

**CITY OF PRINCETON
CITY COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, FEBRUARY 26, 2019 6:00 P.M.**

1. **CALL TO ORDER AND ROLL CALL.**
2. **PLEDGE OF ALLEGIANCE.**
3. **APPEARANCES FROM THE PUBLIC (3 minute limit)**
4. **MAYOR'S REPORT**
5. **ADMINISTRATORS REPORT**
 - A. City Administrators Report – Current and upcoming activities
 - B. Budget Comparison – included in website packet (contact city hall if you want a hard copy)
6. **CONSENT CALENDAR**
 - A. **Minutes for Approval**
 - 1) January 22, 2019 City Council minutes
 - B. **Operators Licenses**
Travis Aaron Wegner (new) and Randall Leigh Schaffer (renew), Michael Shane Foreman (new)
 - C. **Temporary Class “B” Special Event License**
Princeton Chamber of Commerce Wine Walk, March 22, 2019 for various locations
7. **OFFICER REPORTS**
 - A. Public Works Department Report – Recent and upcoming activities
 - B. Police Department Report – Recent and upcoming activities
 - C. Library Report – Recent and upcoming activities (attached)
 - D. Building Inspection Report (attached)
 - E. Zoning Administrator Report (attached)
 - F. Community Development Authority – verbal report (meeting 2/26/2019 at 5 p.m.)
8. **COMMUNICATIONS**
9. **OLD BUSINESS**
10. **NEW BUSINESS**
 - A. **Library Addition Project**
RECOMMENDATION: Discussion of bids received on building project, recommendation from Library Board/Building Committee, Action as appropriate.
 - B. **Certified Survey Map – Parcels #271-0002, 0003, 0004, 0005 Hwy 23 & Mechanic Street**
RECOMMENDATION: Review certified survey map presented for parcel combination, approval of map as provided.
 - C. **Green Lake County All Hazards Mitigation Plan**
RECOMMENDATION: Discussion and approval of the Green Lake County All Hazards Mitigation Plan and Adoption of Resolution #2019-02. NOTE: Copy of Mitigation Plan is available at City Hall for your viewing (Document size 282 pages)
 - D. **Records Retention Schedule**
RECOMMENDATION: Discussion and adoption of the Records Retention Schedule and Adoption of Ordinance #01-2018. NOTE: Copy of the Records Retention Schedule is available at City Hall or with the agenda packet on the website (Document size 56 pages)
 - E. **Local Road Improvement Plan**
RECOMMENDATION: Discussion and approval of the Local Road Improvement Plan as provided.

RECOMMENDATION: Discussion on snowmobile ordinance with recommendation on changes if appropriate with ordinance changes at subsequent meeting.

11. MEETING SCHEDULE

Next Meeting date March 26, 2019

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.

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CITY OF PRINCETON

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

An equal opportunity/affirmative action employer

Mayor
Charlie Wielgosh

City Alderpersons

Dave Bednarek
Mary Ernest
Patti Garro
Dan Kallas
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: February 26, 2019
RE: Activity Report

Following you will find an overview of some of the areas I have been working on since my last Council report of January 22, 2019.

*Tax collection progressing. Tax collection ended and settlement with the county and other taxing entities was completed by 2/20/2019. The City collected \$411,976 (city portion only) of taxes and has \$191,218 outstanding which will be provided at the August settlement with the County.

*Annual audit was completed February 4-6. Per Huberty, the audit went very quickly as documents were in order (compliments to all staff who provide audit documents). Audit report is being compiled and will be provided to Council most likely in April. Presently working on the Public Service Report which is due end of March.

*Library expansion bids were opened and total project was over budget. Recommendation from the Library Committees will make recommendations at the Council meeting.

*Met with FEMA regarding reimbursement of our expenses for the fall flood. Appears all costs will be reimbursed. Submittal of information is required in 60 days, however will be held open to determine if any damage was done to riprap in Hiestand Park after the waters rescind. Also looking into the potential of funding for any mitigation/preventative measures for future projects.

*Met with USDA rep for funding on breathing apparatuses for the Fire Department on 2/20/2019

*Bowmar Appraisals began field work on reassessment on 2/19/2019. Information will be updated on city website.

*Preparing for April election. Absentee voting can begin on March 1st.

*County Trk D project revisited with engineers to schedule a meetings and finalize design.

Looking into CDBG survey and funding opportunities for the utility work

*Had lengthy meeting the Emergency Management directors on upcoming projects (siren and flood preparedness) and recap of activities from fall flood.

*Took three vacation days due to snow events.

UPCOMING

2/27/2019 – 8:00 a.m. Chamber Board meeting

3/6/2019 – 10:00 a.m. Cty Trk D meeting with staff, engineers, and County reps.

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Cty Trk D Update

Reconstruction of Cty Trk D from Hwy 23 to the city limits is again back on track for discussion. A county/city/engineering staff meeting is set for March 6th and there is a Public Informational Meeting on Thursday March 14th from 5:00 – 6:30 p.m in the Council Chambers. A posting of this meeting will be made should a quorum of Council members be present.

Residents will be receiving a meeting notification in the mail of the 3/14 meeting next week.

This is a Green Lake County project, and the majority of the street funding will be through STP funds (80% of project costs) with the remaining 20% being obligated at 60% County Funding and 40% City Funded. In addition the cost for any portion of the project specific to the City (i.e. sewer & water replacement) would be borne completely by the City.

Included in the meeting notification to the property owners, will be a housing income survey. If the results of the survey are favorable for a potential CDBG Public Facilities Grant, a proposal will be forthcoming to Council on submittal of a CDBG application which is due May 17, 2019. If CDBG award is made in 2019, the project would have 2 years to complete which would be consistent with this project.

Last fall the project came to a standstill due to the County Highway Commissioner change over, however it was shared with the County that it will be almost impossible to undertake the project in 2020 thereby we requested an extension to 2021 (or later) be requested by the state. MSA indicated that extension had not been submitted by the County at that time so we are still awaiting DOT verification on the project completion date. If it has to be done in 2020, it will be a very busy summer getting the project pulled together.

