VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
December 11, 2023

****

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 President Menzel were present; Clerk Katie McKelvey, and residents Shawn Paulson and Jim LaMar were also present.

AGENDA ITEM #1 - APPROVAL OF THE DECEMBER AGENDA – Menzel asked the Board members if there were any changes regarding the December agenda. Friedrich made a motion to approve, with no changes. Holloway 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. Trustee Paulson requested that we resume using Zoom as a meeting method so anyone who cannot attend can still connect virtually for the board meetings. It was decided that we would resume Zoom as of the next board meeting.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM NOVEMBER 20, 2023 – After minor changes, Holloway made a motion to approve the minutes. Paulson seconded the motion. Motion carried by voice vote, with no negative votes.

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

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #7 – Resolution 006.2023R – RESOLUTION TO ADOPT 2024 BUDGET - Friedrich moved to adopt the 2024 Budget; Motion seconded by Holloway. Roll call was taken, Friedrich – yes, Renfert – yes, Paulson – yes, Holloway – yes, Menzel – yes.

AGENDA ITEM #8 – APPROVE ELECTION INSPECTOR LIST FOR THE 2024 ELECTIONS– After updating the list, removing Kristin Paulson and Gert Neuendorf, Friedrich made the motion to approve the list of election inspectors. Seconded by Paulson. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #9 – SET CAUCUS DATE – Wednesday, January 17, 2024, 6:00pm at the Iverson Park All Purpose Lodge; Holloway motioned to approve this date; Seconded by Paulson

AGENDA ITEM #10 – APPROVE BARTENDERS LICENSE – Renfert moved to approve; Friedrich seconded the motion.

AGENDA ITEM #11 – SUMMARY OF SANTA VISIT PLANNED FOR DECEMBER 12TH.

- 17 households scheduled to participate.
- 6 new households participating this year.
- 45 kids in 2022 / 48 scheduled for 2023.
- 1/3 of the participants are toddles and infants.

- THANK YOU to the volunteers who helped put the packages together – Nancy LaMar, Wendy Menzel, Becky Woodward, Shanna Behrend, Kristin Paulson, and Katie McKelvey!
- THANK YOU to Judy Cable Anderson for the monetary donation. This went to the purchase of two new elf costumes for this event!
- THANK YOU to Margie Bell for the gift donations throughout the year!
- THANK YOU to Barb Friedrich for getting the food and refreshments for the firefighters!
- THANK YOU to the Stevens Point Fire Department for making it all happen!

AGENDA ITEM #12 – SET DATE AND TIME OF NEXT BOARD MEETING – Monday, January 16, 2024, 5:30pm

The meeting adjourned at 6:06 pm.

_____ _____

KATIE MCKELVEY
VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 - 17, 2024

	Jan 1 - 17, 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	0.00	199,118.26	-199,118.26	0.0%
43410 · Shared Revenues	0.00	6,951.35	-6,951.35	0.0%
43420 · Fire Insurance	0.00	1,316.13	-1,316.13	0.0%
43430 · Exempt Computer Aid	0.00	253.61	-253.61	0.0%
43440 · Personal Property Aid	0.00	148.06	-148.06	0.0%
43450 · State Video (Cable) Aid	0.00	932.26	-932.26	0.0%
43531 · Transportation Aid	0.00	7,314.86	-7,314.86	0.0%
44110 · Liquor and Malt Beverage	0.00	548.39	-548.39	0.0%
44120 · Cigarette/Bartender's Licenses	0.00	548.39	-548.39	0.0%
44200 · Dog Licenses	119.00	191.94	-72.94	62.0%
44300 · Building Permits/Inspections	0.00	1,096.77	-1,096.77	0.0%
44400 · Zoning/Variance Fees	0.00	109.68	-109.68	0.0%
44500 · Cable Franchise Fees	0.00	2,467.74	-2,467.74	0.0%
46100 · General Government	0.00	54.84	-54.84	0.0%
48100 · Interest	0.00	1,096.77	-1,096.77	0.0%
48200 · CD Interest	0.00	274.19	-274.19	0.0%
48900 · Miscellaneous Income	0.00	822.58	-822.58	0.0%
Total Income	119.00	223,245.82	-223,126.82	0.1%
Expense				
51100 · Village Board				
5110001 · President Salary	875.00	2,066.32	-1,191.32	42.3%
5110002 · Trustee Salary	800.00	1,889.19	-1,089.19	42.3%
5110003 · Santa Visit	187.62	274.19	-86.57	68.4%
5110004 · League of Municipalities Dues	0.00	219.35	-219.35	0.0%
5110006 · Board Expenses	0.00	1,041.94	-1,041.94	0.0%
Total 51100 · Village Board	1,862.62	5,490.99	-3,628.37	33.9%
51300 · Legal	0.00	2,193.55	-2,193.55	0.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	3,180.00	22,311.13	-19,131.13	14.3%
5141002 · Mileage and Expense	0.00	548.39	-548.39	0.0%
5141006 · General Office Supplies	84.97	3,290.32	-3,205.35	2.6%
5141007 · Training	0.00	822.58	-822.58	0.0%
5141010 · Tax Collection Fee	1,450.56	822.58	627.98	176.3%
5141011 · Villagewide Mailing	0.00	548.39	-548.39	0.0%
5141013 · Treasurer Bond	0.00	548.39	-548.39	0.0%
5141016 · Accounting Consultation	0.00	548.39	-548.39	0.0%
5141019 · Safe Deposit Box	0.00	27.42	-27.42	0.0%
5141022 · Dues & Subscriptions	0.00	1,096.77	-1,096.77	0.0%
5141025 · Background Checks	0.00	109.68	-109.68	0.0%
5141026 · Treasurer Compensation	0.00	3,290.32	-3,290.32	0.0%
5141027 · IT Services	0.00	822.58	-822.58	0.0%
Total 51410 · Clerk/Treasurer	4,715.53	34,786.94	-30,071.41	13.6%
51420 · Elections				
5142001 · Inspectors	0.00	1,370.97	-1,370.97	0.0%
5142002 · Election Expenses	0.00	274.19	-274.19	0.0%
5142006 · Election Equipment	0.00	548.39	-548.39	0.0%
Total 51420 · Elections	0.00	2,193.55	-2,193.55	0.0%
51430 · Publication Fees	0.00	109.68	-109.68	0.0%
51510 · Accounting				
5151001 · Reporting (Form C)	0.00	1,096.77	-1,096.77	0.0%
Total 51510 · Accounting	0.00	1,096.77	-1,096.77	0.0%
51530 · Assessment of Property				
5153001 · Assessor Contract	0.00	3,180.65	-3,180.65	0.0%
5153004 · Bd of Review Notice Publication	0.00	82.26	-82.26	0.0%
Total 51530 · Assessment of Property	0.00	3,262.91	-3,262.91	0.0%
51600 · Village Hall				
5160001 · Maintenance Compensation	34.00	1,645.16	-1,611.16	2.1%
5160004 · Utilities	238.33	1,645.16	-1,406.83	14.5%
5160005 · Supplies and Equipment	0.00	1,370.97	-1,370.97	0.0%
5160006 · Repairs & Maintenance	3.58	1,096.77	-1,093.19	0.3%
Total 51600 · Village Hall	275.91	5,758.06	-5,482.15	4.8%
51910 · Uncollectible Taxes	0.00	109.68	-109.68	0.0%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 - 17, 2024

	Jan 1 - 17, 24	Budget	$ Over Budget	% of Budget
51938 · Insurance				
5193801 · General Liability	2,445.00	2,741.94	-296.94	89.2%
5193802 · Local Gov't Property	1,048.00	548.39	499.61	191.1%
5193803 · Worker's Compensation	1,645.00	1,096.77	548.23	150.0%
Total 51938 · Insurance	5,138.00	4,387.10	750.90	117.1%
52100 · Crossing Guard	1,148.00	1,919.35	-771.35	59.8%
52205 · Fire & EMS Protection				
5220521 · Fire Protection & EMT Contract	0.00	55,387.10	-55,387.10	0.0%
52205 · Fire & EMS Protection - Other	31,088.82	0.00	31,088.82	100.0%
Total 52205 · Fire & EMS Protection	31,088.82	55,387.10	-24,298.28	56.1%
52400 · Building Inspection	752.60	2,193.55	-1,440.95	34.3%
52450 · Zoning Administration	125.00	301.61	-176.61	41.4%
53311 · Street Maintenance				
5331101 · Snow Plowing	6,120.00	14,806.45	-8,686.45	41.3%
5331103 · Street Maintenance	0.00	5,483.87	-5,483.87	0.0%
5331105 · Street Repair	0.00	548.39	-548.39	0.0%
5331113 · Engineering	2,968.00	17,000.00	-14,032.00	17.5%
Total 53311 · Street Maintenance	9,088.00	37,838.71	-28,750.71	24.0%
53420 · Street Lighting				
5342001 · Electric & Maintenance	1,036.67	7,403.23	-6,366.56	14.0%
5342004 · Digger Requests	758.78	2,193.55	-1,434.77	34.6%
Total 53420 · Street Lighting	1,795.45	9,596.78	-7,801.33	18.7%
53620 · Garbage Collection				
5362001 · Garbage Collection	2,567.88	17,833.55	-15,265.67	14.4%
5362002 · Fall Large Item Pick-up	0.00	438.71	-438.71	0.0%
Total 53620 · Garbage Collection	2,567.88	18,272.26	-15,704.38	14.1%
53635 · Recycling cost				
5363501 · Recycling Collection	642.60	4,935.48	-4,292.88	13.0%
5363503 · Yard Waste Drop Off	0.00	2,851.61	-2,851.61	0.0%
Total 53635 · Recycling cost	642.60	7,787.09	-7,144.49	8.3%
54100 · Humane Society Contract	0.00	822.58	-822.58	0.0%
55200 · Parks Dept. Pledge ($5.50/per)	0.00	1,645.16	-1,645.16	0.0%
6560 · Payroll Expenses	605.15	0.00	605.15	100.0%
Total Expense	59,805.56	195,153.42	-135,347.86	30.6%
Net Ordinary Income	-59,686.56	28,092.40	-87,778.96	-212.5%
Other Income/Expense				
Other Expense				
58100 · Loan Principal	0.00	8,912.41	-8,912.41	0.0%
58200 · Loan Interest	0.00	6,990.81	-6,990.81	0.0%
Total Other Expense	0.00	15,903.22	-15,903.22	0.0%
Net Other Income	0.00	-15,903.22	15,903.22	0.0%
Net Income	**-59,686.56**	**12,189.18**	**-71,875.74**	**-489.7%**

VILLAGE OF PARK RIDGE
Balance Sheet
As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	129,947.77
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (A...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,831.80
Total 11340 · Reserve Account-Pineries	30,663.93
11343 · Pineries MM# 8005-467-9	111,539.40
11345 · Reserve Account-Bank of Amh...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	387,459.07
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	91,633.70
1499 · Undeposited Funds	68.00
Total Other Current Assets	91,701.70
Total Current Assets	478,757.77
TOTAL ASSETS	**478,757.77**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	84.68
Total Credit Cards	-237.78
Other Current Liabilities	
2100 · State W/H Tax	249.35
21511 · Federal W/H Tax	687.76
24700 · Due other taxing authorities	209,243.69
Total Other Current Liabilities	210,180.80
Total Current Liabilities	209,943.02
Total Liabilities	209,943.02

	Dec 31, 23
Equity	
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	216,038.78
Net Income	-76,705.66
Total Equity	268,814.75
TOTAL LIABILITIES & EQUITY	**478,757.77**

VILLAGE OF PARK RIDGE
Balance Sheet
As of January 17, 2024

	Jan 17, 24
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	-46,854.52
11310 · Operating Account	102,488.69
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (A...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,831.80
Total 11340 · Reserve Account-Pineries	30,663.93
11343 · Pineries MM# 8005-467-9	111,539.40
11345 · Reserve Account-Bank of Amh...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	312,145.47
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	-190,885.36
Total Other Current Assets	-190,885.36
Total Current Assets	120,857.11
TOTAL ASSETS	**120,857.11**
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	373.54
21511 · Federal W/H Tax	2,141.12
24700 · Due other taxing authorities	37,623.56
Total Other Current Liabilities	40,138.22
Total Current Liabilities	39,243.16
Total Liabilities	39,243.16

	Jan 17, 24
Equity	
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	139,333.12
Net Income	-187,200.80
Total Equity	81,613.95
TOTAL LIABILITIES & EQUITY	**120,857.11**

BUILDING PERMITS
4th QUARTER 2023

11/2/23	311 Linwood Ave	House Addition
11/18/23	312 Greenbriar Ave	Kitchen Remodel
11/19/23	311 Linwood Ave	Move Garage
12/11/23	21 Hillcrest Dr	Install Hot Tub & Fence

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 – October 2023

Significant Events

- Fire Prevention Month
- Completion of State Certified Aerial Course (FF's Gemza, Klementz, Wronski, Peppard, Petkoff, Moseley, Fourness, Hionis, and Pelot.
- Portage County EMS Awards Banquet
- Deputy Marshal Malin is working with City Department on FEMA Trainings ICS 100, 200, 700, and 800)
- Reach a Child Program implemented

Monthly Training:

- Trench Rescue Operations Level (Entire Dept.)
- Fire Prevention
- Carbon Monoxide
- Electric Vehicle Training
- Extrication and Patient Care Scenarios
- Hose Movement
- Ground Ladder Operations
- Truck 22 Operation
- Search and rescue techniques
- FEMA basic and Advanced PIO Course (Zvara, Ewing, Malin)

Public Activities:

• St. Steves Public Safety Talk	10/02/2023
• Fire Alarm install 508 Indiana Ave	10/03/2023
• Citizens Academy Fire	10/05/2023
• SPPD CPR In-service	10/10/2023
• SPPD CPR In-Service	10/12/2023
• Jefferson School Touch A Truck	10/13/2023
• Citizen Academy Range Day	10/14/2023
• Bannach School Touch a Truck	10/16/2023
• Fire Alarm install 1335 Clark St.	10/17/2023
• UWSP Fire Extinguisher Demo	10/19/2023
• Station Tour Adult Day Services	10/20/2023
• St Paul Safety Talk	10/23/2023
• Station Tour Cub Scouts	10/24/2023
• Station Tour St. Stans 4 K	10/25/2023

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JB D. MOODY
FIRE CHIEF

- Citizen Academy EMS 10/26/2023
- Fleet Farm Trick or Treat 10/28/2023
- SPASH Cross Country Team Escort 10/28/2023

Fire Chief's Report – November 2023

Significant Events

- Guns and Hoses Memorial Dedication
- Local 484 Coats for kids
- Concrete foundation poured for Training Burn Building
- Red Kettle Salvation Army Kickoff
- Keep the Wreath Green Initiative
- Shop with a Hero @ Fleet Farm

Monthly Training:

- Chimney Fires
- Tree Hunter Rope Rescue Scenario
- Rapid Intervention/Down Firefighter
- Penetrating Wound Packing
- Cold Water Emergencies
- County Highway HH Live Fire House Burn

Public Activities:

- Extinguisher Demo Festival Foods 11/02/2023
- Smoke Detector Installation 11/08/2023
- Citizens Academy Graduation 11/09/2023
- Hands only CPR PJ Jacobs 11/10/2023
- MSTC Paramedic Internship Fair 11/14/2023
- Home Safety Presentation @ ADRC 11/14/2023
- Explorer Post Meeting 11/15/2023
- SPASH Career Visit 11/16/2023
- Boy Scout Station Tour 11/20/2023
- Smoke Detector installation 11/21/2023
- Smoke Detector installation 11/22/2023
- Smoke Detector installation 11/28/2023

STEVENS POINT **FIRE DEPARTMENT**
1701 FRANKLIN STREET STEVENS POINT, WI 54481
715-344-1833 FAX: 715-346-1599

JB D. MOODY
FIRE CHIEF

Fire Chief's Report – December 2023

Significant Events

- Red Kettle Ring the Bell Challenge
- Park Ridge Santa in the Village
- Hoover Training Burn
- SPFD Members Awards Days

Monthly Training:

- CVMIC Bridge the Gap
- Forcible Entry
- Tree Stand Rescue
- UWSP Crisis
- Water Trailer and Ice Rescue
- Highrise Pack Review
- Tempus Monitor Review
- Response Matrix
- AREAS Mannequin Simulations
- Child Protective Services
- Roof Ventilation Hoover House
- Live Fire Evolutions Hoover House

Public Activities:

• 2116 Water Street Smoke Detector Installation	12/01/2023
• CCLC Adult Day Care Fire Drill	12/07/2023
• Station Tour	12/11/2023
• ADRC Christmas Lunch	12/13/2023
• Hull EMS Training	12/13/2023

Fire Runs

10 Park Ridge Drive (Hazmat investigation)	10/07/2023
702 Linwood Ave (Alarm Activation)	10/24/2023
703 Greenbriar Ave (Cooking Fire)	11/06/2023
10 Park Ride Drive (EMS Assist)	11/13/2023

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Behrend, Shanna L			Drevetzki, Catherine F			Friedrich,...
	Hours	Rate	Oct - Dec ...	Hours	Rate	Oct - Dec ...	Hours
Employee Wages, Taxes and Adjustme...							
Gross Pay							
Building Inspector Salary			0.00			0.00	
President Salary			0.00			0.00	
Trustee Salary			0.00			0.00	1
Zoning Administrator Salary			0.00			0.00	
Clerk Hourly	9	20.00	180.00	412	20.00	8,240.00	
Daily Rate-Crossing Guard			0.00			0.00	
Diggers Hotline Locates			0.00			0.00	
Hourly			0.00			0.00	
Hourly Rate-Maintenance			0.00			0.00	
Building Inspector Commission			0.00			0.00	
Total Gross Pay	9		180.00	412		8,240.00	1
Adjusted Gross Pay	9		180.00	412		8,240.00	1
Taxes Withheld							
Federal Withholding			0.00			-468.00	
Medicare Employee			-2.61			-119.48	
Social Security Employee			-11.16			-510.88	
WI - Withholding			0.00			-249.35	
Medicare Employee Addl Tax			0.00			0.00	
Total Taxes Withheld			-13.77			-1,347.71	
Net Pay	**9**		**166.23**	**412**		**6,892.29**	**1**
Employer Taxes and Contributions							
Federal Unemployment			0.00			0.00	
Medicare Company			2.61			119.48	
Social Security Company			11.16			510.88	
WI - Unemployment Company			0.00			0.00	
Total Employer Taxes and Contributions			**13.77**			**630.36**	

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Friedrich, Barbara J		Holloway, Daniel A			Kraft, John E.	
	Rate	Oct - Dec ...	Hours	Rate	Oct - Dec ...	Hours	Rate
Employee Wages, Taxes and Adjustme...							
Gross Pay							
Building Inspector Salary		0.00			0.00		
President Salary		0.00			0.00		
Trustee Salary		200.00	1		200.00		
Zoning Administrator Salary		0.00			0.00		
Clerk Hourly		0.00			0.00		
Daily Rate-Crossing Guard		0.00			0.00		
Diggers Hotline Locates		0.00			0.00	1	955.00
Hourly		0.00			0.00		
Hourly Rate-Maintenance		0.00			0.00		
Building Inspector Commission		0.00			0.00		
Total Gross Pay		200.00	1		200.00	1	
Adjusted Gross Pay		200.00	1		200.00	1	
Taxes Withheld							
Federal Withholding		0.00			-50.00		
Medicare Employee		-2.90			-2.90		
Social Security Employee		-12.40			-12.40		
WI - Withholding		0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00		
Total Taxes Withheld		-15.30			-65.30		
Net Pay		**184.70**	**1**		**134.70**	**1**	
Employer Taxes and Contributions							
Federal Unemployment		1.20			1.20		
Medicare Company		2.90			2.90		
Social Security Company		12.40			12.40		
WI - Unemployment Company		0.00			0.00		
Total Employer Taxes and Contributions		**16.50**			**16.50**		

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Kraft, Joh...	Lepak, Rebecca A			Manville, James D.		
	Oct - Dec ...	Hours	Rate	Oct - Dec ...	Hours	Rate	Oct - Dec ...
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			0.00
Zoning Administrator Salary	0.00			0.00	1		125.00
Clerk Hourly	0.00			0.00			0.00
Daily Rate-Crossing Guard	0.00			0.00			0.00
Diggers Hotline Locates	955.00			0.00			0.00
Hourly	0.00	19	17.00	323.00			0.00
Hourly Rate-Maintenance	0.00			0.00			0.00
Building Inspector Commission	0.00			0.00			0.00
Total Gross Pay	955.00	19		323.00	1		125.00
Adjusted Gross Pay	955.00	19		323.00	1		125.00
Taxes Withheld							
Federal Withholding	0.00			0.00			0.00
Medicare Employee	-13.85			-4.68			-1.81
Social Security Employee	-59.21			-20.02			-7.75
WI - Withholding	0.00			0.00			0.00
Medicare Employee Addl Tax	0.00			0.00			0.00
Total Taxes Withheld	-73.06			-24.70			-9.56
Net Pay	**881.94**	**19**		**298.30**	**1**		**115.44**
Employer Taxes and Contributions							
Federal Unemployment	0.00			0.00			0.00
Medicare Company	13.85			4.68			1.81
Social Security Company	59.21			20.02			7.75
WI - Unemployment Company	0.00			0.00			0.00
Total Employer Taxes and Contributions	**73.06**			**24.70**			**9.56**

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Menzel, Stephen F			Miller, LoisJean C.			Paulson, ...
	Hours	Rate	Oct - Dec ...	Hours	Rate	Oct - Dec ...	Hours
Employee Wages, Taxes and Adjustme...							
Gross Pay							
Building Inspector Salary			0.00			0.00	
President Salary	1		875.00			0.00	
Trustee Salary			0.00			0.00	1
Zoning Administrator Salary			0.00			0.00	
Clerk Hourly			0.00			0.00	
Daily Rate-Crossing Guard			0.00	17.5	20.50	358.75	
Diggers Hotline Locates			0.00			0.00	
Hourly			0.00			0.00	
Hourly Rate-Maintenance			0.00			0.00	
Building Inspector Commission			0.00			0.00	
Total Gross Pay	1		875.00	17.5		358.75	1
Adjusted Gross Pay	1		875.00	17.5		358.75	1
Taxes Withheld							
Federal Withholding			0.00			0.00	
Medicare Employee			-12.68			-5.20	
Social Security Employee			-54.25			-22.24	
WI - Withholding			0.00			0.00	
Medicare Employee Addl Tax			0.00			0.00	
Total Taxes Withheld			-66.93			-27.44	
Net Pay	**1**		**808.07**	**17.5**		**331.31**	**1**
Employer Taxes and Contributions							
Federal Unemployment			0.00			0.00	
Medicare Company			12.68			5.20	
Social Security Company			54.25			22.24	
WI - Unemployment Company			0.00			0.00	
Total Employer Taxes and Contributions			**66.93**			**27.44**	

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Paulson, Kristin		Renfert, Gordon J.		Zepp, James P.	
	Rate	Oct - Dec ...	Hours	Rate	Oct - Dec ...	Hours	Rate
Employee Wages, Taxes and Adjustme...							
Gross Pay							
Building Inspector Salary		0.00			0.00	1	
President Salary		0.00			0.00		
Trustee Salary		200.00	1		200.00		
Zoning Administrator Salary		0.00			0.00		
Clerk Hourly		0.00			0.00		
Daily Rate-Crossing Guard		0.00			0.00		
Diggers Hotline Locates		0.00			0.00		
Hourly		0.00			0.00		
Hourly Rate-Maintenance		0.00			0.00		
Building Inspector Commission		0.00			0.00		
Total Gross Pay		200.00	1		200.00	1	
Adjusted Gross Pay		200.00	1		200.00	1	
Taxes Withheld							
Federal Withholding		0.00			0.00		
Medicare Employee		-2.90			-2.90		
Social Security Employee		-12.40			-12.40		
WI - Withholding		0.00			0.00		
Medicare Employee Addl Tax		0.00			0.00		
Total Taxes Withheld		-15.30			-15.30		
Net Pay		**184.70**	**1**		**184.70**	**1**	
Employer Taxes and Contributions							
Federal Unemployment		0.00			0.00		
Medicare Company		2.90			2.90		
Social Security Company		12.40			12.40		
WI - Unemployment Company		0.00			0.00		
Total Employer Taxes and Contributions		**15.30**			**15.30**		

VILLAGE OF PARK RIDGE
Payroll Summary
October through December 2023

	Zepp, Ja...	TOTAL		
	Oct - Dec ...	Hours	Rate	Oct - Dec ...
Employee Wages, Taxes and Adjustme...				
Gross Pay				
Building Inspector Salary	125.00	1.00		125.00
President Salary	0.00	1.00		875.00
Trustee Salary	0.00	4.00		800.00
Zoning Administrator Salary	0.00	1.00		125.00
Clerk Hourly	0.00	421.00		8,420.00
Daily Rate-Crossing Guard	0.00	17.50		358.75
Diggers Hotline Locates	0.00	1.00		955.00
Hourly	0.00	19.00		323.00
Hourly Rate-Maintenance	0.00			0.00
Building Inspector Commission	660.46			660.46
Total Gross Pay	785.46	465.50		12,642.21
Adjusted Gross Pay	785.46	465.50		12,642.21
Taxes Withheld				
Federal Withholding	0.00			-518.00
Medicare Employee	-11.39			-183.30
Social Security Employee	-48.70			-783.81
WI - Withholding	0.00			-249.35
Medicare Employee Addl Tax	0.00			0.00
Total Taxes Withheld	-60.09			-1,734.46
Net Pay	**725.37**	**465.50**		**10,907.75**
Employer Taxes and Contributions				
Federal Unemployment	0.00			2.40
Medicare Company	11.39			183.30
Social Security Company	48.70			783.81
WI - Unemployment Company	0.00			0.00
Total Employer Taxes and Contributions	**60.09**			**969.51**

EXHIBIT C

Official Referendum Ballot

April 2, 2024

Notice to Voters: If you are voting on Election Day, your ballot must be initialed by two election inspectors. If you are voting absentee, your ballot must be initialed by the municipal clerk or deputy clerk. Your ballot may not be counted without initials. (See end of ballot for initials).

Instructions to Voters
If you make a mistake on your ballot or have a question, ask an election inspector for help. (Absentee voters: contact your municipal clerk). To vote in favor of a question, make an "X" or other mark in the square next to "Yes," like this: ☒ To vote against a question, make an "X" or other mark in the square next to "No," like this: ☒
School District
Question: Shall the Stevens Point Area Public School District, Portage and Wood Counties, Wisconsin be authorized to exceed the revenue limit specified in Section 121.91, Wisconsin Statutes, by $8,750,000 for the 2024-2025 school year, and by an additional $5,250,000 (for a total of $14,000,000) for the 2025-2026 school year and thereafter, for recurring purposes to pay operating costs for retention of staff, to enhance safety and security, to maintain technology and infrastructure, to maintain academic programs, to address behavior and mental health support, to maintain district facilities, and for other operational expenses?
☐ Yes
☐ No

(Reverse Side of Ballot)

OFFICIAL REFERENDUM BALLOT
April 2, 2024
for
Stevens Point Area Public School District, Wisconsin

Municipality and ward number(s): _____

Ballot issued by

_____

_____
Initials of Inspectors of Election

Absentee Ballot issued by

_____
Initials of Municipal Clerk or
Deputy Clerk
(If issued by SVDs, both SVDs must initial.)

Certification of Voter Assistance

I certify that I marked or read aloud this ballot at the request and direction of a voter who is authorized under Wis. Stat. §6.82 to receive assistance.

