VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
June 17, 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, Kristin Paulson, Dan Holloway and Steve Menzel, interim clerk Shanna Behrend and treasurer Melissa Clark were present. Residents JD Manville, Tori Jennings and Shawn Paulson were present along with Bonnie Skalecke, Deputy Emergency Management Coordinator for Portage County.

AGENDA ITEM #1 - APPROVAL OF THE JUNE AGENDA – Menzel asked the Board members if there were any changes regarding the June 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. Resident Tori Jennings stated that she would like to comment on agenda item #9. President Menzel said that item would be a discussion item and she could comment then. No other 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. Zoning Administrator JD Manville spoke about a training course he attended, and the zoning graphics used for the presentation. He thought it would be helpful if we could incorporate some of these graphics onto our website. He suggested utilizing an intern from the university to help with this project. Manville asked for clarification on trees close to plot lines and the overhanging branches into the adjacent property. He also reminded everyone that he still has lots of sugar maple saplings for anyone interested. Paulson recommended that a notice is posted on the village website reminding residents that there is another large item pick-up scheduled in the fall.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM MAY 20, 2024 – Menzel and Holloway had some recommendations. 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 MAY TREASURER'S REPORT –Renfert noted that the amount budgeted for the large item pick-up was already over budget. Friedrich made a motion to approve the treasurer's report. Holloway seconded motion. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

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

AGENDA ITEM #7 – INTRODUCE NEW TREASURER – This item was incorporated into item #5. Menzel introduced Melissa Clark. She was hired by the village for the treasurer position. She is very qualified and will be an asset to the village.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – PORTAGE COUNTY HAZARD MITIGATION PLAN – Bonnie Skalecke, Deputy Emergency Management Coordinator for Portage County, gave a presentation on the Portage County Hazard Mitigation Plan and how the county plans to update it by identifying key areas that need improvement. The plan will be much more extensive regarding preparedness for future emergencies compared to previous plans. Local municipalities will be required to create their own plan with help from the county. The plan included by the county can be found in the June packet on the website. https://vi.parkridge.wi.gov/wp-content/uploads/2024/06/June-2024-Packet.pdf . The village is asked to opt in by signing the agreement provided. This will be added to the July agenda.

AGENDA ITEM #9 – VILLAGE RIGHT- OF- WAY ORDINANCE – Menzel stated that this ordinance needed to have an update due the projected street projects to include items like swales, trees and parking which are not included in

the current ordinance. The ordinance revamp had been tabled for fall and winter, but with the upcoming street projects, it needs to be finalized. The updates include new illustrations of the vision triangle, cross section of the street, and mailbox locations. The vision triangle description will be updated to include a different requirement for intersections that have less traffic and tree and bush restrictions. Resident Tori Jennings brought up some issues and was told that her concerns will be addressed. Friedrich inquired about enforcement of the ordinance. Paulson shared Ordinance 10.08, which was adopted in 2015, which includes an appeals process for residents who receive an order from the village. Paulson also suggested mapping out what the vision triangle would look like in front of the village hall for residents. The Board discussed the importance of making sure this ordinance follows previous ordinances. The final draft will be presented at the July meeting.

AGENDA ITEM #10 – VILLAGE POLITICAL SIGN ORDINANCE – the Board discussed the need for clarification on the placement of political signs in the village. The maximum signage size allowed, how many signs are allowed, and the placement and time limits of the sign. Menzel made the motion to have himself, Holloway and Zoning Administrator JD Manville work on reviewing, amending and condensing ordinance 17.34 with special attention to temporary signs. Seconded by Paulson. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #11 – APPROVE LIQUOR LICENSES – Friedrich made the motion to approve liquor licenses for July 1, 2024, through June 30, 2025. Seconded by Paulson. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #12 – APPROVE BARTENDING LICENSES – Friedrich made the motion to approve liquor licenses for July 1, 2024, through June 30, 2025. Seconded by Renfert. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #13 – APPROVE PORTAGE COUNTY ANIMAL CONTROL AGREEMENT – Menzel asked if this agreement was like previous contracts with the Human Society. Friedrich made the motion to approve the Portage County Animal Control Agreement. Seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #14 – THANK THE CHITWOODS FOR HANGING THE FLAGS – Menzel thanked Matt and Heidi Chitwood for stepping up and helping to hang the American flags in the village prior to Memorial Day.

