

**CITY OF PRINCETON  
COMMITTEE OF THE WHOLE MEETING  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
TUESDAY, NOVEMBER 12, 2013  
6:00 PM**

1. **CALL TO ORDER AND ROLL CALL**
2. **PLEDGE OF ALLEGIANCE**
3. **APPEARANCES FROM THE PUBLIC**
4. **NEW BUSINESS**
  - a) **Budget Workshop**
5. **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.

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.

CITY OF PRINCETON  
COMMON COUNCIL MEETING  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
TUESDAY, NOVEMBER 12, 2013  
7:00 PM

(OR immediately following the 6:00 Budget Workshop of the Committee of the Whole)

1. CALL TO ORDER AND ROLL CALL.
2. PLEDGE OF ALLEGIANCE.
3. APPROVAL OF AGENDA
4. APPEARANCES FROM THE PUBLIC
5. MAYOR'S REPORT
  - A. Code of Conduct
6. ADMINISTRATORS REPORT
  - A. Report on current and upcoming Administrator activities/schedule
  - B. Sewer Maintenance of Service Language clarification and notification to residents
  - C. Bookkeeper position status update – verbal report
7. CONSENT CALENDAR
  - A. Minutes for Approval:
    - i. October 22, 2013-Council Meeting
8. OFFICER REPORTS
  - A. Police Chief – Update to Council on recent activities and upcoming projects
  - B. Library Director – Update to Council on recent activities and upcoming projects
  - C. Zoning Administrator – Update to Council on recent activities and upcoming projects
9. NEW BUSINESS
  - A. **Transfer of 2013 Budget Funds – Resolution #2013-07**  
RECOMMENDATION: Approval of Resolution #2013-07 authorizing the transfer of funds from the Assessment of Property Account (General Fund Expenditures) to the Library Account (Fund 200). Adoption of Resolution as presented
  - B. **Upcoming Meeting Schedule**  
RECOMMENDATION: Establishment of meeting schedule for December 2013, action as appropriate
10. ADJOURN

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# CITY OF PRINCETON

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

*Mayor*  
Robert Mosolf

*An equal opportunity/affirmative action employer*

*City Alderpersons*

Dave Bednarek  
Patti Garro  
Eric Koehn  
Victor Magnus  
Jasper Kallenbach  
Lara Roehl

*City Administrator*  
Mary Lou Neubauer

## COUNCIL REPORT

**To:** City Mayor, Common Council  
**From:** Mary Lou Neubauer, City Administrator/Clerk/Treasurer  
**Date:** November 12, 2013  
**RE:** Activity Report

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Following you will find an overview of some of the areas I have been working on since my last report of October 22, 2013 and provide information on upcoming activities. It is my intent to provide Council an overview at each Council meeting.

- Budget preparation has been the majority of my concentration
- Attended Tri-County Economic Development summit – the Power of Tourism
- Green Lake County Local Road Improvement Program 2013 road tour. We will be an active participant in this bi-annual program moving forward
- Met with County Treasurer to discuss tax collection and County Clerk on election
- Attended County Board Finance Committee meeting which discussed Library Funding
- Attended Green Lake County Economic Development Corporation Board meeting
- Met with Randy Douglas on 2014 plan of action for Zoning issues
- Reviewed Zoning variance policy and meeting format with Randy & City Attorney
- Meeting with Cindy from Huberty and Associates and Phillip (Bookkeeper) on Monday (11/11) on 2014 activity
- Attending an Election training course for new Clerks on Saturday (11/16) in Manitowoc.
- Attending Green Lake County Treasurers meeting in Green Lake on Tuesday (11/19)
- Attending the Chamber of Commerce meeting and Neighborhood Watch meeting on (11/20)
- Made contact and will be viewing vacant Gean Edwards building on Mechanic Street w/Bill Wheeler for marketing purposes (date TBD)
- City Hall is now open straight through from 7:00 – 3:30. (Only exception would be if I am at a meeting over the noon hour – then of course it will be closed while Cheryle is at lunch).

Additional Directives from Mayor/City Council for upcoming week(s)

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## COUNCIL REPORT

**To:** City Mayor, Common Council  
**From:** Mary Lou Neubauer, City Administrator/Clerk/Treasurer  
**Date:** November 12, 2013  
**RE:** Sanitary Sewer Clean-out policy

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Following the discussion at the 10/22/2013 City Council meeting, the Municipal Code Section 9-2-6 (b) (1) Miscellaneous Rules and Regulations reads as follows:

**9-2-6 (b) (1) Maintenance of Service**

The Utility shall maintain sewer service within the limits of the City of Princeton from the street main to the property line and including controls between the same, without expenses to the property owner where it can be shown that the damage or blockage is the result of the sole negligence of the City of Princeton.

If the sewer lateral is damaged as a result of negligence or carelessness on the part of the property owner, the sewer line will be repaired at the expense of the property owner. All sewer services from the point of maintenance by the system to and throughout the premises must be maintained free of defective conditions, by and at the expense of the owner or occupant of the property. Nothing in this Subsection will require the City of Princeton to pay for routine cleaning of the sewer lateral between the sewer main and the property owner's residence or building.

The City of Princeton ordinance and policy is expanded upon to include the following language and is accepted by Council on this date.

**In the event of a back-up or blockage, it is the homeowner's responsibility to contact the Princeton Utility Department at 920-295-6612 or 1-800-383-2313. The Utility will determine the location and nature of the blockage.**

Based on the on-site findings of the City of Princeton staff, the cost of the clean-out will be determined based on Section 9-2-6 (b) (1). Failure by the property owner to make contact with the Utility does not negate the ordinance or policy in place.



## Powers of Municipalities FAQ 5

### **Does a village board or city council have any authority to donate public funds to local non-profit organizations?**

A city council or village board may appropriate public funds for the purpose of donating money to various local non-profit organizations only if the appropriations are consistent with the public purpose doctrine, which requires that a municipality's expenditure of public funds be for a public purpose. The appropriation must also pertain to a public purpose within the donating city or village.

For an appropriation to be for a public purpose, the benefit to the public must be direct and not merely indirect or remote. However, the fact that the appropriation is made to a private agency does not render it unlawful. If an appropriation is designed in its principal parts to promote a public purpose so that its accomplishment is a reasonable probability, private benefits, which are necessary and reasonable to the main purpose, are permissible. The subject matter of the appropriation must be a public necessity, convenience or welfare. Each case must be decided with reference to the object sought to be accomplished and to the degree and manner in which that object affects the public welfare. Factors which may be considered include the course or usage of the government, the objects for which taxes have been customarily levied, the objects which have been considered necessary for the support and proper use of government, the extent to which the expenditure results in competition with private enterprise, the presence or absence of a general economic benefit, and the necessity and infeasibility of private performance.

The number of beneficiaries is also a relevant factor in determining whether an appropriation has a public purpose. However, the fact that an appropriation may benefit certain individuals or one particular class of people more immediately than other individuals or classes does not necessarily deprive the appropriation of its public purpose.

It is up to the city council or village board to determine, by applying the above-described factors, whether a proposed donation to a particular local organization is for a public purpose. Generally speaking, the appropriation will be consistent with the public purpose doctrine if any public purpose can be conceived which might reasonably be deemed to justify the expenditure.

To be lawful, the appropriation to donate public funds to a non-profit organization must comply with the requirement that a tax must be spent at the level at which it is raised. Stated another way, the purpose of a tax must be one which pertains to the public purpose of the district in which the tax is levied and raised. A donation to a city or village historical society would comply with this requirement while a donation to an organization operating at a county, regional, state or national level might not.

[Other Powers of Municipalities FAQs](#)

CITY OF PRINCETON  
COMMON COUNCIL MEETING AMENDED MINUTES  
COUNCIL CHAMBERS – 431 W. MAIN STREET  
TUESDAY, OCTOBER 22, 2013  
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 Bednarek, Garro, Roehl, Koehn, and Magnus, Administrator Neubauer, and Mayor Mosolf. Absent was Alderperson Kallenbach.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA** Bednarek motioned to approve the agenda, seconded by Garro. Carried 5-0.
4. **APPEARANCES FROM THE PUBLIC** –Jenny Jungwirth-138 E Water St., Princeton-will speak under item 9B 1 and 2.
5. **MAYOR'S REPORT**
  - A. **Code of Conduct** Mayor Mosolf gave a reminder about the Code of Conduct.
  - B. **Closed session reports per Section 19.85 (c) (1) as they relate to hiring process** Mayor Mosolf stated this was in envelopes for each Council Member.
6. **ADMINISTRATORS REPORT**
  - A. **Budget Comparison** Administrator Neubauer stated this was in the Council Packets.
  - B. **City Administrators Report – Current and upcoming activities** Administrator Neubauer stated she would be attending Clerk Training for elections on 11/16/13 in Manitowoc, she met with Drew Diedrich and Kate Kraynek from the Diedrich Agency to give an overview of the insurance, the 2013 Workers Comp Audit was discussed because there was a bill to the City. The Diedrich Agency was not the insurance carrier, but they looked at the audit and stated the City Administrator was categorized in the incorrect areas. A letter has been sent to last year's insurance company to see if that can be corrected and the City get a refund. There was a meeting with Zoning Administrator-Randy Douglas, and the Administrator was filled in on the projects the Zoning Administrator had and was working on in the city. Administrator gave a list to the Council of items that will need to be addressed: Police Union Contract, Farmer Street Project, The Municipal Code Update Project, the budget, and to set dates for the 2014 Budget Workshops. Budget Workshop dates were November 5<sup>th</sup> at 6:00 PM, November 12<sup>th</sup> at 6:00 PM and then after the Council Meeting, if necessary November 19<sup>th</sup>, and the 2014 Budget Public Hearing on November 26<sup>th</sup>.
7. **CONSENT CALENDAR**
  - A. **Minutes for Approval:**
    - i. **September 24, 2013-Council Meeting**
    - ii. **September 9, 2013-Special Council Meeting (closed session minutes)**
    - iii. **September 10, 2013-Council Meeting (closed session minutes)** Garro motioned to table items 7Aii and 7Aiii, until the minutes can be reviewed by Attorney Wurtz, and approve item 7Ai, 9/24/13-Council Meeting Minutes, seconded by Magnus. Carried 5-0.
  - B. **Operators Licenses for Approval**
    - i. **Dana J Becher-new**
    - ii. **Jordan J Mason-new**
    - iii. **Gary L Fenske-new** Garro motioned to approve 7Bi through 7Biii-Operators Licenses, seconded by Koehn. Carried 5-0.
8. **OFFICER REPORTS**
  - A. **Police Chief - Update to Council on recent activity & upcoming projects** Police Chief Bargaquast was not present.
  - B. **Library Director - Update to Council on recent activity & upcoming projects** Director Sommersmith gave an update on recent Library activities and upcoming events.
  - C. **Zoning Administrator – Update on existing projects & contract/wage discussion for 2014** Zoning Administrator Douglas was present and gave an overview of projects he had worked on and was

working on for 2013. He discussed the amount of hours he was putting into the position and was asking that the stipend increase for 2014 be \$5000.00. He wanted to know if the Council would address the pay, if they would not he would not do the Zoning Administrator job in 2014. The consensus of the Council to look at the pay at the budget workshops.

## 9. NEW BUSINESS

- A. **Tamara Sina – Discussion on utility invoice for clean-out @ 930 Wilson Street, action on payment of invoice as appropriate** Tamara Sina was present. She has a sewer backup on 9/14/13. She tried to fix it and couldn't and got a plumber on 9/16/13. She said the plumber augered out approximately 100 to the problem. She stated the same thing happened in 2003 and the City stated it was a City problem and they City reimbursed her then, so it again is a City problem not hers so she wanted to be reimbursed again. The City was never called during the issue. She turned in the bill at the meeting from Stahl Plumbing for \$226.84. Bednarek motioned to reimburse Tamara Sina for \$226.84, seconded by Magnus. Carried 4-1 with Garro voting against.
- B. **Library Board Discussion**
- (1) **Library former Director, Vicki Duhr – Discussion on pay request by Library Board, action as appropriate** Jenny Jungwirth, Library Board Treasurer, state The Library Board would pay this with their fund if the City Council amended the budget to cover the cost of health insurance for the new Library Director in the amount of \$8,135.60 for 2013.
- (2) **New Director Clairelynn Sommersmith – Discussion with Library Board on health insurance, action as appropriate** After a lengthy discussion Bednarek motioned to have the City Administrator look through the current year budget and see if there is a place that \$8,135.60 can be taken from to provide the library with that amount to cover the health insurance cost for 2013, and have information back to the Council possibly at the next meeting, seconded by Magnus. Carried 5-0.
- C. **Cemetery Sexton - Amy Hart – Discussion on salary payment, action as appropriate** No action taken on this topic. Magnus motioned to post for the vacant Cemetery Sexton position, seconded by Garro. Carried 5-0.
- D. **Property Assessment Contract – Bowmar Appraisals – Discussion and authorization to execute contract with Bowmar Appraisals for 2014** Magnus motioned to approve the Property Assessment Contract with Bowmar Appraisal for 2014, that was a cost savings of approximately \$700.00, seconded by Bednarek. Carried 5-0.
- E. **Discussion on Bookkeeper position – Discussion and action on filling the position beginning 1 January 2014** Bednarek motioned to direct the City Administrator to contact city auditors, Huberty and Associates to see if they could help fill the bookkeeper position from their company of if they knew of someone, seconded by Magnus. Carried 5-0.
- F. **Facade Improvement Grants for 2014 – establish criteria for new year – Discussion and action on program guidelines** No action taken.

