VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
June 17, 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 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 lot 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 beposted 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
INTERIM VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT