VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
September 16, 2024

****

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, a roll call was taken. Trustees Barb Friedrich, Gordon Renfert, Dan Holloway and Steve Menzel, interim clerk Shanna Behrend, and treasurer Melissa Clark were present, and Trustee Kristin Paulson attended via zoom. Resident Shawn Paulson attended via zoom and MSA engineer Dan Knoeck attended in person.

AGENDA ITEM #1 - APPROVAL OF THE SEPTEMBER AGENDA – Menzel asked the Board members if there were any changes regarding the September agenda. Friedrich made a motion to approve, with no changes. Holloway 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 explained that absentee ballots may be sent out late due to a pending court case. Paulson thanked Matt and Heidi Chitwood for putting up and taking down the flags in the village.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM AUGUST 19, 2024 – Menzel and Holloway had some minor edits. Renfert motioned to approve the minutes with the edits mentioned. Seconded by Friedrich. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND ACCEPT AUGUST TREASURER'S REPORT –Treasurer Clark stated that she updated all the loan accounts to account for interest and that all accounts were current. Menzel asked about the budget for the crossing guard. Paulson discussed the correct time frame to turn in Santa visit receipts. Holloway made a motion to accept the treasurer's report. Seconded by Friedrich. Roll call was taken; Paulson– yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #7 – DISCUSS AND APPROVE MSA (ENGINEERING) SERVICE AGREEMENTS – Dan Knoeck from MSA summarized what is covered in each of the 3 service agreements for beginning the road projects. The agreements cover timelines and what each phase includes. The agreements can be found on the village website in the September packet linked here: https://vi.parkridge.wi.gov/agendas-minutes/. After answering some questions and lengthy discussion from the board members, Menzel made a motion to accept the proposed design contracts, which are separate from the master agreement, with MSA in agreement that they would include French drains. Seconded by Holloway. Roll call was taken; Friedrich – yes, Renfert – yes, Paulson – yes, Holloway – yes, Menzel – yes. Holloway made the motion to approve the Master Professional Service Agreement MSA and the Task Order that is proposed for municipal water supply agreements. Seconded by Friedrich. Roll call was taken; Paulson – yes, Holloway – yes, Friedrich – Renfert – yes, Menzel – yes.

AGENDA ITEM #8 – ROAD PROJECT UPDATE – Menzel gave an update on funding for the road projects. He has reached out to several banks, which are all interested. He also contacted USA Rural Development. They have a program which provides funding to communities of 10,000 or less to put in water mains and they offer 40-year funding. Menzel explained what the rate and terms for the road project would be from each bank. He was still waiting to hear from one bank. No decisions need to be made at this time until more information is gathered.

AGENDA ITEM #9 – APPROVE USAGE OF DROP BOX FOR ABSENTEE BALLOTS – Clerk Behrend explained that the use of drop boxes for absentee ballots was once again legal in the state of Wisconsin. The decision was made by the Wisconsin Supreme Court in July of 2024. It is up to the discretion of each municipality whether they choose to use them for election purposes. Friedrich made the motion to approve the usage of the drop box for

absentee ballots. Seconded by Holloway. Renfert brought up a concern that the use of ballot boxes could encourage cheating or stuffing the box with fraudulent ballots. Roll call was taken; Renfert – no, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #10 – UPDATE ON CLERK POSITION – Menzel talked about the process involved in the hiring of a new clerk. After several interviews, an offer was made to Lisa Lucht and she accepted. Her first day will be October 14th, 2024.

AGENDA ITEM #11 – REGARDS FROM PARK RIDGE, IL – The village received a letter and package from the mayor in Park Ridge, IL. The package contained T-shirts, stickers and bookmarks.

AGENDA ITEM #12 – FITERNAL RUN/WALK – The board discussed the run/walk that Fiternal will be hosting in November. The board is waiting to see if the event is approved by Stevens Point.

AGENDA ITEM #13– SET DATE FOR NEXT BOARD MEETING – The meeting is set for October 21, 2024, at 5:30 pm.

AGENDA ITEM #14 – ADJOURN MEETING – Adjourned at 7:15 pm

_____
SHANNA BEHREND
INTERIM VILLAGE CLERK

_____
STEVE MENZEL
VILLAGE PRESIDENT

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

	Sep 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	980.00
11310 · Operating Account	154,195.97
11340 · Reserve Account-Pineries-ARPA	31,017.56
11343 · Pineries MM# 8005-467-9	113,035.84
11345 · Reserve Account-Bank of Amh...	10,145.54
11350 · CD Account	107,830.92
11360 · Petty Cash	200.00
Total Checking/Savings	417,405.83
Other Current Assets	
12100 · Taxes Receivable	261,458.10
Total Other Current Assets	261,458.10
Total Current Assets	678,863.93
TOTAL ASSETS	**678,863.93**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 · State W/H Tax	346.90
21511 · Federal W/H Tax	613.54
24700 · Due other taxing authorities	250,404.72
24800 · Due SP Utilities	4,058.00
Total Other Current Liabilities	255,423.16
Total Current Liabilities	255,423.16
Total Liabilities	255,423.16
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	119,176.12
Total Equity	423,440.77
TOTAL LIABILITIES & EQUITY	**678,863.93**

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

	Jan - Sep 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	7,750.01	12,675.83	-4,925.82	61.1%	
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	10,005.63	13,338.87	-3,333.24	75.0%	
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	148.00	350.00	-202.00	42.3%	
44300 · Building Permits/Inspections	2,588.78	2,000.00	588.78	129.4%	
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%	
44500 · Cable Franchise Fees	4,100.57	4,500.00	-399.43	91.1%	
46100 · General Government	0.00	100.00	-100.00	0.0%	
48100 · Interest	3,293.05	2,000.00	1,293.05	164.7%	
48200 · CD Interest	3,725.98	0.00	3,725.98	100.0%	
48900 · Miscellaneous Income	2,099.08	1,500.00	599.08	139.9%	
48905 · Late Fees	10.00				
Total Income	402,364.11	406,594.93	-4,230.82	99.0%	
Expense					
51100 · Village Board					
5110001 · President Salary	2,825.82	3,768.00	-942.18	75.0%	
5110002 · Trustee Salary	2,583.60	3,445.00	-861.40	75.0%	
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	6,231.23	10,013.00	-3,781.77		62.2%
51300 · Legal	2,452.50	0.00	2,452.50		100.0%
51410 · Clerk/Treasurer					
5141001 · Clerk Compensation	32,058.57	40,685.00	-8,626.43	78.8%	
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%	
5141006 · General Office Supplies	1,527.16	6,000.00	-4,472.84	25.5%	
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	0.00	1,000.00	-1,000.00	0.0%	
5141014 · Pineries Bank Fees/Supplies	55.90				
5141016 · Accounting Consultation	0.00	1,000.00	-1,000.00	0.0%	
5141022 · Dues & Subscriptions	1,745.09	2,000.00	-254.91	87.3%	
5141025 · Background Checks	7.00	200.00	-193.00	3.5%	
5141026 · Treasurer Compensation	1,365.00	6,000.00	-4,635.00	22.8%	
5141027 · IT Services	850.00	1,500.00	-650.00	56.7%	
Total 51410 · Clerk/Treasurer	39,200.92	63,385.00	-24,184.08		61.8%

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

	Jan - Sep 24	Budget	$ Over Budget	% of Budget
51420 · Elections				
5142001 · Inspectors	1,683.40	2,500.00	-816.60	67.3%
5142002 · Election Expenses	76.02	500.00	-423.98	15.2%
5142006 · Election Equipment	217.15	1,000.00	-782.85	21.7%
Total 51420 · Elections	1,976.57	4,000.00	-2,023.43	49.4%
51430 · Publication Fees	224.02	200.00	24.02	112.0%
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	1,763.95	3,000.00	-1,236.05	58.8%
5160004 · Utilities	2,394.48	3,000.00	-605.52	79.8%
5160005 · Supplies and Equipment	448.70	2,500.00	-2,051.30	17.9%
5160006 · Repairs & Maintenance	5,995.42	2,000.00	3,995.42	299.8%
Total 51600 · Village Hall	10,602.55	10,500.00	102.55	101.0%
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	3,376.44	3,500.00	-123.56	96.5%
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	3,580.84	4,000.00	-419.16	89.5%
52450 · Zoning Administration	403.68	550.00	-146.32	73.4%
53311 · Street Maintenance				
5331101 · Snow Plowing	17,166.00	27,000.00	-9,834.00	63.6%
5331103 · Street Maintenance	4,338.57	10,000.00	-5,661.43	43.4%
5331105 · Street Repair	0.00	1,000.00	-1,000.00	0.0%
5331113 · Engineering	14,968.00	31,000.00	-16,032.00	48.3%
Total 53311 · Street Maintenance	36,472.57	69,000.00	-32,527.43	52.9%
53315 · Sewers	53.48			

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

	Jan - Sep 24	Budget	$ Over Budget	% of Budget
53420 · Street Lighting				
5342001 · Electric & Maintenance	9,026.62	13,500.00	-4,473.38	66.9%
5342004 · Digger Requests	2,250.19	4,000.00	-1,749.81	56.3%
Total 53420 · Street Lighting	11,276.81	17,500.00	-6,223.19	64.4%
53620 · Garbage Collection				
5362001 · Garbage Collection	24,022.28	32,520.00	-8,497.72	73.9%
5362002 · Fall Large Item Pick-up	832.00	800.00	32.00	104.0%
Total 53620 · Garbage Collection	24,854.28	33,320.00	-8,465.72	74.6%
53635 · Recycling cost				
5363501 · Recycling Collection	7,214.45	9,000.00	-1,785.55	80.2%
5363503 · Yard Waste Drop Off	5,300.00	5,200.00	100.00	101.9%
Total 53635 · Recycling cost	12,514.45	14,200.00	-1,685.55	88.1%
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	245,937.99	351,818.00	-105,880.01	69.9%
Net Ordinary Income	156,426.12	54,776.93	101,649.19	285.6%
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	**119,176.12**	**17,526.93**	**101,649.19**	**680.0%**

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET STEVENS POINT, WI 54481
715-344-1833 FAX: 715-346-1599

JB D. MOODY
FIRE CHIEF

Police & Fire Commission
Fire Chief's Report – July 2024

48 Members Approved
46 positions Funded & Staffed

Significant Events

- Stay Interviews
- River Front Rendezvous
- Manawa Dam Response 07/05/2024
- Splash Pad at SPASH 07/14/2024
- Duty Chief Standby Pay

Monthly Training:

- Rick Anderson Patient Perspective
- FTP Airway Management
- Protocol Review
- Axene EMS Training Trial
- Dr. Sinclair EMS Jeopardy
- Search and Rescue Technics
- FF Survival and Bailout
- Grab Lab and Drags
- Car Fires Training Grounds
- Hershner's Preplan Tour
- Fire Scenarios and Expectations
- Officer Scenarios and First In Reports
- Sentry Preplan Tour 1421 Strongs Avenue
- Crew Meeting with the Chief
- Hose Line Advancement (New York Load)
- Pumping Operations (Multiple Lines)
- ImageTrend Conference

Public Activities:

- Riverfront Rendezvous Public Safety Day 07/06/2024
- Madison Elementary Station Tour 07/09/2024
- Stevens Point Christian Academy Touch a Truck 07/09/2024
- Madison School Station Tour 07/11/2024
- T-22 Rudolph Parade 07/13/2024
- Girl Scouts Station Tour 07/17/2024
- Excel Preschool Touch a Truck 07/18/2024

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JB D. MOODY
FIRE CHIEF

Significant Events

- Guns and Hoses Softball Event
- New Steel Roof at Station 2 has started
- MDA Fill the Boot
- Plover Lake Pacawa drowning
- Update on the UWSP Marketing Intern fall semester 2024
- Update on the Accreditation Manger for the Department effective January 1st 2025
- Update on Chief Moody's Vacation Carry over to be used by Dec 31st 2025

Monthly Training:

- Nozzle forward movement
- EMS Violence
- Pumping Splash Pad
- Vehicle Familiarization
- METRO Training
- Open Water
- Basic Fire Inspections
- Aries Mannequin
- High Angle Rescue
- BLS Refresher
- Dementia ADRC
- Bail out kits
- Bumper line hose load
- Hose testing
- MCI Radio Zones
- Sentry CPR Drill

Public Activities:

• Boys and Girls Club Event Goerke	08/02/2024
• Splash Pad at Washington School	08/02/2024
• Dream Flight Flag Raise	08/06/2024
• National Night out	08/06/2024
• Stop the Bleed Pacelli School	08/14/2024
• Hands Only CPR Arrow Academy	08/16/2024
• Explorer Post Meeting	08/21/2024
• Drive By Parade Dewey	08/21/2024
• Touch a Truck at Fleet Farm	08/24/2024
• Excel School Fire Drill	08/27/2024

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JB D. MOODY
FIRE CHIEF

Significant Events

- Lieutenant 2 Year Promotional Testing
- Sate Final Alarm Ceremony Captain Matlin 09/21/2024
- Marketing/PR Intern

Monthly Training:

- Water Mapping
- Low Angle Ropes Iverson Park
- High Angle Stokes basket
- Kriete Electric Truck Demo
- SPFD Search Manual
- Strokes/TIAs
- Falls/Splinting
- Chimney Fires
- Baxter attend 6 Bugles Admin Conference
- Malin attend WEMA Conference

Public Activities:

- Opportunity Development Center Station Tour 09/09/2024
- Adult Daycare Touch a truck/Safety Talk 09/11/2024
- Stockton Open House (ambulance Attend) 09/11/2024
- Team One Mile Event 09/12/2024
- Red Cross Smoke Detector Installation 09/13/2024
- Citizen Academy Range Day & Stop the Bleed 09/14/2024
- Sentry CPR Employee Drill 09/17/2024
- Citizen Academy Fire Overview 09/19/2024
- Jefferson School Touch a Truck/Safety 09/18/2024
- Festival Foods Extinguisher Demo 09/27/2024
- Festival Foods Pumkin Blowout 09/28/2024

Fire Runs

28 Park Ridge Drive (EMS Assist) 07/14/2024
304 Linwood Avenue (EMS Assist) 08/17/2024
304 Linwood Avenue (EMS Assist) 08/23/2024

VILLAGE OF PARK RIDGE
Payroll Summary
July through September 2024

	Behrend, Shanna L			Friedrich, Barbara J			Holloway, Daniel A			Kraft, Jo...
	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours
Employee Wages, Taxes and Adjustme...										
Gross Pay										
Building Inspector Salary			0.00			0.00			0.00	
President Salary			0.00			0.00			0.00	
Trustee Salary			0.00	1		200.00	1		200.00	
Zoning Administrator Salary			0.00			0.00			0.00	
Clerk Hourly	374.5	25.00	9,362.50			0.00			0.00	
Daily Rate-Crossing Guard			0.00			0.00			0.00	
Diggers Hotline Locates			0.00			0.00			0.00	800
Hourly			0.00			0.00			0.00	
Hourly Rate-Maintenance			0.00			0.00			0.00	2
Building Inspector Commission			0.00			0.00			0.00	
Total Gross Pay	374.5		9,362.50	1		200.00	1		200.00	802
Adjusted Gross Pay	374.5		9,362.50	1		200.00	1		200.00	802
Taxes Withheld										
Federal Withholding			-589.00			0.00			-50.00	
Medicare Employee			-135.76			-2.90			-2.90	
Social Security Employee			-580.48			-12.40			-12.40	
WI - Withholding			-346.90			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-1,652.14			-15.30			-65.30	
Additions to Net Pay										
Mileage Reimbursement			0.00			0.00			0.00	
Total Additions to Net Pay			0.00			0.00			0.00	
Net Pay	**374.5**		**7,710.36**	**1**		**184.70**	**1**		**134.70**	**802**
Employer Taxes and Contributions										
Medicare Company			135.76			2.90			2.90	
Social Security Company			580.48			12.40			12.40	
WI - Unemployment Company			0.00			0.00			0.00	
Total Employer Taxes and Contributions			**716.24**			**15.30**			**15.30**	

VILLAGE OF PARK RIDGE
Payroll Summary
July through September 2024

	Kraft, John E.		Lepak, Rebecca A			Manville, James D.			Menzel, Stephen F	
	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours	Rate
Employee Wages, Taxes and Adjustme...										
Gross Pay										
Building Inspector Salary		0.00			0.00			0.00		
President Salary		0.00			0.00			0.00	1	
Trustee Salary		0.00			0.00			0.00		
Zoning Administrator Salary		0.00			0.00	1		125.00		
Clerk Hourly		0.00			0.00			0.00		
Daily Rate-Crossing Guard		0.00			0.00			0.00		
Diggers Hotline Locates	1.00	800.00			0.00			0.00		
Hourly		0.00	32	17.00	544.00			0.00		
Hourly Rate-Maintenance	20.00	40.00			0.00			0.00		
Building Inspector Commission		0.00			0.00			0.00		
Total Gross Pay		840.00	32		544.00	1		125.00	1	
Adjusted Gross Pay		840.00	32		544.00	1		125.00	1	
Taxes Withheld										
Federal Withholding		0.00			0.00			0.00		
Medicare Employee		-12.18			-7.89			-1.81		
Social Security Employee		-52.08			-33.73			-7.75		
WI - Withholding		0.00			0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-64.26			-41.62			-9.56		
Additions to Net Pay										
Mileage Reimbursement		0.00			25.38			0.00		
Total Additions to Net Pay		0.00			25.38			0.00		
Net Pay		**775.74**	**32**		**527.76**	**1**		**115.44**	**1**	
Employer Taxes and Contributions										
Medicare Company		12.18			7.89			1.81		
Social Security Company		52.08			33.73			7.75		
WI - Unemployment Company		0.00			0.00			0.00		
Total Employer Taxes and Contributions		**64.26**			**41.62**			**9.56**		

VILLAGE OF PARK RIDGE
Payroll Summary
July through September 2024

	Menzel, S...	Miller, LoisJean C.			Paulson, Kristin			Renfert, Gordon J.		
	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...
Employee Wages, Taxes and Adjustme...										
Gross Pay										
Building Inspector Salary	0.00			0.00			0.00			0.00
President Salary	875.00			0.00			0.00			0.00
Trustee Salary	0.00			0.00	1		200.00	1		200.00
Zoning Administrator Salary	0.00			0.00			0.00			0.00
Clerk Hourly	0.00			0.00			0.00			0.00
Daily Rate-Crossing Guard	0.00	45	20.50	922.50			0.00			0.00
Diggers Hotline Locates	0.00			0.00			0.00			0.00
Hourly	0.00			0.00			0.00			0.00
Hourly Rate-Maintenance	0.00			0.00			0.00			0.00
Building Inspector Commission	0.00			0.00			0.00			0.00
Total Gross Pay	875.00	45		922.50	1		200.00	1		200.00
Adjusted Gross Pay	875.00	45		922.50	1		200.00	1		200.00
Taxes Withheld										
Federal Withholding	0.00			0.00			0.00			0.00
Medicare Employee	-12.68			-13.38			-2.90			-2.90
Social Security Employee	-54.25			-57.19			-12.40			-12.40
WI - Withholding	0.00			0.00			0.00			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00			0.00
Total Taxes Withheld	-66.93			-70.57			-15.30			-15.30
Additions to Net Pay										
Mileage Reimbursement	0.00			0.00			0.00			0.00
Total Additions to Net Pay	0.00			0.00			0.00			0.00
Net Pay	**808.07**	**45**		**851.93**	**1**		**184.70**	**1**		**184.70**
Employer Taxes and Contributions										
Medicare Company	12.68			13.38			2.90			2.90
Social Security Company	54.25			57.19			12.40			12.40
WI - Unemployment Company	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	**66.93**			**70.57**			**15.30**			**15.30**

VILLAGE OF PARK RIDGE
Payroll Summary
July through September 2024

	Zepp, James P.			TOTAL		
	Hours	Rate	Jul - Sep ...	Hours	Rate	Jul - Sep ...
Employee Wages, Taxes and Adjustme...						
Gross Pay						
Building Inspector Salary	1		125.00	1.00		125.00
President Salary			0.00	1.00		875.00
Trustee Salary			0.00	4.00		800.00
Zoning Administrator Salary			0.00	1.00		125.00
Clerk Hourly			0.00	374.50		9,362.50
Daily Rate-Crossing Guard			0.00	45.00		922.50
Diggers Hotline Locates			0.00	800.00		800.00
Hourly			0.00	32.00		544.00
Hourly Rate-Maintenance			0.00	2.00		40.00
Building Inspector Commission			1,647.05			1,647.05
Total Gross Pay	1		1,772.05	1,260.50		15,241.05
Adjusted Gross Pay	1		1,772.05	1,260.50		15,241.05
Taxes Withheld						
Federal Withholding			-27.00			-666.00
Medicare Employee			-25.69			-220.99
Social Security Employee			-109.87			-944.95
WI - Withholding			0.00			-346.90
Medicare Employee Addl Tax			0.00			0.00
Total Taxes Withheld			-162.56			-2,178.84
Additions to Net Pay						
Mileage Reimbursement			0.00			25.38
Total Additions to Net Pay			0.00			25.38
Net Pay	**1**		**1,609.49**	**1,260.50**		**13,087.59**
Employer Taxes and Contributions						
Medicare Company			25.69			220.99
Social Security Company			109.87			944.95
WI - Unemployment Company			0.00			0.00
Total Employer Taxes and Contributions			**135.56**			**1,165.94**

BUILDING PERMITS
3rd QUARTER 2024

8/2/2024	409 Sunset Ave	Electrical work for oven
9/2/2024	402 Greenbriar Ave	Electrical/Plumbing update
9/13/2024	712 Greenbriar Ave	Install fence
9/14/2024	717 Fieldcrest Ave	Install patio
9/30/2024	601 Sunset Ave	Install fence

4. BURNING REGULATIONS

A. Open Burning – General Rules and Definitions.

1. Open burning is the process of burning any materials where the products of combustion pass directly into the open air without going through a chimney or stack.

