VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
February 15, 2024

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MEETING CALLED TO ORDER – President Steve Menzel called the Park Ridge Village Board to order at 5:33 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 Gordon Renfert, Dan Holloway, Barb Friedrich and President Menzel were in attendance; Clerk Katie McKelvey, resident Shawn Paulson, as well as Meg Erler, Chris Nyman, Cory Hirsbrunner & Tom Owens from the Stevens Point School District were also in attendance. Trustee Kristin Paulson & Resident Thom Patton attended via Zoom.

AGENDA ITEM #1 - APPROVAL OF THE FEBRUARY AGENDA – Menzel asked the Board members if there were any changes regarding the February agenda. Friedrich made a motion to approve, with no changes. Paulson 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. No comments were made.

AGENDA ITEM #4 – REVIEW & APPROVE CAUCUS MEETING MINUTES FROM JANUARY 17,2024 – Friedrich made a motion to approve the minutes. Paulson seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW & APPROVE BOARD MEETING MINUTES FROM JANUARY 22, 2024 – After minor changes, Friedrich made a motion to approve the minutes. Paulson seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #6 – REVIEW AND ACCEPT JANUARY'S TREASURER'S REPORT – Friedrich made a motion to approve the treasurer's report. Motion was seconded by Paulson. Roll call was taken, Friedrich – yes, Paulson – yes, Menzel – yes.

- *Negative assets listed on treasurer's report have been corrected.*

AGENDA ITEM #7 – REVIEW AND APPROVE JANUARY & FEBRUARY BILLS/PAYMENTS – Friedrich made the motion to approve the payment of the bills. Seconded by Menzel. Roll call was taken, Friedrich – yes, Paulson – yes, Menzel – yes.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – STEVENS POINT SCHOOL DISTRICT REFERENDUM PRESENTATION BY SUPERINTENDENT CORY HIRSBRUNNER – Superintendent Cory Hirsbrunner explained that a referendum is necessary because there is inadequate state funding; Funding has been frozen at $0 per student for the last 6 years; The last referendum in 2018 was used for deferred maintenance projects as well as staff salaries, safety & security, and student resources. The school district was not able to access the full effect of the funding due to losing students during COVID. The loss was approximately $10,000 per student for 222 students. Prior to deciding on a referendum, the school district started making cuts internally (teaching positions, programs/courses, extracurricular programs, etc.)

This referendum would be used for retaining high quality teachers & staff, maintaining our academic programs, maintaining technology & infrastructure, addressing mental health & behavior support. It's a $14 million-dollar recurring referendum for operational expenses phased over two (2) years. The first year will be $8.75 million dollars ask and the second year will be a $5.2 million dollar ask.

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If the referendum does not pass, there is a likely chance that there will be increased class sizes, reduced sections in elementary schools, increased time on bus routes, and cut programs.

School Board member, Meg Erler spoke about “Vote Yes”, urging voters to vote yes for the referendum. There are yard signs available for anyone who wishes to post them in their yard.

AGENDA ITEM #9 – FUNDING SOURCES FOR WATER MAINS/HYDRANTS – President Menzel is looking into a grant from Rural Development for the water mains. President Menzel has communicated with Julie Lassa for direction on more funding options. The DOT grants do not include or cover the water mains/hydrants.

AGENDA ITEM #10 – FIRE DEPARTMENT RESERVES – $5,892.66 is currently in the ‘Fire Department Reserves’ account, and $6,952.65 is currently in the ‘FD Fundraising/Donation Reserve’ account. Out of this total of $12,845.31, it was decided that $1,500.00 will go to the ‘Santa Visit Reserve’ account and the remaining amount of $11,345.31 will go into the ‘Disaster Reserve' account. Paulson moved to approve the changes mentioned above. Motion seconded by Menzel. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #11 – VILLAGE HALL LOCK SYSTEM – Mid-State Lock provided two quotes (one with a pin pad and one with a regular key). It was decided that we will go with a regular key lock with multiple keys for those who need access. President Menzel moved to approve no more than $1,500 to be used to fund the updates to the lock system. Friedrich seconded to the motion. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #18 – SET DATE FOR NEXT BOARD MEETING – Monday, March 18, 2024, at 5:30pm

The meeting adjourned at 6:53 pm.

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KATIE MCKELVEY
VILLAGE CLERK

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STEVE MENZEL
VILLAGE PRESIDENT

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VILLAGE OF PARK RIDGE
Balance Sheet
As of March 13, 2024

	Mar 13, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,798.78
11310 · Operating Account	176,958.53
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (AR...	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 Amhe...	20,098.17
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	446,020.61
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	547,548.40
Total Other Current Assets	547,548.40
Total Current Assets	993,166.01
TOTAL ASSETS	**993,166.01**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	-572.60
Total Credit Cards	-895.06
Other Current Liabilities	
2100 · State W/H Tax	389.99
21511 · Federal W/H Tax	1,173.76
24700 · Due other taxing authorities	459,648.41
24800 · Due SP Utilities	4,058.00
Total Other Current Liabilities	465,270.16
Total Current Liabilities	464,375.10
Total Liabilities	464,375.10

	Mar 13, 24
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	232,342.56
Total Equity	528,790.91
TOTAL LIABILITIES & EQUITY	**993,166.01**

