VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
April 15, 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 and clerk Katie McKelvey were present. Residents Tori Jennings and Mary Tierney-Ley were in attendance along with Adam Kuhn from Stevens Point. Residents Shawn Paulson and Dan O'Neil attended via Zoom.

AGENDA ITEM #1 - APPROVAL OF THE MAY AGENDA – Menzel asked the Board members if there were any changes regarding the May 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. Resident Mary Tierney-Ley stated, and felt many residents agreed, that she preferred the large item pick-up in the fall rather than the spring.

AGENDA ITEM #3 – **PUBLIC COMMENT PERIOD -** The public comment section was opened to anyone who wished to speak on any non-agenda item. No comments were made.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM MARCH 18, 2024 –Clerk McKelvey stated that she was unable to hear the recording clearly and may have missed some information. Paulson said that the motion to cancel the Spring Large Item Pick-up and move it to the fall was omitted from the minutes. Friedrich made a motion to approve the minutes with the addition of the missed motion. Renfert seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND ACCEPT MARCH TREASURER'S REPORT – Menzel had questions about how the village loans are listed on the balance sheet. McKelvey said she had called The Bank of Amherst. Paulson had questions about the total assets listed. Menzel made a motion to approve the treasurer's report. Hollway seconded motion. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

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

AGENDA ITEM #7 – ACCEPT QUARTERLY REPORTS –

- **Building Permits**
- **Fire Department**
- **Zoning Committee**
- **Payroll**

A motion was made by Paulson to accept the quarterly reports. Seconded by Friedrich. Motion carried by voice vote, with no negative votes.

<u>DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:</u>

AGENDA ITEM #8 – RESOLUTION – PORTAGE COUNTY COMMITMENT TO ELIMINATE ROADWAY FATALITIES: Safe Streets for All (SS4A) Grant Award – Adam Kuhn from Stevens Point talked about the next steps regarding the $200,000 SS4A grant awarded to the city. They will be creating a Task Force and sub-committee to advise a consulting firm in the creation of a plan. Menzel made a motion to sign the resolution. Seconded by Friedrich. Roll call was taken, Friedrich – yes, Renfert – yes, Paulson – yes, Holloway – yes, Menzel – yes.

AGENDA ITEM #9 – DISCUSS PARK RIDGE DRIVE SPEED LIMIT – Menzel stated that he had talked with Stevens Point city engineer about the process of reducing the speed limit on Park Ridge Dr. After much discussion and since

the city of Stevens Point is responsible for Park Ridge Drive, the board decided to submit a recommendation to the mayor, city engineer and nearest alderperson for a potential lowered speed limit.

AGENDA ITEM #10 – SPRING BRANCH PICK-UP/LARGE ITEM PICK-UP – The Board motioned to re-approve the fall large item pick-up from the previous meeting and look into having a spring branch pick-up. Menzel made the motion, seconded by Friedrich. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #11 – DISCUSS ALCOHOL LICENSING FEES – Clerk McKelvey proposed raising the liquor license fees for the businesses in Park Ridge. Menzel suggested that one of the trustees works with the clerk to do some research into this matter. Friedrich said she would help with the process.

AGENDA ITEM #12 – UPDATE ON DOT GRANTS – Menzel said that there were no updates at this point for the grants the village applied for to assist with future road projects, but Holloway stated that the municipalities have been chosen, but the process is still working through all the stages.

AGENDA ITEM #13 – VILLAGE STREET INSPECTION – Menzel, Holloway, and Renfert gave their findings on the specific streets they each inspected. The board discussed the best plan to use the money budgeted for road repairs and upkeep. Menzel proposed getting estimates for chip sealing and gravel shoulder repair and then the board can make decisions based on the findings about other more important street issues.

