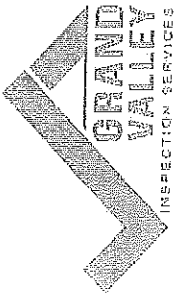
## Upcoming projects

We will be working with MSA to finalize plans for the street project and get them out for bid

We have several pieces of New playground equipment that will be placed in Hiestand Park and city park

We will be putting in the Kayak Launch and floating dock in Hiestand Park

We will be meeting with the new owners of the Handcraft building to discuss future plans for the business



City of Princeton  
 February 1 - February 28, 2025 Zoning Administration &  
 Building Inspection Services Invoice

Date	Permit No	Name	Address	Description	Contractor	Permit Fee
2/21	2025-02	Shane Pickering	205 West Water Street	Interior Remodel	Owner	\$300.00
2/27	2025-03	Benjamin Gerr	203 Wisconsin Street	Interior Remodel, Replace Windows	Pulvermacher Homes	\$210.00

Subtotal Permit Fees \$510.00  
 Less 10% Retainage \$51.00  
 Total \$459.00

**Additional Fees**

Total Amount This Invoice \$459.00

# CITY OF PRINCETON

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*City Administrator*  
Betsy Amend

## COUNCIL REPORT

**To:** City Mayor, Common Council  
**From:** Betsy Amend, City Administrator/Clerk/Treasurer  
**Date:** March 25, 2025  
**RE:** Plan Commission Report

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The process to inspect 230 Mechanic Street is still forgoing for their Conditional Use request. The city and the engineers are waiting for the property owner to schedule a time to meet for the inspection.

Property owner at 532 S Clinton Street was served a 30-day default letter on March 18, 2025. There has been no work done at the property as requested to date. He was to remove two outbuildings and repair the front porch.



Ask us about our **NO COST** AllPaid enhancements!

## Leading Public-Sector Payments Platform:

AllPaid offers a secure, single-source payment platform that unlocks efficiencies for governments and their citizens - guaranteeing confidence at all touch points. Specializing in creating unique solutions to payment challenges, we leverage a cloud-based turnkey platform that delivers a quick and convenient, omni-channel payment experience every time.

### About AllPaid:

- 25 Years+**  
Serving Government Agencies
- 3,500+**  
Government Customers
- 46 U.S. States**  
With AllPaid Presence
- \$640 M**  
Payments Processed in 2023
- 3 Ways to Pay**  
Onsite, Online, By Phone
- 3.2 M**  
Transactions Made in 2023

### Why Choose AllPaid:

- Secure:** PCI DSS Compliant, Lvl 1 Security
- Reliable:** Guaranteed Card Payments - No Chargebacks\*  
\*Ask your representative for details.
- 24/7/365:** Toll-free access to a premiere in-house, U.S. based, multi-lingual call center

### AllPaid Payment Solutions:

- Tickets - Fines - Fees
- Bail
- Criminal Justice
- Utilities
- AllPaid Exchange
- Taxes
- Child Support
- Recreation
- Administrative Fees
- AllPaid Connect

## Utilize AllPaid QR-Codes for Payment Pages:

QR (Quick Response) Codes can be read and understood by smartphones and tablets. They can provide a direct link to a specific payment page quickly and efficiently to the user's device. Please see below for a few reasons on why you should be using QR-Codes for your payment pages.

### 1 Accurate Payments

Payers will be directed to the correct payment screen to make a payment. From here they will be able to see Agency Name, PLC Number, and Payment Type. (ex. Child Support, Utilities, Taxes). This can help eliminate refunds for misdirected payments, customer confusion, avoidance of payments, and reduces requests for changing PLCs.

### 2 Touch-Free Payments

Put the power of processing a payment in your payers hands. Many types of touch-free payment solutions require a special payment terminal and it might not be worth investing in the equipment or redesigning your payment process just to accept a few touch-free payments.

### 3 Secure Payments

An AllPaid QR-Code simply links the user directly to the payment page. From there they can enter in their own payment information. This allows the user to make a payment without sharing personal information like credit or debit card numbers.

### 4 Flexible, Intuitive and Adaptable

You can display QR-Codes digitally and in-person.

