VILLAGE OF PARK RIDGE
2024 CAUCUS MINUTES
WEDNESDAY, JANUARY 17, 2024

Village of Park Ridge President, Steve Menzel, opened the Caucus for the upcoming Spring Election at 6:00 pm. The Caucus was held at the Iverson Park All-Purpose Lodge. Board members Steve Menzel, Dan Holloway, Kristin Paulson, Barb Friedrich and Gordon Renfert were present. Also in attendance were the following Village residents: Tori Jennings, Becky Woodward, Shawn Paulson, Christine Neidlein, Joe Thompson and Trish Baker. Assisting with the Caucus was Katie McKelvey, Clerk/Treasurer.

Village President Menzel explained the Caucus procedures. Nominations were needed for two Village Trustee positions currently held by Dan Holloway and Barb Friedrich. President Menzel oversaw the proceedings.

Menzel asked for nominations from the floor for the positions of Village Trustees. Trish Baker (509 Linwood Ave) nominated **Dan Holloway**. Seconded by Tori Jennings (719 Greenbriar Ave). Becky Woodward (702 Fieldcrest Ave) nominated **Barb Friedrich.** Seconded by Joe Thompson (27 Ridgewood). Menzel asked for any further nominations for Trustee two times. Hearing no further nominations, Menzel announced that the nominations for the Trustee positions were closed.

Results were as follows for two Village Trustee Positions:
Dan Holloway
Barb Friedrich

No vote was necessary.

McKelvey distributed notices/receipts of nomination, declarations of candidacy and campaign registrations to the nominees (**Dan Holloway and Barb Friedrich)** immediately following the caucus.

The Caucus ended at 5:45 pm.

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Katie McKelvey
Clerk/Treasurer

Steve Menzel
President

VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
January 22, 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 and President Menzel were present; Clerk Katie McKelvey, and residents Shawn Paulson, Bob Gifford and Jim LaMar were also present. Trustee Dan Holloway was not in attendance.

AGENDA ITEM #1 - APPROVAL OF THE JANUARY AGENDA – Menzel asked the Board members if there were any changes regarding the January agenda. Paulson 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. 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 Bob Gifford and County Board Representative, spoke about the following topics:

- Retain county nursing home or sell it / privatize it due to rising costs of operation
- On-going problem of contaminated water in Nelsonville, WI
- Relocating the criminal justice system

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM DECEMBER 11, 2023 – After minor changes, Friedrich made a motion to approve the minutes. Renfert seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND ACCEPT DECEMBER TREASURER'S REPORT – Friedrich made a motion to approve the treasurer's report. Motion was seconded by Paulson. Roll call was taken, Paulson – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

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

AGENDA ITEM #7 – REVIEW AND APPROVE QUARTERLY REPORTS - Friedrich Made the motion to approve the quarterly reports; Motion seconded by Renfert. Roll call was taken, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes.

- **Building Permits**
- **Fire Department**
    - **Reach a Child Program Implemented (Keeps kids preoccupied during an emergency with books, coloring, etc)**
    - **In 2023, SPFD had 15 calls to the Village of Park Ridge**
    - **SPFD calls are up 17%**
    - **EMS calls are up 10%**
- **Zoning Committee – nothing to report for 4th quarter 2023**
- **Payroll**

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – SPRING PRIMARY ELECTION – FEBRUARY 20, 2024 – Stevens Point School District $14 Million Operational Referendum

AGENDA ITEM #9 – APPROVE OPERATOR'S LICENSE – Friedrich moved to approve; Motion seconded by Paulson. Motion carried by voice vote, with no negative votes.

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AGENDA ITEM #10 – VILLAGE HALL LOCK SYSTEM – Authorize up to $1,000 to change the lock system. Paulson moved to approve; Friedrich seconded the motion. Roll call was taken, Paulson – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #11 – EXPLANATION OF VILLAGE TAX INCREASE – 55% of the increase was due to the referendum that was passed in early 2023. The remaining percentage increase was due to the $200,000 loan the Village of Park Ridge acquired to fund expenses until 2024 when the referendum would take effect.

AGENDA ITEM #12 – UPDATE ON MUNICIPAL WATER AGREEMENT – City council voted to approve the city staff putting together an agreement for providing water mains to Park Ridge

AGENDA ITEM #13 – DAMAGED SIGN ON GREENBRIAR TO BE REPAIRED IN SPRING – Will be fixed once the ground thaws.

AGENDA ITEM #14 – VILLAGE CAUCUS UPDATE – Dan Holloway and Barb Friedrich were nominated to run for the two trustee positions in the upcoming Spring election.

AGENDA ITEM #15 – CHIEF ELECTION INSPECTOR – Resident Shanna Behrend is the Chief Election Inspector for the upcoming election year. The Village is looking to have a back-up Chief Election Inspector as well. The Village is currently looking for volunteers.

AGENDA ITEM #16 – CLARIFICATION/DISCUSSION OF SNOWPLOW CONTRACT – Zblewski sands/salts the intersections when needed – cost is in addition to our annual snowplow contract. May need to adjust budget for next year.