AGENDA ITEM #15 – ROAD PROJECT UPDATE

- **MUNICIPAL WATER AGREEMENT –** Menzel stated that he was planning to meet with Joel Lemke from the City of Stevens Point now that we had been approved for both grants that the village applied for. The City Common Council had previously approved drafting a municipal water agreement for the water mains and hydrants that are part of the road improvement project in the village. Menzel hopes to discuss this with Lemke.
- **FINANCING UPDATE –** Menzel discussed the options available for financing the upcoming road projects and the pros and cons of each option. Menzel also discussed the option of hiring an engineering consultant to help with the planning stages. The village had budgeted for this.

AGENDA ITEM #16 – THE BOARD MAY CONSIDER A MOTION TO GO INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES SECT. 19.85(1) (C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY TO WIT: VILLAGE CLERK – Friedrich made the motion to go into closed session, seconded by Holloway. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #17 – THE BOARD WILL RECONVENE IN OPEN SESSION IMMEDIATELY FOLLOWING THE CLOSED SESSION AND TAKE ACTION, IF ANY, ON MATTERS DISCLOSED IN CLOSED SESSION – Holloway Made the motion to come out of closed session. Paulson seconded the motion. Roll call was taken, Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes. Paulson made the motion that Menzel and Friedrich seek legal counsel on issues discussed in closed session. Seconded by Renfert. Roll call was taken, Friedrich – yes, Renfert – yes, Paulson – yes, Holloway – yes, Menzel – yes.

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

ADJOURN - The meeting adjourned at 7:45 PM

_____	_____
SHANNA BEHREND	STEVE MENZEL
INTERIM VILLAGE CLERK	VILLAGE PRESIDENT

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

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,851.93
11310 · Operating Account	99,180.17
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (A...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,928.51
Total 11340 · Reserve Account-Pineries	30,760.64
11343 · Pineries MM# 8005-467-9	112,099.55
11345 · Reserve Account-Bank of Amh...	20,098.17
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	368,295.40
Other Current Assets	
12100 · Taxes Receivable	441,848.19
1499 · Undeposited Funds	172.60
Total Other Current Assets	442,020.79
Total Current Assets	810,316.19
TOTAL ASSETS	**810,316.19**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2046 · Village Credit Card - Katie2258	-1,798.62
Total Credit Cards	-1,798.62
Other Current Liabilities	
2100 · State W/H Tax	268.95
21511 · Federal W/H Tax	528.96
24700 · Due other taxing authorities	250,404.72
24800 · Due SP Utilities	4,058.00
26100 · Advanced Tax Collections	106,439.92
Total Other Current Liabilities	361,700.55
Total Current Liabilities	359,901.93
Total Liabilities	359,901.93
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	164,979.04
Net Income	156,053.59
Total Equity	450,414.26
TOTAL LIABILITIES & EQUITY	**810,316.19**