_____
Signature of assistor

Operator's License Summary (1/22/2024)

(For ease of review and to reduce photocopying, applicant supporting documents have been summarized below, and only applications and 'positive' check reports are included in board packets.)

Name	Type	New or Renewal	Fee Pd	Proof of Training	Online Checks	
					CIB[1]	CCAP[2]
Falkowski, Patricia L 3233 Yosemite Dr Stevens Point	Operator's Two Year *(Airport Bar)*	New	$50	Valid License	No criminal history found	No relevant results found

[1] **Wisconsin Department of Justice Crime Information Bureau** (wi-recordcheck.org); [This website contains arrest and conviction information on over 1,000,000 individuals dating back to 1971. Every record in the database is supported by positive fingerprint identification. New arrest fingerprint cards are being received at a rate of 10,000 each month.]; $7 per check.

[2] **Wisconsin Circuit Court Access** (wcca.wicourts.gov); [This website provides access to certain public records of the circuit courts of Wisconsin. Information provided is an exact copy of the case information entered into the Consolidated Court Automation Programs (CCAP) case management system by court staff in the counties where the case files are located.]; no charge for checks; currently.

Dear Park Ridge residents,

I would like to address some of the questions expressed recently regarding the property tax bills that were mailed to Village property owners last month.

As you may recall, in the Referendum passed last April, residents overwhelmingly voted to allow the Village to exceed the State-mandated levy limit for its share of the property tax. Specifically, the Referendum allowed for a total levy increase of $130,000, or 55.77%, which takes effect on the current 2023 property tax bills mailed in December. An overview and justification for the Referendum can be viewed at: https://vi.parkridge.wi.gov/wp-content/uploads/2023/02/Referendum.overview-February2023.pdf

Like me, you may have noticed that your tax bill shows the increase in the Village's share of property taxes to be considerably higher than the 55.77% increase specified in the Referendum (the increase on my tax bill is 78.5%).

So why the discrepancy?

For some property owners, one factor could be that their property may have increased in assessed value due to recent improvements or a higher valuation. However, for the vast majority of Village property owners, the primary factor for the increase beyond the 55.77% is the addition of debt service to the Village budget.

For municipalities, payments for debt retirement are calculated separately from the allowable tax levy. The discrepancy this year is due mainly to debt service on a 10-year $200,000 loan the Village needed to take in December 2022 to ensure it could remain solvent for the next several years in case the April 2023 Referendum failed to pass. The first payment on that debt ($29,000) is due in February. In addition, the Village has also been making annual debt payments of $8,250 for the Linwood Avenue resurfacing project that was completed a few years ago.

The budget revenue needed to make these debt payments is *IN ADDITION TO* the standard tax levy, which is why the Village's share of your tax bill increased more than the 55.77% allowed by the Referendum.

Thankfully the Referendum passed and the increased tax revenues will cover our budget needs for the time being. Regarding the $200,000 loan, it will be refinanced as long-term debt (perhaps a 20-year term) when the Village begins addressing infrastructure needs identified in its Strategic Plan (adopted fall 2022) and the Capital Improvement Plan (adopted in November). Initial infrastructure priorities are street reconstruction and new fire hydrants on Hillcrest Drive, Ridgewood Drive and Greenbriar Avenue, projects for which the Village has recently submitted two State DOT grant applications. If successful, these grants could pay 50% or more of the street reconstruction portion of each project.

On behalf of the Village board of trustees, I apologize for any confusion regarding the additional increase on your tax bill. As fellow residents and property owners, none of us wish to see our taxes go up, but we are committed to keeping the Village's reputation as one of the best places to live in Portage County while maintaining a reasonable and prudent tax burden. Thank you for your trust and understanding.

Best wishes in the New Year,

Steve Menzel
President/Trustee

Village of Park Ridge Santa Report 2022

written and submitted by Village Trustee Kristin Paulson

2022 was a year of changes and transitions in many ways. First, we transitioned as a village from having the Park Ridge Fire Department run the Santa Visits to having the Stevens Point Fire Department (SPFD) take over the visits (as they now provide long term fire protection to the village). Second, Chief Elf Gert Neuendorf stepped down from her Santa Visit planning role in the fall of 2022 and a group of village volunteers took over the planning for the 2022 Santa Visit. As Gert stepped down in the summer/fall of 2022, we established a group to take over leading the Santa visit planning in the fall of 2022. Lastly, it was another year of dealing with Covid 19 as a country and world.

2022 Santa Visit Volunteers included: Village Trustee Kristin Paulson, Village Trustee Barb Friedrich, Village Clerk Shanna Behrend, and village residents Marjie and Monica Bell, Jeannie and Laura Tauchmann, and Kalah Chesney.

2022 Santa visit details:

Our Santa visits for 2022 took place on Wednesday, December 14, 2022. With 45 children participating this year, there were over 20 village stops. To ensure Santa would be able to visit all children and families at a decent time in the evening, we had two fire trucks and two Santas. We divided the list of children participating into a “North Route” and a “South Route.”

Our two Santas for 2022 included village resident Gene Bell and Stevens Point Fire Department (SPFD) Fire Chief J.B. Moody. Village Trustee Kristin Paulson volunteered as Mrs. Clause. Lola Tauchmann volunteered as an elf. J.B. Moody and Kristin Paulson were assigned to visit the North Route of the village. Gene Bell and Lola Tauchmann visited the South Route of the village.

December 14, 2022 food and items:

Volunteers showed up at the village hall to prepare for the evening between 4:30 and 5:00pm, to be ready to welcome the SPFD volunteers. Before the fire department volunteers arrived, our village clerk and volunteers ordered Firehouse Sub sub sandwich platters, chips, cookies, sodas, and water to have ready at the village hall to feed the volunteers. Roughly 20 Stevens Point Fire Department (SPFD) volunteers showed up to help volunteer for this event. This food was much appreciated and we should plan to offer it again in years to come. Leftover food items were sent home with the SPFD at the end of the night.

Kristin Paulson also purchased some Christmas necklaces and Santa hats for the SPFD volunteers to wear. These items can be purchased from the Dollar Tree in future years. The SPFD greatly enjoyed wearing the festive items.

COVID and Flu Season Protocols: In 2022, we gave families the option of a “COVID protocol” for visits. A COVID protocol meant that the fire truck and Santa, Mrs. Clause/elf, etc. would still stop by the house. All visitors would walk up to the front of the house and knock on the front

door. The child and family would come outside to say hi to Santa and visitors. The short interaction/visit would take place outside on the front porch/front yard area. No visitors entered the home. Santa, Mrs. Clause and others did not wear any facial masks. We had 1 family request the Covid protocol for 2022 ahead of time. We had a second family switch to Covid protocol the day of the visits, as multiple people in the family were sick with the flu.

Costumes: Chief Elf Gert left the costumes for Santa, Mrs. Clause, and elves in impeccable condition for the 2022 Santa visits. They were all cleaned and stored properly, ready to wear. The Santa and Mrs. Clause costumes seem to be in good condition for use in future years.

Our volunteers did note that the two elf costumes however are very small in size. In future years, we may consider replacing the two current elf costumes. The current elf costumes consist of a hat, sleeveless vest, short skirt, and covers for the tops of shoes. Since Santa visits occur in Wisconsin in the month of December, temperatures are obviously cold. I would recommend purchasing two new elf costumes with more material to keep warm and sizes larger in size (sizes large or extra large to accommodate a variety of sizes). One village volunteer Marjie Bell (503 Fieldcrest Avenue resident) was of great assistance this year. Marjie is a professional, with expertise in costumes and costume design. Her knowledge and skill in costumes was greatly appreciated by all.

Signup for 2022 Santa visits:
Parents could sign their child(ren) up for a Santa visit three different ways:

1) Call the village clerk to register
2) Email the village clerk to register
3) Stop by Kalah Chesney's home on Sunrise Avenue and register. Kalah also had a Santa mailbox in her front yard that families and children could use.

2022 Santa Visit Participation:
For 2022, we had 45 children signed up for Santa visit. We organized our Santa visits into two routes- a North route and a South route (see attached maps for the travel routes).

Ages of children participating:

Age of child	**Number of children**	**Names of children**
Less than 1 year	2	Rusi (5 months), Jamison (3 months)
1 year old	3	Oliviah (1.5 years old), Addison (1), Charlie (1.5 years old)
2 years old	2	Lucia, Jane
3 years old	2	Owen, Ada
4 years old	1	Nora

5 years old	5	Logan, Adalyn, Liv, Oliver, Juddlyn
6 years old	7	Isaac, Hattie, Aaron, Leo, Micah, Porter, Paige
7 years old	6	Olivia, Noah, Kai, Willa, Livie, Jensen
8 years old	7	Charley, Sam, Ben, Corrine, Charley, Jaxon, Elias
9 years old	2	Sean, Charlie
10 years old	2	Zawadi, Louella
11 years old	3	Henry, Darcy, Isla
12 years old	1	Sabato
13 years old	1	Addison
14 years old	1	Twizerre
Total number of children	**45**	

Age restrictions:
Going forward, the village decided to cap the age limit at 10 years old for participation in Santa visits.

2022 Santa Visit Planning:
We held two planning meetings with volunteers. One meeting took place before Thanksgiving. As a group, we reviewed our current inventory of presents for children and decided as a group any additional items to purchase with the remaining funds.

We held a second meeting the first week in December. With a finalized list of children participating, our small group of 8 volunteers spent roughly 2 hours bagging the goody bags with items for the 45 children. So, the total wrapping time took approximately 16 hours. The goody bags were put into plastic storage totes. Totes were labeled on the outside with the streets, house number/street, and names and ages of children.

Planning and Budget for 2023:
With a number of home sales in the village this year, we expect the number of children participants to remain steady, if not increase in years to come.

For the 2023 budget, we have increased the Santa visit budget to $350 to accommodate for the increased number of children and due to increased prices at stores for supplies (i.e. Dollar Tree).

On December 26, 2022, I went to three Dollar Tree stores to purchase leftover items. Items that were previously priced as $1.25 were discounted to 50 cents an item. I was able to purchase a number of holiday coloring books, story board books for toddlers, and plush Elf stuffed toys. It will be important in future years to have volunteers visit stores the day after Christmas/holidays to purchase discounted items. I kept an “example” gift wrapped up for a child in the Santa visit totes. I also kept an “example” toddler gift wrapped up in the Santa visit totes, so that 2023 volunteers can see what the gift items looked like.

I will plan to secure crayons on sale during 2023 Back to School shopping sales as well. Crayons are often on sale during July and August sales for roughly 50 cents a pack of 24 crayons.

2022 Santa Visit Challenges included:

There was a short shopping time frame (missed out on Back to School school sales), Dollar Tree this year increased their company and store-wide prices from $1.00 to $1.25, which greatly impacted the budget. As a village, we have allocated at least $350 for the 2023 Santa Visits which will be greatly appreciated.

Thank you to all of the volunteers that made the 2022 Santa Visits possible and a success!

Santa Report 2023

written by Kristin Paulson, Village of Park Ridge Trustee and "Chief Elf"

The 2023 Santa Visit was a success! This year, we had 15 firefighters from the Stevens Point Fire Department (SPFD) visit 48 village children in 18 homes. Covid is still a concern in 2023, but cases are lower as of December 2023 and seem less of a concern than they were in years prior. No parents requested any special Covid protocols during the Santa visits this year. In 2021 and 2022 we had some families who preferred visiting Santa outside due to Covid or other illness concerns.

2023 Santa Visit Registration

Because there was no election in November 2023, getting children registered required phone calls to parents. Our Village Clerk Katie McKelvey graciously took on the task of managing the registration this year. Katie posted the Santa visit to the Village of Park Ridge website, Village of Park Ridge Facebook page, and the announcement was also shared on the Park Ridge Friends Facebook page. Katie and I also sent out two reminders to families on the Park Ridge Friends Facebook page the week prior to registration closing. Lastly, the first page of the Fall 2023 Village of Park Ridge newsletter which was sent to all homes in the village during the week of October 31, 2023, included information on the Santa visit. Going forward, it would be a good idea to include the Santa visit information in the quarterly fall newsletter. It was also a big help for visibility to feature the Santa visit on page 1 of the newsletter.

Necessary Preparations

In preparing the "goodie bags" for 2023, I was thankful that I had started shopping for items the day after Christmas (December 26, 2022). Walmart, Dollar Tree, Michaels, Target (Bullseye Dollar Section), and many other stores have 50% off Christmas sale items. I was able to secure enough Christmas coloring books, extra toddler storyboard books, elf plush toys, and other items at 50% off. It is imperative, in terms of the budget, to shop these after-Christmas sales starting on December 26. I am grateful that Village of Park Ridge resident Mary Tierney-Ley also volunteered to go to multiple Dollar Tree stores on December 26th to help secure items.

For those unfamiliar with after-Christmas sales, it is a good idea to wake up early and get to the stores right away to "beat" others to the deals. Other nonprofits, teachers, local community groups, and families are also scouring the sales to stock up on items for the upcoming year. For the past two years, I have noticed that all three Dollar Tree stores in the Stevens Point/Plover area generally carry similar items, however there is some variation in the items carried. It is worthwhile to visit all three stores (if possible) to look for deals.

Resident Volunteers

This year, we had approximately ten Village residents interested in volunteering to bag up "goodie bags" for children. Nancy LaMar, Becky Woodward, Shanna Behrend, Wendy Menzel, Katie McKelvey, and I (Kristin Paulson) all met at the village hall and organized goodie bags from 11am-12pm on Monday, December 11, 2023. Shawn Paulson also helped with preparation. Other residents were interested in assisting but they were unable to attend. This year's bagging took about an hour compared to two hours in 2022. We spent less time bagging this year because of our preparation. Katie McKelvey had the children's name tag labels pre-made out ahead of time. It was also a shorter bagging time, because I went to the Village Hall and had all items laid out and organized in an "assembly line" fashion before volunteers arrived. I also had the toddler gifts (ages 3 and under) separate from the older children's gifts. Lastly, I also had all houses labeled or marked on the large Village map in the Village Hall hallway. With all the houses labeled or marked, Shanna Behrend was able to quickly create two Santa Visit routes

(for the 2 Santa Visit firetrucks). Shanna focused on creating the routes and typing up the addresses and names of children to physically go on the plastic storage totes.

Santa Visit Village Budget

The Village budget for 2023 was increased from $300 to $350 to account for the growing number of children we serve and due to inflation. This year, we served 48 children and I anticipate next year's number to top 50 children. With many houses in the village up for sale each year, we have noticed a trend in the past few years of retirees leaving and younger adults and families moving into the village. I expect the total number children participating to steadily increase in years to come.

Regarding inflation, we have noticed an increase in the costs of many items. As was the case last year (2022), The Dollar Tree no longer sells items for $1.00. The Dollar Tree now sells items for $1.25. The Dollar Tree is just one example of retailers increasing prices. With roughly 50 children participating, we average spending about $3-$5 for each child with goodies in their "goodie bag." In addition, part of the Santa Visit budget is also for things like food (to feed the firefighters) and to clean the Santa, Mrs. Claus, and Elf costumes each year.

Providing Dinner

We are grateful to have had roughly 15-20 firefighters from the Stevens Point Fire Department volunteer their time on the day of the Santa Visit over the last two years. Firefighter volunteers arrive at the village hall around 5:00pm. Between 5:00-6:00pm, firefighters take time to dress up in their costumes before heading out. For 2023, we had 2 Santa volunteers, 2 elf volunteers, and one Mrs. Claus volunteer. These 15-20 firefighter volunteers are donating their time (over their dinner time from roughly 5:00pm-7:30pm). For the past two years, village trustee Barb Friedrich has graciously organized getting food ordered and delivered to the Village Hall, so firefighters can eat dinner before starting the visits. Barb ordered platters of sub sandwiches, individual bags of chips, cookies, candies, soda, and water for firefighters to have. Each year, we encourage the firefighters to take any leftover food or drink items back to the fire station with them. This year we ordered from Subway.

Dry-cleaning

Our budget allows us to dry-clean the costumes properly after the event. Gunderson's Dry Cleaning near Stevens Point's Metro Market and The Pineries Bank dry cleaned all costumes, Santa beards, etc. this year. The cost for properly dry cleaning all costumes took a sizeable portion of the Santa visit budget.

Storage Tote Organization, Preparation, and Usage

In 2022, I purchased 8 green and red colored plastic storage totes from Menards. These totes have been amazing for organization. During the year as Santa Visit items are purchased, items are stored in the plastic totes. Later in the year, once we have the children's gifts bagged up in December, we place goodie bags in specific totes by their street address. On the night of the Santa visit, firefighters for the East route in the village will only take the plastic totes labeled as East route. The specific names and ages of children are listed on the outside of the tote, along with their addresses. We make sure that the goodie bags inside of the tote match the names of the children listed on the outside of the tote. We follow the same process for the West route.

In 2023, we divided the village into an East and a West route. In 2022, we divided the village into a North and a South route. The routes created are determined by the locations of houses participating. The goal in creating two separate routes is to avoid having the two fire trucks cross paths. You can understand how it would be confusing for a child to see two firetrucks and two Santa Clauses pass by their house. On the night of the Santa Visits, the firefighters take their route's totes with them and load the tote onto the fire truck. The totes keep all gifts organized and safe from getting wet from snow or rain.

2023 Santa Visit Goodie Bag Items

This year's "general" bag for children ages 4 years old and up included:

- A Christmas themed coloring book (from the Dollar Tree's clearance sale- 50 cents)
- A 24-pack of Crayola crayons (purchased from Target's Back to School Summer sale- 50 cents)
- A pair of holiday themed socks or mittens (purchased from Target's Bullseye section $1)
- An Elf plush (purchased from The Dollar Tree, some at clearance price 50 cents and some at full price $1.25)
- Holiday pencil and eraser (purchased from Michael's clearance sale, 25 cents each)
- One Play-Doh container (donated from residents and leftover item from 2022)
- Spritz brand plastic mini puzzle (from Target- 30 cents each)
- Bag of candies

Toddlers under the age of 3 had a special package consisting of:

- A stuffed Santa plush ($3.50 at Walmart),
- A child's hardbound or storyboard book (from the Dollar Tree's clearance sale- 50 cents),
- A pair of mittens (from Target's Bullseye section $1)

Santa visited 48 children at 18 households this year. I made extra packages this year in case we had any last-minute additions. We did have one household sign up after the deadline, so the extra packages went to use. Santa started at about 5:50pm and was back at the North Pole (Village Hall) by about 7-7:30pm. They had several heartwarming tales to talk about their "reception" by the children.

Ages of Children Visited

In 2021 the Village of Park Ridge decided to limit Santa visit participation to children ages 10 and under. Exceptions will be made on a case-by-case basis if families request participation for children who are older than 10 years of age. This procedure has been in place in both 2022 and 2023 and this protocol has worked well.

Age	Total number of children	Total # of girls	Total # of boys
Age 1 or under	8	1	7
2 years old	7	4	3
3 years old	4	2	2
4 years old	2	1	1
5 years old	4	1	3
6 years old	3	2	1
7 years old	5	1	4
8 years old	7	4	3
9 years old	4	2	2
10 years old	1	1	0
11 years old	0	0	0
12 years old	2	1	1
13 years old	0	0	0
14 years old	1	0	1
TOTAL	**48**	**20**	**28**

This year we saw an increase in the number of children 3 years of age and under participating. We also had 6 new households participating in the 2023 Santa Visit. This influx of new children participating also speaks to new families moving into the village.

Routing Sheets for East and West Halves of the Village

Seven colored copies of the routing sheets with Village of Park Ridge streets are needed. We printed copies of the village routes at the Village Hall. Copies go to the two fire engines, two ambulances, two pickup trucks, and to the Chief Elf who mans the North Pole location (at the Village Hall).

Clean-up and Storage

The day after the Santa Visit, I returned to the Village Hall to organize plastic storage totes. In late December, I also took the Santa, Mrs. Claus, and Elf costumes to Gunderson's Cleaners for the items to be dry-cleaned. The Village of Park Ridge has an account at Gunderson's Drycleaners. All costumes will be returned to the Village Hall and costumes and plastic storage totes (with Santa Visit items for 2024 visits) will be stored in the Park Ridge Fire Department firefighter cubby area. This area has signage noting that these items are for Santa Visit. The signage also asks individuals not to move or take items. I believe that items stored in the firefighter cubby area should be secure for year-round storage.

Current Goodie Bag Inventory for 2024 Santa Visit

I spent ten hours shopping on December 26, 2023. I went to 5 different Walmart stores – Stevens Point, Marshfield, Wausau, Wisconsin Rapids, and Merrill to secure the toddler Elf plush and other items. I shopped at 5 different Dollar Tree stores to secure the firetrucks and other clearance priced items. It was well worth spending December 26th shopping for next year, as we easily have 95% of the items needed for next year purchased at a significant discount.