AGENDA ITEM #17 – SANTA 2023 – Discussed items that could be purchased and used for next year. Suggested items were additional information for each child so Santa can make conversation with the children. Label male or female next to each name.

AGENDA ITEM #18 – SET DATE FOR NEXT BOARD MEETING – Thursday, February 15, 2024, at 5:30pm

The meeting adjourned at 7:14 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 February 14, 2024

	Feb 14, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	217,056.85
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	485,320.15
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	-746,249.84
Total Other Current Assets	-746,249.84
Total Current Assets	-261,332.69
TOTAL ASSETS	**-261,332.69**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	-952.30
Total Credit Cards	-1,274.76
Other Current Liabilities	
2100 · State W/H Tax	255.31
21511 · Federal W/H Tax	390.12
24700 · Due other taxing authorities	-468,350.92
Total Other Current Liabilities	-467,705.49
Total Current Liabilities	-468,980.25
Total Liabilities	-468,980.25

	Feb 14, 24
Equity	
3000 · Opening Bal Equity	12.46
3010 · Office Equipment Reserve	82.68
3015 · Fire Department Reserve	5,892.66
3018 · Street Reserve	638.28
3020 · Sewer Reserve	2,500.00
3025 · Reassessment Reserve	9,000.00
3045 · FD Fundraising/Donation Reserve	6,952.65
3060 · Disaster Reserve	1,000.00
3070 · Santa Visit Reserve	150.00
34100 · General Undesignated Fund Bal	103,265.36
3900 · Retained Earnings	166,954.26
Net Income	-88,800.79
Total Equity	207,647.56
TOTAL LIABILITIES & EQUITY	**-261,332.69**

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through February 14, 2024

	Jan 1 - Feb 14, 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	0.00	363,098.00	-363,098.00	0.0%
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	339.00	350.00	-11.00	96.9%
44300 · Building Permits/Inspections	458.48	2,000.00	-1,541.52	22.9%
44400 · Zoning/Variance Fees	0.00	200.00	-200.00	0.0%
44500 · Cable Franchise Fees	0.00	4,500.00	-4,500.00	0.0%
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	8,136.75	407,095.34	-398,958.59	2.0%
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	187.62	500.00	-312.38	37.5%
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	1,862.62	10,013.00	-8,150.38	18.6%
51300 · Legal	0.00	4,000.00	-4,000.00	0.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	6,696.67	40,685.00	-33,988.33	16.5%
5141002 · Mileage and Expense	0.00	1,000.00	-1,000.00	0.0%
5141006 · General Office Supplies	443.86	6,000.00	-5,556.14	7.4%
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	0.00	2,000.00	-2,000.00	0.0%
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	100.00	1,500.00	-1,400.00	6.7%
Total 51410 · Clerk/Treasurer	8,698.09	63,435.00	-54,736.91	13.7%
51420 · Elections				
5142001 · Inspectors	0.00	2,500.00	-2,500.00	0.0%
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	154.40	4,000.00	-3,845.60	3.9%
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	85.00	3,000.00	-2,915.00	2.8%
5160004 · Utilities	539.72	3,000.00	-2,460.28	18.0%
5160005 · Supplies and Equipment	30.36	2,500.00	-2,469.64	1.2%
5160006 · Repairs & Maintenance	452.58	2,000.00	-1,547.42	22.6%
Total 51600 · Village Hall	1,107.66	10,500.00	-9,392.34	10.5%
51910 · Uncollectible Taxes	0.00	200.00	-200.00	0.0%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through February 14, 2024

	Jan 1 - Feb 14, 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	0.00	101,000.00	-101,000.00	0.0%
52205 · Fire & EMS Protection - Other	7,300.00	0.00	7,300.00	100.0%
Total 52205 · Fire & EMS Protection	6,555.00	101,000.00	-94,445.00	6.5%
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	11,580.00	27,000.00	-15,420.00	42.9%
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	21,548.00	69,000.00	-47,452.00	31.2%
53420 · Street Lighting				
5342001 · Electric & Maintenance	2,031.16	13,500.00	-11,468.84	15.0%
5342004 · Digger Requests	758.78	4,000.00	-3,241.22	19.0%
Total 53420 · Street Lighting	2,789.94	17,500.00	-14,710.06	15.9%
53620 · Garbage Collection				
5362001 · Garbage Collection	2,567.88	32,520.00	-29,952.12	7.9%
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	5,249.68	33,320.00	-28,070.32	15.8%
53635 · Recycling cost				
5363501 · Recycling Collection	1,313.05	9,000.00	-7,686.95	14.6%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	1,313.05	14,200.00	-12,886.95	9.2%
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	878.07	0.00	878.07	100.0%
Total Expense	59,687.54	355,868.00	-296,180.46	16.8%
Net Ordinary Income	-51,550.79	51,227.34	-102,778.13	-100.6%
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	**-88,800.79**	**22,227.34**	**-111,028.13**	**-399.5%**