VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
October 21, 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, Kristin Paulson and Steve Menzel, interim clerk Shanna Behrend, clerk in training Lisa Lucht and treasurer Melissa Clark were present. Residents Jim LaMar, and Angie and Sam Novak attended in person along with Terrence Sinner, Division Chief of Fire Prevention from the Stevens Point Fire Department. Dan Knoeck from MSA attended via Zoom.

AGENDA ITEM #1 - APPROVAL OF THE OCTOBER AGENDA – Menzel asked the Board members if there were any changes regarding the October 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 stated that early in-person voting begins on October 22, 2024, in the Village Hall from 9:00 am – 2:00 pm, and runs through October 31, 2024. Trustee Paulson talked about the great turnout for the fall large item pick-up with over 40 homes participating.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM SEPTEMBER 16, 2024 – Menzel had some minor edits. Friedrich motioned to approve the minutes with the edits mentioned. Seconded by Renfert. Motion carried by voice vote, with no negative votes.

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

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

AGENDA ITEM #7 – REVIEW AND ACCEPT QUARTERLY REPORTS – The Board discussed the quarterly reports for the SPFD, Payroll. Building Permits and Zoning. There was not a report for the Zoning Board due to having not met in this quarter. Holloway made the motion to accept the quarterly reports, seconded by Paulson. Motion carried by voice vote, with no negative votes.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – DISCUSS PARK RIDGE PROPOSED BURNING ORDINANCE AMENDMENT – The Stevens Point Fire Department was asked to look over and offer suggestions on our current burning ordinance in Park Ridge. The proposed ordinance states that residents must request a permit for open burning from the SPFD. This must be called into the SPFD with details of the day and time of the burn and if approved, the permit will be emailed to the resident. The permit has no cost. Ring fires are still permitted with some size restrictions. After some discussion and a more detailed explanation by Terrence Sinner from SPFD, the Board agreed to look this over and possibly approve it at a later date with public notice and hearing.

AGENDA ITEM #9 – ROAD PROJECT UPDATE – Dan Knoeck spoke about the Hillcrest/Greenbriar North section of the road project. Survey work is scheduled to begin in the next week and continue for two or three weeks depending on the weather. Letters were sent to homeowners directly affected by the project describing the scope of the work, the schedule of the survey work, and asking them to point out any private items near the road right-of-way that may be in conflict, including sprinkler systems, invisible fences and any underground feature that they should be made aware of. Dan said he has already received a few emails from residents. Once the survey is done in mid-November, then they can begin base mapping which is for preliminary design work. The first major milestone is in January when the preliminary plans are completed. At that point, the plans would be reviewed with the Village to make any

adjustments and receive feedback. There would then be a public informational meeting in February 2025. Menzel asked about residents who will be participating in the Portage County Garden Parade in summer of 2025 and needing to have access to their properties during construction. Dan said as that date approaches, they would try and make accommodations, if possible, for access. Menzel spoke about his continued research into funding for the improvement project.

AGENDA ITEM #10 – DISCUSS PROPOSED 2025 BUDGET – Treasurer Clark discussed changes made to the budget for 2025 as information is received. Holloway suggested increasing the street maintenance budget. Clark explained that we have an undesignated fund that we can use as projects arise. A public hearing will be held to finalize the budget.

AGENDA ITEM #11– APPROVE BARTENDER LICENSE – Friedrich made the motion to approve the bartender license. Seconded by Paulson. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #12 – SANTA VISIT UPDATE – 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.

AGENDA ITEM #13 – APPROVE ORDINANCE 17.17 (RIGHT OF WAY, DRIVEWAYS AND PARKING) – Menzel asked if there were any questions or concerns. Menzel brought up the concern of mailbox placement and the discrepancy between USPS requirements. Edits were made to the diagrams and wording to comply. After some other minor edits, Renfert made the motion to approve Ordinance 17.17. Seconded by Holloway. Roll call was taken; Renfert – yes, Paulson – yes, Friedrich – yes, Holloway – yes, Menzel – yes.

AGENDA ITEM #14 – INTRODUCE NEW CLERK – Menzel introduced the new clerk., Lisa Lucht. She gave a summary of her experience. The Board welcomed her and offered any assistance.

AGENDA ITEM #15– SET DATE FOR NEXT BOARD MEETING – The meeting is set for November 18, 2024, at 5:30 pm.

AGENDA ITEM #16 – ADJOURN – Meeting adjourned at 7:19 pm

SHANNA BEHREND
INTERIM VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT