

**CITY OF PRINCETON
CITY COUNCIL MEETING
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, JUNE 27, 2017 - 7:00 PM**

1. **CALL TO ORDER AND ROLL CALL.**
2. **PLEDGE OF ALLEGIANCE.**
3. **APPROVAL OF AGENDA**
4. **APPEARANCES FROM THE PUBLIC (3 minute limit)**

5. **MAYOR'S REPORT**
6. **ADMINISTRATORS REPORT**
 - A. City Administrators Report – Current and upcoming activities
 - B. Budget Comparison

7. **CONSENT CALENDAR**
 - A. **Minutes for Approval**
 - 1) May 23, 2017 City Council meetings
 - B. **Liquor License – American Legion Post #366 Class “B” Beer and Class “B” Liquor (7/1/2017-6/30/2018) – This cannot be acted on at this meeting due to the application not meeting the required submittal deadline**
 - C. **Operator’s License Renewals – See attached sheet with listing (7/1/2017-6/30/2018)**

8. **OFFICER REPORTS**
 - A. Public Works Department Report (attached)
 - B. Police Department Report – Recent and upcoming activities
 - C. Library Report – Recent and upcoming activities (verbal)
 - D. Building Inspection Report (attached)
 - E. Zoning Administrator Report (attached)
 - F. Community Development Authority (attached)

9. **COMMUNICATIONS**

10. **NEW BUSINESS**
 - A. **Compliance Maintenance Report and accompanying Resolution #2017-10**
RECOMMENDATION: Accept and approve Compliance Maintenance Report and accompanying Resolution #2017-10 as required annually.
 - B. **Intergovernmental Agreement between Green Lake County and the City of Princeton for the Reconstruction of Cty Trk D**
RECOMMENDATION: Review and approve Agreement for cost share for Cty Trk D with Green Lake County, action as appropriate.
 - C. **Building Inspection Services**
RECOMMENDATION: Review proposals for building inspection services if applicable
 - D. **Budget Process**
RECOMMENDATION: Council preference in seeing the detail for the 2018 budget.

11. **MEETING SCHEDULE**
RECOMMENDATION: Upcoming meeting: July 25, 2017

12. **CLOSED SESSION**

(1) Wisconsin Statutes 19.85 (1) (c) Deliberation relating to employment, promotion compensation or performance evaluation data for any public employee over which the governmental body has jurisdiction or exercises responsibility.

a. DPW part-time employees

13. RECONVEN BACK TO OPEN SESSION and take action as appropriate as a result of closed session discussion.

14. 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. **The City now offers digital audio recording equipment for records purposes. If you have any questions please contact the City Clerk.**

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531 S Fulton Street · Princeton, Wisconsin 54968
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Lara Roehl

COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: June 27, 2017
RE: Activity Report

Following you will find an overview of some of the activity in the Clerk's Office since the last Council report of May 23, 2017.

- Auditors provided end of year adjusting entries and final close outs for 2016.
- A lot of time has been spent on the Historical Walking Tour Plaques
- Coordination of the Heistand Park rip rap project. Contractor hoped to get to the project in the next 30 days provided the water level doesn't rise again
- Ordinance violations with PD
- Design Team September 14-16 coordination of planning event
- TIF annual meeting held and annual reports filed
- Beginning to look at budget process
- Home at 103 S Farmer Street razed, cost will be right around \$11,000. This includes the contractors raze & removal, abandonment of the gas service (by WE Energies), and replacement of a square of sidewalk

Upcoming

June 28 8:00 Chamber meeting

July 13 5:00 Design Team meeting

July 18 4:00 CDA meeting

July 25 1:00 County meeting on Voting hardware changes

**CITY OF PRINCETON
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS – 431 W. MAIN STREET
TUESDAY, MAY 23, 2017 - 7:00 PM**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Wielgosh called the meeting to order at 7:00 PM. In attendance were Alderpersons Garro, Kallas, Kallenbach, Ernest, Bednarek, and Roehl, Administrator Neubauer, Mayor Wielgosh, and Attorney Sondalle.
2. **PLEDGE OF ALLEGIANCE.** The Pledge of Allegiance was recited.
3. **APPROVAL OF AGENDA** Garro motioned to Approve the Agenda, seconded by Bednarek. Carried 6-0.
4. **APPEARANCES FROM THE PUBLIC (3 minute limit)** Mayor Wielgosh stated the people who signed their name to speak at the meeting will speak when that topic is addressed. Alyssa Paulsen, the reporter from the Berlin Journal/Princeton Times Republic newspaper, was leaving the paper and thanked the Council for working with her for several years.
5. **MAYOR'S REPORT** Mayor Wielgosh stated there would be a Meat Raffle at BeerBelly's LLC on 5/27/17 for the Green Lake Area Animal Shelter.
6. **ADMINISTRATORS REPORT**
 - A. **City Administrators Report – Current and upcoming activities** The Board of Review was 5/23/17, so the tax assessment is done. Other activities include: DNR Lead Service Lateral Grant documents, Hiestand Park project, sewer televising, ammonia study, Zoning Violations, and Historic Walking Tour plague project.
 - B. **Budget Comparison** This was in the packets and as a reminder, some of the line items will be off because of big purchases from monies that were budgeted for several years.
7. **CONSENT CALENDAR**
 - A. **Minutes for Approval**
 - 1) **April 25, 2017 City Council meetings** Ernest motioned to approve the 4/25/17 Council Meeting Minutes, seconded by Kallas. Carried 6-0.
 - B. **Transfer of Retail Liquor License – Whittemore and Company from 440 W. Water Street to 521 W. Water Street (Teak and Soxy) for the remainder of the license year expiring 6/30/2017** Garro motioned to approve the Liquor License transfer for Whittemore and Company from 440 W Water Street to 521 W Water Street for the remainder of the license year; pending no outstanding bills are owed to the City of Princeton/Princeton Utilities, seconded by Ernest. Carried 6-0.
 - C. **Liquor License Renewals – See attached sheet with listing (7/1/2017-6/30/2018)** Garro motioned to approve the Liquor License Renewals as listed pending no outstanding bills are owed to the City of Princeton/Princeton Utilities, seconded by Roehl. Carried 6-0.
 - D. **Open Air Alcoholic Beverage License Renewals - See attached sheet with listing (7/1/2017-6/30/2018)** Roehl motioned to approve the Open Air Alcoholic Beverage License Renewals as listed pending no outstanding bills are owed to the City of Princeton/Princeton Utilities, seconded by Garro. Carried 6-0.
 - E. **Operator's License Renewals – See attached sheet with listing (7/1/2017-6/30/2018)** Roehl motioned to approve the Operator's License Renewals as listed pending no outstanding bills are owed to the City of Princeton/Princeton Utilities, seconded by Garro. Carried 6-0.
 - F. **Appointment of Citizen Member to Joint Review Board – TID. Accept Mayors appointment of Robert Mosolf to the Joint Review Board.** Garro motioned to approve the Appointment of Citizen Member to the Joint Review Board-TID as Robert Mosolf, seconded by Ernest. Carried 6-0.
8. **OFFICER REPORTS**
 - A. **Public Works Department Report (attached)** This was in the Council Packets