- On posters and signage
- On billings
- Outside your office
- Utility Bills
- On your office door
- Tickets - Fines - Fees
- On your office window
- Taxes

**Note:** Please scan the QR-Code to the right to view a few examples on where to place a QR-Code.



### 5 Payer and Agency Convenience

With cultural changes in the modern world, payers have embraced in-person digital payments like QR-Codes. They like to pay for things without having to touch shared surfaces like payment terminals, pens, or change. This not only helps payers feel safe knowing the only thing they will need to touch is their own device but it also helps agencies feel safe by eliminating long lines.

AllPaid will provide a QR-Code and a digital Pay Here Poster file for you to print at your own discretion. If you have any questions, please contact your **Account Executive / Account Manager** or call **888-561-7888**.



Better experience, faster payments, lower costs

# Billing done better

doxo is the leading cloud-based bill pay solution, revolutionizing the bill pay process with real-time payment delivery tracking, accelerated payment collections, and an end to NSF for Billers.



## Why doxo?

Our advanced digital billing and payment services are designed to provide users with an exceptional experience. Our platform delivers a full range of tools aimed at minimizing expenses, improving revenue collection, and streamlining operations.

Our goal is to encourage greater user engagement, expand the adoption of electronic billing, and deliver measurable outcomes.

## The doxo difference

- ✔ doxo serves over 10 million US households with bill payment and financial protection services.
- ✔ doxo is free, simple to use, and only takes a few days to set up.
- ✔ doxo users pay you and 120,000+ local billers in our user-sourced network.
- ✔ doxoDIRECT billers receive payments faster and gain real-time bill pay consumer insights.
- ✔ Users choose doxo for secure, convenient payment management across all their accounts, plus a seamless checkout.

## Partnership benefits



### FREE Payment Delivery

Save your customers from unnecessary fees by offering a **FREE Way to Pay!** All your customers can pay their bills for FREE by using the ACH/eCheck payment method.



### Flexible Payment Methods

Enhance the user experience by offering multiple payment options such as Credit, Debit, ACH/eCheck, and Apple Pay. Simplify the process by enabling autopay within the payment flow.



### Accelerate Collections

Say hello to hassle-free billing! Our online billing notifications, easy paperless enrollment, and one-click autopay, makes it easier than ever for your customers to pay bills.



### Premium Security

Rest assured, we are PCI (Payment Card Industry) Level 1 Compliant with state-of-the-art reconciliation, fraud detection, and security to protect user payment information.



### Bill Pay Reminders

Personalized email reminders and targeted messages help your customers pay on-time and reduce the need for manual collection efforts. Freeing your team to focus on other priorities.



### Easy-to-use Reconciliation

Your customer bill payments are accepted on a single platform, regardless of payment device or method, and works with any accounting or billing software for easy reconciliation.







Sign up for doxoDIRECT

# Accelerate Collections

Your company is already receiving customer payments through the doxo network. Enhance collections, gain real-time payment visibility, and offer **FREE ACH/eCheck** payments to your customers in just three steps!

1

## Confirm Your Info

Start accepting payments electronically today by providing some information for payment confirmation.

*Linking your bank lets doxo pay you electronically, instead of mailing checks.*

- ✔ Business info
- ✔ Services Offered
- ✔ Bank account for direct deposit (so you can accept payments electronically)

2

## Add doxoPAY Link

We provide your team with custom doxoPAY No-Code options for your website, bills, social posts, postcards, direct mailers, and more.

*doxoPAY no-code links are specifically created to help make it easy for your customers to pay their bills on any device.*

- ✔ doxoPAY Pay Bill Widget
- ✔ doxoPAY Short Link URL
- ✔ doxoPAY QR Code

3

## Accept Payments!

Your customers can now pay their bill through your website, QR Code, and more, for **FREE with ACH/eCheck**, or other various payment methods including all major credit cards, debit cards, and Apple Pay.

*Credit Card, Debit Card, and Apple Pay payments may incur a fee depending on pricing model selected by biller, schedule a demo to learn more.*

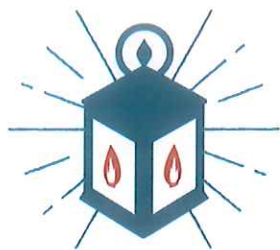
Schedule a demo of doxoDIRECT features, or get started today for **FREE!**