2. Except as provided in subsection C, open burning is prohibited in the Village of Park Ridge without a burning permit approved by the Chief of the Stevens Point Fire Department, Stevens Point Fire Department Fire Marshal, or Stevens Point Fire Department Deputy Fire Marshal.

3. Fires should be constantly attended by a person 18 years of age or older until such fire is extinguished.

4. A garden hose connected to a water supply or other fire extinguishing equipment shall be readily available for use.

5. The Stevens Point Fire Department is authorized to require any fire to be immediately discontinued if determined that the smoke emissions are offensive to occupants of surrounding properties or if the fire is determined to constitute a hazardous condition.

6. The Stevens Point Fire Department shall have the authority to prohibit any or all open fires when atmospheric conditions or local circumstances make such fires extraordinarily hazardous. No burning will be allowed if wind conditions will cause smoke, embers, or other burning materials to be carried towards any building or other combustible material, nor anytime the wind is in excess of nine miles per hour (9 m.p.h.) as measured at the Stevens Point Fire Department, 1701 Franklin Street.

7. Fires are to be at least ten (10) feet from any building, structure, fence, combustible material or property line.

8. Fires are to be at least fifty (50) feet from any commercial building including multifamily residential other than one- and two-family dwellings.

9. Responsibility for fire. Any damage caused to another person's property by burning of any kind whether authorized or not, shall be the responsibility of the person(s) responsible for igniting the fire. The city may charge the cost of fire investigation and extinguishment of those responsible for the ignition of the fire.

10. Section NR 502.11, Wis. Adm. Code, allows for the burning of dry, unpainted and untreated wood, stumps or trees from a commercial business only after they have received a wood burning site license from this Department. Burning permits can be issued to burn brush and trees cleared for forestry, agriculture, road construction or building construction. They cannot be issued to burn waste generated as part of a business activity (i.e., cardboard, lumber, etc.)

B. Open Burning with a Permit

1. Unless open burning conforms to the limitations under Section C below, a permit must be obtained to open burn, i.e., brush, leaves, deadfall.

2. Permits are issued at the Stevens Point Fire Department, Station 1 (1701 Franklin Street), or by calling 715-344-1833.

3. Permits are issued and valid for the day of the burning operation only and must be called in no less than one hour prior to burning operation.

4. The person or persons listed on the burn permit are responsible for the burning operation.

5. The burning operation must be attended at all times by the person or persons listed on the burn permit.

6. A charged hose line, rake, and fire extinguisher must be present within 15 feet of the burning operation at all times.

7. Burning must be completed by 9:00 PM.

8. All operations must comply with WI Adm. Code NR 502.11 regulations on open burning.

9. A site visit and inspection by fire department personnel may be required dependent upon the area being burned and the fuel load present.

10. The Fire Chief or a Fire Department representative may call for a cease to the burning operation at any time if deemed dangerous or necessary.

C. Open Burning Allowed without a Permit.

1. Fire confined within a commercially manufactured outdoor fireplace.

   a. Constructed and sold for the purpose of containing an outdoor recreational fire.

   b. Must be used in accordance with all manufacturer's safety requirements.

c. Must be placed on a noncombustible surface.

d. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.

e. The fireplace cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.

f. Must include a bowl or pit for holding wood, must be covered, and have a method for/of containing embers and sparks.

g. The bowl or pit shall not exceed three (3) feet in diameter.

2. Fires located in a below-ground fire pit.

a. Below-ground fire pits shall be constructed with a minimum depth of four (4) inches and a maximum diameter of three (3) feet. Burning materials must be contained within this enclosure at all times. Such fire pits shall be surrounded by non-combustible materials such as concrete, rock or cement block. Fire shall not extend more than three (3) feet above the pit.

b. The fire pit cannot be used within ten (10) feet of a building, structure, lot line, combustible materials, or in high winds.

c. Gasoline or other flammable liquids shall not be stored or used in the vicinity of this unit.

3. Only dry cut firewood may be burned when burning without a permit in an outdoor fireplace or a fire pit. These materials must fit within the confines of these devices or spaces.

4. Liquid Petroleum (LP) and Natural Gas (NG) fueled cooking devices.

a. Shall not be operated on balconies except in single-family dwellings.
b. Shall not be operated within ten (10) feet of a building or a lot line, except in single-family dwellings.

c. Must be used in accordance with all the manufacturer's safety requirements.

5. Charcoal grills and open flame cooking devices.

a. Shall not be used on combustible balconies except in single family dwellings.
b. Shall not be used within ten (10) feet of a building or lot line, except in single-family dwellings.
c. Shall be used in accordance with all the manufacturer's safety requirements.

D. Burning on Streets.

1. No materials can be burned upon any street, curb, gutter or sidewalk.

F. Enforcement.

1. The Stevens Point Fire Department reserves the right to approve or disapprove any use of fire.

2. Any person who violates any provision of this section may be issued a citation with a base forfeiture of one hundred dollars ($100.00) per occurrence as well as applicable court costs for a total of one hundred and eighty-seven dollars ($187.00). Exact costs may be periodically changed by the court.

Village of Park Ridge
2025 Preliminary Draft Budget

		Actual YTD Jan 1-Oct 16, 2024	Budget 2024	$ Over Budget	Preliminary Budget 2025
Income					
41110	Local Tax Levied	$ 361,886.19	$ 363,098.00	$ (1,211.81)	$ 493,098.00
41800	Int & Penalties on Taxes Levied	$ 1.74		$ 1.74	
43410	Shared Revenues	$ 7,750.01	$ 12,675.83	$ (4,925.82)	$ 52,855.18
43420	Fire Insurance	$ 3,232.85	$ 2,400.00	$ 832.85	$ 3,200.00
43430	Exempt Computer Aid	$ 462.47	$ 462.47	$ -	$ 462.47
43440	Personal Property Aid	$ 269.56	$ 269.56	$ -	$ 5,074.43
43450	State Video (Cable) Aid	$ 1,700.20	$ 1,700.20	$ -	$ 1,700.20
43531	Transportation Aid	$ 13,340.84	$ 13,338.87	$ 1.97	$ 13,232.56
44110	Liquor and Malt Beverage	$ 930.00	$ 1,000.00	$ (70.00)	$ 1,200.00
44120	Cigarette/Bartender's Licenses	$ 160.00	$ 1,000.00	$ (840.00)	$ 300.00
44200	Dog Licenses	$ 148.00	$ 350.00	$ (202.00)	$ 250.00
44300	Building Permits/Inspections	$ 2,628.78	$ 2,000.00	$ 628.78	$ 2,000.00
44400	Zoning/Variance Fees	$ -	$ 200.00	$ (200.00)	$ 200.00
44500	Cable Franchise Fees	$ 4,100.57	$ 4,500.00	$ (399.43)	$ 5,400.00
46100	General Government	$ -	$ 100.00	$ (100.00)	$ 100.00
48100	Interest	$ 3,293.05	$ 2,000.00	$ 1,293.05	$ 3,500.00
48200	CD Interest	$ 3,725.98	$ -	$ 3,725.98	$ 3,000.00
48900	Miscellaneous Income	$ 2,099.08	$ 1,500.00	$ 599.08	$ 1,500.00
48905	Late Fees	$ 10.00	$ -	$ 10.00	$ -
Total Income		$ 405,739.32	$ 406,594.93	$ (855.61)	$ 587,072.84
Expense					
51100	Village Board				
5110001	President Salary	$ 3,767.76	$ 3,768.00	$ (0.24)	$ 3,768.00
5110002	Trustee Salary	$ 3,444.80	$ 3,445.00	$ (0.20)	$ 3,445.00
5110003	Santa Visit	$ 805.99	$ 500.00	$ 305.99	$ 1,000.00
5110004	League of Municipalities Dues	$ -	$ 400.00	$ (400.00)	$ 553.29

			Actual YTD Jan 1-Oct 16, 2024	Budget 2024	$ Over Budget	Preliminary Budget 2025
	5110006	Board Expenses	$ 15.82	$ 1,900.00	$ (1,884.18)	$ 1,000.00
Total 51100		Village Board	$ 8,034.37	$ 10,013.00	$ (1,978.63)	$ 9,766.29
51300		Legal	$ 2,452.50		$ 2,452.50	$ 4,000.00
51410		Clerk/Treasurer				
	5141001	Clerk Compensation	$ 33,458.02	$ 40,685.00	$ (7,226.98)	$ 42,000.00
	5141002	Mileage & Expenses	$ -	$ 1,000.00	$ (1,000.00)	$ 1,000.00
	5141006	General Office Supplies	$ 1,527.16	$ 6,000.00	$ (4,472.84)	$ 3,000.00
	5141007	Training	$ -	$ 1,500.00	$ (1,500.00)	$ 1,500.00
	5141010	Tax Collection Fee	$ 1,450.56	$ 1,500.00	$ (49.44)	$ 1,500.00
	5141011	Villagewide Mailing	$ 141.64	$ 1,000.00	$ (858.36)	$ 1,500.00
	5141013	Treasurer Bond	$ -	$ 1,000.00	$ (1,000.00)	$ 1,000.00
	5141014	Pineries Bank Fees/Supplies	$ 55.90	$ -	$ 55.90	$ 150.00
	5141016	Accounting Consultation	$ -	$ 1,000.00	$ (1,000.00)	$ -
	5141022	Dues & Subscriptions	$ 1,745.09	$ 2,000.00	$ (254.91)	$ 2,500.00
	5141025	Background Checks	$ 28.00	$ 200.00	$ (172.00)	$ 200.00
	5141026	Treasurer Compensation	$ 1,897.50	$ 6,000.00	$ (4,102.50)	$ 6,000.00
	5141027	IT Services	$ 950.00	$ 1,500.00	$ (550.00)	$ 1,500.00
Total 51410		Clerk/Treasurer	$ 41,253.87	$ 63,385.00	$ (22,131.13)	$ 61,850.00
51420		Elections				
	5142001	Inspectors	$ 1,683.40	$ 2,500.00	$ (816.60)	$ 2,000.00
	5142002	Election Expenses	$ 76.02	$ 500.00	$ (423.98)	$ 1,000.00
	5142006	Election Equipment	$ 228.15	$ 1,000.00	$ (771.85)	$ 500.00
Total 51420		Elections	$ 1,987.57	$ 4,000.00	$ (2,012.43)	$ 3,500.00
51430		Publication Fees	$ 239.55	$ 200.00	$ 39.55	$ 500.00
51510		Accounting				
	5151001	Reporting (FormC)	$ 925.00	$ 2,000.00	$ (1,075.00)	$ 1,000.00
	51510	Accounting-Other	$ 111.16	$ -	$ 111.16	$ -
Total 51510		Accounting	$ 1,036.16	$ 2,000.00	$ (963.84)	$ 1,000.00

		Actual YTD Jan 1-Oct 16, 2024	Budget 2024	$ Over Budget	Preliminary Budget 2025
51530	Assessment of Property				
5153001	Assessor Contract	$ 5,220.00	$ 5,800.00	$ (580.00)	$ 6,000.00
5153004	Bd of Review Notice Pub	$ -	$ 150.00	$ (150.00)	$ -
Total 51530	Assessment of Property	$ 5,220.00	$ 5,950.00	$ (730.00)	$ 6,000.00
51600	Village Hall				
5160001	Maintenance Compensation	$ 1,915.20	$ 3,000.00	$ (1,084.80)	$ 2,200.00
5160004	Utilities	$ 2,447.96	$ 3,000.00	$ (552.04)	$ 3,000.00
5160005	Supplies and Equipment	$ 448.70	$ 2,500.00	$ (2,051.30)	$ 2,500.00
5160006	Repairs & Maintenance	$ 5,995.42	$ 2,000.00	$ 3,995.42	$ 2,500.00
Total 51600	Village Hall	$ 10,807.28	$ 10,500.00	$ 307.28	$ 10,200.00
51910	Uncollectible Taxes	$ -	$ 200.00	$ (200.00)	$ 200.00
51938	Insurance				
5193801	General Liability	$ 2,445.00	$ 5,000.00	$ (2,555.00)	$ 2,500.00
5193802	Local Gov't Property	$ 1,048.00	$ 1,000.00	$ 48.00	$ 1,000.00
5193803	Workers Compensation	$ 1,645.00	$ 2,000.00	$ (355.00)	$ 2,000.00
Total 51938	Insurance	$ 5,138.00	$ 8,000.00	$ (2,862.00)	$ 5,500.00
52100	Crossing Guard	$ 3,795.74	$ 3,500.00	$ 295.74	$ 4,500.00
52205	Fire & EMS Protection				
5220521	Fire Protection & EMT Contract	$ 77,052.47	$ 101,000.00	$ (23,947.53)	$ 107,230.00
Total 52205	Fire & EMS Protection	$ 77,052.47	$ 101,000.00	$ (23,947.53)	$ 107,230.00
52400	Building Inspection	$ 4,178.30	$ 4,000.00	$ 178.30	$ 4,000.00
52450	Zoning Administration	$ 538.24	$ 550.00	$ (11.76)	$ 550.00
53311	Street Maintenance				
5331101	Snow Plowing	$ 17,166.00	$ 27,000.00	$ (9,834.00)	$ 27,000.00
5331103	Street Maintenance	$ 4,338.57	$ 10,000.00	$ (5,661.43)	$ 30,000.00
5331104	Street Maint-Trees	$ -	$ -	$ -	$ 3,000.00

