

Mayor
Charlie Wielgosh

City Administrator
Elizabeth Amend



City Alderpersons
Lara Roehl
Matt Schneider
Daniel Kallas
Jasper Kallenbach
Patti Garro
Gary Fenske

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**

**TUESDAY, December 16, 2025 following Committee of the Whole at 6:00 pm
COUNCIL CHAMBERS – 431 W. MAIN STREET**

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

1. CALL TO ORDER AND ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC HEARING FOR THE RECOMMENDATIONS FROM PLANNING COMMISSION MEETING ON NOVEMBER 10, 2025
Discussion and Action on recommendations from the Planning Commission to approve amended Ordinance #2025-04 for Fences and the Conditional Use for Ben Arata to operate a short-term rental at 417 S Clinton Street.
4. APPEARANCES FROM THE PUBLIC (3-minute limit) verbal only
5. MAYOR'S REPORT
6. ADMINISTRATORS REPORT
 - A. City Administrators report
 - B. Budget Comparison
7. CONSENT CALENDAR
 - A. Discussion and Action on the approval of November 18, 2025 Common Council meeting minutes and November 21, 2025 Special Council meeting minutes.
 - B. Discussion and Action on the approval of the Operator's License for Kaitlyn Phelps and Alan Armson for period ending June 30, 2026

C. Discussion and Action on Temporary Alcohol License (“Class B” Wine and Class “B” Beer) for Grand River Marsh Turkey Club for March 8, 2026 at the Catholic School Gym located at 125 Church Street from 10am-4pm

8. 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
 - B. Police Department Report
 - C. Library Report
 - D. Zoning Administrator Report
 - E. Building Inspection Report attached
 - F. Community Development Authority
 - G. Plan Commission – Public Hearing
 - H. Cemetery Update
9. COMMUNICATIONS - Communication items can be shared; however, any discussion would be a subsequent agenda item if warranted.
10. NEW BUSINESS
 - A. Appoint Election Workers for 2026-2027 Term
11. REGULAR COUNCIL MEETING SCHEDULE – January 26, 2025 at 6:00 p.m.
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.

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 December 12, 2025
Elizabeth Amend, City Administrator

Planning Commission Recommendations

On Tuesday, December 16, 2025, at 6:00 p.m. as part of the City Council meeting, a public hearing will be held to consider the following recommendations from the Planning Commission:

Application by Benjamin Arata for the property at 417 S. Clinton Street, Princeton WI for short-term rental use of the home/property. Parcel number is 271-00116-0000 and legally described as: C-Princeton Treat & Parsons Add Lot 5 Block 0. The recommendation is to approve Arata for his conditional use for the short-term rental.

One neighbor did respond in writing on the conditional use (letter enclosed). They are requesting that the conditional use be reviewed annually for any possible problems that may have occurred during the year. The council should take this into consideration when approving the conditional use permit and include it as a condition when accepting the recommendation.

Ordinance No. 2025-04 Amending Fence Ordinance 430-85 C (2); Residential Zoned Location. Fences or walls in residentially zoned property shall not be located within two feet of any property line except that they may be placed closer to or on the property line with a written consent of abutting property owners. The city shall require the owners to file the written fence agreement. A fence or wall may be erected to a height not exceeding six feet above the ground level, except that no such fence or wall which is located in a required front yard shall exceed a height of three feet. A fence or wall that forms a barrier shall not exceed a height of thirty inches if within ten feet of a driveway access for a distance of ten feet in each direction from the intersection of the property line and street right-of-way line in all residential districts. It is recommended that the ordinance be approved as stated above.

Dec 5, 2025

Dear Zoning Administrator,

We are Walter & Renee Smellgrave at 402 S. Clinton st. We are 2 houses down from 417 S. Clinton st. who are asking for a conditional use short term rental permit.

We don't object to it, but could the council review this yearly, that none of the neighbors have issues such as excessive noise, garbage left all over the yard, dog issues. Also could the police department be asked every year if they had any calls at 417 S. Clinton st. on any issues. Thank you

Sincerely
Walter & Renee Smellgrave

PLAN COMMISSION PUBLIC HEARING
CITY OF PRINCETON
City Hall Council Chambers, 431 W. Main Street
Monday, November 10, 2025 at 3:00 p.m.

