

CITY OF PRINCETON
COMMON COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, JUNE 26, 2012
7:00 PM

1. CALL TO ORDER AND ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. APPROVAL OF AGENDA
4. APPEARANCES FROM THE PUBLIC
 - A. Kyle Sargent: GLC District Attorney
 - B. Marge Mlodzik: "Friends of the Library" Building Fund
5. MAYOR'S REPORT
 - A. Princeton Street Art Program
6. ADMINISTRATORS REPORT
 - A. Water Rate Study Update
7. CONSENT CALENDAR
 - A. Minutes for Approval:
 - i. June 12, 2012
 - B. Licenses for Approval
 - i. Operator Licenses
 1. Daniel R Moldenhauer (renewal)
 2. Van A Sauerbreit (renewal)
 3. Julie E Hunt (new)
 4. Scott A Zelenski (renewal)
 - ii. Liquor Licenses
 1. Foxnote (renewal)
8. NEW BUSINESS
 - A. Part-Time General Laborer Positions
 - i. **Summary:** Please see the attached cost savings spreadsheet, job description, and memo from the Administrator.
 - B. Publishing Agendas
 - i. **Summary:** Ald. Roehl is asking the Council to discuss the current method of posting agendas. Administration ensures that agendas are posted by the Friday before meetings and posts at four public locations, via the website, and CC's the Princeton Times Republic.
9. OLD BUSINESS
10. COMMUNICATIONS
11. CLOSED SESSION
 - A. 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
 - i. Street Foreman
 - B. 19.85 (1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - i. Mossy Oak Developer's Agreement
12. ADJOURN

* The meeting room is accessible to all. Requests from persons with disabilities who need assistance to participate in this meeting should be made to the Administrator's office at 920.295.6612 with as much advance notice as possible.

CITY OF PRINCETON
COMMON COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, JUNE 12, 2012
7:00 PM

1. **CALL TO ORDER AND ROLL CALL.** Mayor Mosolf called the meeting to order at 7:00 PM. In attendance were Alderpersons Kallenbach, Garro, Kallas, Magnus, Hardt, and Roehl, Administrator Weidl and Mayor Mosolf.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA** Magnus motioned to approve the agenda, seconded by Garro. Carried 6-0.
4. **APPEARANCES FROM THE PUBLIC**
5. **MAYOR'S REPORT**
 - A. **Proclamation – Run for Sam** Mayor Mosolf read a Proclamation: July 7, 2012 will be designated as Run for Sam Day.
6. **ADMINISTRATORS REPORT**
 - A. **Check Register** Administrator Weidl stated this was in the packets and to contact him if there are any questions.
7. **CONSENT CALENDAR**
 - A. **Minutes for Approval:**
 - i. **May 22, 2012** Garro motioned to approve the 5/22/12 Council Minutes, seconded by Kallenbach. Carried 6-0.
 - B. **Licenses for Approval**
 - i. **Operator Licenses** – please see attached sheet
 - ii. **Liquor Licenses** – see attached sheet
 - iii. **Outdoor Licenses** – see attached sheet Garro motioned to approve the attached sheets for Operators Licenses, Liquor Licenses, and Outdoor Licenses, seconded by Magnus. Carried 6-0.
8. **REPORTS**
 - A. **Police Chief** Police Chief Bargenquast was absent.
 - B. **Library Director** A report was turned in to the Council.
9. **NEW BUSINESS**
 - A. **Discussion and/or action: Water Rate Study Update**
 - i. **Summary:** Please see the attached correspondence between Administration and the Public Service Commission and my memo. An update was given on the Rate Case Study. Administrator Weidl thinks a 4% Rate of Return will allow the City to fund current water utility expenses and prepare for Farmer St or Water St updates. Magnus motioned to direct City Administrator to continue working with the Public Service Commission to draft models of 3% and 4% Rate of Returns as outlined in the memo, seconded by Garro. Carried 6-0.
10. **COMMUNICATIONS** Cheryle Nickel gave an update on the Yes, We Can Cans and Summer School project of painting a mural on the outside walls of the Restrooms in the City Park. Alderperson Roehl wanted on the next agenda having the agendas published in the Princeton Times.
11. **CLOSED SESSION** Garro motioned to go into closed session pursuant to WI State Statute 19.85 (1)©: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and 19.85 (1) (e): Deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Kallenbach 6-0.
 - A. **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**
 - i. **Street Foreman** Garro motioned to accept the letter of retirement from George Jachthuber and release the letter, seconded by Kallenbach. Carried 6-0.