**CITY OF PRINCETON
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, JANUARY 22, 2019 6:00 P.M.-RESCHEDULED TO 4:30 PM
BECAUSE OF INCLEMENT WEATHER**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Wielgosh called the meeting to order at 4:30 PM. In attendance were Alderpersons Garro, Roehl, Kallas, Kallenbach, Ernest, and Bednarek, Administrator Neubauer, Mayor Wielgosh, and Attorney Justin Sondalle.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPEARANCES FROM THE PUBLIC (3 minute limit)** Nothing at this time.
4. **MAYOR'S REPORT** Nothing at this time.
5. **ADMINISTRATORS REPORT**
 - A. **City Administrators Report – Current and upcoming activities** Administrator Neubauer gave an update of current and upcoming activities: Working on tax collection, end of year items, prepping for upcoming Audit, 2/12/19-a representative from FEMA will be coming to Princeton to address the flooding issues, W2's and 1099's were sent, and ThedaCare will pay up to \$120,000 for the Ambulance Service in 2019 plus administrative services. Plus an article was handed out about pooling EMS services in Dodge County.
 - B. **Budget Comparison – included in website packet (contact city hall if you want a hard copy)**
This was in the Council Packets.
6. **CONSENT CALENDAR**
 - A. **Minutes for Approval**
 - 1) **December 11, 2018 City Council minutes** Bednarek motioned to approve the 12/11/2018, Council Meeting Minutes, seconded by Ernest. Carried 6-0.
 - B. **Operators Licenses**
Ashley Jean Weber and Melissa Kimball (new) Garro motioned to approve the Operators Licenses as listed, pending no outstanding bills are owed to The City of Princeton/Princeton Utilities, seconded by Roehl. Carried 6-0.
7. **OFFICER REPORTS**
 - A. **Public Works Department Report – Recent and upcoming activities** This was in the Council Packets.
 - B. **Police Department Report – Recent and upcoming activities** The School Resource Officer started on 1/2/2019.
 - C. **Library Report – Recent and upcoming activities (attached)** A new part-time clerk will be hired, interviewing process is taking place. Bids for the Library addition are due on 2/12/2019.
 - D. **Building Inspection Report (attached)** This was in the Council Packets.
 - E. **Zoning Administrator Report (attached)** This was in the Council Packets.
 - F. **Community Development Authority – verbal report (meeting 1/22/19 at 5 p.m.)** Alderperson Garro gave an update on the 1/22/19 Meeting that was rescheduled because of inclement weather to 11:00 AM: Working on sign by the school to have it repainted with the new logo, teaming up with the Chamber to work on updating wayfinding signs, getting information to store owners about people with disabilities not being able to get into their stores-maybe store owners getting ramps so people in wheelchairs can get into their stores. The next meeting will be before the Council Meeting on 2/26/19.
8. **COMMUNICATIONS** Alderperson Kallenbach wanted to address the Snowmobile Ordinance at the next Council Meeting-issues with Princeton Public School students bringing snowmobiles to school. Alderperson Ernest had contact with a citizen and the citizen thought the City should do more for children in the City. Administrator Neubauer and Alderperson Garro stated the CDA had a list of things for children to do in the City, it will be brought to the next meeting. Alderperson Roehl stated the Lutheran School Gym will have open hours from 5:30 PM to 7:00 or 7:30 PM.

A. Police Officer Resignation and Replacement

RECOMMENDATION: Acceptance of resignation of Bradly Wendt effective 1/21/2019 and authorization to begin search for replacement officer. Garro motioned to accept the resignation of Bradly Wendt, seconded by Ernest. Carried 6-0 Garro motioned to authorize the replacement for the position, seconded by Bednarek. Carried 6-0.

B. Court Case 17-CV-28 Kristin K. Galatowitsch vs. City of Princeton

RECOMMENDATION: Update on settlement of case. Administrator Neubauer gave the update. The case the settled, and \$15,000 was paid by The City of Princeton previous insurance company, EMC. It was for a sewer backup in 2016.

C. Court Case 2018-SC-000302 Ted Naparala vs. City of Princeton

RECOMMENDATION: Update on dismissal of case. Administrator Neubauer stated the case was dismissed by the court.

D. Land Lease Renewal – Charter Communications

RECOMMENDATION: Renew land lease for a five year term 1/1/2019 to 12/31/2023 for parcel of city owned land on Cty Trk T which houses Charter Cable & Telecommunications equipment. Approve lease renewal as presented. Roehl motioned to approve the lease and the agreement as presented, seconded by Garro. Carried 6-0.

E. Recognition of International Migratory Bird Day – April 26, 2019

RECOMMENDATION: Adoption of Resolution #2019-01 Kallenbach motioned to approved the adoption of Resolution #2019-01-Recognition of International Migratory Bird Day, April 26, 2019, seconded by Garro. Carried 6-0.

F. Release of future roadway reservation from Lot 6 of Twin Oaks Subdivision

RECOMMENDATION: Approval of removal of any roadway reservation from Lot 6 as platted Kallenbach motioned to approve the removal of any roadway reservation from Lot 6 as platted of the Twin Oaks Subdivision, seconded by Bednarek. Carried 6-0.

11. MEETING SCHEDULE

Next Meeting date February 26, 2019

12. ADJOURN Kallenbach motioned to adjourn the 1/22/2019, Council Meeting, seconded by Garro. Carried 6-0. Mayor Wielgosh adjourned the meeting at approximately 5:00 PM.

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Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____ Application Date: 2-18-19
 Town Village City of PRINCETON County of GREEN LAKE

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.
at the premises described below during a special event beginning 3/22 5:30 and ending 3/22 8:30 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → Bona fide Club Church Lodge/Society
 Chamber of Commerce or similar Civic or Trade Organization
 Veteran's Organization Fair Association
- (a) Name PRINCETON CHAMBER OF COMMERCE
(b) Address PO Box 45 Princeton
(Street) Town Village City
(c) Date organized _____
(d) If corporation, give date of incorporation _____
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
(f) Names and addresses of all officers:
President MATT GREGET
Vice President MIKE JACOBI
Secretary TABITHA PIERCE
Treasurer MARK JUDAS
(g) Name and address of manager or person in charge of affair: JESS GREGET
525 W. WATER PRINCETON

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:
- (a) Street number 525 W. Water, 604 W. Water, 602 W. Water, 441 W. Water
(b) Lot 501 W. Water, 518 W. Water, Block 514 W. Water, 620 W. Water
(c) Do premises occupy all or part of building? 705 W. Water, 101 E. Main St.
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event
(a) List name of the event SPRING WINE WALK
(b) Dates of event MARCH 22 2019

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] 2-18-19 (Signature/date)
Officer [Signature] 2/19/19 (Signature/date)
Date Filed with Clerk 2/19/2019
Date Reported to Council or Board _____
Date Granted by Council _____ License No. _____

PRINCETON CHAMBER OF
(Name of Organization) COMMERCE

Public Works

End of January-February

Snow plowing and removal has been the constant activity since the last council meeting.

Provided auditors with information when they were doing their field work.

Ernie had a nearly all day review with the DNR – Water Department related.

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Zoning / Code Compliance

*Communication has been on-going with the owners of the nursing home. In mid-February, owners contacted City Hall stating they have changed engineers on the project. They are presently working with Tom Micklejohn (architect for the Library) to do the work. On 2/20, I spoke with Micklejohn directly on this project and forwarded him project details to date.

*There has been no movement on the special inspection warrant process which was requested by the Fire Department on buildings which have not been available for an interior inspection.

*Snowmobile ordinance – see separate agenda item.

*Downtown hotel project owners received information regarding a Conditional Use Permit they will need for their proposed use. Information will be coming to the Plan Commission and then forwarded to the Common Council at an upcoming meeting.

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Library Addition

The Library addition project was rebid and the Bid Tabulation Sheet is attached.

After the last bids were rejected, the project was rebid and only two bidders submitted proposals. It was broken out into three bids – 1) the Library addition only; 2) the Library addition and a meeting room shell; and 3) the Library addition and a finished meeting room.

The Library addition only provided Commonwealth Construction at \$945,935 and Cardinal Construction at \$953,140.

Representatives from the Library Board, Building Committee and/or Fund Raising Committee will be at the meeting to present their recommendation on proceeding with the project.