- B. **Police Department Report – Recent and upcoming activities** Chief Bargenquast stated the new squad is almost finished and the old squad will be sold.
- C. **Library Report – Recent and upcoming activities (verbal)** Director Sommersmith spoke about current and upcoming Library Programs and fundraising.
- D. **Building Inspection Report (attached)** Administrator Neubauer stated she received a phone call from the Building Inspection Company-Safebuilt, and they would be dropping the City of Princeton and Marquette and Waushara Counties. They would finish the projects they approved. The City will be looking for a new building inspector.
- E. **Zoning Administrator Report (verbal)** There are a couple projects that are in progress, also Administrator Neubauer is working with the Police Department about getting the items cleaned up and off the curbs from the Bulk Pick Up.
- F. **Community Development Authority (attached)** A report was in the Council Packets. The group raised a little over \$850.00 at the 5/13/2017 Flea Market Food Booth.
- 9. **COMMUNICATIONS** Alderperson Kallas received a letter from Les Mosolf-435 N Clinton Street-about a tree in the terrace area in front of his property. Alderperson Garro and Administrator Neubauer stated the issue is being addressed.

10. NEW BUSINESS

- A. **Skate Park Proposal**
RECOMMENDATION: Review of proposal presented - action as appropriate There was a discussion about the location of the Skateboard Park Proposal for the Parking Lot in Princeton. No one was against a Skateboard Park in Princeton. Many residents who lived near the Parking Lot spoke against the Skateboard Park in that Location. People spoke against the location and the pros of a Skateboard Park in Princeton. Garro motioned to approve the site location as the appropriate place for the Skateboard Park as the downtown Parking Lot, seconded by Bednarek. Motion failed 4-2. Voting against the location was Roehl, Ernest, Kallenbach, and Kallas, voting in favor of the location was Garro and Bednarek.
- B. **City Attorney Retainer Contract – Sondalle Law Office**
RECOMMENDATION: Review contract and acceptance as presented Kallas motioned to approve the City Attorney Retainer Contract for the Sondalle Law Office, seconded by Ernest. Carried 6-0.
- C. **Utility Annual reports Consumer Confidence Report**
RECOMMENDATION: Accept and approve Consumer Confidence Report as required annually. Kallenbach motioned to approve the Utility Annual Consumer Confidence Report, seconded by Bednarek. Carried 5-0. (Alderperson Kallas did not vote, he left the room for a couple of minutes)
- D. **Raze Order 103 S. Farmer Street**
RECOMMENDATION: Accept low bid of Petraszak Excavating for the raze and removal of property at 103 S. Farmer Street. Action as appropriate Kallenbach motioned to accept the low bid of Petraszak Excavating for the raze and removal of the property at 103 S Farmer Street the week of June 5, 2017, if the building is not removed by the owner of the property, seconded by Roehl. Carried 6-0.
- E. **Write off of uncollectable Utility Bill**
RECOMMENDATION: Authorization for the write off of the utility bill for the former tenant at 103 S. Farmer Street in the amount of \$360.89. Action as appropriate. Roehl motioned to authorize the write off of the Utility Bill for the former tenant of 103 S Farmer Street in the amount of \$360.89, seconded by Kallenbach. Carried 6-0.
- F. **Alliant Energy Easement on City owned land**
RECOMMENDATION: Grant a 20' wide easement to Alliant Energy for installation and maintenance of electric line and underground communication lines as shown on attached map. Kallenbach motioned to grant the 20' wide easement to Alliant Energy for the installation and maintenance of electric line and underground communication lines as shown on the attached map, seconded by Garro. Carried 6-0.

11. MEETING SCHEDULE

RECOMMENDATION: Upcoming meeting: June 27, 2017 & Committee meeting. The next Council Meeting will be June 27, 2017, with a Committee of the Whole before the Council Meeting starting at 6:30 PM

12. CLOSED SESSION

(1) Wisconsin Statutes 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 Kallenbach motioned to go into Closed Session pursuant to WI State Statutes 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 Garro. Carried 6-0.

a. Sale of Land, 500 Block W. Main Street – Gagne Ford

13. **RECONVENE BACK TO OPEN SESSION** and take action as appropriate as a result of closed session discussion. A motion was made by Garro, 2nd by Kallenbach to go back into open session which was carried by a roll call vote of 6 Ayes 0 Nays 0 Absent Motion carried. Kallenbach then made the motion to proceed with the transfer of land according to the terms presented and execute the documents as required to complete the transaction, 2nd by Garro. Motion carried by a roll call vote of 6 Ayes 0 Nays 0 Absent Motion carried.

14. **ADJOURN** Meeting was adjourned on a motion by Roehl, 2nd by Kallas 6 Ayes 0 Nays Motion carried, meeting adjourned at 8:15 p.m.

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2017-2018 OPERATORS LICENSES

The following have made applications for operator's licenses in the City of Princeton, Green Lake County, granting of which is now pending.

Applications are noted by name and location of premises.

VFW

Kathryn Menting

BeerBelly LLC

Cynthia M Peddicord

No Business Affiliation

Dawn M Setzer (new)

Matthew D Greget

Angela S Zodrow

Stars & Strikes

Bonnie J Walker

Fox River Travel Plaza

Matthew G Drager

Kwik Trip

Adrienne A Eberl

Ford's Gathering

Jane Walker (new)

Council Report for June 27, 2017

Since the last meeting Egbert Excavating came in and put in a culvert at Harris St. and 3rd St. and a culvert and catch basins in at Harris St. and Sunnyview Lane. Mitch has most of the shouldering done. Expeditors were in and cleaned and televised about 6100 feet of sewer main for us. The storms we had a couple weeks ago put a lot of projects behind. The house at 103 S. Farmer ST. was taken down and cleaned up.

We will still be picking up brush, alliant's project should be already started with burying cable up Farmer St., behind the shop and under the river to the sub station. Alliant will be in to set some new poles for us in a couple of weeks, we are hoping to be able to get cross walks painted soon.

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: June 27, 2017
RE: Building Inspection

Since our building inspection firm has notified discontinuance of service, we have asked Safebuilt for assistance during the transition including doing the necessary follow-up on building permits issued under their jurisdiction, however they have provided no response. We are holding building permit fees back from the company, however until such time they provide us indication if they will be doing any close out inspections, we will not be forwarding payment to the company.

Permits issued since the May meeting include:

5/23 Jen Conant, 230 W. Main Street remodel
5/23 MNM Antiques, 501 S Fulton Street sign
5/23 Freedom Tavern, 402 S Fulton Street sign
6/14 Michael Whitmore, 609 S Farmer Street porch
6/14 Larry Cluppert, 1034 Harris roof and dormer
6/14 Ricky Reyes, 117 First street storage shed
6/8 Rochelle Ford, 609 W Water Street, sign
5/25 Ted Slaton, 441 W Water Street, alteration
6/20 Freedom Tavern, 402 S Fulton Street, alteration

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: June 27, 2017
RE: Zoning Report – Ordinance violations

Zoning wise – working with two/three property owners who may be requesting a variance through the Board of Appeals (new construction and problems with setbacks).

Ordinance violations:

On May 31st, Dan Sondalle, Matt Bargaquast, Ernie Pulvermacher, Charlie & I met regarding code compliance issues. It was decided that the PD, during their patrols will view properties regarding ordinance violations – primarily unlicensed vehicles, but also other visible items. The address/violation is provided to the Administrator and letter noting the violation and accompanying code section is sent to the occupant/owners. In addition to those sites provided by the PD, other property violations will also be included.

To date, 25 notifications have been sent out. 18 were for unlicensed/unregistered vehicles, and the remainder were for trash by the roadway or other areas of debris on the property or building issues. One ongoing property violator which was deemed a fire/safety hazard has been issued a ticket.

The entire town will be viewed and this process will be ongoing. This is a joint effort between all departments. Being the Police Department is submitting violations, and being they are the ticketing agency, there is little chance for error that the violation will be unenforceable or stand up in court. Questions are fielded by the Clerk's Office and status updates are provided to the PD - such as an owner requesting more time than the code allows for compliance (for vehicles the code only states 5 days to comply).

CITY OF PRINCETON
COMMUNITY DEVELOPMENT AUTHORITY
Tuesday, June 6, 2017 @ 4:00 p.m.
Council Chambers, 431 W. Main Street Princeton WI

1. **Call to Order** Meeting was called to order by Vickie Wielgosh. Attendance included Leann Holland, Mary Lind, Betsy Ladwig, Matt Schneider and Patti Garro. Also present was Jay Dampier and Gail Nylander
2. **Approval of Agenda** motion by Patti, 2nd by Betsy. Motion carried
3. **Approval of Minutes – April 25, 2017** motion by Patti, 2nd by Leann. Motion carried
4. **Update on Group projects**
 - A) **Historic Walking Tour Update**

Plaque status and formal presentation. Vickie provided an overview on the plaques and there are about 5 which are in limbo that a group will be meeting on Wednesday to gather some information. There are 38 plaques and 25 of them are done (6 of those are in the hands of the owners for a final approval prior to printing), along with several being worked on. Plaques should be completed by the end of June. Gary Gneiser has been contacted to start placement as time allows. TTI will be making the pedestals and right now it looks like there will be less than 10 free standing. Discussion on the Google maps application and an example was shown. Jay explained how he could link the information on the tour to the website name (princetonhistorictour.com) and it would bring up a map of Princeton with each of the sites highlighted. The dropdown would then give the business name, address, and the 100 word story. At the bottom of the 100 words there would be a link which would direct to the City website which has the extended documents/stories/pictures relating to that address. Mary Lind volunteered to take photos of the plaques so we have a digital format of all the plaques we can use for our promotions. August 26th is the day for the formal presentation of the walking tour. It was decided to meet at the Tiger Brew property at 10:00 and have a brief overview presentation and then people could enjoy a “Historic Day” in Princeton, as the Historical Society will be open and then at 1:30 and 4:00 there is the Cemetery Walking Tour. Promotion will include newspaper ads, brochures created, looking into magnets that would look like the plaque which would have generic Princeton history to pass out to the attendees
 - B) **Design Wisconsin Team Project - UW Extension** next meeting Thursday, June 8th at 5:00 p.m. Meeting is open to the public and anyone can attend. Looking for households to “house” the design team group for 3 nights (Thurs/Fri/Sat)
 - C) **Food booths August 12** - we will talk about this at the July meeting – just save the date. We cleared \$875 from the first food booth
 - D) **Other – future projects** as noted from April agenda – we are holding off discussion on any projects until after the Design Team project in September.
5. **Next Meeting Date Established** – July 18th at 4:00 p.m. in the Council Chambers
6. **Adjourn** at 5: 15 p.m.