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

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	361,769.37	363,098.00	-1,328.63	99.6%
41800 · Int & Penalties on Taxes Levied	1.74			
43410 · Shared Revenues	0.00	12,676.00	-12,676.00	0.0%
43420 · Fire Insurance	0.00	2,400.00	-2,400.00	0.0%
43430 · Exempt Computer Aid	0.00	462.47	-462.47	0.0%
43440 · Personal Property Aid	269.56	270.00	-0.44	99.8%
43450 · State Video (Cable) Aid	0.00	1,700.00	-1,700.00	0.0%
43531 · Transportation Aid	6,670.42	13,338.87	-6,668.45	50.0%
44110 · Liquor and Malt Beverage	0.00	1,000.00	-1,000.00	0.0%
44120 · Cigarette/Bartender's Licenses	50.00	1,000.00	-950.00	5.0%
44200 · Dog Licenses	148.00	350.00	-202.00	42.3%
44300 · Building Permits/Inspections	1,995.68	2,000.00	-4.32	99.8%
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 · Cable Franchise Fees	2,708.12	4,500.00	-1,791.88	60.2%
46100 · General Government	0.00	100.00	-100.00	0.0%
48100 · Interest	618.85	2,000.00	-1,381.15	30.9%
48200 · CD Interest	0.00	500.00	-500.00	0.0%
48900 · Miscellaneous Income	1,067.00	1,500.00	-433.00	71.1%
48905 · Late Fees	10.00			
Total Income	375,308.74	407,095.34	-31,786.60	92.2%
Expense				
51100 · Village Board				
5110001 · President Salary	1,750.00	3,768.00	-2,018.00	46.4%
5110002 · Trustee Salary	1,600.00	3,445.00	-1,845.00	46.4%
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	4,171.81	10,013.00	-5,841.19	41.7%
51300 · Legal	2,452.50	4,000.00	-1,547.50	61.3%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	19,395.42	40,685.00	-21,289.58	47.7%
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%
5141006 · General Office Supplies	3,753.96	6,000.00	-2,246.04	62.6%
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	0.00	1,000.00	-1,000.00	0.0%
5141013 · Treasurer Bond	0.00	1,000.00	-1,000.00	0.0%
5141016 · Accounting Consultation	0.00	1,000.00	-1,000.00	0.0%
5141019 · Safe Deposit Box	0.00	50.00	-50.00	0.0%
5141022 · Dues & Subscriptions	439.08	2,000.00	-1,560.92	22.0%
5141024 · WMCA/MTAW Dues	40.00			
5141025 · Background Checks	7.00	200.00	-193.00	3.5%
5141026 · Treasurer Compensation	0.00	6,000.00	-6,000.00	0.0%
5141027 · IT Services	650.00	1,500.00	-850.00	43.3%
Total 51410 · Clerk/Treasurer	25,736.02	63,435.00	-37,698.98	40.6%
51420 · Elections				
5142001 · Inspectors	1,120.52	2,500.00	-1,379.48	44.8%
5142002 · Election Expenses	96.41	500.00	-403.59	19.3%
5142006 · Election Equipment	154.40	1,000.00	-845.60	15.4%
Total 51420 · Elections	1,371.33	4,000.00	-2,628.67	34.3%
51430 · Publication Fees	208.49	200.00	8.49	104.2%
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%

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

	Jan - Jun 24	Budget	$ Over Budget	% of Budget
51600 · Village Hall				
5160001 · Maintenance Compensation	318.92	3,000.00	-2,681.08	10.6%
5160004 · Utilities	1,656.40	3,000.00	-1,343.60	55.2%
5160005 · Supplies and Equipment	551.84	2,500.00	-1,948.16	22.1%
5160006 · Repairs & Maintenance	2,207.08	2,000.00	207.08	110.4%
Total 51600 · Village Hall	4,734.24	10,500.00	-5,765.76	45.1%
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	2,214.00	3,500.00	-1,286.00	63.3%
52205 · Fire & EMS Protection				
5220521 · Fire Protection & EMT Contract	52,034.98	101,000.00	-48,965.02	51.5%
Total 52205 · Fire & EMS Protection	52,034.98	101,000.00	-48,965.02	51.5%
52400 · Building Inspection	1,554.33	4,000.00	-2,445.67	38.9%
52450 · Zoning Administration	250.00	550.00	-300.00	45.5%
53311 · Street Maintenance				
5331101 · Snow Plowing	17,166.00	27,000.00	-9,834.00	63.6%
5331103 · Street Maintenance	2,880.99	10,000.00	-7,119.01	28.8%
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	35,014.99	69,000.00	-33,985.01	50.7%
53420 · Street Lighting				
5342001 · Electric & Maintenance	5,098.99	13,500.00	-8,401.01	37.8%
5342004 · Digger Requests	1,250.42	4,000.00	-2,749.58	31.3%
53420 · Street Lighting - Other	908.99			
Total 53420 · Street Lighting	7,258.40	17,500.00	-10,241.60	41.5%
53620 · Garbage Collection				
5362001 · Garbage Collection	15,976.88	32,520.00	-16,543.12	49.1%
5362002 · Fall Large Item Pick-up	832.00	800.00	32.00	104.0%
Total 53620 · Garbage Collection	16,808.88	33,320.00	-16,511.12	50.4%
53635 · Recycling cost				
5363501 · Recycling Collection	3,994.85	9,000.00	-5,005.15	44.4%
5363503 · Yard Waste Drop Off	5,300.00	5,200.00	100.00	101.9%
Total 53635 · Recycling cost	9,294.85	14,200.00	-4,905.15	65.5%
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%
6560 · Payroll Expenses	3,235.15			
Total Expense	182,005.15	355,868.00	-173,862.85	51.1%
Net Ordinary Income	193,303.59	51,227.34	142,076.25	377.3%
Other Income/Expense				
Other Expense				
58100 · Loan Principal	37,250.00	16,252.05	20,997.95	229.2%
58200 · Loan Interest	0.00	12,747.95	-12,747.95	0.0%
Total Other Expense	37,250.00	29,000.00	8,250.00	128.4%
Net Other Income	-37,250.00	-29,000.00	-8,250.00	128.4%
Net Income	**156,053.59**	**22,227.34**	**133,826.25**	**702.1%**

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 – April 2024

48 Members Approved
46 positions Funded & Staffed

Significant Events

• Lt. Zander Smoke Diver Presentation from Katrina Shankland	04/03/2024
• 1616 Main Street Fire	04/05/2024
• 1504 Water Street Fire	04/14/2024
• Training Building Assembled	04/16/2024
• Department Pancake Breakfast	04/21/2024
• Firehouse Subs Grant Ceremony	04/26/2024

Monthly Training:

- Target Solutions Paramedic Refresher
- Ultrasound
- Cardiac Medications and 12 Leads
- Ventilation training
- Wrap restraint device demo at SPPD
- Parkridge Response
- Officer Meeting with Chief
- Honor Guard Preparation
- Lexipol Policy Review
- Highrise Fires
- Firefighter Rescue (RIC)
- Spring Cleaning and Organization of stations
- SCBA Drills/ Confidence
- Master Streams and hydrant Operations

Public Activities:

• Hands Only CPR PJ Jacobs School	04/03/2024
• Cub Scouts Tour Station 1	04/16/2024
• Boys and Girls Taste of Wine and Cheese	04/19/2024
• YMCA Health Kids Event	04/20/2024
• Fox Valley Public Safety Fair	04/23/2024
• Dewey Fire EMR Group	04/23/2024
• 41 Park Ridge Drive Fire Drill	04/25/2024

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JB D. MOODY
FIRE CHIEF

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

Significant Events

- Train the Trainer Burn Building for instructors

Monthly Training:

- SCBA drills
- Truck 22 Aerial Ladder
- Sawdust Conference (Oshkosh)
- RSI, Asthma, COPD Protocol Review
- Fire Alarm and Sprinkler Systems
- Boat Operations
- New MSTC Building tour
- Thermal Imaging Search Techniques
- Ladder Safety
- Lifting Safety (CIVMIC)
- Fireground Operations and Drafting (Metro Training Hull and Plover)
- Tactical Emergency Medicine
- Burn Tower Train the Trainer
- Advanced Hazmat life Support
- Powerline review, RDC, and Chain Saw Storm Prep
- EMS Call Review and Scenarios
- New 5” Hose Lays Truck 22 and Engine 1
- Leadership (Kaukauna)
- Airway Laryngoscope Trials

Public Activities:

• Boys and Girls Youth Job Fair	05/01/2024
• SPPD K9 Fund Raiser	05/04/2024
• Mental Health Event Junior Women’s Club	05/05/2024
• Lunch and Learn Briggs Street Highrise	05/07/2024
• PJ Jacobs EMS Tour	05/08/2024
• Head Start touch a truck	05/10/2024
• Reelin in the Memories	05/11/2024
• Granton Elementary 4K	05/13/2024

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JB D. MOODY
FIRE CHIEF

- Foster Parent Celebration 05/23/2024
- Ride to School 05/24/2024
- Ambulance Standby SPASH Graduation 05/24/2024
- North Crest Recognition Ceremony 05/25/2024

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

Significant Events

- Rescue Task Force Training (Almond, Plover, Point Schools)
- Lt. Schultz and Lt. Westphal received Humane Society Awards 6/23/2024

Monthly Training:

- Fire Investigation Conference
- WI Fire Chiefs Conference
- CVMIC Lifting Techniques
- Junctional Tourniquets
- UWSP Athletic Training
- Stair Chair/Tempest Monitor/Ventilator
- Pediatric Trauma
- Hand Tevy
- Drowning and Swift Water Rescue
- Hose Testing and Hose Lays
- Drags and Carries
- Ropes and Knots

Public Activities:

- World Elder Abuse Awareness Day 06/12/2024
- Excel Preschool Touch a Truck 06/18/2024
- Explorer Post Meeting 06/19/2024
- YMCA Touch a Truck 06/25/2024
- WI Pickleball Ass AED Training 06/26/2024

Fire Runs:

304 Linwood Avenue (Smoke Scare, Odor of Smoke) 05/19/2024
719 Sunset Avenue (Engine Assist EMS) 06/25/2024

BUILDING PERMITS
2nd QUARTER 2024

4/19/2024	39-41 Angelo Ct	Twin Home
5/3/2024	217 Linwood Ave	Fence
5/12/2024	42 Odessa Ct	Storage Shed
5/16/2024	311 Linwood Ave	Concrete Driveway
5/12/2024	202 Linwood Ave	New Sewer Line
6/9/2024	518 Sunset Ave	New Garage
6/17/2024	320 Linwood Ave	Extended Driveway
6/29/2024	35 Ridgewood Dr	Extended Driveway & Slab for Garage

VILLAGE OF PARK RIDGE
Payroll Summary
April through June 2024

	Behrend, Shanna L			Drevetzki, Catherine F			Friedrich, Barbara J			Holloway,...
	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	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			0.00	1		200.00	1
Zoning Administrator Salary			0.00			0.00			0.00	
Clerk Hourly	173.58333	25.00	4,339.58	158	7.25	2,777.50			0.00	
Daily Rate-Crossing Guard			0.00			0.00			0.00	
Diggers Hotline Locates			0.00			0.00			0.00	
Hourly			0.00			0.00			0.00	
Hourly Rate-Maintenance			0.00			0.00			0.00	
Overtime (x1.5) hourly			0.00	7.5	30.00	225.00			0.00	
Building Inspector Commission			0.00			0.00			0.00	
Bonus			1,000.00			0.00			0.00	
Total Gross Pay	173.58333		5,339.58	165.5		3,002.50	1		200.00	1
Adjusted Gross Pay	173.58333		5,339.58	165.5		3,002.50	1		200.00	1
Taxes Withheld										
Federal Withholding			-248.00			-183.00			0.00	
Medicare Employee			-77.42			-43.54			-2.90	
Social Security Employee			-331.05			-186.15			-12.40	
WI - Withholding			-166.30			-102.65			0.00	
Medicare Employee Addl Tax			0.00			0.00			0.00	
Total Taxes Withheld			-822.77			-515.34			-15.30	
Net Pay	**173.58333**		**4,516.81**	**165.5**		**2,487.16**	**1**		**184.70**	**1**
Employer Taxes and Contributions										
Medicare Company			77.42			43.54			2.90	
Social Security Company			331.05			186.15			12.40	
WI - Unemployment Company			0.00			0.00			0.00	
Total Employer Taxes and Contributions			**408.47**			**229.69**			**15.30**	

VILLAGE OF PARK RIDGE
Payroll Summary
April through June 2024

	Holloway, Daniel A		Kraft, John E.			Lepak, Rebecca A			Manville, James D.	
	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	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		
Trustee Salary		200.00			0.00			0.00		
Zoning Administrator Salary		0.00			0.00			0.00	1	
Clerk Hourly		0.00			0.00			0.00		
Daily Rate-Crossing Guard		0.00			0.00			0.00		
Diggers Hotline Locates		0.00	1	420.00	420.00			0.00		
Hourly		0.00			0.00	10.75	17.00	182.75		
Hourly Rate-Maintenance		0.00	1	20.00	20.00			0.00		
Overtime (x1.5) hourly		0.00			0.00			0.00		
Building Inspector Commission		0.00			0.00			0.00		
Bonus		0.00			0.00			0.00		
Total Gross Pay		200.00	2		440.00	10.75		182.75	1	
Adjusted Gross Pay		200.00	2		440.00	10.75		182.75	1	
Taxes Withheld										
Federal Withholding		-50.00			0.00			0.00		
Medicare Employee		-2.90			-6.38			-2.65		
Social Security Employee		-12.40			-27.28			-11.33		
WI - Withholding		0.00			0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00			0.00		
Total Taxes Withheld		-65.30			-33.66			-13.98		
Net Pay		**134.70**	**2**		**406.34**	**10.75**		**168.77**	**1**	
Employer Taxes and Contributions										
Medicare Company		2.90			6.38			2.65		
Social Security Company		12.40			27.28			11.33		
WI - Unemployment Company		0.00			0.00			0.00		
Total Employer Taxes and Contributions		**15.30**			**33.66**			**13.98**		