Bid Tabulation Sheet
Princeton Library Project

DATE: 02.13.2019 BID TAB PRINCETON LIBRARY

Company Name	General Constr	Plumbing	HVAC	Electrical	TOTAL	Sub Names	Days	Donation	Alt Bid 1	Alt 2	Total Entire Project
Cardinal	790,274	9,450	31,750	121,666	953,140	Yes	200	*10,000	105,920	118,632	*1,167,692
Commonwealth	746,785	46,650	49,900	102,600	945,935	Yes	150	*15,000	187,416	83,448	*1,201,799.05

Library Addition Only

ADD: Library Addition Meeting Room addition Shell only

ADD: Fin. Meeting

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Certified Survey Map

Attached please find a Certified Survey Map which will reconfigure 4 parcels into 2 parcels for the buildings owned by Joel Braun on Hwy 23/Mechanic Street. Presently the lots are configured that one of the property lines goes through the middle of the metal building (see red lines on the attached aerial map).

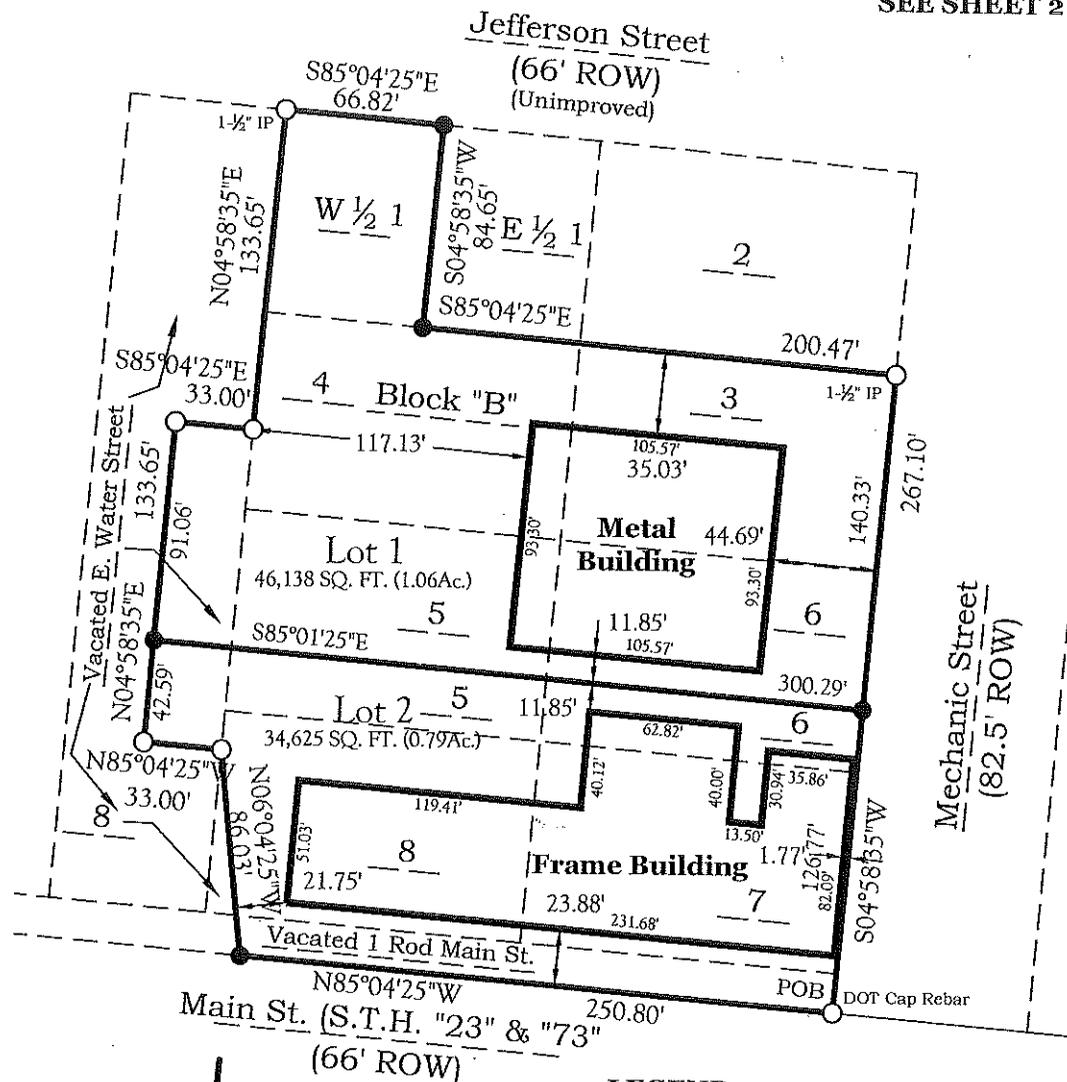
The survey map as proposed will recreate a lot line between the metal building and the frame building and incorporate the two small lots on the western side of the parcels with the main lots.

GREEN LAKE COUNTY CERTIFIED SURVEY MAP # _____

V _____ P _____

Being the W 1/2 of Lot 1, all of lots 3 through 7, and that part of Lot 8 not previously occupied by the building known as "Dizzy Bar" now removed, all within Block "B" of the Original Plat, and the vacated 1 rod strip of Main Street lying south of Block "B", and the East 1/2 of the vacated East Water Street, lying East of Lots 11 & 12 of said Original Plat, all located within GOVERNMENT LOT 1 of Section 24, T.16N., R.11E., City of Princeton, Green Lake County, Wisconsin.

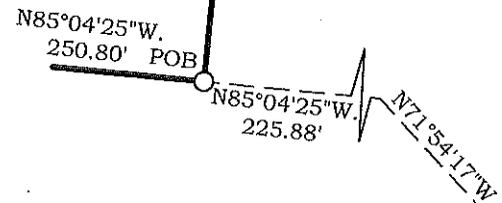
SEE SHEET 2 FOR NOTES



LEGEND

- SET 1" x 18" Iron Rebar Weighing 1.5 lbs/lin. ft.
- FOUND 1" Iron Pipe (Unless Noted)

SECTION CORNER TIE DETAIL (N.T.S.)



GREEN LAKE COUNTY CERTIFIED
SURVEY MAP # _____
V _____ P _____

Being the W ½ of Lot 1, all of lots 3 through 7, and that part of Lot 8 not previously occupied by the building known as "Dizzy Bar" now removed, all within Block "B" of the Original Plat, and the vacated 1 rod strip of Main Street lying south of Block "B", and the East ½ of the vacated East Water Street, lying East of Lots 11 & 12 of said Original Plat, all located within GOVERNMENT LOT 1 of Section 24, T.16N., R.11E., City of Princeton, Green Lake County, Wisconsin.

Notes:

1. This CSM is contained wholly within Parcel #271-00006-0000, #271-00004-0000, #271-00005-0000, & #270-00003-0000.
2. Entire parcel falls within FEMA Zone X, Areas of Minimal Flooding, per FEMA FIRM 55047C0082C effective February 3, 2010.
3. The purpose of this CSM is to re-divide the existing parcels so each building occupies its own lot to meet City of Princeton requirements.
4. North is referenced to the South line of the SW ¼ of Section 18, T.16N., R.11E. assumed as S.89°50'44"W.
5. Date of Survey 20181220
6. Owner/Subdivider: Joel L. Braun, PO BOX 265 Princeton, WI 54968.

