VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
August 21, 2023

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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 and via Zoom. After the recitation of the Pledge of Allegiance by members present, a roll call was taken. Trustees Gordon Renfert, Kristin Paulson, and President Menzel were present. Clerk Katie McKelvey, Residents Brian Kozlowski, Tori Jennings and Aaron K were also present. Trustees Dan Holloway and Barb Friedrich attended via Zoom.

AGENDA ITEM #1 - APPROVAL OF THE AUGUST AGENDA – Menzel asked the Board members if there were any changes regarding the July agenda. Friedrich made a motion to approve, with minor changes. The motion was seconded by Renfert. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #2 – PUBLIC COMMENT PERIOD - The public comment section was opened to anyone who wished to speak on any agenda item. Resident Brian Kozlowski asked what prompted the change to the intersection/vision triangles and was advised that as we are starting to plan for the road repairs, all things are being taken into consideration. Brian suggested including a diagram with the ordinance. Resident Aaron K asked the board to be mindful and use performance-based data vs. prescriptive standards.

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

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM JULY 17, 2023 – After minor changes, Renfert moved to approve the July minutes. Holloway seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW & APPROVE BOARD MEETING MINUTES FROM AUGUST 10, 2023 – Renfert moved to approve the August minutes. Friedrich seconded the motion. Motion carried by voice vote, with no negative votes.

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

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 - MSA UPDATE – CAPITAL IMPROVEMENT PLAN PROGRESS REPORT – Hillcrest is the top priority when the project is started. Holloway advised that stubbing out laterals to each resident is not logical. It was agreed that the board is to reach out to the city regarding hydrants and water mains.

AGENDA ITEM #9 – DISCUSS BUDGET REALLOCATION TO FUND TRAFFIC COUNTERS – Menzel asked and made the motion for the board to approve reallocating funds from the road repairs (up to $7,000) to be used for traffic counters. Friedrich seconded the motion. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #10 – DISCUSS RESIDENT INPUT ON PROPOSED ORDINANCE 17.17 STREET RIGHT-OF-WAY, DRIVEWAYS AND PARKING – Menzel provided update based on revising the language as strongly recommended guidelines. Possibly replace Section 4 – Vision Triangle with Section 10.08 Trees and Shrubs – Public Nuisances Affecting the General Welfare

AGENDA ITEM #11 – DISCUSS CAMERA PRICING FROM SHERRIFF LUCAS – After discussion, it was decided that these cameras may be too expensive for our budget. The board will contact the Sherriff's Department to discuss other options,.

AGENDA ITEM #12 – DISCUSS INITIAL PLANNING FOR SANTA IN THE VILLAGE – Clerk Katie McKelvey to reach out to Stevens Fire Department to find out their availability for Santa in the Village.

AGENDA ITEM #13 – UPDATE ON FIRE EQUIPMENT SALES – Provided printout of total sales thus far totaling $32,925.36

AGENDA ITEM #14 – VILLAGE PICNIC – Excellent turn out

AGENDA ITEM #15 – SET DATE AND TIME OF NEXT BOARD MEETING – Monday, September 18, 2023, 5:30pm

The meeting adjourned at 7:34 pm.

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KATIE MCKELVEY
VILLAGE CLERK

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STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
Balance Sheet
As of September 14, 2023

	Sep 14, 23
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	100,092.31
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (AR...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,735.39
Total 11340 · Reserve Account-Pineries	30,567.52
11343 · Pineries MM# 8005-467-9	141,244.18
11345 · Reserve Account-Bank of Amhe...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	387,211.98
Accounts Receivable	
1200 · Accounts Receivable	2,701.00
Total Accounts Receivable	2,701.00
Other Current Assets	
12100 · Taxes Receivable	201,628.23
Total Other Current Assets	201,628.23
Total Current Assets	591,541.21
TOTAL ASSETS	**591,541.21**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-322.46
2046 · Village Credit Card - Katie2258	1,379.29
Total Credit Cards	1,056.83
Other Current Liabilities	
2100 · State W/H Tax	259.13
21511 · Federal W/H Tax	345.18
24700 · Due other taxing authorities	209,474.42
26100 · Advanced Tax Collections	3,554.61
26300 · Other Advanced Funds (park)	500.00
Total Other Current Liabilities	214,133.34
Total Current Liabilities	215,190.17
Total Liabilities	215,190.17

	Sep 14, 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	50.00
34100 · General Undesignated Fund Bal	103,265.36
3900 · Retained Earnings	216,038.78
Net Income	30,930.63
Total Equity	376,351.04
TOTAL LIABILITIES & EQUITY	**591,541.21**

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January through August 2023

	Jan - Aug 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	1,700.20	1,700.00	0.20	100.0%
43531 · Transportation Aid	10,092.36	12,974.00	-2,881.64	77.8%
43545 · Recycling Grant	-1,118.15	0.00	-1,118.15	100.0%
44110 · Liquor and Malt Beverage	915.00	1,000.00	-85.00	91.5%
44120 · Cigarette/Bartender's Licenses	1,110.00	1,000.00	110.00	111.0%
44200 · Dog Licenses	330.00	500.00	-170.00	66.0%
44300 · Building Permits/Inspections	1,827.38	0.00	1,827.38	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	2,084.91	500.00	1,584.91	417.0%
48200 · CD Interest	0.00	500.00	-500.00	0.0%
48302 · Sale of Fire Equipment	34,890.36			
48900 · Miscellaneous Income	505.03	0.00	505.03	100.0%
48905 · Late Fees	5.00	0.00	5.00	100.0%
Total Income	264,245.67	242,696.00	21,549.67	108.9%
Expense				
51100 · Village Board				
5110001 · President Salary	1,750.00	3,768.00	-2,018.00	46.4%
5110002 · Trustee Salary	2,000.00	3,445.00	-1,445.00	58.1%
5110003 · Santa Visit	0.00	350.00	-350.00	0.0%
5110004 · League of Municipalities Dues	0.00	400.00	-400.00	0.0%
5110005 · Miscellaneous	160.20	900.00	-739.80	17.8%
5110006 · Email, Website, Community Alert	23.97	1,850.00	-1,826.03	1.3%
Total 51100 · Village Board	3,934.17	10,713.00	-6,778.83	36.7%
51300 · Legal	4,800.00	4,000.00	800.00	120.0%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	25,071.67	39,500.00	-14,428.33	63.5%
5141002 · Mileage and Expense	609.49	0.00	609.49	100.0%
5141005 · Intuit Checks and Envelopes	222.05	0.00	222.05	100.0%
5141006 · General Office Supplies	1,551.98	6,000.00	-4,448.02	25.9%
5141007 · Training	1,261.05	1,500.00	-238.95	84.1%
5141010 · Tax Collection Fee	1,438.78	1,200.00	238.78	119.9%
5141011 · Villagewide Mailing-Postage	886.31	0.00	886.31	100.0%
5141013 · Treasurer Bond	1,407.00	0.00	1,407.00	100.0%
5141015 · Quickbooks Auto Tax Update	842.95	0.00	842.95	100.0%
5141016 · Accounting Consultation	0.00	3,000.00	-3,000.00	0.0%
5141018 · Internet and Domain	852.38	0.00	852.38	100.0%
5141022 · Subscriptions	648.84	0.00	648.84	100.0%
5141024 · WMCA/MTAW Dues	105.00	0.00	105.00	100.0%
5141025 · Background Checks	126.00	0.00	126.00	100.0%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January through August 2023

