VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
November 20, 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 Gordon Renfert, Kristin Paulson, Barb Friedrich, Dan Holloway and President Menzel were present; Clerk Katie McKelvey, Dan Knoeck from MSA, and resident Shawn Paulson were also present.

AGENDA ITEM #1 - APPROVAL OF THE November AGENDA – Menzel asked the Board members if there were any changes regarding the November agenda. Friedrich made a motion to approve, with no changes. The motion was seconded by Holloway. 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 OCTOBER 16, 2023 – After minor changes, Paulson made a motion to approve the minutes. Motion was seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW & APPROVE BOARD MEETING MINUTES FROM NOVEMBER 2, 2023 – Paulson made a motion to approve the minutes, with no changes. Motion was seconded by Holloway. Motion carried by voice vote, with no negative votes.

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

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – REVIEW & APPROVE Final Capital Improvement Plan – Dan Knoeck provided brief update Holloway moved to adopt the initial plan; Motion seconded by Friedrich. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich – yes, Menzel – yes.

AGENDA ITEM #9 - REVIEW & APPROVE 2024 Budget for Publication – Holloway made the motion to approve the payment of the bills. Seconded by Friedrich. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #10 – UPDATE ON VILLAGE STREET RIGHT-OF-WAY PRUNING– Pruning completed peacefully

AGENDA ITEM #11 – 2024 ELECTION UPDATES –

- January 17, 2024 – Village Caucus
- February 20, 2024 – Spring Primary
- April 2, 2024 – Spring Election & Presidential Preference Primary
- August 13, 2024 – Primary Election
- November 5, 2024 – General Election

AGENDA ITEM #12 – SET DATE AND TIME OF NEXT BOARD MEETING – Monday, December 11, 2023, 5:30pm

The meeting adjourned at 6:42 pm.

_____
KATIE MCKELVEY
VILLAGE CLERK

_____
STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
Balance Sheet
As of December 8, 2023

	Dec 8, 23
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	25,498.94
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (AR...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,767.84
Total 11340 · Reserve Account-Pineries	30,599.97
11343 · Pineries MM# 8005-467-9	141,394.13
11345 · Reserve Account-Bank of Amhe...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	312,801.01
Accounts Receivable	
1200 · Accounts Receivable	-403.00
Total Accounts Receivable	-403.00
Other Current Assets	
12100 · Taxes Receivable	198,073.62
Total Other Current Assets	198,073.62
Total Current Assets	510,471.63
TOTAL ASSETS	**510,471.63**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	-395.60
Total Credit Cards	-718.06
Other Current Liabilities	
2100 · State W/H Tax	186.66
21511 · Federal W/H Tax	824.04
24700 · Due other taxing authorities	209,243.69
Total Other Current Liabilities	210,254.39
Total Current Liabilities	209,536.33
Total Liabilities	209,536.33

	Dec 8, 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	-44,585.11
Total Equity	300,935.30
TOTAL LIABILITIES & EQUITY	**510,471.63**