Leftover items from Santa Visit 2023 (inventoried January 1, 2024)

- 46 boxes of 24-pack crayons
- 3 boxes of 5-pack Ultra Clean Washable Large Crayons (good for children 3 and under)
- 6 toddler story-board books
- 3 children's books
- 18 Christmas themed pencils
- 35 Christmas themed erasers
- 50 leftover coloring books

Items Purchased for Santa Visit 2024 (at after Christmas sales – December 26, 2023)

- 19 elf plush toys- gifts for infants and toddlers (clearance at Walmart, $1.75 each)
- 3 reindeer plush toys- gifts for infants and toddlers (clearance at Walmart, $1.75 each)
- 5 gingerbread plush toys- gifts for infants and toddlers (clearance at Walmart, $1.75 each)
- 3 toddler storyboard books (63 cents each clearance at The Dollar Tree)
- 41 Santa North Pole themed travel cups (4 red, 37 blue; 63 cents each clearance at The Dollar Tree)
- 14 snowman themed travel mugs/cups (14 blue in color; 63 cents each clearance at The Dollar Tree)
- 56 "Get Ready for Christmas" books (63 cents each clearance at The Dollar Tree; Note: This book could be given to all the children in 2024.)
- 15 coloring books (63 cents each clearance at The Dollar Tree; we now have 65 coloring books total)
- 18 memo books with pen (good for ages 4 and older, but probably best for ages 6 and up; 63 cents each clearance at The Dollar Tree)
- 26 paddle ball (good for ages 4 and older; 63 cents each clearance at The Dollar Tree)
    - 15 pink "Let it Snow"; 4 green "Jingle All the Way"; 7 blue "It's Christmas Yay!"
- 50 fire trucks (bought at The Dollar Tree, $1.25 each; note these can use 2 AAA batteries for light and sound if desired)
- 17 fire stations and toy car (for ages 3 and up, $1.25 each The Dollar Tree)
- 57 decorative metal pails (63 cents each clearance at The Dollar Tree)
    - 22 Santa themed, 23 Reindeer themed, 9 Snowman themed, 3 Merry and Bright themed
- 15 Santa scarves (for firefighters to wear, 63 cents each on clearance at The Dollar Tree)
- 10 assorted headbands- reindeer, Santa, tree, snowman (for firefighters to wear during the Santa Visit, 63 cents each on clearance at The Dollar Tree)

The only additional items we will need for 2024 include:

- Additional safety pins for costume pinning
- Candy for the goody bags. Look for post-Halloween sale candies.
- We will need to purchase 2 skeins of loopidy loop yarn to tie finished goodie bags shut.
- If desired, 100-AAA batteries for light and sound for the 50 fire trucks or however many fire trucks are given out (each fire truck takes 2 AAA batteries).

Items donated for Santa Visit 2024

Village of Park Ridge residents Nancy and Jim LaMar have donated 6 Fireside Pal plush stuffed animals for children for the 2024 Santa Visit. They purchased these items from Target. Thank you LaMars!

Photo and Video Sharing

Some photos were taken by me, Village Clerk Katie McKelvey, and others on the night of the Santa Visit. Before posting any photos to the Village of Park Ridge Facebook account or the Park Ridge Friends Facebook account, I asked Fire Chief Moody if he would like me to share photos. Chief Moody asked me not to share photos of the fire department on social media. Later in the week of the Santa Visit, I created a secure storage for the photos that I did take of the Stevens Point Fire Department and posted the photos in a private, password-protected login on One Drive. I emailed Chief Moody thanking him for the fire department's time and efforts and shared the password with Chief Moody so he could privately access the photos for himself. Ultimately, Chief Moody shared many of these photos to the Stevens Point Fire Department Facebook page. Going forward, in years to come, I will highly recommend asking all volunteers if they want their photos and/or videos to be shared on social media or elsewhere.

OneDrive- Santa Visit document storage

The Santa Reports for both 2022 and 2023, along with photos and other Santa Visit-related documents can be found stored online (SharePoint and OneDrive).

Suggestions for 2024

For 2024, there are a few minor requests:

1) **Safety pins:** We should replenish safety pins at the Village Hall for costume assembly/pinning. We seemed to run low/out of safety pins this year. Safety pins are needed for Santa beards, hats, and other costumes.

2) **Registration form information needed:** I served as Mrs. Claus with Chief Moody (Santa) on the North Route in 2022. Chief Moody commented this year in 2023 that he liked having some additional information on the children he visited. For example, in 2022, because I knew the children, I could tell Chief Moody some of their interests like basketball or cheerleading. However, since I wasn't volunteering with him this year, Chief Moody didn't have as much information on the children to make small talk with them in the house. It's always nice if Santa visits your house and knows your name and knows a couple things about you (that you like to play football, soccer, bake, gymnastics, etc.). So, for 2024, Chief Moody asked if we could ask parents during the registration/sign up process to list a couple things about their child (especially children ages 4 and older). Santa would bring these up in conversation with the child during the visit.

3) **Two new Santa Claus hats and beards:** The two Santa Claus costumes need new (larger) Santa Claus hats. The two Santa Clauses (including Fire Chief Moody) asked if we could possibly purchase new, larger Santa Claus hats with the Santa Claus beards attached. The past couple of years there has been a struggle with "aging" beards fitting correctly and not sliding off with the Santa Claus hat. Chief Moody was interested in the possibility of finding Santa hats with the beards attached, so they don't slip off, as this is a common issue.

4) **Summer/Fall Newsletter:** In the Village of Park Ridge 2024 summer and/or fall newsletter, it would be a good idea to ask villagers for assistance in volunteering and/or in donating time, money, etc. to the Santa Visit. In 2023, one gracious monetary donation by Judy Cable Anderson (of $100) helped us purchase two new Elf costumes. Our prior Elf costumes were too small and too little for Wisconsin winter weather. The prior costumes included a mini skirt and a sleeveless top. For 2024, we anticipate needing money to replace the Santa hats and beards. I would not be surprised if in a few years' time, we may need to replace other costumes. It can't hurt to simply ask for donations (be it in terms of time or money). I would suggest placing a request in the summer 2024 village newsletter as this would give us time to purchase Santa hats and beards from a reputable online supplier.

5) **Chief Moody also asked if the plastic storage totes AND children's name tags could list the name of the child, their age, and gender.** All three pieces of information would be helpful to the firefighter volunteers as they visit each house on the route. Some names of children are gender-neutral names, so knowing the gender of children helps Santa and others when approaching the house.

6) **Reach out to the Fire Department in August:** Reach out directly to Chief Moody in August of 2024 to discuss a 2024 Santa Visit date. Chief Moody told us this year that contacting him directly via email is preferred. In reaching out earlier in the summer/early fall (August), Chief Moody said that they can look at upcoming scheduling conflicts and secure a date more easily.

Thank you to everyone that helped make the 2023 Santa Visit a success!