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through March 13, 2024

	Jan 1 - Mar 13, 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%
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	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	441.00	350.00	91.00	126.0%
44300 · Building Permits/Inspections	586.48	2,000.00	-1,413.52	29.3%
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	0.00	1,500.00	-1,500.00	0.0%
Total Income	371,521.95	407,095.34	-35,573.39	91.3%
Expense				
51100 · Village Board				
5110001 · President Salary	875.00	3,768.00	-2,893.00	23.2%
5110002 · Trustee Salary	800.00	3,445.00	-2,645.00	23.2%
5110003 · Santa Visit	456.90	500.00	-43.10	91.4%
5110004 · League of Municipalities Dues	0.00	400.00	-400.00	0.0%
5110006 · Board Expenses	0.00	1,900.00	-1,900.00	0.0%
Total 51100 · Village Board	2,131.90	10,013.00	-7,881.10	21.3%
51300 · Legal	0.00	4,000.00	-4,000.00	0.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	10,153.34	40,685.00	-30,531.66	25.0%
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%
5141006 · General Office Supplies	1,034.69	6,000.00	-4,965.31	17.2%
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	13,284.67	63,435.00	-50,150.33	20.9%
51420 · Elections				
5142001 · Inspectors	681.78	2,500.00	-1,818.22	27.3%
5142002 · Election Expenses	0.00	500.00	-500.00	0.0%
5142006 · Election Equipment	154.40	1,000.00	-845.60	15.4%
Total 51420 · Elections	836.18	4,000.00	-3,163.82	20.9%
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	0.00	111.16	100.0%
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	116.17	3,000.00	-2,883.83	3.9%
5160004 · Utilities	737.93	3,000.00	-2,262.07	24.6%
5160005 · Supplies and Equipment	431.85	2,500.00	-2,068.15	17.3%
5160006 · Repairs & Maintenance	1,697.08	2,000.00	-302.92	84.9%
Total 51600 · Village Hall	2,983.03	10,500.00	-7,516.97	28.4%
51910 · Uncollectible Taxes	0.00	200.00	-200.00	0.0%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through March 13, 2024

	Jan 1 - Mar 13, 24	Budget	$ Over Budget	% of Budget
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	1,148.00	3,500.00	-2,352.00	32.8%
52205 · Fire & EMS Protection				
5220512 · Misc	-745.00	0.00	-745.00	100.0%
5220521 · Fire Protection & EMT Contract	25,517.49	101,000.00	-75,482.51	25.3%
52205 · Fire & EMS Protection - Other	6,800.00	0.00	6,800.00	100.0%
Total 52205 · Fire & EMS Protection	31,572.49	101,000.00	-69,427.51	31.3%
52400 · Building Inspection	752.60	4,000.00	-3,247.40	18.8%
52450 · Zoning Administration	125.00	550.00	-425.00	22.7%
53311 · Street Maintenance				
5331101 · Snow Plowing	16,776.00	27,000.00	-10,224.00	62.1%
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	26,744.00	69,000.00	-42,256.00	38.8%
53420 · Street Lighting				
5342001 · Electric & Maintenance	3,027.44	13,500.00	-10,472.56	22.4%
5342004 · Digger Requests	758.78	4,000.00	-3,241.22	19.0%
Total 53420 · Street Lighting	3,786.22	17,500.00	-13,713.78	21.6%
53620 · Garbage Collection				
5362001 · Garbage Collection	5,249.68	32,520.00	-27,270.32	16.1%
5362002 · Fall Large Item Pick-up	0.00	800.00	-800.00	0.0%
53620 · Garbage Collection - Other	2,681.80	0.00	2,681.80	100.0%
Total 53620 · Garbage Collection	7,931.48	33,320.00	-25,388.52	23.8%
53635 · Recycling cost				
5363501 · Recycling Collection	1,983.50	9,000.00	-7,016.50	22.0%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	1,983.50	14,200.00	-12,216.50	14.0%
54100 · Humane Society Contract	1,356.02	1,500.00	-143.98	90.4%
55200 · Parks Dept. Pledge ($5.50/per)	0.00	3,000.00	-3,000.00	0.0%
6560 · Payroll Expenses	1,144.89	0.00	1,144.89	100.0%
Total Expense	101,929.39	355,868.00	-253,938.61	28.6%
Net Ordinary Income	269,592.56	51,227.34	218,365.22	526.3%
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	**232,342.56**	**22,227.34**	**210,115.22**	**1,045.3%**

Chief Election Inspector

Job Description

The chief election inspector acts as liaison between the election inspectors and village clerk and manages the voting site and election inspectors to insure all operating procedures are followed. Chief Inspectors complete all documents, reconcile voter numbers, and resolve voter complaints and concerns.

The hours of a Chief Election Inspector are from 6:30am-9:00pm (or until poling site can be closed)

Principal Duties & Responsibilities

Provide oversight of Election Day activities
Supervise and assess election inspectors
Monitor and close voting equipment
Ensure accessibility at the voting site
Follow ballot and ballot control procedures
Provide oversight of Election Day registration and activities
Administer a challenge
Complete all necessary election forms
Maintain order at the voting site
Resolve voter issues that may arise
Enforce and ensure compliance with all Election Day policies and procedures

Training Requirements

In addition to the above listed requirements, chief inspectors have additional training requirement they must attend as required by Wisconsin State Statutes. ***(Paid)***

Knowledge, Skills & Abilities

Read, write & speak English fluently
Attention to detail.
Willing to work a 14-16 hour day ***(Paid)***

Other

Must be qualified to vote in the Village of Park Ridge
At least 18 years of age
Must be a resident of the Village of Park Ridge & a US Citizen
Never have been convicted of a felony and not otherwise disqualified from voting
Not be a candidate for office in the election