B. 19.85 (1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

i. Mossy Oak Memorandum of Understanding (MOUI) A discussion was held about the Mossy Oak Memorandum of Understanding.

12. ADJOURN Mayor Mosolf adjourned the meeting at 8:01 PM.

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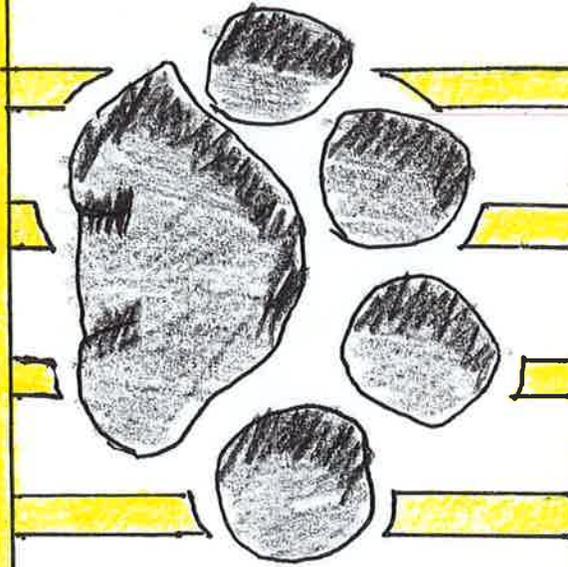
PRINCETON'S

OPERATION

STREET

ART

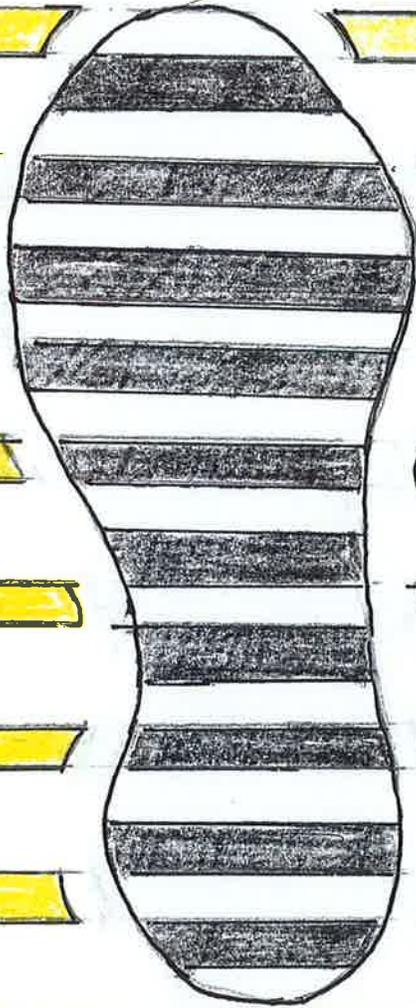
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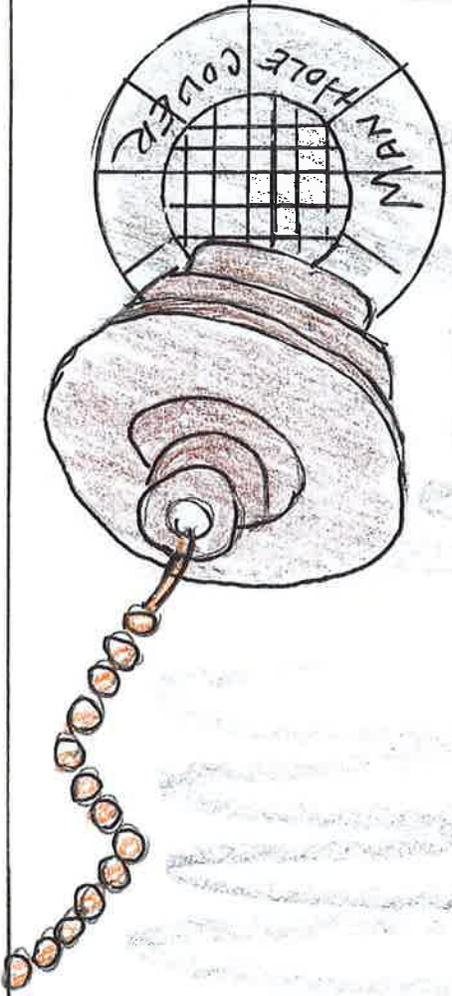
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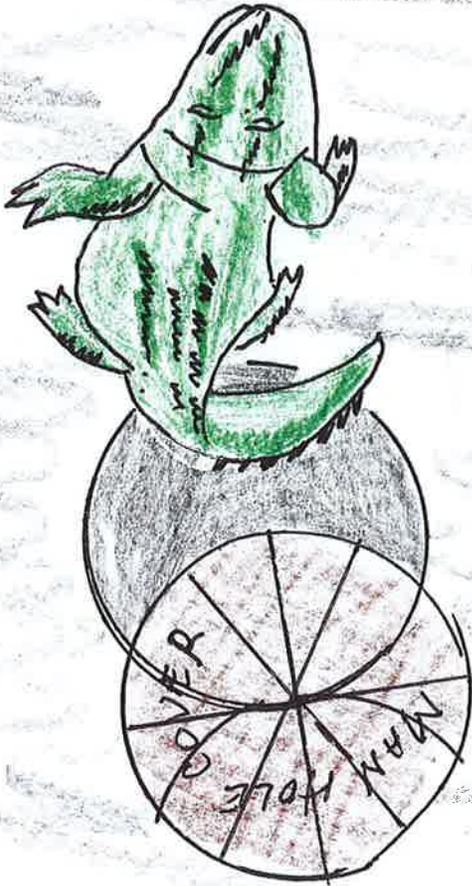