**100% FREE. No Hidden Fees. No Set Up Fees.**

## Unlock ALL doxoDIRECT features

Sending over 1,500 bills per month? **All doxoDIRECT features are FREE!**

- ✔ FREE Payment delivery with ACH
- ✔ E-Billing and Paperless Billing
- ✔ Autopay with user-set threshold
- ✔ IVR (Pay-by-Phone) Payments
- ✔ No NSF with Guaranteed Funds Model
- ✔ In-office & On-site Field Payments
- ✔ Customer adoption marketing content
- ✔ Consumer Bill Pay Market Insights
- ✔ Real-time Customer Account Balance Authorization
- ✔ doxoPAY No-Code Website Link, Pay Bill Button, & QR Code
- ✔ Apple Pay, ACH/eCheck, Debit and Credit Processing
- ✔ Dedicated Biller Success Manager, Live Biller/User Support (during standard business hours), & 24/7 Chat Bot



**TWO LIGHTS**  
FOR TOMORROW

## A Nationwide Call to Action Two Lights for Tomorrow April 18 – 19, 2025

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### What Is Two Lights for Tomorrow

Two Lights for Tomorrow is a nationwide initiative to commence the celebration of the 250<sup>th</sup> birthday of the United States of America. The famous ride of Paul Revere occurred on the overnight of April 18 – 19, 1775. Two Lights for Tomorrow commemorates that famous ride and uses the imagery of that shining light today as a uniting call to action for our citizens to celebrate and serve.

### How to Participate, Part I

On April 18, 2025, we're calling for two lights to be displayed in every statehouse in the nation. They will be a reminder that the visual of a light shining out in the darkness on Revere's ride is not just something that mattered then; it's something that matters today, and for our collective tomorrow.

Some commissions are planning a public program as two lights are lit at the statehouse. This is an opportunity to not only raise public awareness of the upcoming 250<sup>th</sup> and how that visibly will be marked, but also to communicate the meaning of Revere's ride as history and remind our citizens of their part in the perpetual building of a "more perfect union."

### How to Participate, Part II

The day following, states can promote a day of service on April 19<sup>th</sup>. At the community level, citizens will be called to serve their communities with volunteer projects ranging from park and cemetery clean-ups (especially with the close proximity to Earth Day) to community builds, food drives, and card writing to residents of care facilities, etc. The possibilities for service can be tailored to the needs of our citizens and in partnership with service organizations.

### Projects Are Scalable for Communities and Individuals

From two spotlights at a state capitol building beaming in the darkness to smaller displays at municipal buildings, and lights in individual homes, every citizen can participate.

For state-level displays, there isn't a specific kind of light, duration of display, or location because we want it to be approachable and achievable for everyone given that each state-level commission will need to coordinate the approval processes within their own systems.

Some governor's offices are considering issuing executive orders to encourage government department buildings, municipalities, and every citizen to participate.

***We encourage participation at as many locations as possible – community centers, municipal and county administrative buildings, and private residences.***



## Tool Kit

A toolkit is in development to include:

- logos for print and digital use
- media alert/press release templates
- proclamation language templates
- public programming suggestions

## Website

A website is in development to host:

- toolkit
- lesson plans
- interactive map of participating entities across the nation
- [TwoLightsForTomorrow.org](http://TwoLightsForTomorrow.org) and [Two-Lights.org](http://Two-Lights.org)

## Information Contact

Kevin Hampton, A250WI Program Coordinator

[Kevin.Hampton@dva.wisconsin.gov](mailto:Kevin.Hampton@dva.wisconsin.gov)

[wisvetsmuseum.com/america250](http://wisvetsmuseum.com/america250)





531 S. Fulton Street, PO Box 53, 54968, (920) 295-6612

**STREET USE PERMIT APPLICATION**

DESCRIPTION OF EVENT: \_\_\_\_\_  
DATE OF EVENT: \_\_\_\_\_  
START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

**APPLICANT(S)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**ORGANIZATION (if different from Applicant)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Head of Organization: \_\_\_\_\_

**RESPONSIBLE PERSON FOR EVENT (if different from Applicant)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street(s) to be used and description of portion to be used:

\_\_\_\_\_  
\_\_\_\_\_

Approximate number of people anticipated: \_\_\_\_\_

Description of proposed use for which Street Permit is requested (ATTACH SEPARATE SHEET)

IMPORTANT: I understand that the issuance of a street use permit is subject to the accuracy of the information supplied on this form, and the adherence to all City of Princeton ordinances policies, and regulations regarding street use in the City of Princeton. Further, I understand that the City of Princeton retains the right to revoke this permit anytime prior to or during the permit approval. My signature constitutes my agreement with these stipulations.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\*SUBMIT COMPLETED APPLICATION & DIAGRAM OF AREA TO CITY HALL\*\***