AGENDA ITEM #14 – SPRING GENERAL ELECTION RESULTS - Clerk McKelvey stated that there were 261 voters between election day and mail in ballots out of 435 registered voters in Park Ridge. The full results can be found on the website and by using the following link. **https://vi.parkridge.wi.gov/wp-content/uploads/2024/04/2024-Spring-Election-Presidential-Preference-4.2.2024.pdf**

AGENDA ITEM #15 – BOARD OF REVIEW – MONDAY, APRIL 22, 2024 – Reminder that this scheduled for the following Monday from 1:30 pm – 3:30 pm.

AGENDA ITEM #16 – PLAN-IT-CIP SOFTWARE – Clerk McKelvey stated that she doesn't believe the software needed for the street repair projects was ever used. A call was made to Dan Knoeck from the engineer firm to see if it is necessary to renew the software for the following year. He has not responded yet.

AGENDA ITEM #17 – VILLAGE WIDE RUMMAGE SALE – Saturday, May 11, 2024 – The village rummage sale is scheduled for the Saturday before Mother's Day. There will be no pick-up of unsold items this year. The event is not sponsored by the village.

AGENDA ITEM #18 – SET DATE FOR NEXT BOARD MEETING – The meeting is scheduled for Monday, May 13, 2024, 2024 at 5:30 pm.

AGENDA ITEM #19 - ADJOURN

The meeting adjourned at

_____
SHANNA BEHREND
INTERIM VILLAGE CLERK

_____
STEVE MENZEL
VILLAGE PRESIDENT

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VILLAGE OF PARK RIDGE
SPECIAL CLOSED BOARD MEETING MINUTES
APRIL 24, 2024

AGENDA ITEM #1– CONVENE IN OPEN SESSION, TAKE ROLL CALL– President Steve Menzel called the Park Ridge Village Board to order at 5:30pm. Pledge of Allegiance was stated. Roll call was taken by President Steve Menzel. Trustees Kristin Paulson, Gordon Renfert, Barb Friedrich, Dan Holloway, and Steve Menzel were present.

AGENDA ITEM #2– APPROVE SPECIAL MEETING AGENDA– Trustee Dan Holloway made a motion to approve the agenda. Seconded by Friedrich. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #3- VOTE TO CONTINUE IN CLOSED SESSION– Menzel read the following: "The Board will 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 and Treasurer Position." Holloway made a motion to go into Closed Session. Seconded by Friedrich. Roll call vote was taken: Renfert- yes, Paulson- yes, Holloway- yes, Friedrich- yes, Menzel- yes.

CLOSED SESSION

AGENDA ITEM #4– RECONVENE IN OPEN SESSION IMMEDIATELY FOLLOWING THE CLOSED SESSION AND TAKE ACTION, IF ANY, ON MATTERS DISCUSSED IN CLOSED SESSION– Holloway made a motion to return to Open Session. Seconded by Friedrich. Roll call vote was taken: Renfert- yes, Paulson- yes, Holloway- yes, Friedrich- yes, Menzel- yes. Menzel moved to adopt the strategy for handling the concerns regarding the Clerk/Treasurer position that were discussed in closed session. Seconded by Holloway. Roll call vote was taken: Renfert- yes, Paulson- yes, Holloway- yes, Friedrich- yes, Menzel- yes.

The meeting adjourned at 7:11 pm.

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INTERIM CLERK/TREASURER

STEVE MENZEL
VILLAGE PRESIDENT

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

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	546.31
11310 · Operating Account	176,245.25
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (ARPA)	19,832.13
11340 · Reserve Account-Pineries - Other	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 Amherst	20,098.17
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	444,054.86
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	533,481.89
1499 · Undeposited Funds	44.00
Total Other Current Assets	533,525.89
Total Current Assets	977,177.75
TOTAL ASSETS	**977,177.75**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	-383.54
Total Credit Cards	-706.00
Other Current Liabilities	
2100 · State W/H Tax	133.48
21511 · Federal W/H Tax	1,498.62
24700 · Due other taxing authorities	459,648.41
24800 · Due SP Utilities	4,058.00
Total Other Current Liabilities	465,338.51
Total Current Liabilities	464,632.51
Total Liabilities	464,632.51
Equity	
3000 · Opening Bal Equity	12.46
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	1,650.00
34100 · General Undesignated Fund Bal	103,265.36
3900 · Retained Earnings	166,954.26
Net Income	216,096.89
Total Equity	512,545.24
TOTAL LIABILITIES & EQUITY	**977,177.75**