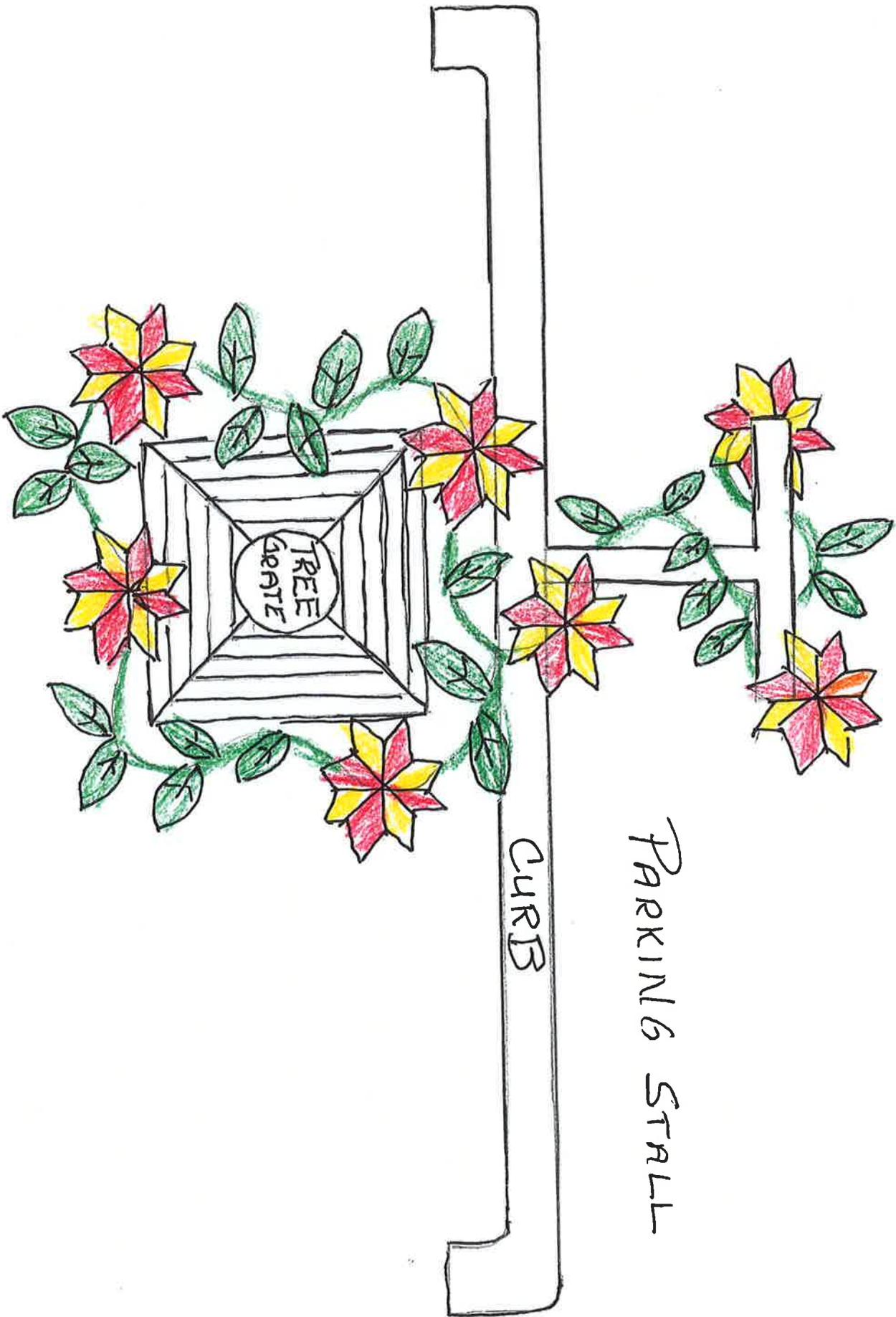
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