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through December 8, 2023

	Jan 1 - Dec 8, 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	201,414.91	201,415.00	-0.09	100.0%
43410 · Shared Revenues	1,901.39	12,676.00	-10,774.61	15.0%
43420 · Fire Insurance	2,821.32	2,400.00	421.32	117.6%
43430 · Exempt Computer Aid	462.47	461.00	1.47	100.3%
43440 · Personal Property Aid	539.12	270.00	269.12	199.7%
43450 · State Video (Cable) Aid	3,192.97	1,700.00	1,492.97	187.8%
43531 · Transportation Aid	10,092.36	12,974.00	-2,881.64	77.8%
44110 · Liquor and Malt Beverage	915.00	1,000.00	-85.00	91.5%
44120 · Cigarette/Bartender's Licenses	1,190.00	1,000.00	190.00	119.0%
44200 · Dog Licenses	330.00	500.00	-170.00	66.0%
44300 · Building Permits/Inspections	2,830.44	0.00	2,830.44	100.0%
44400 · Zoning/Variance Fees	200.00	200.00	0.00	100.0%
44500 · Cable Franchise Fees	4,519.37	7,000.00	-2,480.63	64.6%
46100 · General Government	45.00	100.00	-55.00	45.0%
48100 · Interest	2,354.28	500.00	1,854.28	470.9%
48200 · CD Interest	0.00	500.00	-500.00	0.0%
48302 · Sale of Fire Equipment	36,850.36	0.00	36,850.36	100.0%
48900 · Miscellaneous Income	1,581.03	0.00	1,581.03	100.0%
48905 · Late Fees	5.00	0.00	5.00	100.0%
Total Income	271,245.02	242,696.00	28,549.02	111.8%
Expense				
51100 · Village Board				
5110001 · President Salary	2,758.88	3,768.00	-1,009.12	73.2%
5110002 · Trustee Salary	2,953.00	3,445.00	-492.00	85.7%
5110003 · Santa Visit	230.10	350.00	-119.90	65.7%
5110004 · League of Municipalities Dues	0.00	400.00	-400.00	0.0%
5110005 · Miscellaneous	0.00	900.00	-900.00	0.0%
5110006 · Board Expenses	106.93	1,850.00	-1,743.07	5.8%
Total 51100 · Village Board	6,048.91	10,713.00	-4,664.09	56.5%
51300 · Legal	4,800.00	4,000.00	800.00	120.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	36,668.51	39,500.00	-2,831.49	92.8%
5141002 · Mileage and Expense	617.66	0.00	617.66	100.0%
5141006 · General Office Supplies	5,049.31	6,000.00	-950.69	84.2%
5141007 · Training	500.00	1,500.00	-1,000.00	33.3%
5141010 · Tax Collection Fee	1,438.78	1,200.00	238.78	119.9%
5141011 · Villagewide Mailing	886.31	0.00	886.31	100.0%
5141013 · Treasurer Bond	1,407.00	0.00	1,407.00	100.0%
5141016 · Accounting Consultation	205.60	3,000.00	-2,794.40	6.9%
5141022 · Dues & Subscriptions	2,278.62	0.00	2,278.62	100.0%
5141025 · Background Checks	154.00	0.00	154.00	100.0%
5141026 · Treasurer Compensation	0.00	6,000.00	-6,000.00	0.0%
5141027 · IT Services	500.00	2,000.00	-1,500.00	25.0%
Total 51410 · Clerk/Treasurer	49,705.79	59,200.00	-9,494.21	84.0%
51420 · Elections				
5142001 · Inspectors	1,021.75	2,000.00	-978.25	51.1%
5142002 · Election Expenses	49.50	0.00	49.50	100.0%
5142006 · Election Equipment	0.00	1,000.00	-1,000.00	0.0%
Total 51420 · Elections	1,071.25	3,000.00	-1,928.75	35.7%
51430 · Publication Fees	695.60	0.00	695.60	100.0%
51510 · Accounting				
5151001 · Reporting (Form C)	1,850.00	750.00	1,100.00	246.7%
51510 · Accounting - Other	325.00	0.00	325.00	100.0%
Total 51510 · Accounting	2,175.00	750.00	1,425.00	290.0%
51530 · Assessment of Property				
5153001 · Assessor Contract	5,800.00	5,800.00	0.00	100.0%
5153004 · Bd of Review Notice Publication	128.35	0.00	128.35	100.0%
Total 51530 · Assessment of Property	5,928.35	5,800.00	128.35	102.2%
51600 · Village Hall				
5160001 · Maintenance Compensation	1,583.00	3,000.00	-1,417.00	52.8%
5160004 · Utilities	2,102.08	3,000.00	-897.92	70.1%
5160005 · Supplies and Equipment	8,357.69	2,500.00	5,857.69	334.3%
5160006 · Repairs & Maintenance	1,407.90	0.00	1,407.90	100.0%
Total 51600 · Village Hall	13,450.67	8,500.00	4,950.67	158.2%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January 1 through December 8, 2023

	Jan 1 - Dec 8, 23	Budget	$ Over Budget	% of Budget
51910 · Uncollectible Taxes	152.03	0.00	152.03	100.0%
51938 · Insurance				
5193801 · General Liability	6,831.00	1,300.00	5,531.00	525.5%
5193802 · Local Gov't Property	0.00	1,000.00	-1,000.00	0.0%
5193804 · Public Officials Liability	0.00	1,000.00	-1,000.00	0.0%
Total 51938 · Insurance	6,831.00	3,300.00	3,531.00	207.0%
52100 · Crossing Guard	2,455.23	3,500.00	-1,044.77	70.1%
52205 · Fire & EMS Protection				
5220521 · Fire Protection & EMT Contract	74,366.49	1,500.00	72,866.49	4,957.8%
5220523 · Firefighter Compensation	0.00	97,200.00	-97,200.00	0.0%
52205 · Fire & EMS Protection - Other	802.00	0.00	802.00	100.0%
Total 52205 · Fire & EMS Protection	75,168.49	98,700.00	-23,531.51	76.2%
52400 · Building Inspection	3,893.19	800.00	3,093.19	486.6%
52450 · Zoning Administration	495.61	550.00	-54.39	90.1%
53311 · Street Maintenance				
5331101 · Snow Plowing	26,415.56	27,000.00	-584.44	97.8%
5331102 · Grading	0.00	500.00	-500.00	0.0%
5331103 · Street Maintenance	11,004.12	2,000.00	9,004.12	550.2%
5331105 · Street Repair	0.00	10,000.00	-10,000.00	0.0%
5331107 · Tree & Branch Removal	0.00	2,500.00	-2,500.00	0.0%
5331110 · Flags & Banners	0.00	1,500.00	-1,500.00	0.0%
5331113 · Engineering	27,032.00	0.00	27,032.00	100.0%
Total 53311 · Street Maintenance	64,451.68	43,500.00	20,951.68	148.2%
53315 · Sewers	6,829.16	0.00	6,829.16	100.0%
53420 · Street Lighting				
5342001 · Electric & Maintenance	12,383.99	11,000.00	1,383.99	112.6%
5342004 · Digger Requests	2,606.86	4,000.00	-1,393.14	65.2%
Total 53420 · Street Lighting	14,990.85	15,000.00	-9.15	99.9%
53620 · Garbage Collection				
5362001 · Garbage Collection	28,950.92	29,000.00	-49.08	99.8%
5362002 · Fall Large Item Pick-up	0.00	800.00	-800.00	0.0%
53620 · Garbage Collection - Other	45.00	0.00	45.00	100.0%
Total 53620 · Garbage Collection	28,995.92	29,800.00	-804.08	97.3%
53635 · Recycling cost				
5363501 · Recycling Collection	8,192.37	9,000.00	-807.63	91.0%
5363503 · Yard Waste Drop Off	6,400.00	5,200.00	1,200.00	123.1%
Total 53635 · Recycling cost	14,592.37	14,200.00	392.37	102.8%
54100 · Humane Society Contract	1,230.04	800.00	430.04	153.8%
55200 · Parks Dept. Pledge ($5.50/per)	2,778.00	3,000.00	-222.00	92.6%
6560 · Payroll Expenses	840.99	0.00	840.99	100.0%
Total Expense	307,580.13	305,113.00	2,467.13	100.8%
Net Ordinary Income	-36,335.11	-62,417.00	26,081.89	58.2%
Other Income/Expense				
Other Expense				
58100 · Loan Principal	5,208.34	4,942.00	266.34	105.4%
58200 · Loan Interest	3,041.66	3,308.00	-266.34	91.9%
Total Other Expense	8,250.00	8,250.00	0.00	100.0%
Net Other Income	-8,250.00	-8,250.00	0.00	100.0%
Net Income	**-44,585.11**	**-70,667.00**	**26,081.89**	**63.1%**

Resolution 006.2023R
2024 Budget

BE IT RESOLVED that the Village Board of the Village of Park Ridge held a public hearing on Monday, December 11, 2023, at 5:30 p.m.at the Village Hall, 24 Crestwood Drive. The Village Board approved and adopted the 2024 Budget. On December 11, 2023

GENERAL FUND	**2024- BUDGET**
REVENUES:	
General Property Taxes	363,098
Intergovernmental Revenues	30,847
Licenses	2,350
Public Charges for Services	2,300
Cable Franchise Fees	4,500
Miscellaneous Revenues	3,500
Proceeds of Long-Term Debt	-
TOTAL REVENUES	**406,595**
EXPENDITURES:	
General Government	104,248
Public Safety	109,050
Public Works	103,020
Health & Human Services	1,500
Culture, Recreation & Education	3,000
Urban Planning	**31,000**
Debt Service	**37,250**
TOTAL EXPENDITURES	**389,068**

Passed and adopted by the Village Board of the Village of Park Ridge on this 11th day of December 2023.

s/ _____
Steve Menzel
Village President

s/ _____
Katie McKelvey
Village Clerk

Attest: s/ _____
Katie McKelvey
Village Clerk

2023 - 2024 ELECTION INSPECTORS (POLLWORKERS)

NAME	ADDRESS	AFFILIATION
Scott Prince	803 Greenbriar Ave	Republican
Dayna Van Order	420 Maple Bluff Rd	Republican
Becky Woodward	702 Fieldcrest Ave	Democrat
Elizabeth Felt	3641 Jordan Ln	Democrat
Nancy Lamar	403 Greenbriar Ave	unaffiliated
Bette Vogel	619 Sunrise Ave	unaffiliated
David Blado	408 Pinecrest Ave	unaffiliated
Gert Neuendorf	612 Linwood Ave	unaffiliated
Tori Jennings	719 Greenbriar Ave	unaffiliated
Rita Kozlowski	307 Fieldcrest Ave	unaffiliated
Charm Fournier	402 Greenbriar Ave	unaffiliated
Kristin Paulson	409 Sunset Ave	unaffiliated
Christine Neidlein	203 Greenbriar Ave	unaffiliated
Mary Domka	301 Greenbriar Ave	unaffiliated

Operator's License Summary (12/11/23)

(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]
Kobe, Jeremy 2616 4th Ave Stevens Point	Operator's One Year *(The Store)*	New	$40	Certification	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.