VILLAGE OF PARK RIDGE
Payroll Summary
April through June 2024

	Manville, ...	Menzel, Stephen F			Miller, LoisJean C.			Paulson, Kristin		
	Apr - Jun ...	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...
Employee Wages, Taxes and Adjustme...										
Gross Pay										
Building Inspector Salary	0.00			0.00			0.00			0.00
President Salary	0.00	1		875.00			0.00			0.00
Trustee Salary	0.00			0.00			0.00	1		200.00
Zoning Administrator Salary	125.00			0.00			0.00			0.00
Clerk Hourly	0.00			0.00			0.00			0.00
Daily Rate-Crossing Guard	0.00			0.00	52	20.50	1,066.00			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
Overtime (x1.5) hourly	0.00			0.00			0.00			0.00
Building Inspector Commission	0.00			0.00			0.00			0.00
Bonus	0.00			0.00			0.00			0.00
Total Gross Pay	125.00	1		875.00	52		1,066.00	1		200.00
Adjusted Gross Pay	125.00	1		875.00	52		1,066.00	1		200.00
Taxes Withheld										
Federal Withholding	0.00			0.00			0.00			0.00
Medicare Employee	-1.82			-12.69			-15.45			-2.90
Social Security Employee	-7.75			-54.25			-66.09			-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	-9.57			-66.94			-81.54			-15.30
Net Pay	**115.43**	**1**		**808.06**	**52**		**984.46**	**1**		**184.70**
Employer Taxes and Contributions										
Medicare Company	1.82			12.69			15.45			2.90
Social Security Company	7.75			54.25			66.09			12.40
WI - Unemployment Company	0.00			0.00			0.00			0.00
Total Employer Taxes and Contributions	**9.57**			**66.94**			**81.54**			**15.30**

VILLAGE OF PARK RIDGE
Payroll Summary
April through June 2024

	Renfert, Gordon J.			Zepp, James P.			TOTAL		
	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...	Hours	Rate	Apr - Jun ...
Employee Wages, Taxes and Adjustme...									
Gross Pay									
Building Inspector Salary			0.00	1		125.00	1.00		125.00
President Salary			0.00			0.00	1.00		875.00
Trustee Salary	1		200.00			0.00	4.00		800.00
Zoning Administrator Salary			0.00			0.00	1.00		125.00
Clerk Hourly			0.00			0.00	331.58		7,117.08
Daily Rate-Crossing Guard			0.00			0.00	52.00		1,066.00
Diggers Hotline Locates			0.00			0.00	1.00		420.00
Hourly			0.00			0.00	10.75		182.75
Hourly Rate-Maintenance			0.00			0.00	1.00		20.00
Overtime (x1.5) hourly			0.00			0.00	7.50		225.00
Building Inspector Commission			0.00			676.73			676.73
Bonus			0.00			0.00			1,000.00
Total Gross Pay	1		200.00	1		801.73	410.83		12,632.56
Adjusted Gross Pay	1		200.00	1		801.73	410.83		12,632.56
Taxes Withheld									
Federal Withholding			0.00			0.00			-481.00
Medicare Employee			-2.90			-11.63			-183.18
Social Security Employee			-12.40			-49.71			-783.21
WI - Withholding			0.00			0.00			-268.95
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-15.30			-61.34			-1,716.34
Net Pay	**1**		**184.70**	**1**		**740.39**	**410.83**		**10,916.22**
Employer Taxes and Contributions									
Medicare Company			2.90			11.63			183.18
Social Security Company			12.40			49.71			783.21
WI - Unemployment Company			0.00			0.00			0.00
Total Employer Taxes and Contributions			**15.30**			**61.34**			**966.39**

This form serves to affirm your commitment as a Stakeholder making up the partnership for the updating of the Portage County All-Hazards mitigation Plan.

To this end

The Municipality of _____

☐ I have read and agree with the content of the Partner Expectation Letter provided with this form.

☐ **"Opt in" as a participating Stakeholder to the updating process for the Mitigation Plan**

☐ Will participate in the local update process, conduct any necessary meetings and complete documentation by April 30, 2025.

☐ Bring forth a municipal resolution to adopt said plan before April 30, 2025.

OR

☐ **"Opt Out" as a participating Stakeholder to the updating process for the Mitigation Plan**

Municipal (Please Print Name) _____

Municipal Signatory _____

Title _____

Date _____

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, § 66.0839 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 may be regraded by the Village as street improvement projects occur. Any new grading initiated by a private property owner will require a grading permit and shall include a Village-approved swale as detailed in the Typical Street Section.
B) Parking pads, either paved or graveled, are prohibited on Village right-of-way. Existing parking pads may remain but shall be removed if any new private grading or shaping within the right of way occurs, or if a street construction or maintenance project occurs that includes work extending 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, at the discretion of the Village Board. When a street construction 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.