MISSION STATEMENT

“The goal of the Princeton Community Development Authority is to focus on enhancing the quality of life through economic and community growth”

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

Influent Flow and Loading

1. Monthly Average Flows and (C)BOD Loadings

1.1 Verify the following monthly flows and (C)BOD loadings to your facility.

Outfall No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	0.1991	x	94	x	8.34	=	156
February	0.1537	x	137	x	8.34	=	175
March	0.2947	x	91	x	8.34	=	224
April	0.3175	x	76	x	8.34	=	202
May	0.2262	x	131	x	8.34	=	246
June	0.2270	x	261	x	8.34	=	495
July	0.1600	x	364	x	8.34	=	486
August	0.1421	x	249	x	8.34	=	295
September	0.2062	x	117	x	8.34	=	201
October	0.2109	x	134	x	8.34	=	235
November	0.1822	x	171	x	8.34	=	260
December	0.1762	x	85	x	8.34	=	126

2. Maximum Monthly Design Flow and Design (C)BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	.416	x	90	=	0.3744
		x	100	=	.416
Design (C)BOD, lbs/day	450	x	90	=	405
		x	100	=	450

2.2 Verify the number of times the flow and (C)BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	1	1
July	1	0	0	1	1
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	2	2
Points		0	0	6	4
Total Number of Points					10

10

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- Yes

Enter last calibration date (MM/DD/YYYY)

2017-09-07

- No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

- Yes

- No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

- Yes

- No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

- | Septic Tanks | Holding Tanks | Grease Traps |
|--------------------------------------|--------------------------------------|-------------------------------------|
| <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> Yes |
| <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> No |

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

- Septic Tanks
- Yes 14045 gallons

- No

- Holding Tanks
- Yes 831185 gallons

- No

- Grease Traps
- Yes [] gallons

- No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance did not appear affected by these flows.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

- Yes

- No

If yes, describe the situation and your community's response.

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

<p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	2	1	0	0
February	30	27	4	1	0	0
March	30	27	8	1	0	0
April	30	27	12	1	0	0
May	30	27	6	1	0	0
June	30	27	6	1	0	0
July	30	27	5	1	0	0
August	30	27	6	1	0	0
September	30	27	3	1	0	0
October	30	27	2	1	0	0
November	30	27	1	1	0	0
December	30	27	2	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

Yes Enter last calibration date (MM/DD/YYYY)

No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

Not applicable.

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

Yes

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Princeton Wastewater Treatment Facility

Last Updated: Reporting For:
6/20/2017 2016

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	5	1	0	0
February	30	27	2	1	0	0
March	30	27	6	1	0	0
April	30	27	10	1	0	0
May	30	27	4	1	0	0
June	30	27	3	1	0	0
July	30	27	5	1	0	0
August	30	27	8	1	0	0
September	30	27	2	1	0	0
October	30	27	0	1	0	0
November	30	27	1	1	0	0
December	30	27	6	1	0	0
* Equals limit if limit is <= 10						
Months of Discharge/yr				12		
Points per each exceedance with 12 months of discharge:					7	3
Exceedances					0	0
Points					0	0
Total Number of Points						0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.
Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

0

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Ponds And Lagoon Leakage

1. Pond Lining

1.1 What material was used to line your ponds?

Synthetic rubber liner

2. Flow Measurements

2.1 Did you measure influent flow to your wastewater ponds or lagoons?

- Yes (0 points)
- No (40 points) (Go to question 6)

2.1.1 Method of influent flow measurement:

Mag meter at the main lift station

0

2.2 Did you measure effluent flow discharged from your wastewater system either to the land disposal system or to the receiving stream?

- Yes (0 points)
- No (40 points) (Go to question 6)
- No Discharge (0 points)

2.2.1 Method of effluent flow measurement:

ultrasonic meter and v-notch wier at the point of discharge

3. Total Flow Volumes

3.1 Total monthly influent and effluent flow volumes from the pond/lagoon system during the last calendar year.

Total Monthly Influent Volume		Total Monthly Effluent Volume
6.172	JANUARY	7.53
4.456	FEBRUARY	5.24
9.135	MARCH	9.012
9.524	APRIL	10.7192
7.011	MAY	6.325
6.81	JUNE	7.382
4.959	JULY	4.859
4.405	AUGUST	3.786
6.187	SEPTEMBER	4.537
6.537	OCTOBER	5.52
5.465	NOVEMBER	5.117
5.461	DECEMBER	5.366
76.1220	YEARLY TOTAL	75.3932

3.2 From the Yearly Total influent and effluent volumes above, total effluent is divided by total influent and converted to a percent of volume loss.

Total effluent, MG => 75.3932
----- = 0.990 <= effl / infl ratio
Total influent, MG => 76.1220

Conversion to a percent of volume loss:

(1-effl/infl ratio) * 100 = 1.0 % of influent lost and not discharged with effluent

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4. Surface Area

4.1 What was the total wastewater surface area of the ponds/lagoons at operating level (do not include seepage cells)?

Acres

5. Leakage Rate Estimation

5.1 Total influent volume (in MG) minus total effluent volume (in MG) plus or minus the change in pond/lagoon storage (in MG) is the net wastewater loss. The net loss divided by 0.000365 equals the estimated leakage amount in gpd.