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

	Jan - Apr 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	0.00	270.00	-270.00	0.0%
43450 · State Video (Cable) Aid	0.00	1,700.00	-1,700.00	0.0%
43531 · Transportation Aid	10,005.63	13,338.87	-3,333.24	75.0%
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	676.73	2,000.00	-1,323.27	33.8%
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 · Cable Franchise Fees	1,385.83	4,500.00	-3,114.17	30.8%
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	936.00	1,500.00	-564.00	62.4%
48905 · Late Fees	10.00			
Total Income	375,602.15	407,095.34	-31,493.19	92.3%
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	0.00	4,000.00	-4,000.00	0.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	14,838.34	40,685.00	-25,846.66	36.5%
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%
5141006 · General Office Supplies	1,130.63	6,000.00	-4,869.37	18.8%
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%
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	200.00	1,500.00	-1,300.00	13.3%
Total 51410 · Clerk/Treasurer	18,065.61	63,435.00	-45,369.39	28.5%
51420 · Elections				
5142001 · Inspectors	1,120.52	2,500.00	-1,379.48	44.8%
5142002 · Election Expenses	77.30	500.00	-422.70	15.5%
5142006 · Election Equipment	154.40	1,000.00	-845.60	15.4%
Total 51420 · Elections	1,352.22	4,000.00	-2,647.78	33.8%
51430 · Publication Fees	30.25	200.00	-169.75	15.1%
51510 · Accounting				
5151001 · Reporting (Form C)	0.00	2,000.00	-2,000.00	0.0%
51510 · Accounting - Other	111.16			
Total 51510 · Accounting	111.16	2,000.00	-1,888.84	5.6%
51530 · Assessment of Property				
5153001 · Assessor Contract	870.00	5,800.00	-4,930.00	15.0%
5153004 · Bd of Review Notice Publication	0.00	150.00	-150.00	0.0%
Total 51530 · Assessment of Property	870.00	5,950.00	-5,080.00	14.6%
51600 · Village Hall				
5160001 · Maintenance Compensation	165.92	3,000.00	-2,834.08	5.5%
5160004 · Utilities	1,052.12	3,000.00	-1,947.88	35.1%
5160005 · Supplies and Equipment	431.85	2,500.00	-2,068.15	17.3%
5160006 · Repairs & Maintenance	1,767.08	2,000.00	-232.92	88.4%
Total 51600 · Village Hall	3,416.97	10,500.00	-7,083.03	32.5%

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

	Jan - Apr 24	Budget	$ Over Budget	% of Budget
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	32,317.49	101,000.00	-68,682.51	32.0%
Total 52205 · Fire & EMS Protection	32,317.49	101,000.00	-68,682.51	32.0%
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	0.00	10,000.00	-10,000.00	0.0%
5331105 · Street Repair	0.00	1,000.00	-1,000.00	0.0%
5331113 · Engineering	9,968.00	31,000.00	-21,032.00	32.2%
Total 53311 · Street Maintenance	27,134.00	69,000.00	-41,866.00	39.3%
53420 · Street Lighting				
5342001 · Electric & Maintenance	4,016.05	13,500.00	-9,483.95	29.7%
5342004 · Digger Requests	1,178.78	4,000.00	-2,821.22	29.5%
Total 53420 · Street Lighting	5,194.83	17,500.00	-12,305.17	29.7%
53620 · Garbage Collection				
5362001 · Garbage Collection	10,613.28	32,520.00	-21,906.72	32.6%
5362002 · Fall Large Item Pick-up	0.00	800.00	-800.00	0.0%
Total 53620 · Garbage Collection	10,613.28	33,320.00	-22,706.72	31.9%
53635 · Recycling cost				
5363501 · Recycling Collection	2,653.95	9,000.00	-6,346.05	29.5%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	2,653.95	14,200.00	-11,546.05	18.7%
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	2,896.34			
Total Expense	122,255.26	355,868.00	-233,612.74	34.4%
Net Ordinary Income	253,346.89	51,227.34	202,119.55	494.6%
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	**216,096.89**	**22,227.34**	**193,869.55**	**972.2%**

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VILLAGE OF PARK RIDGE
PORTAGE COUNTY
WISCONSIN

24 Crestwood Drive
Stevens Point, WI 54481

ESTABLISHED 1938
www.vi.parkridge.wi.gov

Telephone: (715) 343-1590
E-Mail: clerk@vi.parkridge.wi.gov

BOARD MEMBERS

Steve Menzel
President

Barbara Friedrich
Trustee

Dan Holloway
Trustee

Kristin Paulson
Trustee

Gordon Renfert
Trustee

May __, 2024

Mayor Mike Wiza
City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481

cc: Scott Beduhn, Director of Public Works
Mary Kneebone, District 7 Alder
Dean Shuda, District 8 Alder

Dear Mayor Wiza,

On behalf of the trustees and concerned residents of the Village of Park Ridge, I am writing to offer for your consideration a recommendation regarding vehicle speed limits on Park Ridge Drive (Highway 66). This recommendation is based upon our understanding that, while nearly one-half mile of this street bisects the Village of Park Ridge, the City of Stevens Point is primarily responsible for setting speed limits along the entire Highway 66 corridor that lies within the City.

Specifically, our recommendation is as follows:

- **Reduce the speed limit between Country Club Drive and Ridge Road from 40 mph to 35 mph.**
- **Reduce the speed limit between Ridge Road and Frontenac Avenue from 35 mph to 25 mph.**

We believe this recommendation is in the best interest of safety for vehicle drivers, pedestrians, bicyclists, e-bikers, school crossing guards, schoolchildren and their parents, and businesses along this section of Highway 66. This area has become increasingly urbanized over the decades, suggesting the need for reduced speeds along this corridor. Specifically, here are some developments in recent decades that demonstrate how this area has changed:

DRAFT

- The addition of traffic-generating businesses, including Metro Market (the area's busiest grocery store), Walgreen's, Pineries Bank, Nice As New consignment shop, The Store/Subway, Crow Family Dental, Emy J's Coffee Vault, and Fiternal Fitness.
- An increase in the number of vehicles, pedestrians and cyclists entering or exiting the Highway 66 traffic flow.
- An increase in the number of younger families with children moving into these neighborhoods, many of whom cross Highway 66 to attend classes or activities at Washington School.
- A large increase in the use of the Green Circle Trail (per the Green Circle's own trail counter data), which extends from Iverson Park through Park Ridge, crossing Highway 66 at the intersection of Sunset Avenue/Boulevard.
- Increasing usage of Iverson Park -- one of the City's busiest parks, with 200-500 visitors per day from May to October -- which has a main entrance on Highway 66.

Our concern for safety along this corridor is consistent with the spirit of the **Safe Streets and Roads for All** (SS4A) grant project and intergovernmental agreement that you, I and other municipal leaders in the County are pursuing. As you know, the agreement will guide the development of an action plan aiming to ***reduce or eliminate roadway fatalities and serious injuries over the next two decades***.

Thanks to you, the Common Council, and your city staff for considering this recommendation in the interest of building a safe future for our citizens and neighborhoods. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Steve Menzel
President/Trustee
Village of Park Ridge
Email: smenzel@vi.parkridge.wi.gov