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 the 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 shall not be parked entirely off a driveway on private property for over 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.4.a) shall pertain similarly for all recreational vehicles, including 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 lots that abut on cross-streets, vegetation on private lots shall be maintained by lot owners to allow vision triangles that will provide unobstructed 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 in such vision triangles areas. A 40-foot by 40-foot vision triangle is required for lots abutting all Village intersections, except for the following intersections, 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 village street improvement or maintenance project.

B) Trees

(1) Large species of trees -- those that are expected to have a mature height greater than twelve (12) feet -- shall not be planted closer than ten (10) feet from the street pavement edge, or within vision triangles. Existing trees within these areas may remain unless the Village determines they threaten 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 street pavement and five (5) feet from the edge of the street pavement.

(2) Small species trees/bushes -- those that are expected to have a mature height less than twelve (12) feet -- may be planted on Village right-of-way. These plantings shall not be located 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 street pavement are prohibited within any vision triangle.

C) Garden plantings
(1) Garden plantings – including rain gardens (plantings within the street right-of-way) shall not be located closer than twelve (12) inches from the street pavement edge. Garden plants shall not exceed thirty-six (36) inches in height within any vision triangle (see Sect. A (1) above), or into the travel vision window (sixteen (16) feet above the street pavement and five (5) feet from the edge of the street pavement).

D) Structures
(1) Retaining walls
a) Retaining walls are prohibited within the Village right-of-way or vision triangles. Existing retaining walls 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 private grading or shaping of the right-of-way occurs, or if a street construction or maintenance 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 (see FIGURE 3, incorporated into this Ordinance by reference.). Other details of installation shall be in accordance with the mailbox details in the Village Street improvement Guide, which Guide is made a part of this Ordinance.
b) Type
1. Mailboxes shall be standard size and shape and may be 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, 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 shall be considered for modification or relocation if the Village determines they are a hazard, or if any new private grading or shaping occurs within the right-of-way, or if a street construction or maintenance 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 not be installed closer than two (2) feet from the edge of any street pavement.
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 because of street construction, repair, maintenance, or utility work 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 the right-of-way shall be flush or below grade. The 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 private property; is the sole responsibility of the property owner if damage occurs because 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

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 July 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)

6/18/24

SNOW PLOW PROPOSAL:

ZBLEWSKI BROS. LLC

1521 PORTER RD.

PLOVER, WI 54467

VILLAGE OF PARK RIDGE

24 CRESTWOOD DR

STEVENS POINT, WI 54481

715-343-1590

ZBLEWSKI BROS. LLC WILL HAVE A 2 YEAR CONTRACT WITH THE VILLAGE OF PARK RIDGE FROM NOVEMBER 1, 2024 TO MARCH 31, 2025 AND NOVEMBER 1, 2025 TO MARCH 31, 2026 FOR SNOW PLOWING OF 5 MILES OF ROADS AS PER THE MAP PROVIDED TO US FROM THE VILLAGE OF PARK RIDGE, 2 ALLEYS (BEHIND ODC BUILDING AND HOFMEISTER ALLEY), AND THE LOT BEHIND THE VILLAGE HALL FOR FIRE DEPT. GARAGE FOR TRUCKS.

WE WILL PLOW FOR THE DEPTH OF 1" (ONE INCH) OR MORE, OR IF REQUESTED BY A VILLAGE OFFICIAL. SAND/SALT WILL BE USED ON INTERSECTIONS AT THE RATE OF $132.00 PER TON PER TIME. STRAIGHT SALT WILL ONLY BE USED IF AUTHORIZED BY A VILLAGE OFFICIAL AT THE RATE OF $162.00 PER TON PER TIME. IF ZBLEWSKI BROS. LLC SEES A COST INCRASE TO PURCHASE THEIR ALLOTMENT OF SALT YOU PRICE PER TON WILL ALSO INCREASE.

***A FUEL SURCHARGE WILL BE ADDED TO THE SEASONAL SNOW REMOVAL CONTRACT PRICE IF FUEL PRICES REACH $5.00 PER GALLON. AT $5.00 PER GALLON, THERE WILL BE A 1% INCREASE. EVERY 10 CENTS THE FUEL PRICE INCREASES ABOVE $5.00 PER GALLON WILL RESULT IN ANOTHER 1% OF FUEL SURCHARGE. ($5.00 X # OF GALLONS=COSTX5%=FUEL SURCHARGE).