SURVEYOR'S CERTIFICATE:

I, **David T. Bosshard**, Registered Land Surveyor, hereby certify:

That under the direction of **Joel L. Braun, City of Princeton**, I have surveyed and mapped this Certified Survey Map of Being the W ½ of Lot 1, all of lots 3 through 7, and that part of Lot 8 not previously occupied by the building known as "Dizzy Bar" now removed, all within Block "B" of the Original Plat, and the vacated 1 rod strip of Main Street lying south of Block "B", and the East ½ of the vacated East Water Street, lying East of Lots 11 & 12 of said Original Plat, all located within GOVERNMENT LOT 1 of Section 24, T.16N., R.11E., City of Princeton, Green Lake County, Wisconsin, described as follows:

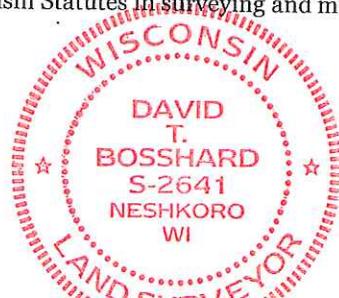
Commencing at the South ¼ Corner of said Section 18; thence S.89°50'44"W., along the South line of said SW ¼, 2662.26 feet, to the Southwest Corner of said Section 18; thence N.71°54'17"W., 996.64 feet to the North Right-of-Way (ROW) of S.T.H. "23" and to the Southwest corner of Outlot 1 of Certified Survey Map (CSM) 3291; thence N.85°04'25"W, along said ROW, 225.88 feet, to the Point of Beginning (POB); thence continue N.85°04'25"W., along said ROW, 250.80 feet; thence N.06°04'25"W., along that part of said Lot 8 previously occupied by "Dizzy Bar", 86.03 feet, to the East ROW line of Vacated E. Water St.; thence N.85°04'25"W., 33.00' to the centerline of said E. Water St.; thence N.04°58'35"E., along said centerline, 133.65 feet; thence S.85°04'25"E., 33.00 feet, to said East ROW line; thence N.04°58'35"E., along said ROW line, 133.65 feet, to the North line of said Block "B"; thence S.85°04'25"E., along said line, 66.82 feet, to the East line of the West ½ of said Lot 1 Block "B"; thence S.04°58'35"W, along said line, 84.65 feet, to the North line of Lot 3 Block "B"; thence S.85°04'25"E., along said North line of Lot 3, and the North line of Lot 4 Block "B", 200.47 feet, to the West ROW line of Mechanic St; thence S.04°58'35"W., along said ROW line, 267.10 feet, to the POB.

Said lands contain 80,763 Sq. Ft. (1.85 Acres).

Subject to all easements and restrictions of record. Portions of this map may lie within floodplain and wetland boundaries. That said Map is a correct representation of the exterior boundaries of the land surveyed; That I have fully complied with the Provisions of Section 236.34 of the Wisconsin Statutes in surveying and mapping the same to the best of my knowledge and belief.



David T. Bosshard, RLS 2641
December 20, 2018
Drafted by David T. Bosshard



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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: County All Hazards Mitigation Plan

The attached letter from Gary Podoll, County Emergency Management Director outlines the importance to have a county wide All Hazards Mitigation Plan.

Each municipal entity has received the document/plan for our respective areas and have been asked to adopt a supporting resolution. The original plan from 2012 was revised and updated in the fall of 2018. The document is on file at the Clerk's Office and is available for anyone to review it. (282 pages).



GREEN LAKE COUNTY
OFFICE OF EMERGENCY MANAGEMENT

Gary V. Podoll
Director

Office: 920-361-5416
FAX: 920-361-5405

January 18, 2019

Dear Town, Village, City, and County Community Leaders of Green Lake County

The State of Wisconsin has endured billions of dollars in damages over the past three decades, as a result of various disasters including severe weather and flooding events, major snowstorms, and powerful tornados. While the costs of each disaster may vary greatly, the impact is always the hardest at the local level, impacting our communities the most.

The State of Wisconsin, in partnership with FEMA, have identified opportunities to assist communities in reducing future losses through several mitigation activities. Mitigation efforts may result in a significant decline in the cost of a disaster's impact down the road. In fact, for every dollar spent on mitigation activities, approximately \$6.00 in future damages is avoided.

Hazard mitigation breaks the cycle of damage and repair by reducing or eliminating the long-term risk to human life and property caused by the potential hazards. These preventative actions may be as simple as elevating a furnace in a basement, in an effort to prevent water damage. Mitigation efforts may also take a more comprehensive approach such as relocating buildings out of the floodplain or strengthening critical facilities to prevent wind damage and provide stronger shelter.

In an effort to better mitigate Green Lake County's vulnerability to disaster, Green Lake County Emergency Management, applied for, received, and has now updated the Green Lake County Hazard Mitigation Plan through a Pre-Disaster Mitigation (PDM) planning grant. The updated plan serves as a roadmap that outlines potential cost-effective hazard mitigation activities, some of which might be available for future grant funding. The plan highlights the risks and vulnerabilities that Green Lake County faces from natural disasters and highlights mitigation strategies that may reduce future losses.

We thank you in advance for your assistance with completing the Green Lake County Hazard Mitigation Plan. This small investment of your time will help make our community a safer, healthier and more disaster-resistant community for years to come.

Respectfully,

Gary V. Podoll

Emergency Management Director
Green Lake County

RESOLUTION NO. 2019-02

**A RESOLUTION ADOPTING THE GREEN LAKE COUNTY
ALL HAZARDS MITIGATION PLAN**

WHEREAS, the City of Princeton recognizes the threat that natural hazards pose to people and property; and

WHEREAS, undertaking hazard mitigation actions before disasters occur will reduce the potential for harm to people and property and save tax payer dollars; and

WHEREAS, an adopted all hazards mitigation plan is required by FEMA as a condition of future grant funding for mitigation projects; and

WHEREAS, the City of Princeton participated jointly in the planning process with Green Lake County and the other local units of government within the County to update an All Hazards Mitigation Plan, which was made available for review via a Legal Notice and a copy of which will reside permanently in the Green Lake County Emergency Management Office;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Princeton adopts the Green Lake County All Hazards Mitigation Plan as an official plan; and

BE IT FURTHER RESOLVED, that the Green Lake County Emergency Management Department will submit, on behalf of the City, the adopted, updated All Hazards Mitigation Plan to Wisconsin Emergency Management and Federal Emergency Management Agency officials for final review and approval. Minor changes been made upon advice from Wisconsin Emergency Management and Federal Emergency Management Agency will not require re-adopting this resolution.

PASSED, APPROVED, AND ADOPTED, this 26th day of February, 2019.

_____ Ayes
_____ Nays
_____ Absent

LEONARD WIELGOSH, Mayor

MARY LOU NEUBAUER,
City Administrator-Clerk/Treasurer

Approved as to form:

DANIEL D. SONDALLE, City Attorney

CITY OF PRINCETON

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

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Mayor
Charlie Wielgosh

City Alderpersons

Dave Bednarek
Mary Ernest
Patti Garro
Dan Kallas
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: February 26, 2019
RE: Records Retention Ordinance

In the fall of 2018, the Wisconsin Public Records Board generated and adopted a general schedule for records retention for Wisconsin municipalities for the administration and disposition of public records.

It was recommended that municipalities review and adopt the schedule and include it as part of the municipal code. The schedule includes the details on whether or not the Wisconsin Historical Society is required to be notified of the destruction of public records and the process to do so.