		Actual YTD Jan 1-Oct 16, 2024	Budget 2024	$ Over Budget	Preliminary Budget 2025
5331105	Street Repair	$ -	$ 1,000.00	$ (1,000.00)	$ 1,000.00
5331113	Engineering	$ 14,968.00	$ 31,000.00	$ (16,032.00)	$ 79,000.00
Total 53311	Street Maintenance	$ 36,472.57	$ 69,000.00	$ (32,527.43)	$ 140,000.00
53315	Sewers	$ 53.48		$ 53.48	$ 75.00
53420	Street Lighting				
5342001	Electric & Maintenance	$ 9,979.92	$ 13,500.00	$ (3,520.08)	$ 13,500.00
5342004	Digger Requests	$ 2,923.00	$ 4,000.00	$ (1,077.00)	$ 4,000.00
Total 53420	Street Lighting	$ 12,902.92	$ 17,500.00	$ (4,597.08)	$ 17,500.00
53620	Garbage Collection				
5362001	Garbage Collection	$ 24,022.28	$ 32,520.00	$ (8,497.72)	$ 33,500.00
5362002	Fall Large Item Pick-up	$ 832.00	$ 800.00	$ 32.00	$ 900.00
Total 53620	Garbage Collection	$ 24,854.28	$ 33,320.00	$ (8,465.72)	$ 34,400.00
53635	Recycling cost				
5363501	Recycling Collection	$ 7,214.45	$ 9,000.00	$ (1,785.55)	$ 9,000.00
5363503	Yard Waste Drop Off	$ 5,300.00	$ 5,200.00	$ 100.00	$ 5,400.00
Total 53635	Recycling cost	$ 12,514.45	$ 14,200.00	$ (1,685.55)	$ 14,400.00
54100	Humane Society Contract	$ 1,356.02	$ 1,500.00	$ (143.98)	$ 1,700.00
55200	Parks Dept Pledge	$ 2,915.00	$ 3,000.00	$ (85.00)	$ 3,000.00
Total Expense		$ 252,802.77	$ 351,818.00	$ (99,015.23)	$ 429,871.29
Other Income/Expenses					
Other Income					
49100	Long Term Debt Proceeds- Street Project			$ -	$ 1,592,000.00
49105	Grant Funds-Street Project			$ -	$ 400,000.00
Total Other Income		$ -	$ -	$ -	$ 1,992,000.00
Other Expenses					

		Actual YTD Jan 1-Oct 16, 2024	Budget 2024	$ Over Budget	Preliminary Budget 2025
57101	Undesignated Fund Bal Outlay				$ 119,951.55
57200	Capital Project Outlay- Hillcrest/Greenbriar				$ 1,992,000.00
58100	Loan Principal				
58110	Linwood Ave Project	$ 5,116.89		$ 5,116.89	$ 5,209.31
58120	Line of Credit	$ 19,415.30		$ 19,415.30	$ 18,840.16
58100	Loan Principal- Other	$ -	$ 21,194.05	$ (21,194.05)	$ -
	Hillcrest/Greenbriar Project			$ -	
Total 58100	Loan Principal	$ 24,532.19	$ 21,194.05	$ 3,338.14	$ 24,049.47
58200	Loan Interest				
58210	Linwood Ave Project	$ 3,133.11		$ 3,133.11	$ 3,040.69
58220	Line of Credit	$ 9,584.70		$ 9,584.70	$ 10,159.84
58200	Loan Interest- Other	$ -	$ 16,055.95	$ (16,055.95)	$ -
	Hillcrest/Greenbriar Project			$ -	
Total 58200	Loan Interest	$ 12,717.81	$ 16,055.95	$ (3,338.14)	$ 13,200.53
Total Other Expenses		$ 37,250.00	$ 37,250.00	$ -	$ 2,149,201.55
Net Income		$ 115,686.55	$ 17,526.93	$ 98,159.62	$ -

Operator's License Summary (1/22/2024)

(For ease of review and to reduce photocopying, applicant supporting documents have been summarized below, and only applications and 'positive' check reports are included in board packets.)

Name	Type	New or Renewal	Fee Pd	Proof of Training	Online Checks	
					CIB[1]	CCAP[2]
Jolly, Brett A 150872 Paetsch Ln Mosinee	Operator's Two Year *(Bottle Stop)*	New	$50	Valid License	Criminal history found	No relevant history

[1] **Wisconsin Department of Justice Crime Information Bureau** (wi-recordcheck.org); [This website contains arrest and conviction information on over 1,000,000 individuals dating back to 1971. Every record in the database is supported by positive fingerprint identification. New arrest fingerprint cards are being received at a rate of 10,000 each month.]; $7 per check.

[2] **Wisconsin Circuit Court Access** (wcca.wicourts.gov); [This website provides access to certain public records of the circuit courts of Wisconsin. Information provided is an exact copy of the case information entered into the Consolidated Court Automation Programs (CCAP) case management system by court staff in the counties where the case files are located.]; no charge for checks; currently.

DRAFT

Ordinance 17.17 Village of Park Ridge Street Right-Of-Way, Driveways and Parking Ordinance

STATE OF WISCONSIN, VILLAGE OF PARK RIDGE, PORTAGE COUNTY

The Village Board of Trustees does hereby ordain as follows:

Purpose:
In order to provide for the health, safety and welfare of the Village with respect to street safety, and pursuant to Wis. Stat., § 61.36, § 66.1031 through § 66.1037, and § 83.06, the Village Board of Trustees does hereby pass the following ordinance for publishing and inclusion in the Village of Park Ridge Code of Ordinances as follows:

Ordinance 17.17

Section I. Grading and Swales

A) The right-of-way area between the edge of street pavement and the right-of-way line shall include a ditch/swale that meets the dimensions and details exhibited by the Typical Street Section as set forth in FIGURE 1, which diagram is incorporated by reference into this Ordinance (see FIGURE 1 below). Rights-of-way in the Village that do not have a swale currently will be re-graded by the Village to include a qualifying swale(s) as street improvement projects occur. Any new grading initiated by a private property owner shall require a grading permit and include a Village-approved swale as detailed in the Typical Street Section.
B) Parking pads (widened shoulder parking areas), either paved or graveled, are prohibited on Village right-of-way. Existing parking pads may remain but shall be removed if any new grading or shaping of the street or private property occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

Section II. Driveways

A) Each Village lot is allowed no more than one (1) driveway for ingress and egress onto Village streets. If multiple driveways currently exist, they may remain, providing they do not pose a safety concern, in the discretion of the Village Board. When a street reconstruction project occurs, driveways of more than one (1) will be considered for removal by the Village Board. When construction occurs on private property that affects ingress and egress onto Village streets, then any additional driveways more than one (1) per lot will be considered for elimination and closure by the Village Board.
B) Driveway pavements shall be a maximum of 24 feet wide at the right-of-way line, excluding radii and tapers where the driveway meets the street. Radii or tapers shall extend the driveway width no greater than an additional 5 feet on each side of the driveway.
C) Existing driveways that do not meet the requirements of Section II. B) may remain but shall be modified to meet those requirements if any new grading or shaping of the street or private

property occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

Section III. Parking – For vehicles and trailers

A) Short term parking - less than 12 hours

(1) Short term parking is allowed along all Village streets unless otherwise restricted according to Village signage. Parking is prohibited along all Village streets and rights-of-way when a snowfall of 1 inch or more is forecast, or if 1 inch or more of snow cover exists. Vehicles shall be parked partially off the paved portion of the roadway as much as possible, with at least two (2) vehicle wheels on the shoulder or yard. Vehicles may be parked entirely on private property outside of driveway areas for twelve (12) hours or less. Vehicles may not be parked entirely off of a driveway on private property for more than 12 hours in a 24-hour period. Vehicles shall not be parked outside of driveway areas on a recurring basis, subject to limitations described in Ordinance 10.06, Sect. 1, Sect. E.

(2) Recreational vehicles, campers and other trailers – The above restriction in Section III. A) (1) shall pertain similarly for all recreational vehicles, including but not limited to campers and any other trailers.