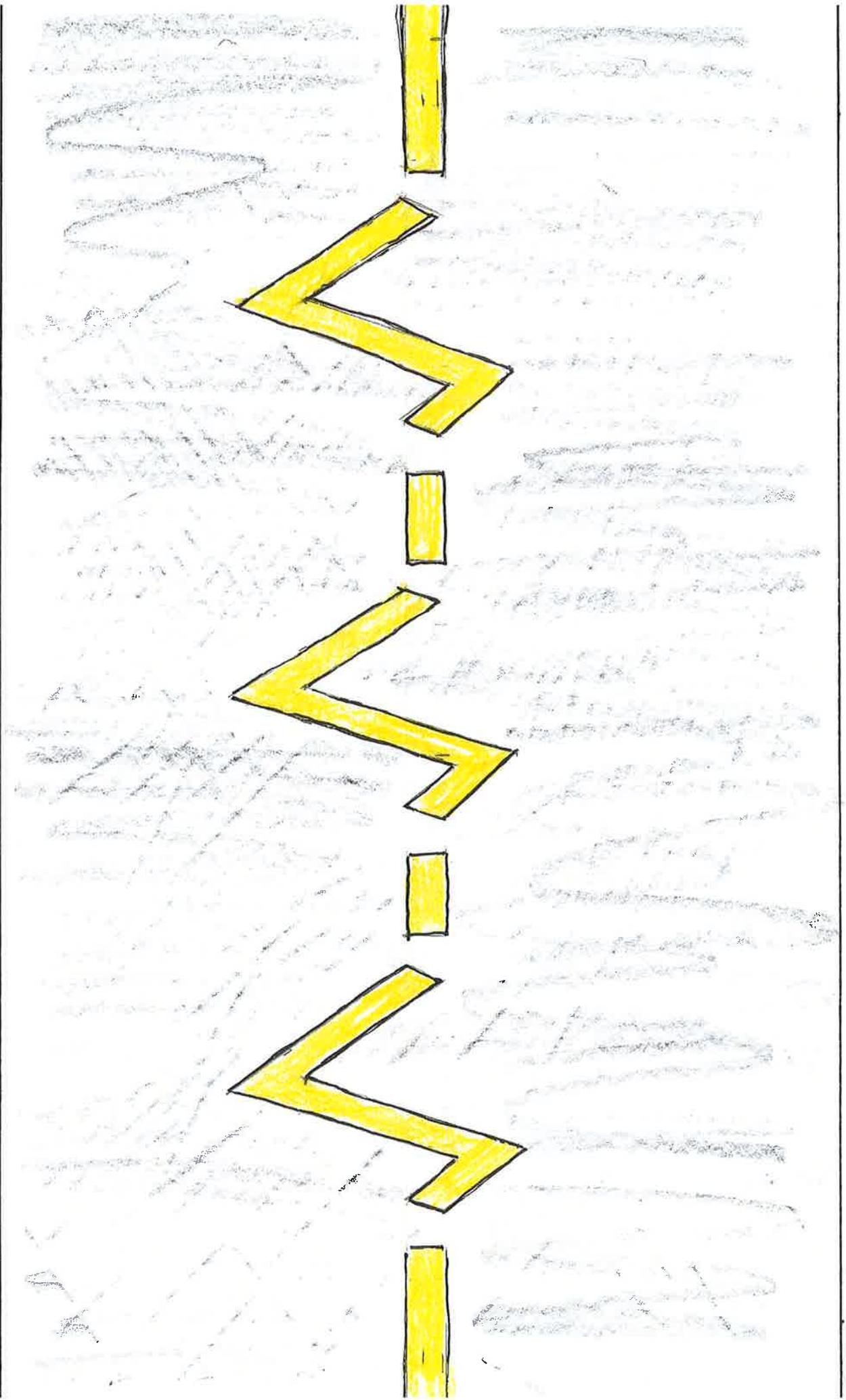