	Jan - Aug 23	Budget	$ Over Budget	% of Budget
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	35,523.50	59,200.00	-23,676.50	60.0%
51420 · Elections				
5142001 · Inspectors	976.00	2,000.00	-1,024.00	48.8%
5142002 · Print Spring Ballot	35.33	0.00	35.33	100.0%
5142006 · Election Equipment	0.00	1,000.00	-1,000.00	0.0%
51420 · Elections - Other	45.75			
Total 51420 · Elections	1,057.08	3,000.00	-1,942.92	35.2%
51430 · Publication Fees	181.88	0.00	181.88	100.0%
51510 · Accounting				
5151001 · Reporting (Form C)	2,055.60	750.00	1,305.60	274.1%
Total 51510 · Accounting	2,055.60	750.00	1,305.60	274.1%
51530 · Assessment of Property				
5153001 · Normal Maintenance Fee	2,900.00	5,800.00	-2,900.00	50.0%
5153004 · Bd of Review Notice Publication	128.35	0.00	128.35	100.0%
Total 51530 · Assessment of Property	3,028.35	5,800.00	-2,771.65	52.2%
51600 · Village Hall				
5160001 · Maintenance Compensation	8,710.54	3,000.00	5,710.54	290.4%
5160002 · Sewer	163.78	0.00	163.78	100.0%
5160004 · Natural Gas & Electricity	1,366.30	3,000.00	-1,633.70	45.5%
5160005 · Supplies and Equipment	530.80	2,500.00	-1,969.20	21.2%
5160006 · Lawn Mower/Snowblower Maint.	75.00	0.00	75.00	100.0%
5160007 · Misc.	677.28	0.00	677.28	100.0%
5160009 · Generator Maintenance/Repair	648.90	0.00	648.90	100.0%
5160010 · AC/Heating Maintenance	534.00	0.00	534.00	100.0%
Total 51600 · Village Hall	12,706.60	8,500.00	4,206.60	149.5%
51910 · Uncollectible Taxes	230.73	0.00	230.73	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	1,947.50	3,500.00	-1,552.50	55.6%
52205 · Fire Department				
5220520 · Workers Comp & Auto	-160.00	0.00	-160.00	100.0%
5220521 · Emergency Medical Services	7,200.00	1,500.00	5,700.00	480.0%
5220523 · Firefighter Compensation	0.00	97,200.00	-97,200.00	0.0%
52205 · Fire Department - Other	48,879.66			
Total 52205 · Fire Department	55,919.66	98,700.00	-42,780.34	56.7%
52400 · Building Inspection	2,886.88	800.00	2,086.88	360.9%
52450 · Zoning Administration	250.00	550.00	-300.00	45.5%

VILLAGE OF PARK RIDGE
Revenues & Expenses Budget vs. Actual
January through August 2023

	Jan - Aug 23	Budget	$ Over Budget	% of Budget
53311 · Street Maintenance				
5331101 · Snow Plowing	16,419.56	27,000.00	-10,580.44	60.8%
5331102 · Grading	0.00	500.00	-500.00	0.0%
5331103 · Street Sweeping	2,010.00	2,000.00	10.00	100.5%
5331105 · Street Repair	689.70	10,000.00	-9,310.30	6.9%
5331107 · Tree & Branch Removal	2,000.00	2,500.00	-500.00	80.0%
5331110 · Flags & Banners	660.69	1,500.00	-839.31	44.0%
5331113 · Road Projects	18,516.00	0.00	18,516.00	100.0%
53311 · Street Maintenance - Other	2,900.00			
Total 53311 · Street Maintenance	43,195.95	43,500.00	-304.05	99.3%
53420 · Street Lighting				
5342001 · Electricity	8,371.29	11,000.00	-2,628.71	76.1%
5342003 · Repair Lights	200.00	0.00	200.00	100.0%
5342004 · Digger Requests	1,435.99	4,000.00	-2,564.01	35.9%
53420 · Street Lighting - Other	31.79			
Total 53420 · Street Lighting	10,039.07	15,000.00	-4,960.93	66.9%
53620 · Garbage Collection				
5362001 · Garbage Collection	20,905.60	29,000.00	-8,094.40	72.1%
5362002 · Fall Large Item Pick-up	800.00	800.00	0.00	100.0%
Total 53620 · Garbage Collection	21,705.60	29,800.00	-8,094.40	72.8%
53635 · Recycling cost				
5363501 · Recycling Collection	4,476.90	9,000.00	-4,523.10	49.7%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	4,476.90	14,200.00	-9,723.10	31.5%
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	2,799.61	0.00	2,799.61	100.0%
66900 · Reconciliation Discrepancies	-416.00	0.00	-416.00	100.0%
Total Expense	217,162.12	305,113.00	-87,950.88	71.2%
Net Ordinary Income	47,083.55	-62,417.00	109,500.55	-75.4%
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	**38,833.55**	**-70,667.00**	**109,500.55**	**-55.0%**

Operator's License Summary (9/18/23)

(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]
Kudronowicz, Adriene D 2725 Clark St Stevens Point	Operator's Two Year *(Airport Bar)*	New	$50	Valid License	No criminal history found	No relevant results found
Hernandez, Kaylene R 2600 Bush Ct #24 Stevens Point	Operator's Two Year *(Airport Bar)*	New	$50	Certification	No criminal history found	No relevant results found
Giese, Aaron D 1333 Shaurette St Stevens Point	Operator's One Year *(The Store)*	New	$40	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.