VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
November 18, 2024

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MEETING CALLED TO ORDER – President Steve Menzel called the Park Ridge Village Board to order at 5:30 pm. The Village Board meeting was held in person at the Village Hall. After the recitation of the Pledge of Allegiance by members present, the roll call was taken. Trustees Barb Friedrich, Gordon Renfert, Dan Holloway and Steve Menzel, interim clerk Shanna Behrend, clerk in training Lisa Lucht and treasurer Melissa Clark were present. Residents Jim LaMar attended in person. Trustee Kristin Paulson attended by zoom.

AGENDA ITEM #1 - APPROVAL OF THE NOVEMBER AGENDA – Menzel asked the Board members if there were any changes regarding the November agenda. Holloway made a motion to approve, with no changes. Renfert seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #2 – PUBLIC COMMENT PERIOD - The public comment section was opened to anyone who wished to speak on any agenda item. No comments were made.

AGENDA ITEM #3 – **PUBLIC COMMENT PERIOD -** The public comment section was opened to anyone who wished to speak on any non-agenda item. Clerk Behrend was grateful to Jim LaMar who took a bin of recycled lights to Portage County Recycle Center. Menzel was grateful for Jim LaMar help in cleaning up by generator area.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM OCTOBER 21, 2024 – Menzel and Holloway had some minor edits. Friedrich motioned to approve the minutes with the edits mentioned. Seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND ACCEPT OCTOBER TREASURER'S REPORT – There were no comments from the board on the Treasurer's Report. Friedrich made a motion to accept the treasurer's report. Seconded by Renfert. Roll call was taken; Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #6 – REVIEW AND APPROVE OCTOBER & NOVEMBER BILLS/PAYMENTS – Friedrich made the motion to approve the bills, seconded by Holloway. Roll call was taken; Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel - yes.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #7 – DISCUSS BURNING PARK RIDGE PROPOSED BURNING ORDINANCE AMENDMENT – The Board discussed the current ordinance verses the proposed ordinance. The proposed ordinance will replace parts of the current burning ordinance 5.13. Holloway will review the current proposed ordinance and make recommendations. Menzel stated permits would be given out by the Stevens Point Fire Department at no charge.

AGENDA ITEM #8 – DISCUSS PROPOSED PARK RIDGE 2025 BUDGET / SCHEDULE PUBLIC HEARING – Public Hearing will be on December 2, 2024, at 5:30 p.m. at Park Ridge Village Hall. Treasurer Clark will make a minimal change but not affect the overall proposed 2025 Budget. Menzel motioned to approve proposed 2025 budget hearing, seconded by Renfert. Roll call was taken; Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #9 – ROAD PROJECT UPDATE – Menzel stated he talked with Dan Knoeck, minimal updates noted: crews started surveying, MSA will be reaching out to residents by mail requesting residents to complete form that will be sent out in early December 2024. Menzel stated MSA will be submitting bill for current work completed. Menzel discussed possible financing options for road projects, and more information to come later.

AGENDA ITEM #10 – ELECTION UPDATE – Village of Park Ridge had 91% voter turnout. Menzel posted on Park Ridge Family and Friends site thanking poll workers for their help on election day. Behrend stated election day went very well, no issues noted. Behrend also stated the Village had one observer on election day. Friedrich noted she was thankful for the poll workers. Paulson noted how smooth everything was running on election when she stopped at the Village Hall.

AGENDA ITEM #11– SANTA VISIT - The Santa Visit is scheduled for Thursday, December 12, 2024, from 5:45 pm – 7:30 pm. Forms and information can be found on the village website, https://vi.parkridge.wi.gov/2024/11/05/2024-santa-visit/. Forms are also available at the Village Hall. The deadline for registration is December 4, 2024. Paulson stated the current registration is only about 25% of last year.

AGENDA ITEM #12 – HOLIDAY LIGHT RECYCLING – Park Ridge residents can bring non-working Christmas light strands to be recycled at the Portage County Recycling Center in Plover until the end of January 2025. Bin is placed by the back door of Village Hall.

AGENDA ITEM #13 – I SET DATE FOR NEXT BOARD MEETING – The meeting is set for December 16, 2024, at 5:30 pm.

AGENDA ITEM #14 – ADJOURN – Meeting adjourned at 6:34 pm

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LISA LUCHT
VILLAGE CLERK

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STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
2025 PUBLIC BUDGET HEARING
&
SPECIAL CLOSED BOARD MEETING MINUTES
December 2, 2024

PUBLIC BUDGET HEARING – The Public Hearing began at 5:30 pm and was attended by President Steve Menzel, Trustees Dan Holloway and Gordon Renfert, Barb Friedrich, Kristin Paulson and Clerk Shanna Behrend, Interim Clerk Lisa Lucht and Treasurer Melissa Clark. Renfert had some questions about the difference in this year's budget and last year's. He also had a question about the income from bartending licensing and election expenses. Paulson asked about raising the election worker hourly pay. The hearing remained open for questions until 7:25 pm when it was officially closed by President Steve Menzel and approved by the Board.

AGENDA ITEM #1 - CONVENE IN OPEN SESSION – President Steve Menzel called the Park Ridge Village Board to order at 5:30 pm. After the recitation of the Pledge of Allegiance by members present, the roll call was taken. Trustees Barb Friedrich, Gordon Renfert, Dan Holloway, Kristin Paulson and Steve Menzel, Interim Clerk Shanna Behrend, Clerk in training Lisa Lucht and Treasurer Melissa Clark were all present.

AGENDA ITEM #2 – APPROVE SPECIAL MEETING AGENDA – Friedrich made a motion to approve the agenda. Seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #4 – APPROVE RESOLUTION 002.2024 – Resolution to adopt 2025 Budget – Paulson made the motion to approve the 2025 Budget. Seconded by Friedrich. Roll Call was taken: Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #4 – VOTE TO CONTINUE IN CLOSED SESSION – Menzel read the following: "The Board will consider a motion to go into closed session pursuant to Wisconsin Statutes sect. 19.85 (1)(c) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, to wit: financing options for the Village capital projects. Paulson made a motion to go into Closed Session. Seconded by Holloway. Roll call was taken: Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

CLOSED SESSION

AGENDA ITEM #5 – VOTE TO CONTINUE IN OPEN SESSION - Friedrich made a motion to go back into Open Session. Seconded by Renfert. Roll call was taken: Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes.

AGENDA ITEM #6 – MOTIONS FROM CLOSED SESSION – The Board asked for more information about the road project financing that will be discussed at the December 16, 2024, board meeting.

The meeting adjourned at 7:30 pm.

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LISA LUCHT
CLERK

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STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
Balance Sheet
As of November 30, 2024

	Nov 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	169,826.58
11340 · Reserve Account-Pineries-ARPA	31,082.39
11343 · Pineries MM# 8005-467-9	113,272.10
11345 · Reserve Account-Bank of Amh...	10,171.11
11350 · CD Account	107,830.92
11360 · Petty Cash	200.00
Total Checking/Savings	433,383.10
Other Current Assets	
12100 · Taxes Receivable	261,458.10
Total Other Current Assets	261,458.10
Total Current Assets	694,841.20
TOTAL ASSETS	**694,841.20**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2047 · Village Credit Card-2449	990.06
Total Credit Cards	990.06
Other Current Liabilities	
2100 · State W/H Tax	218.16
21511 · Federal W/H Tax	790.67
24700 · Due other taxing authorities	250,404.72
24800 · Due SP Utilities	4,058.00
Total Other Current Liabilities	255,471.55
Total Current Liabilities	256,461.61
Total Liabilities	256,461.61
Equity	
3010 · Office Equipment Reserve	82.68
3018 · Street Reserve	638.28
3020 · Sewer Reserve	2,500.00
3025 · Reassessment Reserve	9,000.00
3060 · Disaster Reserve	12,345.31
3070 · Santa Visit Reserve	1,550.00
34100 · General Undesignated Fund Bal	103,265.36
3900 · Retained Earnings	174,883.02
Net Income	134,114.94
Total Equity	438,379.59
TOTAL LIABILITIES & EQUITY	**694,841.20**

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	361,886.19	363,098.00	-1,211.81	99.7%
41800 · Int & Penalties on Taxes Levied	1.74			
43410 · Shared Revenues	51,667.62	12,675.83	38,991.79	407.6%
43420 · Fire Insurance	3,232.85	2,400.00	832.85	134.7%
43430 · Exempt Computer Aid	462.47	462.47	0.00	100.0%
43440 · Personal Property Aid	269.56	269.56	0.00	100.0%
43450 · State Video (Cable) Aid	1,700.20	1,700.20	0.00	100.0%
43531 · Transportation Aid	13,340.84	13,338.87	1.97	100.0%
44110 · Liquor and Malt Beverage	930.00	1,000.00	-70.00	93.0%
44120 · Cigarette/Bartender's Licenses	160.00	1,000.00	-840.00	16.0%
44200 · Dog Licenses	153.00	350.00	-197.00	43.7%
44300 · Building Permits/Inspections	2,752.28	2,000.00	752.28	137.6%
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 · Cable Franchise Fees	5,489.23	4,500.00	989.23	122.0%
46100 · General Government	0.00	100.00	-100.00	0.0%
48100 · Interest	3,931.51	2,000.00	1,931.51	196.6%
48200 · CD Interest	3,725.98	0.00	3,725.98	100.0%
48900 · Miscellaneous Income	2,290.08	1,500.00	790.08	152.7%
48905 · Late Fees	10.00			
Total Income	452,003.55	406,594.93	45,408.62	111.2%
Expense				
51100 · Village Board				
5110001 · President Salary	3,767.76	3,768.00	-0.24	100.0%
5110002 · Trustee Salary	3,444.80	3,445.00	-0.20	100.0%
5110003 · Santa Visit	805.99	500.00	305.99	161.2%
5110004 · League of Municipalities Dues	0.00	400.00	-400.00	0.0%
5110006 · Board Expenses	15.82	1,900.00	-1,884.18	0.8%
Total 51100 · Village Board	8,034.37	10,013.00	-1,978.63	80.2%
51300 · Legal	2,452.50	0.00	2,452.50	100.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	39,634.66	40,685.00	-1,050.34	97.4%
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%
5141006 · General Office Supplies	2,556.84	6,000.00	-3,443.16	42.6%
5141007 · Training	0.00	1,500.00	-1,500.00	0.0%
5141010 · Tax Collection Fee	1,450.56	1,500.00	-49.44	96.7%
5141011 · Villagewide Mailing	141.64	1,000.00	-858.36	14.2%
5141013 · Treasurer Bond	1,073.00	1,000.00	73.00	107.3%
5141014 · Pineries Bank Fees/Supplies	55.90			
5141016 · Accounting Consultation	0.00	1,000.00	-1,000.00	0.0%
5141022 · Dues & Subscriptions	2,885.04	2,000.00	885.04	144.3%
5141025 · Background Checks	28.00	200.00	-172.00	14.0%
5141026 · Treasurer Compensation	2,497.50	6,000.00	-3,502.50	41.6%
5141027 · IT Services	1,050.00	1,500.00	-450.00	70.0%
Total 51410 · Clerk/Treasurer	51,373.14	63,385.00	-12,011.86	81.0%
51420 · Elections				
5142001 · Inspectors	2,245.90	2,500.00	-254.10	89.8%
5142002 · Election Expenses	745.36	500.00	245.36	149.1%
5142006 · Election Equipment	228.15	1,000.00	-771.85	22.8%
Total 51420 · Elections	3,219.41	4,000.00	-780.59	80.5%
51430 · Publication Fees	276.35	200.00	76.35	138.2%
51510 · Accounting				
5151001 · Reporting (Form C)	925.00	2,000.00	-1,075.00	46.3%
51510 · Accounting - Other	111.16			
Total 51510 · Accounting	1,036.16	2,000.00	-963.84	51.8%
51530 · Assessment of Property				
5153001 · Assessor Contract	5,220.00	5,800.00	-580.00	90.0%
5153004 · Bd of Review Notice Publication	0.00	150.00	-150.00	0.0%
Total 51530 · Assessment of Property	5,220.00	5,950.00	-730.00	87.7%
51600 · Village Hall				
5160001 · Maintenance Compensation	2,161.29	3,000.00	-838.71	72.0%
5160004 · Utilities	2,787.54	3,000.00	-212.46	92.9%
5160005 · Supplies and Equipment	492.69	2,500.00	-2,007.31	19.7%
5160006 · Repairs & Maintenance	5,995.42	2,000.00	3,995.42	299.8%
Total 51600 · Village Hall	11,436.94	10,500.00	936.94	108.9%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January through November 2024

	Jan - Nov 24	Budget	$ Over Budget	% of Budget
51910 · Uncollectible Taxes	0.00	200.00	-200.00	0.0%
51938 · Insurance				
5193801 · General Liability	2,445.00	5,000.00	-2,555.00	48.9%
5193802 · Local Gov't Property	1,048.00	1,000.00	48.00	104.8%
5193803 · Worker's Compensation	1,645.00	2,000.00	-355.00	82.3%
Total 51938 · Insurance	5,138.00	8,000.00	-2,862.00	64.2%
52100 · Crossing Guard	3,795.74	3,500.00	295.74	108.4%
52205 · Fire & EMS Protection				
5220521 · Fire Protection & EMT Contract	77,052.47	101,000.00	-23,947.53	76.3%
Total 52205 · Fire & EMS Protection	77,052.47	101,000.00	-23,947.53	76.3%
52400 · Building Inspection	4,178.30	4,000.00	178.30	104.5%
52450 · Zoning Administration	538.24	550.00	-11.76	97.9%
53311 · Street Maintenance				
5331101 · Snow Plowing	21,966.00	27,000.00	-5,034.00	81.4%
5331103 · Street Maintenance	4,338.57	10,000.00	-5,661.43	43.4%
5331105 · Street Repair	2,400.00	1,000.00	1,400.00	240.0%
5331113 · Engineering	14,968.00	31,000.00	-16,032.00	48.3%
Total 53311 · Street Maintenance	43,672.57	69,000.00	-25,327.43	63.3%
53315 · Sewers	53.48			
53420 · Street Lighting				
5342001 · Electric & Maintenance	10,956.73	13,500.00	-2,543.27	81.2%
5342004 · Digger Requests	2,980.71	4,000.00	-1,019.29	74.5%
Total 53420 · Street Lighting	13,937.44	17,500.00	-3,562.56	79.6%
53620 · Garbage Collection				
5362001 · Garbage Collection	29,396.48	32,520.00	-3,123.52	90.4%
5362002 · Fall Large Item Pick-up	1,664.00	800.00	864.00	208.0%
Total 53620 · Garbage Collection	31,060.48	33,320.00	-2,259.52	93.2%
53635 · Recycling cost				
5363501 · Recycling Collection	8,558.00	9,000.00	-442.00	95.1%
5363503 · Yard Waste Drop Off	5,300.00	5,200.00	100.00	101.9%
53635 · Recycling cost - Other	34.00			
Total 53635 · Recycling cost	13,892.00	14,200.00	-308.00	97.8%
54100 · Humane Society Contract	1,356.02	1,500.00	-143.98	90.4%
55200 · Parks Dept. Pledge ($5.50/per)	2,915.00	3,000.00	-85.00	97.2%
Total Expense	280,638.61	351,818.00	-71,179.39	79.8%
Net Ordinary Income	171,364.94	54,776.93	116,588.01	312.8%
Other Income/Expense				
Other Expense				
58100 · Loan Principal				
58110 · Linwood Ave Project	5,116.89			
58120 · Line of Credit	19,415.30			
58100 · Loan Principal - Other	0.00	21,194.05	-21,194.05	0.0%
Total 58100 · Loan Principal	24,532.19	21,194.05	3,338.14	115.8%
58200 · Loan Interest				
58210 · Linwood Ave Project	3,133.11			
58220 · Line of Credit	9,584.70			
58200 · Loan Interest - Other	0.00	16,055.95	-16,055.95	0.0%
Total 58200 · Loan Interest	12,717.81	16,055.95	-3,338.14	79.2%
Total Other Expense	37,250.00	37,250.00	0.00	100.0%
Net Other Income	-37,250.00	-37,250.00	0.00	100.0%
Net Income	**134,114.94**	**17,526.93**	**116,588.01**	**765.2%**