Attorney Sondalle has been working with the cities of Princeton, Green Lake and Markesan to make their code compliant with the required regulations.

NOTE: The records retention schedule is not part of this packet but is available on the uploaded agenda packet on the website as it is 55 pages long.

ORDINANCE NO. #01-2019

**AN ORDINANCE ADOPTING A NEW RECORDS RETENTION SCHEDULE FOR THE
CITY OF PRINCETON
(THEREBY DELETING SECTION 99-7 (F) and AMENDING SECTION 99-8 OF
THE CITY OF PRINCETON MUNICIPAL CODE)**

The Common Council of the City of Princeton in session duly begun on the 26th day of February, 2019, does ordain as follows:

WHEREAS, it is in the best interest of the City of Princeton to provide uniform guidelines for the retention and disposition of city records, and;

WHEREAS, establishing a records retention schedule ensures that all departments of the City of Princeton retain records as long as needed in order to complete the transaction of business on behalf of the City, and;

WHEREAS, to provide all City of Princeton Departments with legal authorization to dispose of records eligible for disposition on a regularly scheduled basis after the minimum retention periods are met, and;

WHEREAS, to promote the cost-effective management of City records.

NOW THEREFORE BE IT ORDAINED, that the City Council of the City of Princeton Municipal Code will be amended by deleting Section 99-7 (F) and amending Section 99-8 of the Code to read as follows:

- (a) General Records Schedule Adopted. The City hereby adopts, by reference, the Wisconsin Municipal and Related Records Schedule pertaining to the retention and destruction of public records and approved by the State of Wisconsin Public Records Board on August 27, 2018.
- (b) Law Enforcement Records Retention/Disposition Schedule as it relates to the Police Department. The City hereby adopts, by reference the Wisconsin County Records Retention and Disposition Schedule pertaining to the retention and destruction of public records, as it relates to the Sheriff Department, as approved May 2010.
- (c) Risk Management and Related Records. The City hereby adopts, by reference, the Wisconsin Risk Management and Related Records Schedule pertaining to the retention and destruction of public records and approved by the State of Wisconsin Public Records Board on February 25, 2013.
- (d) Human Resources and Related Records. The City hereby adopts, by reference, the Wisconsin Human Resources and Related Records Schedule pertaining to the retention and destruction of public records and approved by the State of Wisconsin Public Records Board on November 15, 2010.
- (e) Administrative and Related Records. The City hereby adopts, by reference, the Wisconsin Administrative and Related Records Schedule pertaining to the retention and destruction of public records and approved by the State of Wisconsin Public Records board on August 23, 2010.

- (f) Information Technology and Related Records. The City hereby adopts, by reference, the Wisconsin Information Technology and Related Records Schedule pertaining to the retention and destruction of public records and approved by the State of Wisconsin Public Records Board on November 10, 2014.
- (g) Other Records. In the event the City creates a record not contemplated by the Records Schedules adopted, the City may, subject to the Wisconsin Public Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Public Records Board, if available, or create its own retention schedule pertaining to the record.
- (h) Retention Schedules as set forth by the Wisconsin Public Service Commission, Wisconsin Elections Commission, Wisconsin State Statutes and Wisconsin Administrative Code. If these other State agencies set forth or establish retention of any specific records which may be in conflict with the above adopted schedules, the City will consider these other established retention schedules and will retain these specific records for the longest period specified.
- (i) Repeal. All ordinances, or portions thereof, in conflict with any portion of the Records Schedules as adopted are hereby repealed. Any approved City retention schedule, or portion thereof, for any record not contemplated by the Records Schedules shall remain in full force and effect.
- (j) A copy of these adopted Records Schedules will be kept on file in the City Clerk's Office located at 531 S. Fulton Street, Princeton, Wisconsin and made available for public viewing during normal business hours.

NOW THEREFORE BE IT ORDAINED, that this Ordinance #01-2019 shall take affect after its passage and upon publication.

PASSED, APPROVED AND ADOPTED this 26th day of February 2019.

AYES: _____
 NAYS: _____
 ABSENT: _____

 LEONARD WIELGOSH, Mayor

 MARY LOU NEUBAUER
 City Administrator/Clerk-Treasurer

APPROVED AS TO FORM:

 DANIEL D. SONDALLE
 City Attorney

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Mary Lou Neubauer

COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Local Road Improvement Plan

Attached is a Local Road Improvement Plan for the City of Princeton. It is comprised of the overview of the program, our WISLR road rating information as required by the DOT, along with supplemental past studies which were conducted for the City of Princeton.

As has been discussed and made priority previously by the City Council, the SE quadrant of the community is badly in need of upgrades to the sewer and water along with the street reconstruction. Due to the complexity of the projects in the SE quadrant, grant funding through the DOA and DNR has (and will be) sought for these projects.

Other streets in town may have adequate underground utilities, however the pavement is in need of preservation. The streets with a lower WISLR rating will be given priority consideration when funding is available and projects are undertaken. This plan does not mandate the required sequence of streets to be dealt with but rather is a guideline to those streets with the greatest need (lower WISRL rating) and those projects which will work within our budget.

Following the state budget approval in July/August 2019, funding awards are made to the counties for their Local Road Improvement Program (LRIP) funding. In the fall of 2019, the municipal members of Green Lake County will view projects selected by the municipalities and the County LRIP funds will distributed to the city(s). This funding is 50% of a project cost, and in past years has been around \$30,000 for the cities/villages to share within the county.

Conditions of utilizing the County LRIP funds are there can be no other grant funds connected with the program (which eliminated our ability to use this program on Farmer or Water Street), and that we must have a Local Road Improvement Plan approved and on file.

CITY OF PRINCETON ROAD IMPROVEMENT PLAN

The City of Princeton has approximately 8 miles of roadway which it maintains on a regular basis. In addition to the municipally maintained roads, State Hwy 23 and 73 are maintained by Green Lake County as well as County Trk D heading north out of town. The majority of the city roadways have municipal utilities underground, also maintained by the City of Princeton Utility Department.

The City of Princeton has had various studies completed to assess the city infrastructure needs and provide a means to improve and maintain the roadways in town.

Reports and documentation

Comprehensive Plan: In partnership with Green Lake County, a Comprehensive Plan was generated by the municipality in 2002. This document outlines the public facilities within the city and the objectives to preserve and maintain their functionality and longevity.

*Addendum #2 Comprehensive Plan

Five Year Capital Improvement Plan: Addressing the Public Facilities section in the Comprehensive Plan, the City then undertook a more detailed study in 2005 which created a 5 Year Capital Improvement Plan which addressed the infrastructure for 2006 – 2012. As communities fell under a newly created levy limit law in 2005, Princeton was faced with the difficult task of allocating limited resources among a seemingly unlimited number of demands and needs for public services. The Capital Improvement Plan outlined the need for public improvements along with providing projected cost. With project costs estimated at over \$300,000 annually, the community undertook a detailed review of the necessities as funding was very low. Required expenditures relating to the Hwy 23/73 reconstruction projects were an expenditure the city had to address.