Notice is hereby given that a Plan Commission meeting will be held by the City Council on Monday, November 10, 2025 at 3:00 PM in the City Council Chambers, 431 W. Main Street, Princeton, WI 54968 for the following items:

Zoning Ordinance Amended: Ordinance No. 2025-04 Amending Fence Ordinance 430-85 C (2); Residential Zoned Location. Fences or walls in residentially zoned property shall not be located within two feet of any property line except that they may be placed closer to or on the property line with a written consent of abutting property owners. The city shall require the owners to file the written fence agreement. A fence or wall may be erected to a height not exceeding six feet above the ground level, except that no such fence or wall which is located in a required front yard shall exceed a height of three feet. A fence or wall that forms a barrier shall not exceed a height of thirty inches if within ten feet of a driveway access for a distance of ten feet in each direction from the intersection of the property line and street right-of-way line in all residential districts.

Conditional Use Permit (CUP): Request by Benjamin Arata for property at 417 S. Clinton Street, Princeton, for a CUP to allow for short term vacation rentals. Property is legally described as Treat & Parsons Add Lot 5 Block O. Parcel 271-00116-0000.

Conditional Use Permit: Request by PRP Properties LLC for property at 900 Sunnyview Lane, Princeton, for a CUP to complete 15 apartment units in the east and west wings. PRP Properties LLC plan to work with the City on the rear of the building for flex space.

All persons are invited to attend this public hearing and will be given the opportunity to express their views concerning the Rezoning or the Conditional Use Permit Application. Anyone wishing to make written comments may give them to the Zoning Administrator, P O Box 53, 531 South Fulton Street, Princeton, WI 54968 on or before the meeting date and time.

By order of Elizabeth Amend, City Administrator
Princeton, Wisconsin

Publish November 6, 2025

PUBLIC HEARING NOTICE
PRINCETON COUNCIL CHAMBERS
431 W. MAIN STREET
PRINCETON WISCONSIN

On Tuesday, December 16, 2025, at 6:00 p.m. as part of the City Council meeting, a public hearing will be held to consider the following Conditional Use Permit:

Application by Benjamin Arata for the property at 417 S. Clinton Street, Princeton WI for short-term rental use of the home/property. Parcel number is 271-00116-0000 and legally described as: C-Princeton Treat & Parsons Add Lot 5 Block 0.

Also, a public hearing will be held for the Zoning Ordinance Amended:

Ordinance No. 2025-04 Amending Fence Ordinance 430-85 C (2); Residential Zoned Location. Fences or walls in residentially zoned property shall not be located within two feet of any property line except that they may be placed closer to or on the property line with a written consent of abutting property owners. The city shall require the owners to file the written fence agreement. A fence or wall may be erected to a height not exceeding six feet above the ground level, except that no such fence or wall which is located in a required front yard shall exceed a height of three feet. A fence or wall that forms a barrier shall not exceed a height of thirty inches if within ten feet of a driveway access for a distance of ten feet in each direction from the intersection of the property line and street right-of-way line in all residential districts.

Interested persons are invited to attend this public hearing and will be given the opportunity to express their views. Written comments can be submitted on or before this date to the City of Princeton, PO Box 53, Princeton WI 54968

Elizabeth Amend
City Administrator/Clerk-Treasurer

Publish March December 4th and 11th, 2025.

Ben and Brittany Arata
417 S Clinton St.
Princeton, WI 54968
Britt.arata@gmail.com
Ben_arata@yahoo.com
262-490-4082
10/29/2025

Re: Conditional use permit to Operate Short-Term Rental at 417 S Clinton St.

To Whom It May Concern,

I am writing to request approval to operate my property located at **417 S Clinton St., Princeton, WI** as a licensed short-term rental.

It is my goal to maintain a welcoming and well-managed home that aligns with the values and expectations of the Princeton community. All guests will be required to adhere to **strict house rules**, including:

- **Quiet hours** during evening and overnight times
- **Respect toward surrounding neighbors and property boundaries**
- **Cleanliness and responsible use of the home**

I will ensure that only responsible tenants are accepted and that any concerns from the community are addressed promptly. My intention is to provide safe, high-quality lodging that will contribute positively to the local economy by bringing visitors who support local restaurants, shops, and other nearby attractions.

I appreciate your consideration of this request and am fully committed to operating in compliance with all applicable ordinances set forth by the City of Princeton.

Please feel free to contact me if you require any additional information. Thank you for your time and for your dedication to our community.

Sincerely,
Brittany and Ben Arata
Owner, 417 S Clinton St.
Princeton, WI

ORDINANCE NO. 2025-04

An Ordinance to amend Ordinance 430-85 entitled "Fences".

The Common Council of the City of Princeton in session duly begun on the 16th day of December, 2025 does ordain as follows:

SECTION 1: City of Princeton Ordinance 430-85.C. is hereby amended to read as follows:

C. Height, placement and visibility of fences regulated.

- (2) Residential Zoned Location. Fences or walls in residentially zoned property shall not be located within two feet of any property line except that they may be placed closer to or on the property line with a written consent of abutting property owners. The city shall require the owners to file the written fence agreement. A fence or wall may be erected to a height not exceeding six feet above the ground level, except that no such fence or wall which is located in a required front yard shall exceed a height of three feet. A fence or wall that forms a barrier shall not exceed a height of thirty inches if within ten feet of a driveway access for a distance of ten feet in each direction from the intersection of the property line and street right-of-way line in all residential districts.

Introduced by:

Introduced by:

Aldersperson

Aldersperson

ROLL CALL: Ayes _____ Nays _____ Absent _____ Abstained _____

Passed and approved this 16th day of December, 2025.

CITY OF PRINCETON

CHARLIE WIELGOSH, Mayor

ATTEST:

ELIZABETH AMEND, City Administrator

APPROVED AS TO FORM:

JUSTIN SONDALLE, City Attorney

Published: _____

CITY OF PRINCETON

Mayor
Charlie Wielgosh

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

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Gary Fenske

City Administrator
Elizabeth Amend

COUNCIL REPORT

To: City Mayor, Common Council
From: Betsy Amend, City Administrator/Clerk/Treasurer
Date: December 16, 2025
RE: City Administrator Report

- ❖ This department issued the delinquent utility and special charges to the County for the tax roll in the amount of \$37,792.86. The Levy Limit Worksheet, Tax Increment Worksheet and the Statement of Taxes were all filed this month. Taxes were calculated and submitted to the County on November 19th. The tax bills were mailed out on Monday, December 8th.
- ❖ The Public Works Department shoveled residential sidewalks after the first snowfall. Eleven residents were cited for not shoveling. Also, the PW department had to do snow removal around 3 cars downtown. All three were issued parking tickets and billed for the snow removal.

**CITY OF PRINCETON
CITY COUNCIL MEETING
MINUTES**

**COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, November 18, 2025 at 6:00 P.M**

1. **CALL TO ORDER AND ROLL CALL** Mayor Wielgosh called the meeting to order at approximately 6:00 pm. In attendance were Alderpersons Fenske, Garro, Kallas (by phone), Kallenbach, Roehl, Schneider, Mayor Wielgosh, Attorney Daniel Sondalle, Administrator Amend, and Executive Assistant Powell.
2. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was recited.
3. **PUBLIC HEARING FOR THE RECOMMENDATIONS FOR THE PRINCETON WASTEWATER FACILITIES PLAN PRESENTED BY MSA PROFESSIONAL SERVICES, INC, JOE MARTIRANO, SENIOR PROJECT ENGINEER.**
Hold public hearing and discussion and action on **Wastewater Facilities Plan**. Joe Martirano gave a presentation on the Wastewater Facilities Plan and the recommendations for the future. Motion by Roehl and second by Garro to accept the 20-year plan as presented for the Wastewater Facilities. Motion approved and carried.
4. **2026 BUDGET PUBLIC HEARING AND RESOLUTION #06-2025**
Hold public hearing and discussion and action on the adoption of **Resolution #06-2025 Adopting the 2026 Budget and establishment of the Property Tax Levy for 2025**. Motion by Garro and seconded by Kallas to adopt the 2026 Budget and the levy at \$602,632 for 2025 taxes. Motion approved and carried.
5. **APPEARANCES FROM THE PUBLIC (3-minute limit) verbal only:** Greg Wright – item 12A
6. **MAYOR'S REPORT:**
Appoint Lara Roehl to the Plan Commission Committee as an alternate (replacing Mary Ernest). Appoint Mary Lind to the Library Board effective January 1, 2026, to replace Helene Moldenhauer who is retiring in December. Motion by Garro to appoint Lara Roehl to the Plan Commission Committee as an alternate and appoint Mary Lind to the Library Board effective January 1, 2026, to replace Helene Moldenhauer. Seconded by Kallenbach. Motion approved and carried.
7. **ADMINISTRATORS REPORT**
 - A. City Administrators report - Betsy gave an update
 - B. Budget Comparison – Betsy gave an update
8. **CONSENT CALENDAR**
 - A. Discussion and Action on the approval of September 2, 2025 Special Council meeting minutes and October 28, 2025, Common Council meeting minutes. Also, discussion and action to amend the September 23, 2025 Council minutes to add the motion for the PACF Christmas Fireworks and Street Use Permit. Motion by Kallas and seconded by Garro to approve the September 2, 2025 Special Council meeting minutes and October 28, 2025, Common Council meeting minutes. To also approve amending September 23, 2025 Council minutes to add the motion for the PACF Christmas Fireworks and Street Use Permit. Motion approved and carried.

- B. Discussion and Action on the approval of the Operator's License for Karen Hulbert period ending June 30, 2026. Motion by Garro and seconded by Roehl to approve the operator license for Karen Hulbert as long as approved by the chief and does not owe the city money. Motion approved and carried.
9. 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 – Ernie gave an update
 - B. Police Department Report – Matt gave an update and stated he has completed audits for the Police Department
 - C. Library Report – No update
 - D. Zoning Administrator Report – No update
 - E. Building Inspection Report attached – Report was attached
 - F. Community Development Authority – No update
 - G. Plan Commission meeting – One item has been tabled as more information is needed (900 Sunnyview Lane). 12/16/25 Public Hearing for the approved other items.
 - H. Cemetery Update – No update
10. COMMUNICATIONS - Communication items can be shared; however, any discussion would be a subsequent agenda item if warranted. Garbage by the curb on West Warter St. Document scanning project
11. OLD BUSINESS
- A. Discussion and Action on Ordinance #2025-05 Limitation on number of dogs and cats: Motion by Garro and second by Fenske to approve Ordinance #2025-05 amending to add cat limit of three. Roll call vote: Yes 2 and No 4, Motion failed.
12. NEW BUSINESS
- A. Discussion and Action on Resolution #07-2025 Authorizing the submission of an application for a Wisconsin Economic Development Corporation Community Development Investment Grant for 501 West Water Street to operate as a restaurant/event space. Motion by Schneider to approve Resolution #07-2025, authorizing the submission of an application for a Wisconsin Economic Development Corporation Community Development Investment Grant for 501 West Water Street to operate as a restaurant/event space. Seconded by Garro. Motion approved and carried.
 - B. Discussion and Action on the PACF Christmas in Princeton Enhancement Fireworks Show on November 28, 2025. Move forward, no discussion needed.
 - C. Discussion and Action on Audit Services Bids. Two bids were submitted: Vesta and Johnson Block. Motion by Schneider to approve the bid with Johnson Block and seconded by Kallenbach. Motion approved and carried.

Motion by Roehl to renew/reconsider Ordinance #2025-05, Limitation on number of dogs and cats. Recommendation is dogs and cats to be the same number of 3 for limit

and kennel license if more. Seconded by Fenske. Roll call vote: Yes 5 and No 1. Motion approved and carried.

13. REGULAR COUNCIL MEETING AND COMMITTEE OF THE WHOLE SCHEDULE - December 16, (3rd Tuesday), 2025 at 6:00 p.m.

14. ADJOURNMENT Motion by Garro and seconded by Kallenbach to adjourn at 7:17p.m.

Melissah Powell
Executive Assistant
City of Princeton

These minutes are not approved by the Council.

DRAFT



City of Princeton
November 1 - November 30, 2025 Zoning Administration &
Building Inspection Services Invoice

Date	Permit No	Name	Address	Description	Contractor	Permit Fee
11/3	2025-50	Wisconsin Housing Preservation Corp	794 West Main Street	Reroof	Heimerl Corp	\$0.00
11/20	2025-51	Jilian Berger	1202 Harris Street	Reside, Soffit & Fascia	Owner	\$50.00
11/20	2025-52	3 Hebbes Ilc	1273 State Road 73	Service Upgrade	Hebbe Electric	\$80.00
11/21	2025-53	Joan Caird	221 Dover Street	6' High Vinyl Fence	Revamp Fence & Deck	\$50.00

Subtotal Permit Fees \$180.00
 Less 10% Retainage \$18.00
 Total \$162.00

Additional Fees

Total Amount This Invoice \$162.00

CITY OF PRINCETON

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Matt Schneider

City Administrator
Betsy Amend

COUNCIL REPORT

To: City Mayor, Common Council
From: Betsy Amend, City Administrator/Clerk/Treasurer
Date: December 16, 2025
RE: Plan Commission Report

The Planning Commission met on November 10, 2025, for two conditional use permits and a zoning ordinance change. The conditional use permit for 900 Sunnyview was put on hold until the owners provide an updated state approved plan review to the city.

The other conditional use permit is for a short-term rental, and it has been recommended for approval at the public hearing.

Also, there is an amended fence ordinance for approval at the public hearing.

A citation has been issued to 230 Mechanic Street for the violation of living in an industrial zoned building. Court will be in January. The amount of the citation will accumulate daily until the court date if not paid.