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 USDA Rural Development. They have a program which provides financing to communities of 10,000 or less to put in water mains and they offer 40-year financing. 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