B) Long term parking – more than twelve (12) hours

(1) Long term parking is not allowed along Village streets. Long term and regular recurring parking shall be entirely on the portion of a driveway that lies entirely on a private lot, or in a garage or car port. No more than four (4) cars will be allowed to park in driveways outside of a garage or car port. Recreational vehicles, campers and other trailers must be parked in accordance with limitations described in Ordinance 10.06, Sect. 1, Sect. E.

Section IV. Right-Of-Way Encroachments

A) Vision triangles

(1) On corner lots, vegetation shall be maintained by lot owners to allow vision triangles that will provide clear vision in both directions when a vehicle is stopped near the edge of the crossing street. Trees and bushes and other vegetation shall not exceed a height of thirty-six (36) inches above centerline street grade in such vision triangles areas. A 40-foot by 40-foot vision triangle is required for lots abutting all Village cross-streets, except for those lots that intersect with the following streets, which require a 50-foot by 50-foot vision triangle (see FIGURE 2 of vision triangles, attached and incorporated by reference):

- Park Ridge Drive
- Hillcrest Drive
- Odessa Court at Green Avenue
- Angelo Court at Green Avenue

Existing landscaping that encroaches into the vision triangle may remain but will be considered for removal if it poses a safety concern, or with any new street improvement or maintenance project.

B) Trees

(1) Large species trees -- those that are expected to have a mature height greater than twelve (12) feet -- shall not be planted with the trunk closer than ten (10) feet from the edge of pavement, or within vision triangles. Existing trees that are within these areas may remain

unless the Village determines they pose a threat to public safety. Trees may be considered for removal by the Village if issues develop, or if a village street improvement project requires removal. Any overhanging branches shall be kept trimmed to provide a travel vision window of at least sixteen (16) feet above the centerline grade of the street pavement, five (5) feet measured horizontally from the edge of the street pavement, and eight (8) feet above the surface of a public sidewalk.

(2) Small species trees/bushes -- those that are expected to have a mature height less than twelve (12) feet -- shall not be planted with the trunk closer than ten (10) feet from the street pavement edge, and the mature crown area shall not extend closer than five (5) feet from of the edge of street pavement.

a) Trees, bushes, or other plantings exceeding thirty-six (36) inches in height above the centerline street pavement grade are prohibited within any vision triangle.

C) Garden plantings

(1) Garden plantings, including rain gardens, shall not be located closer than twenty-four (24) inches from the edge of the street pavement. Garden plants shall not exceed thirty-six (36) inches in height above the centerline of the street pavement within the vision triangle at intersections (see Sect. A(1) above), or within the travel vision window, five (5) feet measured horizontally from the edge of the street pavement.

D) Structures

(1) Retaining walls and landscape structures

a) Retaining walls or landscape structures (walls, borders fencing, etc., regardless of material type) are prohibited within the Village right-of-way or vision triangles. Existing retaining walls or landscape structures that encroach on right-of-way may remain but will be considered for removal if the Village determines they are a safety hazard, if any new grading or shaping of the right-of-way occurs, or if a street reconstruction project includes work that extends outside the street pavement/shoulder.

(2) Mailboxes

a) Location

1. Mailboxes shall be installed such that the front face of the box is no closer than eighteen (18) inches and no greater than thirty-six (36) inches from the edge of the street pavement, with a box floor height of forty-two (42) to forty-eight (48) inches above the street pavement edge (see FIGURE 3, incorporated into this Ordinance by reference).

b) Type

1. Mailboxes shall be standard size and shape and may be a small or large version of the USPS standard. Non-standard or custom-built mailboxes will be allowed if they are within the typical size range, and are not deemed a hazard by the Village. Stone or concrete mailbox posts are prohibited.

c) Existing allowances

1. Existing mailboxes that do not meet location or type requirements may remain but will be considered for modification or relocation if the Village determines they are a hazard, are causing maintenance issues, if any new grading or shaping occurs, or if a street reconstruction project includes work that extends outside the street

pavement/shoulder. Mailboxes that are deemed a safety hazard by the Village Board shall be replaced within ten (10) days after notification from the Village or will be removed by the Village at the owner's expense, which may include placing the costs on the property tax roll.

(3) Underground sprinkler systems

a) Location

1. Sprinkler lines and heads are allowed on Village right-of-way. Heads shall be installed no closer than two (2) feet from the edge of any street pavement.
2. Sprinkler heads shall be adjusted such that spray into the street pavement areas and adjacent properties is minimized.

b) Damage, repair and replacement

1. The cost of repairing or replacing sprinkler lines and heads located within the Village right-of-way that are damaged or destroyed for any reason is the sole responsibility of the property owner and not the Village under any circumstances. (see Section V. below)

c) Type

1. Sprinkler heads located within Village rights-of-way shall be flush or below grade. Head type or brand is not regulated by this Ordinance, providing it meets this grade restriction.

d) Control Boxes (Manifold and valve units)

1. Placement of sprinkler control boxes within the Village right-of-way is prohibited.

(4) Snow plowing markers ("snow sticks")

a) Materials

1. Markers shall be made of a "breakaway" material and shall be no greater than one-half (½) inch in diameter and not exceed four (4) feet in height above the street pavement.

b) Location

1. Markers shall be installed no closer than two (2) feet from the edge of the street pavement.

Section V. Liability

A) All liability of private property installed, erected or maintained on any Village right-of-way, including plantings, landscaping, mailboxes, sprinkler systems, structures, walls, snowplow markers, or other personal property; is the sole responsibility of the property owner if damage occurs. This includes damage that occurs as a result of Village projects or maintenance operations.

Section VI. Enforcement.

A) Enforcement of this Ordinance shall be pursuant to any remedy allowed at law or in equity, including but not limited to Ordinance No. 17.41.

EFFECTIVE DATE

DRAFT

This ordinance is effective upon publication. The Village Clerk shall properly post or publish this ordinance as required under § 61.50, Wis. Stat.

Adopted this _____ day of August, 2024.

_____
Steve Menzel – Village President

_____
Gordon Renfert – Village Trustee

_____
Kristin Paulson – Village Trustee

_____
Barbara Friedrich – Village Trustee

_____
Dan Holloway – Village Trustee

ATTESTED BY:

_____
Shanna Behrend – Interim Village Clerk

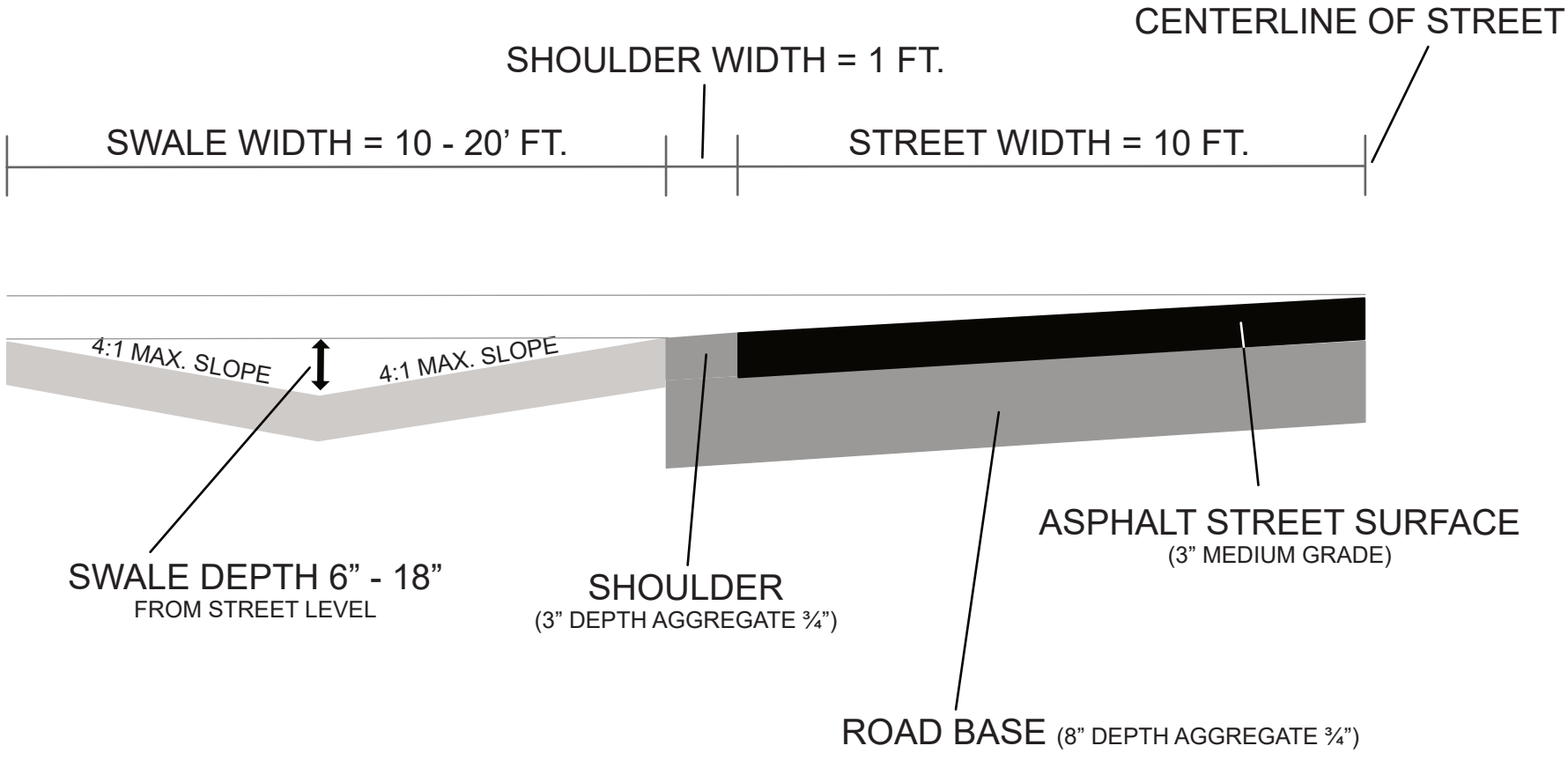
ADDENDUM

FIGURE 1 (TBD)

FIGURE 2 (TBD)

FIGURE 3 (TBD)

FIG. 1 Village of Park Ridge Typical Street Half Section with swale



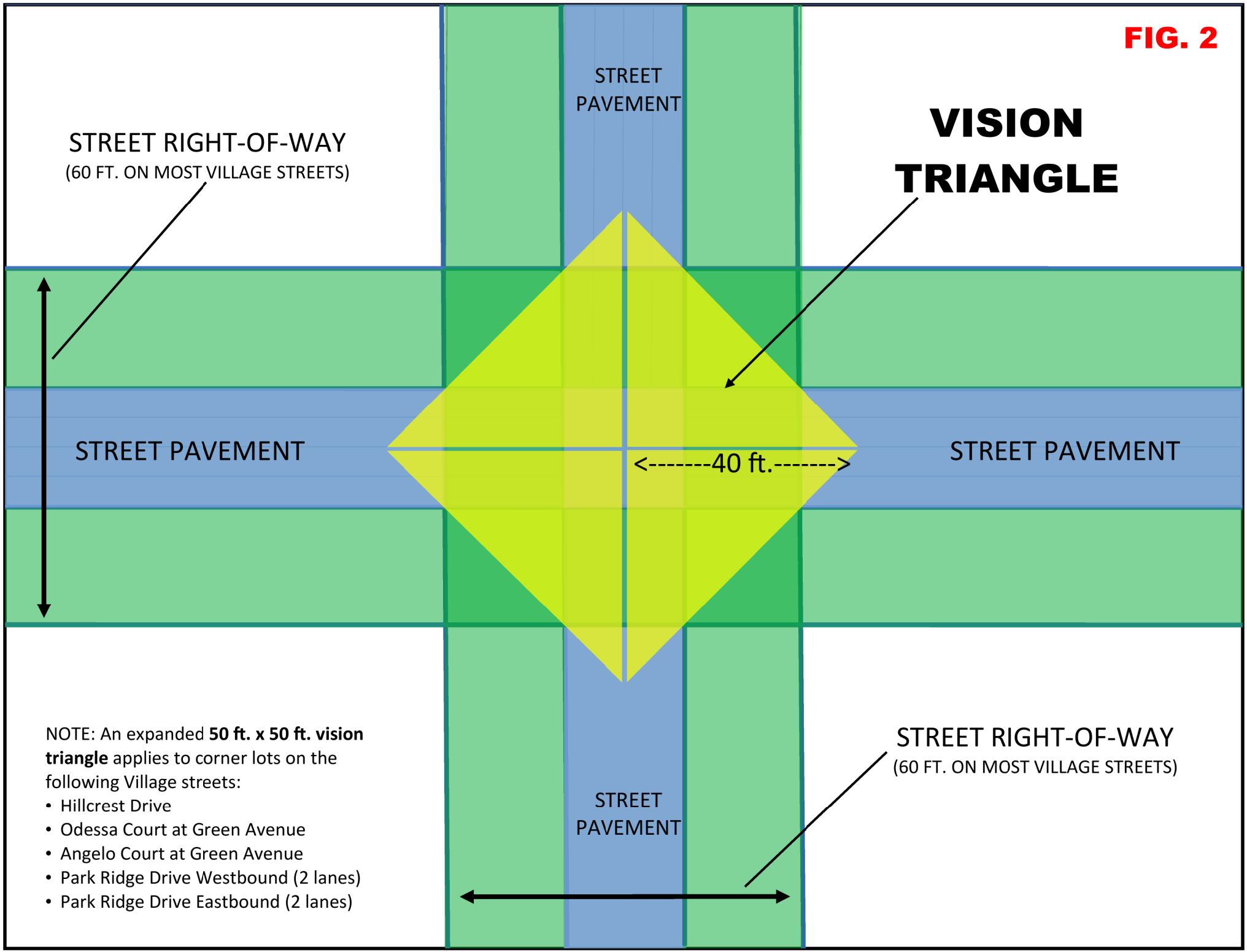

FIG. 2
STREET PAVEMENT
VISION TRIANGLE
STREET RIGHT-OF-WAY
(60 FT. ON MOST VILLAGE STREETS)
STREET PAVEMENT
<-------40 ft.------->
STREET PAVEMENT
NOTE: An expanded **50 ft. x 50 ft. vision triangle** applies to corner lots on the following Village streets:
• Hillcrest Drive
• Odessa Court at Green Avenue
• Angelo Court at Green Avenue
• Park Ridge Drive Westbound (2 lanes)
• Park Ridge Drive Eastbound (2 lanes)
STREET PAVEMENT
STREET RIGHT-OF-WAY
(60 FT. ON MOST VILLAGE STREETS)

FIG. 3 Village of Park Ridge Mailbox Location