\_\_\_\_\_  
Police Chief      Department Review/Comments  
\_\_\_\_\_  
Public Works      \_\_\_\_\_  
City Clerk      \_\_\_\_\_  
Fire Chief

PETITION FOR STREET USE PERMIT

We, the undersigned residents of the \_\_\_\_\_ hundred block of \_\_\_\_\_ Street in the City of Princeton, hereby consent to the \_\_\_\_\_ recreational or business use of this street between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the purpose of \_\_\_\_\_

and do hereby consent to the City of Princeton to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Princeton shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than 12 hours on the date hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate \_\_\_\_\_ as the responsible person or persons who shall apply for an application for a Street Use Permit

Special Events

Street Closures

## Chapter 322. Streets and Sidewalks

### Article III. Street Use Permits

[Adopted as Title 7, Ch. 7, of the City Code]

#### § 322-24. Purpose.

The streets in possession of the City of Princeton are primarily for the use of the public in the ordinary way. However, under proper circumstances, the Chief of Police, in consultation with the Director of Public Works, may grant a permit for street use, subject to reasonable municipal regulation and control. However, the Common Council shall review permits for street use when the event involves the consumption of alcoholic beverages. Therefore, this article is enacted to regulate and control the use of streets pursuant to a street use permit to the end that the health, safety and general welfare of the public and the good order of the City can be protected and maintained.

#### § 322-25. Application.

A written application for a street use permit by persons or groups desiring the same shall be made on a form provided by the City Administrator/Clerk-Treasurer and shall be filed with the City Administrator/Clerk-Treasurer. The application shall set forth the following information regarding the proposed street use:

- A. The name, address and telephone number of the applicant or applicants.
- B. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization.
- C. The name, address and telephone number of the person or persons who will be responsible for conducting the proposed use of the street.
- D. The date and duration of time for which the requested use of the street is proposed to occur.
- E. An accurate description of that portion of the street proposed to be used.
- F. The approximate number of persons for whom use of the proposed street area is requested.
- G. The proposed use, described in detail, for which the street use permit is requested.

#### § 322-26. Representative at meeting.

The person or representative of the group making application for a street use permit shall be present when the Chief of Police or Common Council gives consideration to the granting of said street use permit to provide any additional information which is reasonably necessary to make a fair determination as to whether a permit should be granted. The Common Council shall consider the effect that the temporary closing of the street will have on the public safety and traffic movement in the area during the time the street may be closed.

#### § 322-27. Mandatory denial of street use permit.

An application for a street use permit shall be denied if:

- A. Unless for an auction, the proposed street use is primarily for private or commercial economic gain, except for specific civic, special, or community events authorized by the Common Council.

- B. The proposed street use would violate any federal or state law or any Ordinance of the City.
- C. The proposed street use will substantially hinder the movement of police, fire or emergency vehicles, constituting a risk to persons or property.
- D. The application for a street use permit does not contain the information required above.
- E. The application requests a period for the use of the street in excess of 48 hours.
- F. The proposed use could equally be better held in a public park or other location. In addition to the requirement that the application for a street use permit shall be denied, as hereinabove set forth, the Council may deny a permit for any other reason or reasons if it concludes that the health, safety and general welfare of the public cannot adequately be protected and maintained if the permit is granted.

### § 322-28. Permit fee.

Each application for a street use permit shall be accompanied by a fee as prescribed by Chapter 182, Fees.

### § 322-29. Special community event exception.

The requirements of §§ 322-27 and 322-30 are not applicable to certain community events recognized by the Common Council as falling within this exception. Open consumption and/or sales of alcoholic beverages may be allowed for these limited community events.

### § 322-30. Consent to issuance of street use permit.

In addition to the fee required by the previous section, each application for a street use permit, except for parades or races sponsored by civic, youth, or school, organizations which have been in existence for at least six months, shall be accompanied by a petition designating the proposed area of the street to be used and time for said proposed use, said petition to be signed by not less than 60% of the residents over 18 years of age residing along that portion of the street designated for the proposed use. Said petition shall be verified and shall be submitted in substantially the following form:

#### PETITION FOR STREET USE PERMIT

We, the undersigned residents of the \_\_\_\_\_ hundred block of \_\_\_\_\_ Street in the City of Princeton, hereby consent to the \_\_\_\_\_ recreational or business use of this street between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, for the purpose of \_\_\_\_\_ and do hereby consent to the City of Princeton to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of Princeton shall attach to the granting of the requested Street Use Permit. We further understand that the permit will not be granted for longer than 12 hours on the date hereinabove specified, and agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate \_\_\_\_\_ as the responsible person or persons who shall apply for an application for a Street Use Permit.