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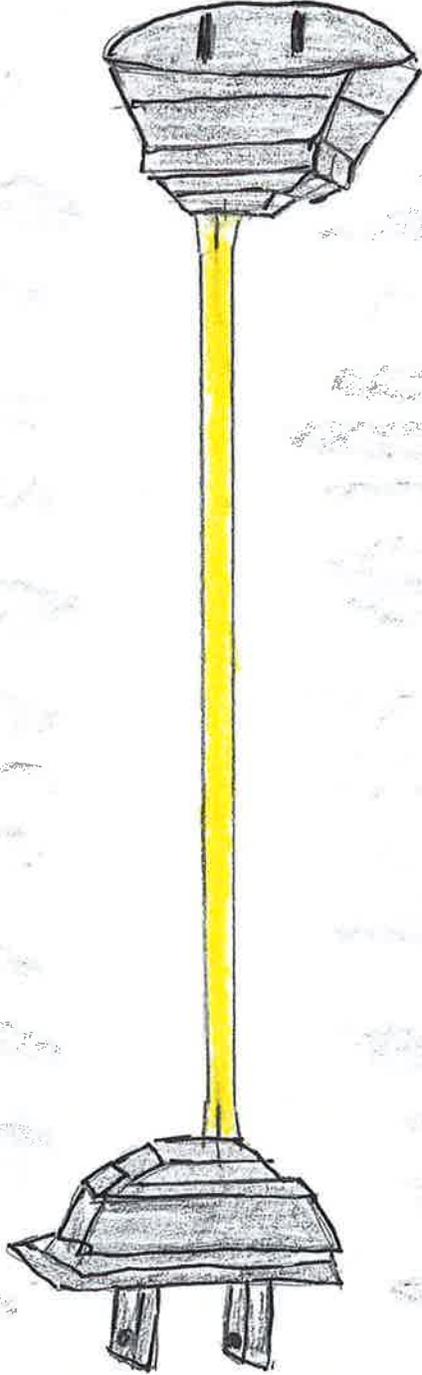
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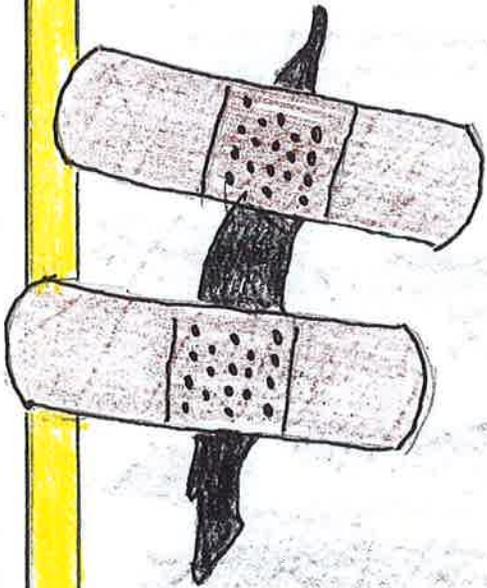
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SIDEWALK