*Addendum #3 Five Year Capital Improvement Plan

SE Quadrant Study: A 2008 referendum was held to exceed the levy limit and increase taxes however this was not for the undertaking of an infrastructure project but rather to assist with operational expenses. Capital projects were put on hold and the community again reviewed information relating to the sector(s) which had the greatest need. This was the basis for a Master Reconstruction Plan for the Southeast Quadrant generated in 2008 by Mid-State Associations. It concentrated on this sector of the community as it had the oldest infrastructure and was in the greatest need to upgrade. This area required complete reconstruction of water and sewer utilities, storm water management, in addition to pavement resurfacing. These projects would require multi-year funding as they could not be achieved within the scope of an annual budget. The Master Plan outlined the order for the road improvements to be done as well as cost projections and potential funding options.

*Addendum #4 Master Reconstruction Plan SE Quadrant

WISLR Road Inventory:

The State Department of Transportation has generated a road rating system called Wisconsin Information System for Local Roads (WISLR). Annually, the city updates the information as it relates to road conditions within the city limits. Information contained include road distance, width, surface year and a rating system. This rating system assists in the planning and needs assessment on an annual basis. The WISLR system helps staff address local needs both immediate and in the near future.

*Addendum #1 2018 WISLR Document

Annual maintenance items are included in the municipal budget as well as setting funds aside for larger projects.

- 1) Surface Coating: All of the roadways which the City maintains are blacktop. Annually, the City will include funds for crack filling on roadways to help preserve the longevity of the streets.
- 2) Catch Basin Replacement: Storm sewer catch basins would be replaced as needed to help storm water collection.
- 3) Patching with cold and hot mix as needed.
- 4) Emergency work as required.

Action Plan

- 1) Address projects in the SE quadrant as priority.
- 2) Coordinate utility projects with street projects.
- 3) Preserve roadways with a low WISLR rating with a product that will extend their longevity based on the surface condition, taking into consideration the condition of the underground utilities.
- 4) Search out funding sources, CDBG, DNR, LRIP, and others in addition to inclusion of funds in the annual budgets.
- 5) Partner with other governmental agencies (County & State) on roadway projects within city jurisdiction.

Passed, Approved and Adopted by the Princeton City Council on February 26, 2019.

Addendum #1

CITY OF PRINCETON WISLR REPORT									
2019	Segment	Surface	Surface	Left	Right	Surface	Surface	Surface	Surface 2
ROADWAY_NAME	Length	Width	Sq. Yards	Shoulder	Shoulder	Year	Age	Rating	
				Width	Width				
Dover St	158	10	175.56 2	2	2	1973	46	1	
N Fulton St	1109	20	2464.44 2	2	2	1957	62	2	
Tassler St	370	24	986.67 2	2	2	1981	38	2	
E Water St	106	8	94.22 0	0	0	1953	66	2	
E Water St	475	36	1900.00 0	0	0	1973	46	2	
Wisconsin St	422	40	1875.56 0	0	0	1964	55	2	
Wisconsin St	422	40	1875.56 0	0	0	1964	55	2	
Wisconsin St	370	40	1644.44 0	0	0	1964	55	2	
N Clinton St	264	24	704.00 2	2	2	1981	38	3	
S Clinton St	422	24	1125.33 6	3	3	1991	28	3	
S Clinton St	370	40	1644.44 0	0	0	1969	50	3	
Dodge St	475	38	2005.56 0	0	0	1973	46	3	
Dodge St	370	38	1562.22 0	0	0	1973	46	3	
Dodge St	422	38	1781.78 0	0	0	1973	46	3	
First St	475	18	950.00 4	2	2	1955	64	3	
Harris St	317	20	704.44 2	2	2	1964	55	3	
Harvard St	422	38	1781.78 0	0	0	1970	49	3	
Harvard St	422	38	1781.78 0	0	0	1970	49	3	
Harvard St	422	38	1781.78 0	0	0	1970	49	3	
Harvard St	422	38	1781.78 0	0	0	1970	49	3	
N Howard St	588	24	1568.00 4	4	4	1991	28	3	
N Howard St	317	24	845.33 4	4	4	1991	28	3	
N Howard St	415	24	1106.67 4	4	4	1991	28	3	
S Howard St	370	40	1644.44 0	0	0	1973	46	3	
S Howard St	422	40	1875.56 0	0	0	1973	46	3	
S Howard St	423	24	1128.00 2	2	2	1977	42	3	
S Howard St	370	38	1562.22 0	0	0	1967	52	3	
E Main St	528	30	1760.00 0	0	0	1985	34	3	
Mechanic St	634	24	1690.67 2	2	2	1994	25	3	
Pytlock Ave	370	20	822.22 0	0	0	1964	55	3	

South St	370	24	986.67	2	2	2002	17	3
South St	422	24	1125.33	2	2	1999	20	3
Wilson St	475	18	950.00	2	2	1955	64	3
N Clinton St	296	18	592.00	0	0	1959	60	4
N Clinton St	143	24	381.33	2	2	1981	38	4
N Clinton St	1426	24	3802.67	2	2	2002	17	4
S Clinton St	422	40	1875.56	0	0	1973	46	4
S Clinton St	370	40	1644.44	0	0	1973	46	4
S Clinton St	422	38	1781.78	0	0	1967	52	4
N Farmer St	686	24	1829.33	2	2	1981	38	4
Harris St	26	20	57.78	2	2	1964	55	4
Harris St	1003	20	2228.89	2	2	1964	55	4
Harris St	80	20	177.78	2	2	1964	55	4
Harris St	370	20	822.22	2	2	1964	55	4
Harris St	267	20	593.33	2	2	1964	55	4
Harris St	50	20	111.11	2	2	1964	55	4
Old Green Lake Rd	950	20	2111.11	2	2	1966	53	4
Old Green Lake Rd	264	20	586.67	2	2	1966	53	4
Otto Ave	211	24	562.67	2	2	1994	25	4
Short St	100	32	355.56	0	0	1993	26	4
Short St	375	32	1333.33	0	0	1993	26	4
South St	158	20	351.11	0	0	1973	46	4
Wilson St	211	18	422.00	2	2	1955	64	4
Canal St	1637	24	4365.33	2	2	1998	21	5
Canal St	370	24	986.67	2	2	1998	21	5
Cindy Ln	349	22	853.11	2	2	2009	10	5
Dover St	422	18	844.00	3	3	1955	64	5
Dover St	528	18	1056.00	3	3	1955	64	5
Dover St	370	18	740.00	3	3	1955	64	5
First St	211	24	562.67	4	4	2000	19	5
N Fulton St	1848	36	7392.00	0	0	2018	1	5
N Fulton St	422	36	1688.00	0	0	2018	1	5
Mechanic St	317	20	704.44	2	2	2003	16	5
Pearl St	106	56	659.56	3	3	1998	21	5