Total Annual Influent (MG)	76.1220	
Total Annual Effluent (MG)	75.3932	
Estimated Net Loss (MG)	0.7288	
Estimated Leakage Amount (gpd)		75.3932

If you have a *Department approved* method for determining a change in storage volume, enter the storage change last year in MG below.

Storage Increase: Enter amount in MG ->

Storage Decrease: Enter amount in MG ->

5.2 CMAR Estimated Leakage Rate in gallons per acre per day (gpac): The CMAR Estimated Leakage Rate in gpac is the leakage amount in gpd (from part 5.1) divided by the total pond surface area (from question 4).

Leakage Amount (gpd)		Acres		CMAR Estimated Leakage Rate
1997	divided by	6	=	333

6. On Site Leakage Testing

6.1 Did you conduct an on-site, field water balance/leakage test on your ponds or lagoons that was approved by the Department and is still valid?

Yes Year

No

If yes, what was the field Test Calculated Leakage Rate for your ponds/lagoons?

gpac

NOTE: if 6.1 is answered Yes, the value entered above in gpac will be used in 7.1 to compute points generated.

6.2 Leakage Rate Comments:

7. Estimated Leakage Rate and Points

7.1 The CMAR Estimated Leakage Rate (from 5) is used to determine the points generated in the table below.

If an approved field test was conducted and the results are still valid and accepted by the Department, the Field Calculated Leakage rate (from 5.2) is used to determine the points earned from the table below

gpac	points
0 - 1,000	0
1,001 - 2,000	10
2,001 - 4,000	20
4,001 - 7,000	30
> 7,000	40

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Based on the leakage rate in gpad, the points earned are: **0**

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Biosolids Quality and Management

<p>1. Biosolids Use/Disposal</p> <p>1.1 How did you use or dispose of your biosolids? (Check all that apply)</p> <p><input type="checkbox"/> Land applied under your permit</p> <p><input type="checkbox"/> Publicly Distributed Exceptional Quality Biosolids</p> <p><input type="checkbox"/> Hauled to another permitted facility</p> <p><input type="checkbox"/> Landfilled</p> <p><input type="checkbox"/> Incinerated</p> <p><input checked="" type="checkbox"/> Other</p> <p>NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.</p> <p>1.1.1 If you checked Other, please describe:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p>We did not remove biosolids from the lagoons. Sludge is stored in aerated lagoons until removal is needed.</p> </div>	0
<p>6. Biosolids Storage</p> <p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <p><input checked="" type="radio"/> >= 180 days (0 Points)</p> <p><input type="radio"/> 150 - 179 days (10 Points)</p> <p><input type="radio"/> 120 - 149 days (20 Points)</p> <p><input type="radio"/> 90 - 119 days (30 Points)</p> <p><input type="radio"/> < 90 days (40 Points)</p> <p><input type="radio"/> N/A (0 Points)</p> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes (Continue with question 2)<input type="radio"/> No (40 points) <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<ul style="list-style-type: none"><input type="radio"/> Paper file system<input type="radio"/> Computer system<input checked="" type="radio"/> Both paper and computer system<input type="radio"/> No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Yes<input type="radio"/> No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"><input type="radio"/> Excellent<input type="radio"/> Very good<input checked="" type="radio"/> Good<input type="radio"/> Fair<input type="radio"/> Poor <p>Describe your rating:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Last Updated: Reporting For:
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Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (20 points)</p> <p>Name: <input style="width: 300px;" type="text" value="ERNEST F SCHMIDT"/></p> <p>Certification No: <input style="width: 150px;" type="text" value="34369"/></p>	0																																																																																								
<p>2. Certification Requirements</p> <p>2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="4">OIC</th> </tr> <tr> <th>Basic</th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td></td><td></td><td></td><td></td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td></td><td></td><td></td><td></td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td>X</td><td></td><td>X</td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td></td><td></td><td></td><td></td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td></td><td></td><td></td><td></td></tr> <tr><td>P</td><td>Total Phosphorus</td><td></td><td></td><td></td><td></td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td></td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td>X</td><td></td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td>NA</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2016; subclass SS is basic level only.)</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (20 points)</p>	Sub Class	SubClass Description	OIC				Basic	OIT	Basic	Advanced	A1	Suspended Growth Processes					A2	Attached Growth Processes					A3	Recirculating Media Filters					A4	Ponds, Lagoons and Natural	X		X		A5	Anaerobic Treatment Of Liquid					B	Solids Separation					C	Biological Solids/Sludges					P	Total Phosphorus					N	Total Nitrogen					D	Disinfection	X				L	Laboratory	X		X		U	Unique Treatment Systems					SS	Sanitary Sewage Collection	X	NA	NA	NA	0
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<p>3. Succession Planning</p> <p>3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?</p> <p><input type="checkbox"/> One or more additional certified operators on staff</p> <p><input type="checkbox"/> An arrangement with another certified operator</p> <p><input type="checkbox"/> An arrangement with another community with a certified operator</p> <p><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</p> <p><input checked="" type="checkbox"/> A consultant to serve as your certified operator</p> <p><input type="checkbox"/> None of the above (20 points)</p> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																																																																																								
<p>4. Continuing Education Credits</p>																																																																																									

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<p>4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?</p> <p>OIT and Basic Certification:</p> <ul style="list-style-type: none">● Averaging 6 or more CECs per year.○ Averaging less than 6 CECs per year. <p>Advanced Certification:</p> <ul style="list-style-type: none">○ Averaging 8 or more CECs per year.○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Mary Lou Neubauer"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="(920)295-6612"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 300px;" type="text" value="mneubauer@cityofprincetonwi.com"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p><input type="radio"/> Yes (0 points)</p> <p><input checked="" type="radio"/> No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;"> <p>The rate increase in 2015 helped to cover costs but we are not completely self sufficient yet.</p> </div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2015"/></p> <p><input checked="" type="radio"/> 0-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p><input checked="" type="radio"/> Yes (0 points)</p> <p><input type="radio"/> No (40 points)</p>	40																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised? Year: <input style="width: 100px;" type="text" value="2016"/></p> <p><input checked="" type="radio"/> 1-2 years ago (0 points)</p> <p><input type="radio"/> 3 or more years ago (20 points)</p> <p><input type="radio"/> N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 100%;" type="text" value="164,145.59"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="682.98"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="164,828.57"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 100%;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 100%;" type="text" value="164,145.59"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 100%;" type="text" value="682.98"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 100%;" type="text" value="164,828.57"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>	
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3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 100%;" type="text" value="0.00"/>														