CONTRACCTOR IS NOT LIABLE FOR ANY INDIRECT DAMAGE TO MAILBOXES OR MAILBOX POSTS. THE CONTRACTOR SHOULD EXERCISE THEIR REPLACEMENT POLICIES FOR DAMAGE TO MAILBOXES THAT ARE A DIRECT RESULT OF A COLLISION WITH THE SNOWPLOW AND/OR SNOWPLOW EQUIPMENT. CONTRACTOR IS NOT RESPOSIBLE FOR ANY MAILBOX POSTS AND WILL ONLY PAY UP TO $75.00 FOR ANY MAILBOX IF HIT BY SNOWPLOW AND/OR SNOWPLOW EQUIPMENT. RESIDENT MUST PROVIDE A RECEIPT TO ZBLEWSKI BROS. LLC IN ORDER TO BE RIMBURSED FOR THE MAILBOX ONLY.

********CONTRACTOR IS NOT LIABLE FOR DAMAGE TO SOD, GRASS, ANY ROAD SURFACE BLACK TOP, AND/OR DELINATOR STAKES.****

THE VILLAGE OF PARK RIDGE AGGREES TO PAY ZBLEWSKI BROS LLC THE FOLLOING 5 MONTHLY PAYMENT OF $4,800.00 PER MONTHR FOR THE SEASON 2024-2025 AND ALSO 5 MONTHLY PAYMENTS OF $4,800.00 FOR THE SEASON 2025-2026 UNTIL THE END OF THE CONTRACT APRIL 2026. ($24,000.00 FOR SESON 2024-2025 & $24000.00 FOR THE SEASON 2025-2026).

PRICE FOR AFTER CONTRACT MONTHS IS $130.00 PER HR.

ZBLEWSKI BROS. LLC/OWNER DATE

ACCEPTED BY: _____ DATE: _____

Resolution 001.2024R
Resolution to Approve WI DNR Compliance Maintenance Annual Report

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE DOES RESOLVE AS FOLLOWS:

WHEREAS the Village holds a general permit to discharge under the Wisconsin Pollutant Discharge Elimination System (WPDES), which applies to bypasses or overflows from the sewage collection system owned by the Village.

WHEREAS, effective January 1, 2006, the compliance maintenance requirements of ch. NR 208, Wis. Adm. Code apply to owners of sanitary sewer collection systems covered by a WPDES permit.

WHEREAS the general permit held by the Village requires that the Village submit an electronic Compliance Maintenance Annual Report each year for the previous calendar year; and,

WHEREAS, in the case of a publicly owned sewage collection system, a resolution shall be passed by the governing body and submitted as part of its Compliance Maintenance Annual Report, verifying its review of the report.

NOW THEREFORE BE IT RESOLVED that the Village of Park Ridge endorses the 2023Compliance Maintenance Annual Report and will endeavor to maintain its sewage collection system to avoid bypasses and overflows within the Village.

Passed and adopted by the Village Board of the Village of Park Ridge on this fifteenth day of July 2024.

s/ _____
Steve Menzel
Village President

s/ _____
Shanna Behrend
Interim Village Clerk

Attest: s/ _____
Shanna Behrend
Interim Village Clerk

Fred Heider, AICP *715-849-5510 Ext 310* *fheider@ncwrpc.org*

Village of Park Ridge Questionnaire

Feel free to attach a sheet with the answers, or mark on here and return to NCWRPC by ***August 30, 2024.***

1. Please verify the following facility descriptions:

No VILLAGE maintained parks or boat landings are currently listed in the County Outdoor Recreation Plan.
If this has changed, then please list the park or boat landing here:

2. Please describe what projects your community would like listed in the plan as possibly completing over the next 5 years.

Listing projects (Examples: park restrooms, playgrounds, trails, land purchases for parks, boat launch upgrades, etc.) in the County plan that the Town would like to complete, will make them more likely to get funded with Stewardship grants (up to 50%) or Land & Water Fund (up to 50%).

Feel free to list all projects, regardless of whether funding may exist or not.

Proposed Projects for 2025-2029:

None currently listed.
Please list any plans for possible projects.