Sunnyview Ln	634	40	2817.78	0	3	2001	18	5
Third St	264	20	586.67	2	2	1964	55	5
Third St	264	20	586.67	2	2	1964	55	5
Third St	317	24	845.33	2	2	2002	17	5
Third St	634	18	1268.00	2	2	1966	53	5
Third St	370	18	740.00	2	2	1966	53	5
Washington St	370	56	2302.22	0	3	2001	18	5
Fourth St	212	24	565.33	2	2	2002	17	6
Fourth St	158	19	333.56	2	2	2005	14	6
Fourth St	211	20	468.89	2	2	2002	17	6
Fourth St	158	20	351.11	2	2	2002	17	6
Fourth St	211	20	468.89	2	2	2002	17	6
Mechanic St	158	24	421.33	2	2	1994	25	6
Otto Ave	422	19	890.89	2	2	2005	14	6
Pearl St	317	56	1972.44	0	3	2001	18	6
Second St	150	24	400.00	2	2	2008	11	6
Second St	334	24	890.67	2	2	2008	11	6
Second St	317	16	563.56	2	2	2008	11	6
Second St	150	24	400.00	2	2	2008	11	6
Twin Oaks Ct	739	20	1642.22	2	2	2008	11	6
Washington St	106	36	424.00	0	0	2004	15	6
Wilson St	106	24	282.67	2	2	2011	8	6
Jefferson St	528	18	1056.00	2	2	2003	16	7
Pearl Dr	475	19	1002.78	2	2	2005	14	7
Wilson St	317	24	845.33	2	2	2011	8	7
Bishop St	317	16	563.56	2	2	2008	11	8
S Farmer St	422	44	2063.11	6	6	2016	3	9
S Farmer St	370	44	1808.89	6	6	2016	3	9
S Farmer St	422	44	2063.11	6	6	2016	3	9
S Farmer St	370	44	1808.89	6	6	2016	3	9
S Farmer St	264	44	1290.67	6	6	2016	3	9
S Farmer St	370	44	1808.89	0	3	2016	3	9
S Farmer St	422	44	2063.11	0	0	2016	3	9
W Water St	422	36	1688.00	0	0	1968	51	9

W Water St	370	36	1480.00	0	0	1968	51	9
W Water St	370	36	1480.00	0	0	1968	51	9
S Howard St	422	32	1500.44	0	0	2018	1	10
W Water St	264	32	938.67	0	0	2018	1	10
W Water St	475	32	1688.89	0	0	2018	1	10
W Water St	370	32	1315.56	0	0	2018	1	10
W Water St	264	32	938.67	0	0	2018	1	10
W Water St	422	32	1500.44	0	0	2018	1	10
	42185							

CITY OF PRINCETON

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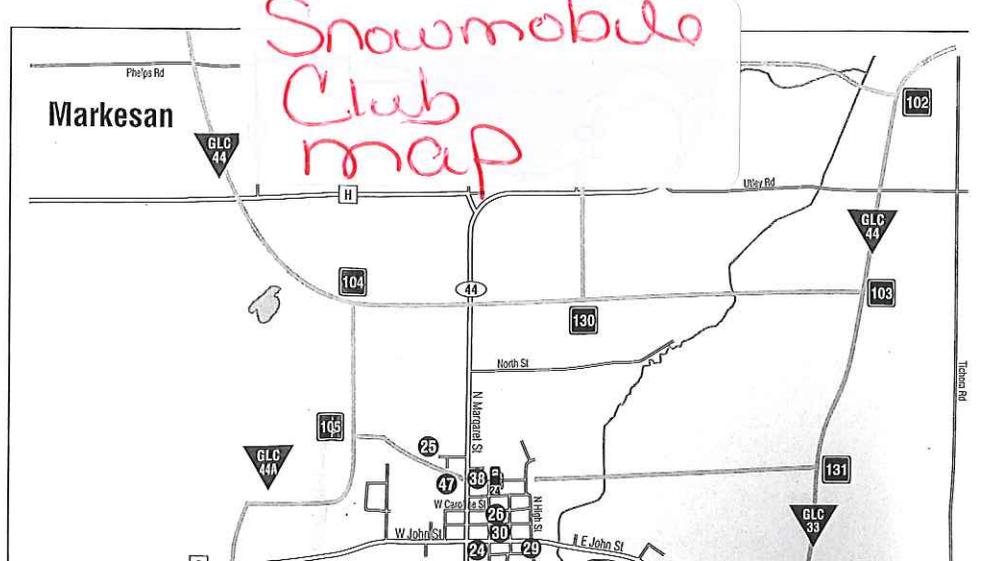
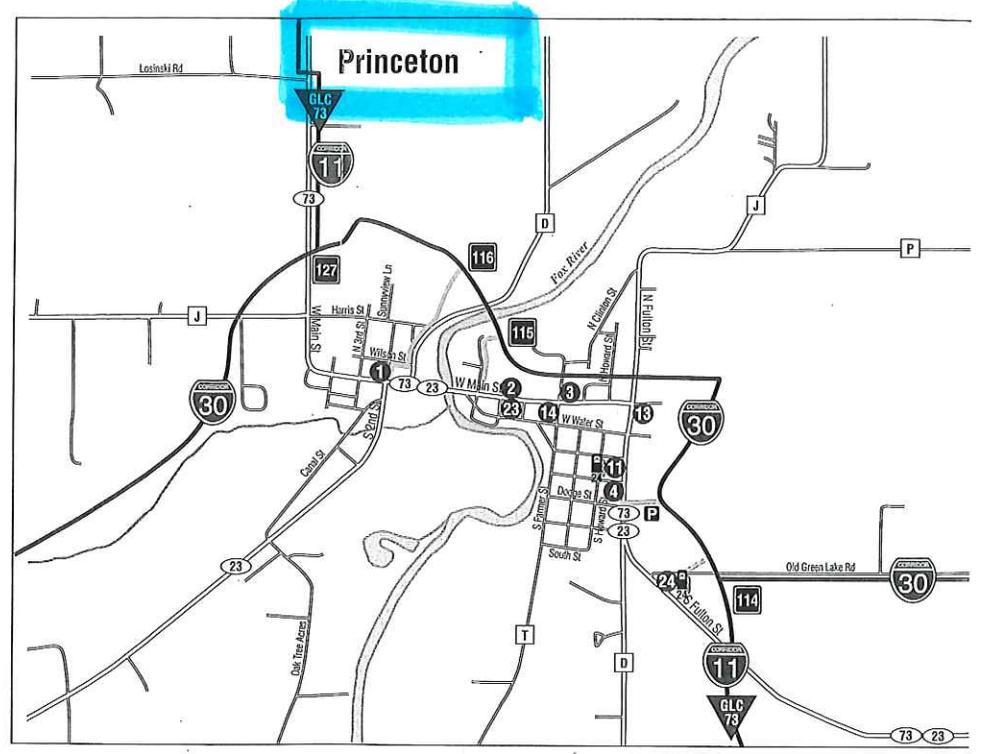
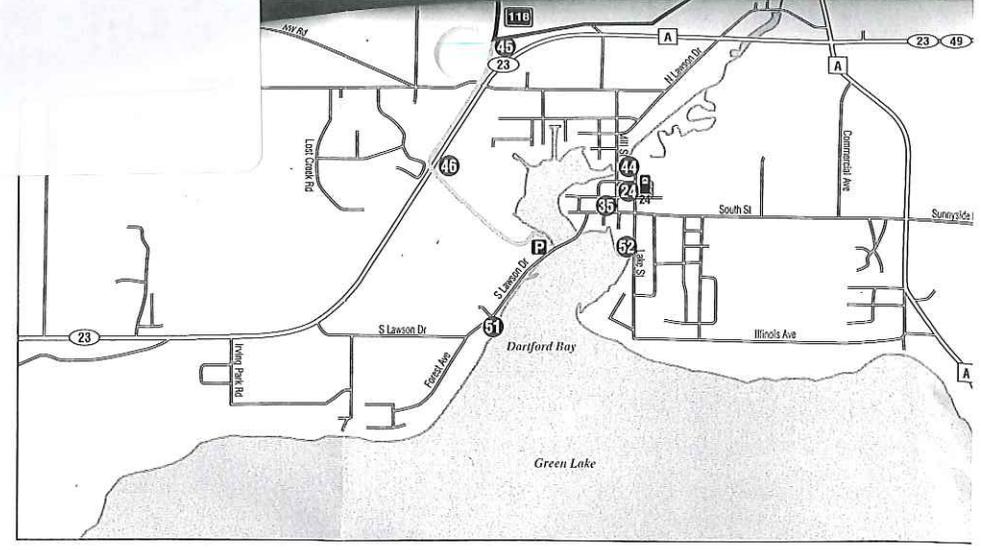
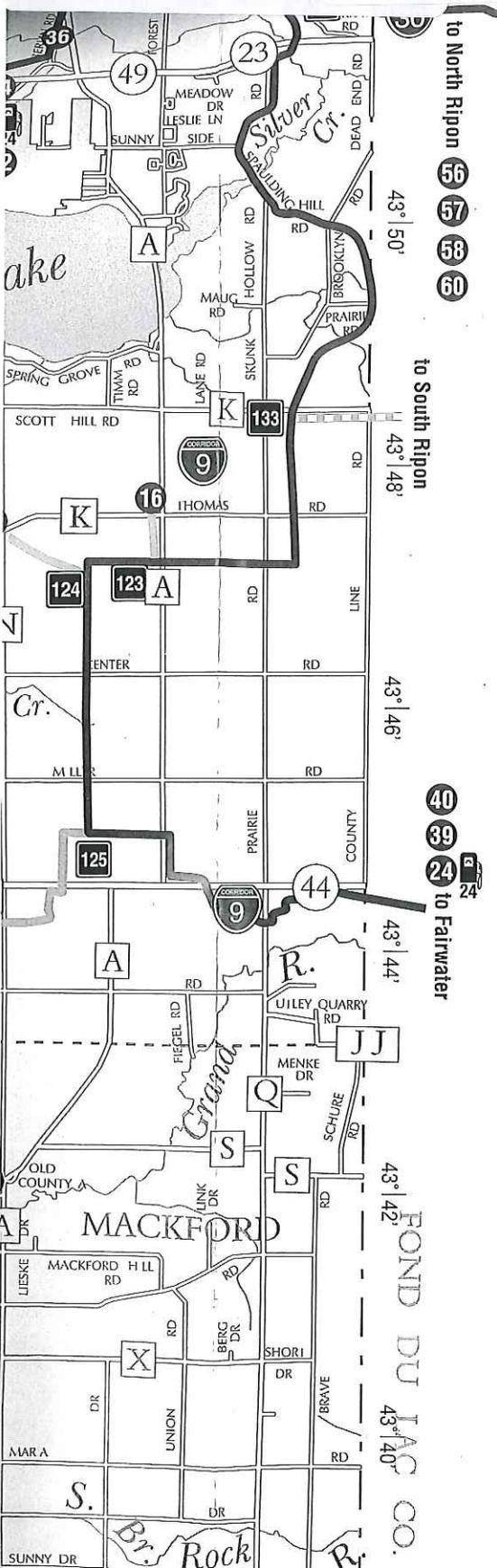
City Administrator
Mary Lou Neubauer

COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: February 26, 2019
RE: Snowmobile Ordinance

Early this year there were some questions regarding the snowmobile ordinance in its present state. The ordinance had been shared with the PD and at our January Council meeting Jasper requested further discussion on it in February. Attached please find the present ordinance and pay specific attention to reference to the main trail and access routes sections. The snowmobile club map for Princeton is also attached. The ordinance appears to not duplicate the trail as it is presently laid out. Also the ordinance allows for a resident of Princeton to access the trail from their home. Matt indicated there is a “pass” required, however it is not part of the ordinance language.

There needs to be additional work on the ordinance to make it coincide with what is in place for the community. Discussions are recommended to take place between the snowmobile club, the police chief, city administrator, and any council member if they so desire to be part of the discussion.



City of Princeton, WI
Friday, January 4, 2019

Chapter 372. Vehicles, Recreational

Article I. Snowmobiles and All-Terrain Vehicles

§ 372-5. Snowmobile routes and all-terrain vehicle routes and trails.

- A. Routes designated. Except as provided herein and in §§ 350.02 and 350.045, Wis. Stats, or for snowmobile events authorized in accordance with § 350.04, Wis. Stats., no person shall operate a snowmobile or all-terrain vehicle upon any public right-of-way, in any public park, or on any other public municipal property in the City of Princeton except upon snowmobile or all-terrain vehicle routes and trails designated by resolution by the Common Council:
- (1) The main trail through the City of Princeton shall be:
 - (a) Water Street from Main Street to Jefferson Street;
 - (b) Jefferson Street from Water Street to Mechanic Street; and
 - (c) Sunnyview Lane from Terrace Street north to the City limits.
 - (2) Access routes for use of snowmobile owners who are residents of the City of Princeton to allow travel from their residence to the main trail are as follows:
 - (a) Farmer Street from the south City limits north to Dodge Street.
 - (b) Dodge Street from Farmer Street to Fulton Street (State Highway 23 and 73).
 - (c) Also, a trail across the City Park from the Northwest corner to the southeast corner connecting the route along Dodge Street and crossing Fulton Street (State Highway 23 and 73) to the main trail.
 - (d) Third Street from Otto Street north to its end at Terrace Street.
 - (e) Terrace Street from Third Street East to Priebe Street.
- B. Trail markers. The Chief of Police is directed and authorized to procure, erect and maintain appropriate snowmobile or all-terrain vehicle route, trail

Resources under § 350.13, Wis. Stats. The Chief of Police shall have the power to declare the stated snowmobile routes and trails either open or closed.

- C. Markers to be obeyed. No person shall fail to obey any route or trail sign, marker or limit erected in accordance with this section.
- D. Operation of snowmobiles in City limited to designated route. Snowmobiles or all-terrain vehicles shall not be operated upon any street, highway or alley, nor upon any public property in the City subject to the following express exceptions:
 - (1) Upon the designated route.
 - (2) Upon a street, highway or alley right-of-way providing the most direct route between a snowmobile or all-terrain vehicle operator's place of residence in the City and the designated route. The sole reason for allowing the use of streets, highways or alleys other than those incorporated into the designated route for snowmobile and all-terrain vehicle operation purposes shall be limited strictly to access to and from the designated route for snowmobile and all-terrain vehicle operators whose places of residence are in the City. At all times when operating on other than the designated route, snowmobile and all-terrain vehicle operators shall comply with speed and right-of-way limitations as set forth at §§ 350.02 and 350.03, Wis. Stats.
- E. Rules of operation. Snowmobiles and all-terrain vehicles operated on designated snowmobile and all-terrain vehicle routes over public highways shall observe the rules of the road for motor vehicles set forth in Chapter 346, Wis. Stats., and Chapter **360**, Vehicles and Traffic, of the Code of the City of Princeton, which are hereby adopted by reference and made part of this article as if fully set forth herein. Any act required to be performed or prohibited by such laws is required or prohibited by this section.
- F. Declaring trails closed. Due to weather conditions or emergency, the Chief of Police may declare snowmobile and all-terrain vehicle trails closed within the City.