### § 322-31. Insurance.

The applicant for a street use permit may be required to indemnify, defend and hold the City and its employees and agents harmless against all claims, liability, loss, damage or expense incurred by the City on account of any injury to or death of any person or any damage to property caused by or resulting from the activities for which the permit is granted. As evidence of the applicant's ability to perform the conditions of the permit, the applicant may be required to furnish a certificate of comprehensive general liability insurance with the City of Princeton. The applicant may be required to furnish a performance bond prior to being granted the permit.

### § 322-32. Cleanup requirements.

The holder of any permit issued under this section shall return the street to the condition that existed prior to the use, by the time the permit expires. The City will make such restoration in the event that the permit holder failed to complete the work, and bill the homeowner for the cost incurred by the City in performing this work. Failure to make timely payment within a reasonable time after receiving the statement for cleaning work shall constitute grounds for refusal to grant the permit holder any other permit in the future.

[1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*

## § 322-33. Termination of street use permit.

A street use permit for an event in progress may be terminated by the Mayor or Chief of Police if the health, safety and welfare of the public appears to be endangered by activities generated as a result of the event or the event is in violation of any of the conditions of the permits or ordinances of the City of Princeton. The Mayor or Chief of Police have the authority to revoke a permit or terminate an event in progress if the event organizers fail to comply with any of the regulations in the street use policy or conditions stated in the permit.

## Chapter 322. Streets and Sidewalks

### Article II. General Regulations

#### § 322-10. Street privilege permit.

Dumpsters  
in parking  
spaces

- A. When required. Permits for the use of the streets, alleys, sidewalks or other public ways or places of the City may be granted to applicants by the Director of Public Works for the purpose of moving any building or structure or of encumbering the street, alley, sidewalk or way with materials necessary in and about the construction or demolition of any building or structure, provided such applicant has complied with the other requirements of this section and has obtained a building permit if required by this Code of Ordinances. The Director of Public Works may request advisory recommendations from the Chief of Police and Zoning Administrator prior to issuance of the permit. City officials may attach conditions to the permit, including proof of liability insurance. Storage or display of commercial items on sidewalks and rights-of-way shall be governed by § 322-9C.
- B. Bond. No street privilege permit shall be issued until the applicant shall execute and file with the City Administrator/Clerk-Treasurer a bond not exceeding \$10,000, conditioned that the applicant will indemnify and save harmless the City from all liability for accidents or damage caused by reason of operations under said permit and will remove such encumbrance upon termination of the operations and will leave the vacated premises in a clean and sanitary condition and repair any and all damage to the streets, alleys, sidewalks or public property of the City resulting from such building or moving operations. At such time, evidence of liability insurance as prescribed in § 322-7G shall also be filed.
- C. Fee. There shall be no fee for a street privilege permit, except that there shall be a fee as prescribed in Chapter 182, Fees, if the City must close a street.
- D. Conditions of occupancy. The permission to occupy or obstruct the streets, alleys, sidewalks or public grounds is intended only for use in connection with the actual erection, alteration, repair, removal or moving of buildings or structures and shall be given upon the following terms and conditions and subject to revocation without notice by the Zoning Administrator, Chief of Police or Director of Public Works for violation thereof:
- (1) Such temporary obstruction shall cover not more than 1/3 of any street or alley.
  - (2) Obstructions shall be sufficiently lighted at night so as to be in full view of the public from all directions.
  - (3) Sidewalk traffic shall not be interrupted, but temporary sidewalks of not less than four feet in width guarded by a closed fence at least four feet high on both sides may be maintained during the period of occupancy.
  - (4) No building or structure shall be allowed to remain overnight on any street crossing or intersection or so near thereto as to prevent easy access to any fire hydrant.
  - (5) Upon termination of the work necessitating such obstruction, all parts of the streets, alleys, sidewalks or public grounds occupied under the permit shall be vacated, cleaned of all rubbish and obstructions and placed in a safe condition for public travel at the expense of the permittee.

- E. Termination. All street privilege permits shall automatically terminate at the end of three months from the date of issuance unless an earlier termination date is specified thereon at the discretion of the Common Council.
- F. Removal by City. In addition to any other penalty imposed, if the owner or occupant of the premises adjoining any lawfully obstructed sidewalk shall not remove or neglect to remove such obstruction within 24 hours after such notice from the Common Council to do so, it shall be the duty of the City to remove such obstruction and make return of the costs and expenses thereof to the City Administrator/Clerk-Treasurer who shall enter such cost on the next annual tax roll as a special charge against the property abutting such obstructed sidewalk, and such sum shall be levied and collected as other special taxes against real estate.



## Chapter 135. Building Construction

### § 135-10. Construction sites; maintaining clean streets.

City streets are to be kept clean of dirt and debris from all construction sites. The primary contractor for any construction project shall be responsible for sweeping streets of debris within 24 hours of the incident. The City of Princeton will clean said street(s) if the work is not done within 24 hours of the incident; and charge the current established costs to the contractor for the work. Failure to pay said costs within 30 days of receipt of the billing shall be deemed a violation of this section, and be subject to the penalty provisions of § 1-3 of Chapter 1, Article I, Construction and Penalties.

vacation hours in proportion to the percentage of full-time hours worked in the previous anniversary year.

Vacation time off is granted by the direct supervisor when practical, but the operating needs or concerns of the City shall prevail. In case of schedule conflict within departments, the employee with the greatest length of service has preference. The Supervisor shall be notified two (2) weeks in advance of the employee's proposed vacation leave so that the needs of the City can be met. The Supervisor shall be notified at least two (2) days in advance of the employee's proposed vacation leave if the duration is three (3) days or less.

Vacation time shall be paid at the employee's regular straight time rate at the time the vacation is taken. Annually one week's vacation can be carried over at the anniversary date of employment upon approval of the immediate supervisor or City Administrator. Unused vacation is not paid out on termination unless covered under a specific contract or in the event of a bona fide retirement under Wisconsin Retirement Plan. If a holiday falls during a vacation period, it shall be considered holiday rather than vacation.

Vacation is accrued as follows:

<b>Completion of Years Continuous Service</b>	<b>Vacation Hours Accrued</b>
<b>1</b>	<b>40</b>
<b>2-5</b>	<b>80</b>
<b>5-10</b>	<b>120</b>
<b>&gt; 10</b>	<b>120; plus for each year after ten (10) years of completed service, eight (8) additional hours, with a maximum of two hundred (200) hours</b>

### **5.9 HEALTH INSURANCE**

Health care insurance of the type, to the extent and at a rate determined at the discretion of the Common Council will be paid for all full-time employees. Eligibility and coverage shall be subject the insurance policy contract. (At the adoption date of this manual, employees are contributing 12% toward the insurance premiums-this is subject to change and notification will be provided to employees). Eligible employees shall receive this benefit upon hire; no introductory period is required.

### **5.10 DISABILITY INSURANCE**

Long term and short term disability insurance is provided as an insurance benefit for all full-time and permanent part-time year round employees working at least six hundred (600) hours per year. The Employer will provide, at its expense, a disability insurance

minimum of fourteen (14) days prior to their termination date for general employees and 28 days for department heads. Once a resignation has been submitted, the action cannot be withdrawn except upon mutual agreement by the employee and department head.

The time period required for proper notice shall exclude vacation and holidays and any other paid time off. Failure to provide the proper notice of resignation as identified in this section shall cause the employee's personnel record to indicate that the employee did not leave the City in good standing. Additionally, the employee shall forfeit any earned but unused vacation or personal days. The City Administrator retains the right to waive the resignation notice requirement if it is in the best interest of the City to do so.

### **3.32 INSURANCE**

Upon termination of employment for any reason, premiums paid in advance for insurance benefits will be deducted from the employee's final check based on the daily cost of the benefit for the month in which the employee terminates. The employee will incur the cost per day from the day following the date of termination as stated on the employee's letter of resignation or retirement or the day following the date of termination as established by action of the Common Council.