CITY OF PRINCETON

Mayor
Bob Mosolf

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

City Alderpersons
Patti Garro
Greg Hardt
Dan Kallas
Jasper Kallenbach
Victor Magnus
Lara Roehl

City Administrator
John S. Weidl

To: Common Council
From: John S. Weidl, City Administrator
Date: 6/18/2012
RE: **Part-Time General Laborer Positions**

The City Administrator and Lead Worker are in agreement that splitting the Street Foreman position into two (2) part-time general laborer positions @ 30 hours/week is both financially and operationally beneficial to the City. The position(s) will include retirement benefits, overtime allotments of \$500 annually for each position, and on-call pay.

1. Cost savings is estimated between \$7,200 and \$18,000 for insurance benefits
2. Vacation and sick time savings \$4,700
3. Man hours increases by 20 hours per week or 12.5% annually

Administration requests that the Council authorize the positions for budgetary purposes and direct the City Administrator to commence the recruitment procedures.

Employee	Rate	Multiple	Est Salary	Est OT	Est On-cal	Total	Health	Retirement	Soc Security	Total	Hourly
Lead Worker	\$ 22.05	2080	\$ 45,860.46	\$ 2,000.00	\$ 500.00	\$ 48,360.46	\$ 18,036.48	\$ 2,853.27	\$ 3,796.30	\$ 73,046.51	\$ 35.12
Street Superintendent	\$ 22.05	2080	\$ 45,860.46	\$ 2,000.00	\$ 500.00	\$ 48,360.46	\$ 18,036.48	\$ 2,853.27	\$ 3,796.30	\$ 73,046.51	\$ 35.12
Wastewater Operator	\$ 19.78	2080	\$ 41,133.66	\$ 1,500.00	\$ 500.00	\$ 43,133.66	\$ 18,036.48	\$ 2,544.89	\$ 3,385.99	\$ 67,101.02	\$ 32.26
Street Worker	\$ 15.63	2080	\$ 32,198.00	\$ 1,500.00	\$ 500.00	\$ 34,198.00	\$ 7,232.72	\$ 2,017.68	\$ 2,684.54	\$ 46,132.95	\$ 22.18
		8320				\$ 174,052.59	\$ 61,342.16	\$ 10,269.10	\$ 13,663.13	\$ 259,326.98	

Employee	Rate	Multiple	Est Salary	Est OT	Est On-cal	Total	Health	Retirement	Soc Security	Total	Hourly
Lead Worker	\$ 22.05	2080	\$ 45,860.46	\$ 2,000.00	\$ 500.00	\$ 48,360.46	\$ 18,036.48	\$ 2,853.27	\$ 3,796.30	\$ 73,046.51	\$ 35.12
Wastewater Operator	\$ 19.78	2080	\$ 41,133.66	\$ 1,500.00	\$ 500.00	\$ 43,133.66	\$ 18,036.48	\$ 2,544.89	\$ 3,385.99	\$ 67,101.02	\$ 32.26
Street Worker	\$ 15.63	2080	\$ 32,198.00	\$ 1,500.00	\$ 500.00	\$ 34,198.00	\$ 7,232.72	\$ 2,017.68	\$ 2,684.54	\$ 46,132.95	\$ 22.18
PT - Street Worker	\$ 15.00	1560	\$ 23,400.00	\$ 500.00	\$ 250.00	\$ 24,150.00	\$ -	\$ 1,424.85	\$ 1,895.78	\$ 27,470.63	\$ 17.61
PT - Street Worker	\$ 15.00	1560	\$ 23,400.00	\$ 500.00	\$ 250.00	\$ 24,150.00	\$ -	\$ 1,424.85	\$ 1,895.78	\$ 27,470.63	\$ 17.61
		9360				\$ 173,992.13	\$ 43,305.68	\$ 10,265.54	\$ 13,658.38	\$ 241,221.73	

Savings	\$	(60.46)	\$(18,036.48)	\$	(3.57)	\$	(4.75)	\$(18,105.26)
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Mayor
Bob Mosolf

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Greg Hardt
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City Administrator
John S. Weidl

JOB DESCRIPTION

PART-TIME GENERAL LABORER

Job Summary

This position performs a variety of work associated with the maintenance of parks, streets, buildings/grounds and other Public Works functions as needed, assisting the Lead Worker and the City Administrator with the overall coordination of Streets, Parks and Buildings/Grounds.

This position also performs a variety of skilled, technical and general laborer work in the construction, operation, repair, maintenance of City streets, parks and infrastructure, and buildings. This position also requires the operation of machinery and equipment needed to clean, repair and maintain City property.

This position is designed for employment at 30 hours per week or not to exceed 1,560 hours per calendar year.

Distinguishing Features of the Position

This primary responsibility for this position involves the maintenance of municipal buildings, streets and properties including responsibility for municipal building maintenance, resurfacing of streets, repair of sidewalks, maintenance of parks and maintenance of municipal signage. This position provides support to the Lead Worker and full-time Public Works employees, as well as the City Administrator as needed.

Duties and Responsibilities

NOTE: The listing of typical duties is intended to be illustrative only and should not be construed as a comprehensive list of all tasks performed or required.

- Performs general laborer work related to the Public Works Department.
- Performs regular maintenance on all equipment and records information.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Assists contractors and residents to ensure smooth operations during construction.
- Completes necessary work orders as developed by the Lead Worker.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Operates both heavy and light equipment to complete multiple tasks.
- Maintains and submits orders to the Lead Worker for equipment as needed.
- Performs snow and ice control, with a snow blower and/or shovel or with a plow truck, loader or skid steer as needed.
- Plants, maintains and removes City trees as needed.
- Ensures safety requirements are met for work areas and employees.

- Performs meter reading at private residence and businesses on a monthly basis.
- Completes other tasks as assigned by the Lead Worker or City Administrator.

Qualifications

- Ability to operate both heavy and light equipment.
- Ability to read and comprehend simple instructions, short correspondence and memos.
- Knowledge of basic safety practices relating to all Public Works functions.
- Ability to provide information in one-on-one and small group situations to residents as directed by the Lead Worker or City Administrator.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.
- Ability to compute rate, ratio and percent.
- General knowledge of municipal infrastructure operations and engineering.
- Ability to service and perform regular maintenance on a variety of equipment.
- General knowledge of municipal infrastructure operations and engineering.

Training and Experience

- Requires a high school diploma or equivalent.
- Must possess valid CDL Class B with air brakes, or obtain certification within 6 months of date of hire.
- Experience in government preferred with local government experience most preferred.
- A combination of experience and training may be sufficient.

Physical Demands

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual is regularly required to use hands and fingers, handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The individual is required to stand, walk, climb, balance, stoop, kneel, crouch or crawl.

The individual must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to focus.

Work Environment

The work environment characteristics described here are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the individual regularly works near moving mechanical parts and is regularly exposed to the risk of electrical shock and biological hazards. The individual regularly works on, in, or near tanks and precariously high places. The individual regularly works both indoors and outside and is

subject to exposure to extreme cold and extreme heat. Individual occasionally works in confined spaces and the associated risks of debilitating gases.

The noise level in the work environment is usually moderate, but on occasion can become loud to very loud.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand all of the above. I have reviewed the duties and responsibilities for which I am responsible, as well as the minimum requirements of this position with my supervisor.

_____ **Date:**
Employee Signature

_____ **Date:**
Supervisor Signature