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 164,828.57

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 240,000.00

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

Our goal is to increase the Equipment Replacement fund in the future.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	CMOM Annual Update	500.00	
2	Ammonia Study and construction of acid feed system.	70,000.00	2017

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	27,630	
February	20,220	
March	16,990	
April	22,180	
May	16,610	
June	13,340	
July	10,320	
August	10,500	
September	10,890	
October	13,530	
November	13,490	
December	15,310	
Total	191,010	0
Average	15,918	0

6.1.2 Comments:

Our lift stations do not utilize natural gas.

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	23,990	6.17	3,888	4.84	4,957	72
February	28,150	4.46	6,312	5.08	5,541	49
March	21,700	9.14	2,374	6.94	3,127	36
April	21,400	9.53	2,246	6.06	3,531	8
May	25,360	7.01	3,618	7.63	3,324	3
June	23,310	6.81	3,423	14.85	1,570	0
July	23,280	4.96	4,694	15.07	1,545	0
August	28,100	4.41	6,372	9.15	3,071	0
September	25,690	6.19	4,150	6.03	4,260	0
October	15,320	6.54	2,343	7.29	2,102	0
November	14,920	5.47	2,728	7.80	1,913	0
December	11,720	5.46	2,147	3.91	2,997	39
Total	262,940	76.15		94.65		207
Average	21,912	6.35	3,691	7.89	3,162	35

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

- No
- Yes

If Yes, how is the biogas used (Check all that apply):

- Flared Off
- Building Heat
- Process Heat
- Generate Electricity
- Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

- No
- Yes

Entire facility

Year:

By Whom:

Describe and Comment:

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	40
Score (100 - Total Points Generated)	60
Section Grade	F

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6/20/2017 2016

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Mainline Rehabilitation on south farmer st
Comply with WPDES permit
Minimize occurrences of backups and overflows

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Princeton City Ordinance Title 9 Chapter 2

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY)

2015-07-28

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance

- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories

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- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
 - A description of routine operation and maintenance activities (see question 2 below)
 - Capacity assessment program
 - Basement back assessment and correction
 - Regular O&M training
 - Design and Performance Provisions [NR 210.23 (4) (e)]
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - Construction, Inspection, and Testing
 - Others:

- Overflow Emergency Response Plan [NR 210.23 (4) (f)]
- Does your emergency response capability include:
- Responsible personnel communication procedures
 - Response order, timing and clean-up
 - Public notification protocols
 - Training
 - Emergency operation protocols and implementation procedures
- Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]
 - Special Studies Last Year (check only those that apply):
 - Infiltration/Inflow (I/I) Analysis
 - Sewer System Evaluation Survey (SSES)
 - Sewer Evaluation and Capacity Management Plan (SECAP)
 - Lift Station Evaluation Report
 - Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input type="text" value="25"/>	% of system/year
Root removal	<input type="text" value="25"/>	% of system/year
Flow monitoring	<input type="text" value="0"/>	% of system/year
Smoke testing	<input type="text" value="0"/>	% of system/year
Sewer line televising	<input type="text" value="0"/>	% of system/year
Manhole inspections	<input type="text" value="25"/>	% of system/year
Lift station O&M	<input type="text" value="2"/>	# per L.S./year
Manhole rehabilitation	<input type="text" value="10"/>	% of manholes rehabbed
Mainline rehabilitation	<input type="text" value="10"/>	% of sewer lines rehabbed
Private sewer inspections	<input type="text" value="0"/>	% of system/year

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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="41.34"/>	Total actual amount of precipitation last year in inches
<input type="text" value="33.3"/>	Annual average precipitation (for your location)
<input type="text" value="8.25"/>	Miles of sanitary sewer
<input type="text" value="4"/>	Number of lift stations
<input type="text" value="1"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="5"/>	Number of basement backup occurrences
<input type="text" value="5"/>	Number of complaints
<input type="text" value="0.2014"/>	Average daily flow in MGD (if available)
<input type="text" value="0.3175"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.25"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.61"/>	Basement backups (number/sewer mile)
<input type="text" value="0.61"/>	Complaints (number/sewer mile)
<input type="text" value="1.6"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume (MG)
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

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<ul style="list-style-type: none"> ● No <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:</p> <div style="border: 1px solid black; padding: 5px;"> <p>There seems to have been little change from the I and I seen in previous years. We believe that having done the Farmer St reconstruction and beginning planning on future main line reconstruction projects we are working towards a visible reduction in Infiltration and inflow rates.</p> </div> <p>5.4 What is being done to address infiltration/inflow in your collection system?</p> <div style="border: 1px solid black; padding: 5px;"> <p>In 2016, we updated six blocks of the original clay sewer main. Our future projects will include similar areas.</p> </div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Grading Summary

WPDES No: 0022055

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	B	3	3	9
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ponds	A	4	7	28
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	F	0	1	0
Collection	A	4	3	12
TOTALS			36	137
GRADE POINT AVERAGE (GPA) = 3.81				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

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Resolution or Owner's Statement