### **3.33 EXIT INTERVIEW**

All employees terminating employment with the City for whatever reason may be requested to complete an exit interview on or prior to the last day of employment. The exit interview will normally be conducted by the City Administrator. The purpose of this interview is to clarify factors leading up to the termination of employment for the benefit of both employer and employee and to give the employee an opportunity to evaluate the City as an employer. A summary of the interview will be prepared on the form provided, signed by both parties, and placed as a final document in the employee's personnel record. On or before an employee's last day of employment he or she shall return all keys, equipment, manuals and other City property to their respective Department head.

### **3.34 REHIRING OR REINSTATING FORMER EMPLOYEES**

Upon the recommendation of the affected department head and with approval of the City Administrator, a former City employee may be rehired without competitive examination to fill the same position held by the individual at the time he or she was separated from City service. The salary or wage authorized will not exceed the amount the employee received when he or she left City employment. The employee's date of entry into service as a City employee will be adjusted by the City Administrator to reflect the break in service.

# Software Purchase Agreement

**Civic Systems, LLC**  
P.O. Box 14164  
Madison, WI 53707-7398

**City of Princeton**  
531 South Fulton Street  
Princeton, WI 54968

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Full payment is due with this contract.** The information provided in this proposal is valid for 90 days after the date of issue.

**INVESTMENT SUMMARY**

Additional Concurrent User (1)	\$	2,000
Less: Discount		<u>(650)</u>
<b>Sub-total</b>		<u><u>1,375</u></u>
<b>Annual Support Increase</b>		<u><u>500</u></u>

\*Above amounts do not include travel expenses.  
\*\*After execution of this contract the City of Princeton will have 2 Concurrent Licenses.

**SIGNATURE AGREEMENT**

The signatures below indicate each party's acceptance of this agreement.

**CITY OF PRINCETON, WI**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CIVIC SYSTEMS, LLC**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

49-17

E.

If the amount due to City utilities for services listed in Subsection **C(5)** is not paid when due, the City utilities shall send a notice of the delinquent bill to the customer and to the property owner pursuant to Ch. PSC 113, Wis. Adm. Code. If the bill is still delinquent by the month of October of the billing year, the City utilities shall send a notice of the delinquent bill to the customer and the property owner by standard mail, **and the City may collect arrears for these services, inclusive of electrical services, under the procedures set forth in Wis. Stats. § 66.0809(3).**<sup>[2]</sup> **Additionally, the City may collect arrears for the services listed in Subsection C(5) from property owners of rental units as set forth in Wis. Stats. § 66.0809.**

[2]

*Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*



## Chapter 49. Finance and Taxation

### Article I. Finance

#### § 49-17. Special assessment for delinquent utility bills and City services.

- A. In addition to other methods provided by law, it is hereby provided that special assessments for delinquent utility bills may be levied in accordance with the provisions of this section, which are hereby adopted pursuant to § 66.0627, Wis. Stats.
- B. Delinquent utility bills and service charges shall be levied as a special assessment against the real property, shall become a lien thereon, and placed on the tax roll with the same effect as other City taxes unless the Common Council otherwise determines after notice and opportunity to be heard as hereinafter set forth.
- C. Charges for the following services rendered by the City of Princeton and the City public utilities shall be paid within 30 days of the date of billing:
- (1) Snow and ice removal.
  - (2) Weed elimination.
  - (3) Garbage and refuse collection, disposal and landfill dumping fees.
  - (4) Repair of sidewalks, curb and gutter.
  - (5) Charges for water, electric and sewer service.
  - (6) Fire service.  
[Added 10-25-2011 by Ord. No. 2011-06]
- D. If the amounts due to the City of Princeton for services listed in Subsection **C(1)** through **(5)** are not paid when due, the City Administrator/Clerk-Treasurer shall send a notice of the delinquent bill to the customer and to the property owner by standard mail.<sup>[1]</sup>
- [1] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- E. If the amount due to City utilities for services listed in Subsection **C(5)** is not paid when due, the City utilities shall send a notice of the delinquent bill to the customer and to the property owner pursuant to Ch. PSC 113, Wis. Adm. Code. If the bill is still delinquent by the month of October of the billing year, the City utilities shall send a notice of the delinquent bill to the customer and the property owner by standard mail.<sup>[2]</sup>
- [2] *Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).*
- F. If a hearing is not requested in accordance with this section, the amount due the City of Princeton or the City public utilities shall become a lien upon the real estate served by the services referred to in Subsection **C** upon the expiration of 12 days from the mailing of the notice referred to in Subsections **D** and **E**.