10. **COMMUNICATIONS** Mayor Mosolf stated at City Hall there a list of privacy laws concerning utility bills. Alderperson Koehn stated the Historical Society would store the restored Fire Truck in their building the Fire Department would be helping with labor with the old fashioned garage door. Alderperson Roehl inquired if it was fine to plant trees on Farmer Street, considering the discussion of the Farmer Street Project. Lee Williams, Lead Worker, stated he was told the trees will not be changed during the Farmer Street Project.

11. **ADJOURN** Mayor Mosolf adjourned the meeting at 9:00 PM.

**RESOLUTION #2013-07  
AMENDMENT OF THE 2013 ANNUAL BUDGET  
FOR THE CITY OF PRINCETON**

**WHEREAS**, the City of Princeton Common Council adopted the 2013 Annual Budget by Resolution #2012-06 on November 20, 2012; and

**WHEREAS**, the adopted 2012 Annual Budget may only be amended by vote of the Common Council as provided for under Section 65.90(5)(a) of Wisconsin Statutes; and

**WHEREAS**, the Common Council has recommended that the 2013 Annual Budget be amended to provide additional appropriations for the **Princeton Public Library**, and

**WHEREAS**, the budget line for **Assessment of Property** has sufficient funds to facilitate the transfer of funds,

**NOW, THEREFORE, BE IT RESOLVED** by the Common Council of the City of Princeton that the Annual Budget of the City of Princeton, Wisconsin for the Calendar Year Beginning January 1, 2013 is hereby amended as follows:

| <u>GENERAL FUND EXPENDITURES</u> | <u>ADOPTED</u>     | <u>AMENDED</u>    |
|----------------------------------|--------------------|-------------------|
| ASSESSMENT OF PROPERTY           |                    |                   |
| 100-06-51530-210-000             | <u>\$15,000.00</u> | <u>\$6,865.00</u> |
|                                  | \$15,000.00        | \$6,865.00        |
| <u>FUND 200</u>                  | <u>ADOPTED</u>     | <u>AMENDED</u>    |
| LIBRARY                          |                    |                   |
| 200-23-55110-131-000             | -0-                | \$8,135.00        |

**BE IT FURTHER RESOLVED** that the City Clerk-Treasurer is hereby directed to give required notice to the public in accordance with Section 65.90(5)(a) of Wisconsin Statutes by publishing said adopted resolution.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_ Ayes  
\_\_\_\_ Nays  
\_\_\_\_ Absent

\_\_\_\_\_  
Robert Molsof, Mayor  
City of Princeton

\_\_\_\_\_  
Mary Lou Neubauer  
City Administrator/Clerk/Treasurer

| November |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    |    |    | 1  | 2  |
| 3        | 4  | 5  | 6  | 7  | 8  | 9  |
| 10       | 11 | 12 | 13 | 14 | 15 | 16 |
| 17       | 18 | 19 | 20 | 21 | 22 | 23 |
| 24       | 25 | 26 | 27 | 28 | 29 | 30 |

| December |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

December 3<sup>rd</sup> Public Hearing Budget

Regular Dec. Mtgs would be Dec 10<sup>th</sup>  
and 24<sup>th</sup>.

Recommend Changing Dates to  
December 17<sup>th</sup> for December