Name of Governing Body or Owner:	Princeton City Council
Date of Resolution or Action Taken:	2017-06-27
Resolution Number:	
Date of Submittal:	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):	
Influent Flow and Loadings: Grade = B	
Effluent Quality: BOD: Grade = A	
Effluent Quality: TSS: Grade = A	
Ponds: Grade = A	
Biosolids Quality and Management: Grade = A	
Staffing: Grade = A	
Operator Certification: Grade = A	
Financial Management: Grade = F	The city is working towards adequate revenue and equipment replacement fund balance through the 2015 rate increase and continued monitoring of the situation.
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	
ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) G.P.A. = 3.81	

RESOLUTION NO. 2017-10

COMPLIANCE MAINTENANCE RESOLUTION

WHEREAS, the Department of Natural Resources through its Municipal Wastewater Section, Bureau of Wastewater Management, requires that a Compliance Maintenance Annual Report be filed annually by the City of Princeton Wastewater Treatment Facility, and

WHEREAS, it is required that the governing body of the City of Princeton review the said report and inform the Department of Natural Resources by resolution that it accomplished the review;

NOW, THEREFORE, BE IT RESOLVED, that the City of Princeton, Wisconsin informs the Department of Natural Resources that the Common Council has reviewed and approved the Compliance Maintenance Annual Report which is attached to this Resolution on June 27, 2017.

PASSED, APPROVED, AND ADOPTED, this 27th day of June, 2017.

_____ Ayes

_____ Nays

_____ Absent

LEONARD WIELGOSH, Mayor

MARY LOU NEUBAUER,
City Administrator-Clerk/Treasurer

Approved as to form:

DANIEL D. SONDALLE, City Attorney

INTERGOVERNMENTAL AGREEMENT
BETWEEN
GREEN LAKE COUNTY
AND
THE CITY OF PRINCETON
FOR THE RECONSTRUCTION OF CTH D

This Agreement is made by and between Green Lake County, with its principal place of business and county seat located at 571 County Road A, Green Lake, WI, hereinafter ("County") and the City of Princeton with its principal place of business located at 531 S. Fulton Street, Princeton, WI 54968, hereinafter ("City"), both of which are municipal corporations in the State of Wisconsin.

RECITALS

WHEREAS, the County is planning for the reconstruction of CTH D of approximately 0.7 miles of rural cross section and urban cross section to current standards as part of a State of Wisconsin State-let STP-Rural Project, hereinafter the ("Project"); and,

WHEREAS, the Project will include various road and infrastructure improvements that will be funded by the County and the City; and,

WHEREAS, the improvements are in the public interest and further the public purpose of providing an efficient transportation network.

WHEREAS, the County and the City agree to enter into this mutually beneficial agreement to construct and maintain improvements and other items current with and under the same contracts as the Project; and,

WHEREAS, Wisconsin law encourages and approves inter-governmental agreements. Sec. 66.0301, Wis. Stats.

Now, in consideration of the promises and covenants herein contained and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Project and estimated costs.
 - a. The project consists of reconstruction of approximately .07 miles of CTH D from STH 23 to Old Saint Marie Road in Green Lake County. Approximately 0.35 miles will be a rural cross section consisting of 2-11 foot lanes and 4 foot shoulders with 2 foot paved shoulders. The remaining 0.35 miles will consist of an urban cross section to current

Intergovernmental Agreement
For the Reconstruction of CTH D

standards of 18 feet from the centerline to the face of the curb. The project may include, but is not limited to, common excavation, base aggregate, asphaltic pavement, curb and gutter, sidewalk, storm sewer, box culvert, culvert pipe and landscaping items. The City will be solely responsible for the cost of sanitary and water utilities.

- b. Upon completion of the project, the City shall accept ownership and all future maintenance of sidewalks, bike paths or pedestrian accommodations within the City limits.
- c. Estimated Costs. The costs listed below are estimated costs at the time this Agreement is signed. The County and City shall pay the total actual costs for construction when they are invoiced from the Wisconsin Department of Transportation (WisDOT).

PHASE	SUMMARY OF COSTS								
	Federal Funds			Municipal 20% Match to Federal Funds					
	Total Est. Cost	Federal Funds	%	Municipal Funds	%	County Funds	County %	City Funds	City %
ID 6425-00-00									
Design	\$135,600	\$108,480	80%	\$27,120	20%	\$16,272	60%	\$10,848	40%
State Review Design	\$33,900	\$27,120	80%	\$6,780	20%	\$4,068	60%	\$2,712	40%
Design Subtotal	\$169,500	\$135,600	80% Max	\$33,900	20%	\$20,340	60%	\$13,560	40%
ID 6425-00-70									
Participating Construction	\$1,130,000	\$904,000	80%	\$226,000	20%	\$135,600	60%	\$90,400	40%
Non-Participating Construction	\$-	\$-	0%	\$-	100%	\$-	60%	\$-	40%
State Review Construction	\$124,300	\$99,440	80%	\$24,860	20%	\$14,916	60%	\$9,944	40%
Construction Subtotal	\$1,254,300	\$1,003,440	80% Max	\$250,860	20%	\$150,516	60%	\$100,344	40%
Total Est. Cost Distribution	\$1,423,800	\$1,139,040	Max	\$284,760	20%	\$170,856	60%	\$113,904	40%

2. Design input. The City of Princeton will be part of the design consultant selection process, and any decision that will affect the city infrastructure in accordance with design standards in effect at the time the design is completed. The County will have the sole decision making authority for the design and construction of the portion of the highway under County control.

2.3. Payment. The City shall pay all invoices from the County within 30 days of receipt. The City shall pay the entire actual design/construction costs for the project at the rate of 40% of the municipal match to the Federal funding.

3.4. Term. This Agreement shall be in full force and effect from the date of execution through the period of design and construction. It is anticipated by the parties that the work to be performed will be completed within six years from

Intergovernmental Agreement
For the Reconstruction of CTH D

the start of the State Fiscal Year 2017, or by June 30, 2022, unless otherwise extended and approved by WisDOT.

~~4.5.~~ Hold Harmless. The County and City will each save and hold each other harmless and will hold each other harmless from any and all liability, claims, damages and expenses that may result from the construction of these improvements. Notwithstanding the foregoing, neither party waives Wis. Stat. 893.80 or any other liability limiting statute.

~~5.6.~~ Assignment. No party may assign its rights under this Agreement or any of its rights or duties without the written consent of the other party.

~~6.7.~~ Approval. Each party has read the Agreement and certifies that the official executing the Agreement has lawful authority and formal approval to bind that party.

~~7.8.~~ Binding Effect. This Agreement shall become effective on the latest date of execution. All terms of this Agreement shall be binding upon and inure to the benefits of the legal representative, successors and executors. No rights under this Agreement may be transferred to a third party. This Agreement creates no third-party enforcement rights.

~~8.9.~~ Entire Agreement. This instrument contains the entire agreement between the parties, and no statements, promises, or inducements made by any party or agent of any party that are not contained in this written Agreement shall be valid or binding.

~~9.10.~~ Modification. This Agreement may not be enlarged, modified, or altered unless it is in writing and signed by each party after formal approval thereof. This Agreement may be modified if the cost share is substantially different than the 60/40 cost share as found in paragraph 1(c) and the summary of costs.

~~10.11.~~ Prohibition on Discrimination. All parties will specifically comply with all state, federal, and local laws prohibiting discrimination by reason of age, race, color, religion, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), sexual orientation, and national origin.

~~11.12.~~ Prevailing Wage. The parties shall abide by the prevailing wage laws of the State of Wisconsin as they apply to highway reconstruction projects.

~~12.13.~~ Compliance. Each party shall abide in all respects with state, federal, and local laws, rules and regulations which concern the construction and improvement of roadways.

Intergovernmental Agreement
For the Reconstruction of CTH D

~~13.~~14. Intergovernmental Agreement. This Agreement is an official intergovernmental contract authorized under s. 66.0301, Wis. Stats.

~~14.~~15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Wisconsin.

~~15.~~16. Each party has participated in negotiating and drafting this Agreement, so if an ambiguity or a question of intent or interpretation arises, this Agreement is to be construed as if the Parties had drafted it jointly, as opposed to being construed against a Party because it was responsible for drafting one or more provisions of this Agreement.

17. Severability. If any term of this Agreement is to any extent illegal, otherwise invalid, or incapable of being enforced, such term shall be excluded to the extent of such invalidity or unenforceability; all other terms hereof shall remain in full force and effect; and, to the extent permitted and possible, the invalid or unenforceable term shall be deemed replaced by a term that is valid and enforceable and that comes closest to expressing the intention of such invalid or unenforceable term.

~~16.~~18. Notices. All notices, demands, certificates or other communications under this Agreement shall be sufficiently give and shall be deemed given when hand delivered or when mailed by first class mail, postage prepaid, properly addressed as indicated below:

To County: County of Green Lake
Attn: Highway Commissioner
570 South Street
P.O. Box 159
Green Lake, WI 54941

To City: City of Princeton
Attn: City Administrator
531 S. Fulton Street
P.O. Box 53
Princeton, WI 54968

Intergovernmental Agreement
For the Reconstruction of CTH D

~~17.19.~~ The Project is contingent on WisDOT's authority to make payment upon appropriation of funds and required legislative approval sufficient for such purpose. If the funds are not appropriated by the Legislature, the State may provide notice to the County not less than 30 days before termination and the County shall notify the City in the event the State terminates the Project.

~~18.20.~~ If the City withdraws from the Project, it will reimburse the County for any costs incurred on behalf of the Project.

BY: Green Lake County

BY: City of Princeton

Amy Brooks, Highway Commissioner

Leonard Wielgosh, Mayor

Date: _____

Date: _____

Cathy Schmit
County Administrator

Date: _____

CITY OF PRINCETON

Mayor
Charlie Wielgosh

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

City Alderpersons

Dave Bednarek
Mary Ernest
Patti Garro
Dan Kallas
Jasper Kallenbach
Lara Roehl

City Administrator
Mary Lou Neubauer

An equal opportunity/affirmative action employer

COUNCIL REPORT

To: City Mayor and Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: June 27, 2017
RE: Building Inspection Services

In the past month, SafeBuilt has modified their termination to be a 60 day time period vs. a 30 day which was originally sent. Although their termination is still eminent, we are trying to work out the details on the service responsibilities for the permits which were already issued.

Moving forward, two firms were contacted that do building inspection in the area – General Engineering and Kunkel Engineering. Although I had hoped to have proposals by this meeting, General has not responded to request and Sue Leahy of Kunkel indicated she would be submitting a proposal. Follow-up calls will be made to the agencies to get a proposal if they are interested.

CITY OF PRINCETON

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

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COUNCIL REPORT

To: City Mayor, Common Council
From: Mary Lou Neubauer, City Administrator/Clerk/Treasurer
Date: June 27, 2017
RE: Budget Discussion

It is time for the Departments to begin working on the 2018 budget. Last year each department presented their accounts line by line. During the presentations it was asked (if the majority of the Council agrees), that each Department provide the highpoints of their departments. . . i.e. there would not be the discussion on the everyday operational activity of the department (accounts like utility costs, office supplies, phone bills etc.). Council members would still get all the pages of the budget, but discussion would center around the larger line items, discuss any new projects planned for, present the capital purchases which require multi-year funds set aside, and explain capital purchases if they are being purchased in the upcoming year.

Budget review can be done either way and will relay the process to the departments when their budget worksheets are passed out.

Budget discussion can be held the second Tuesday in August and September and if nothing else is on the agenda those evenings we can get through the majority of the detail those two nights, and then finish up either at our regular Sept. meeting or have one the 2nd week in October.

Budget discussion would be finished by the October regular meeting so the notification can be prepared for the public hearing in November.