VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
August 19, 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, a roll call was taken. Trustees Barb Friedrich, Gordon Renfert, Kristin Paulson, Dan Holloway and Steve Menzel, interim clerk Shanna Behrend and treasurer Melissa Clark were present. Residents Jim LaMar and Tori Jennings attended in person and Shawn Paulson attended via zoom.

AGENDA ITEM #1 - APPROVAL OF THE AUGUST AGENDA – Menzel asked the Board members if there were any changes regarding the August agenda. Holloway made a motion to approve, with no changes. Friedrich 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. Resident Jennings stated that she would wait until the agenda item was being discussed to speak.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM JULY 15, 2024 – Menzel and Holloway had some minor edits. Paulson 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 JULY TREASURER'S REPORT – Treasurer Clark explained that the payroll expenses are the village's FICA payments. Menzel also asked about how the loans are listed on the balance sheet. Renfert made a motion to accept the treasurer's report. Seconded by Holloway. Roll call was taken; Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #7 – VILLAGE RIGHT OF WAY ORDINANCE – The final draft before the public hearing of the Right-of-Way Ordinance was discussed. Resident Jennings stated her concerns about the swale implementation and communication between the engineers and subcontractors about the removal of existing trees and clear cutting. Menzel and Holloway explained that the ordinance is written with intent to keep as many trees as possible unless it is determined to be a hazard. There will be a very detailed plan created by designers working with village residents and hopefully acceptable to everyone. Holloway noted some formatting issues in the draft. The board discussed wording and fine tuning to make sure the ordinance is clear and concise and there are no misunderstandings. Paulson made the motion to adopt the Park Ridge Street Right-of-Way Driveway and Parking Ordinance Draft with changes discussed to present to the village in the next two weeks for a public hearing and final approval at the September 2024 board meeting. Seconded by Friedrich. Roll call was taken; Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes.

AGENDA ITEM #8 – UPDATE ON PARK RIDGE SPEED LIMITS – Menzel had sent a letter to the city of Stevens Point mayor, two alderpersons and the city Director of Public Works discussing the concern about speed limits on Park Ridge Drive. The response from the city stated that they are taking three courses of action. They will be collecting traffic data from each speed zone. They will be using the latest edition of the MUTCD (Manual of Uniform Traffic Control Devices) which allows for more local control over the setting of speed limits and if the changes are not too technical, would do a speed study later this fall.

AGENDA ITEM #9 – ELECTION UPDATE – Clerk Behrend discussed the August Partisan Primary. The village had higher than average turnout and no issues with the voting equipment. Paulson asked if we have enough poll workers for the November General Election. Clerk Behrend said that she believes we have enough and would be scheduling

an extra worker on each shift to help with equipment questions. Election results can be found here: https://vi.parkridge.wi.gov/wp-content/uploads/2024/08/2024-PARTISAN-PRIMARY-ELECTION-RESULTS.pdf

AGENDA ITEM #10 – ROAD PROJECT UPDATE – Menzel and Holloway met with Dan Knoeck from MSA (Engineering Firm) about moving forward from their assistance with the capital improvement plan to consulting on the upcoming road projects. MSA will be submitting a proposal for design services for the first improvement project; the reconstruction of Hillcrest Ave and North Greenbriar Ave. Menzel met with Joel Lemke, Director of Utilities for Stevens Point, to discuss the water contract needed for the new hydrants being put in as part of the capital improvement plan and the process in which residents can hook up to the water mains. The resident is responsible for the cost of connection to the main. The cost of the water hydrants is part of the design plan but is not included in the grants received. Menzel has contacted and will continue to research sources for loan options for funding the road projects and separate sources for hydrant funding.

AGENDA ITEM #11 – VILLAGE HALL ENTRANCE SIGN – the Park Ridge entrance sign in front of the village hall has not been maintained properly over the years. Resident LaMar contacted the Schmeekle Reserve sign department, they made the original sign, about the best way forward. Their proposal is to update the sign and replace the posts. If the sign is unable to be updated, they would replace the whole sign. The cost to refurbish the sign is $1265.00 and the cost for a new sign is $1780.00. Holloway made a motion to approve up to $1700.00 to either refurbish or replace the existing sign. Seconded by Friedrich. Roll call was taken; Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #12 – EMERGENCY GENERATOR MAINTENANCE – Menzel investigated replacing our generator with a smaller generator. The current size of the generator is not necessary for the village needs, He contacted Adams Power Solutions and was told that the cost of replacing the generator was likely more than the village wanted to spend. He is also waiting for an estimate from Adams Power Solutions for generator maintenance.

AGENDA ITEM #13 – APPROVE PUBLIC RECORDS FEE SCHEDULE – Friedrich made the motion to approve the Public Records Fee Schedule for open records requests, seconded by Renfert. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #14 – UPDATE ON CLERK POSITION - Friedrich and Paulson explained that the updated clerk position will be posted on Indeed, the village website, and postcards will be sent to village residents with the job description and instructions on how to apply. The board discussed whether to pay for an Indeed account. Paulson agreed to be the point person for checking the Indeed account and village email for possible applicants.

AGENDA ITEM #15 – SET DATE FOR NEXT BOARD MEETING – The date is set for September 16, 2024, at 5:30 pm.

AGENDA ITEM #16 - ADJOURN - The meeting adjourned at 7:55 PM

SHANNA BEHREND
INTERIM VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT