VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
April 17, 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 and via Zoom. After the recitation of the Pledge of Allegiance by members present, a roll call was taken. Trustees Dan Holloway, Gordon Renfert and Barb Friedrich and Kristin Paulson were present. Clerk Shanna Behrend and Clerk-in-training Katie McKelvey, Adam Kuhn, representing the City of Stevens Point, as well as Dominique Swangstu, representing the Village of Plover, were also present. Thom Patton, Kristen Kleckner, and Brandi Makuski attended via Zoom.

AGENDA ITEM #1 - APPROVAL OF THE APRIL AGENDA – Menzel asked the Board members if there were any questions regarding the April agenda. Holloway made a motion to approve, motion to approve seconded by Friedrich. 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 Patton informed the board of his plans for the Memorial Day flags.

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM MARCH 20, 2023– Friedrich moved to approve the March minutes with minor typo changes. Holloway seconded the motion. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW & APPROVE BOARD MEETING MINUTES FROM MARCH 30, 2023– Holloway moved to approve the Special Board meeting minutes, with no changes. Paulson seconded the motion. Motion carried by voice vote, with no negative votes.

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

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

AGENDA ITEM #8– ACCEPT QUARTERLY REPORTS –

- **Building Permits**
- **Fire Department**
- **Zoning Committee**
- **Payroll**

After some discussion and noting that there was no zoning report due to no activity during the first quarter, Renfert moved to approve the quarterly reports. Seconded by Friedrich. Motion carried by voice vote.

AGENDA ITEM #9– DISCUSSION AND ACTION RESOLUTION: Kuhn and Swangstu, from the City of Stevens Point and the Village of Plover, explained the process on how we will be impacted by applying for the grant. Cost is based on 1% of Park Ridge's population. After some discussion, President Menzel noted that if the resolution passes, the 2024 budget will have to include the $500 cost. Renfert made the motion to approve the resolution, Paulson seconded the motion. Roll call was taken, Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #10 – REVIEW AND APPROVE AGREEMENT WITH MSA PROFESSIONAL SERVICES (MSA) TO PROVIDE CAPITAL IMPROVEMENT PLANNING (CIP) SERVICES - Two separate contracts**;** American Engineering Testing will be doing soil testing to analyze the layers of the roads; MSA provided an option to purchase software, through Plan It Services, to enable us to update the numbers/information Trustee Paulson suggested we ask for Village IT's input regarding the software purchase. Holloway motioned to approve both contracts and to

purchase the software license. Seconded by Friedrich. Roll call was taken, Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes.

AGENDA ITEM #11 – SPRING ELECTION- APRIL 4, 2023, RESULTS – Clerk Behrend noted that the election had a great turnout with 297 voters. The referendum was approved by over 70%. Specifics can be found on the village website. https://vi.parkridge.wi.gov/wp-content/uploads/2023/04/2023-SPRING-ELECTION-RESULTS.pdf

AGENDA ITEM #12 – POTHOLE PROBLEM REMEDIED – The board is aware of the urgency and is looking in to possible options.

AGENDA ITEM #13 – ZONING BOARD COMMITTEES POSITION OPENINGS - Paulson made motion to approve Thom Patton as a member of the Zoning Committee and the Zoning Board of Appeals. Seconded by Friedrich. Motion carried by voice vote, with no negative votes. More information can be found in the newsletter on the Village website. https://vi.parkridge.wi.gov/2023/04/03/spring-newsletter-2023/

AGENDA ITEM #14 – APPROVE OPEREATORS LICENSES - Holloway made the motion to approve the operator licenses for The Store. Seconded by Renfert. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #15 – SPRING CLEAN UP/LARGE ITEM PICK-UP SCHEDULED FOR APRIL 20, 2023 – President Menzel stated that no appliances, building/demolition material, electronics, or toxic material. More information can be found at https://vi.parkridge.wi.gov/2023/04/18/large-item-pick-up-2/

AGENDA ITEM #16 – VILLAGE WIDE RUMMAGE SALE – The rummage sale is scheduled for Saturday, May 13th, 2023, 8am-2pm; Items not sold will be picked up by Community Thrift Store. Item pick-up will start after 2pm. Any questions can be directed to Charm Fournier at charm@fourniers.org.or https://vi.parkridge.wi.gov/2023/05/03/park-ridge-rummage-sale-2/

AGENDA ITEM # 17 – WELCOME NEW CLERK – President Menzel introduced the new clerk, Katie McKelvey-Drevetzki, who is being trained by the current Clerk Behrend.

AGENDA ITEM # 18 – SET DATE FOR NEXT BOARD MEETING – Monday, May 15, 2023, at 5:30pm

The meeting adjourned at 6:52 pm.

_____
SHANNA BEHREND
VILLAGE CLERK

_____
STEVE MENZEL
VILLAGE PRESIDENT

VILLAGE OF PARK RIDGE
MINUTES OF THE ANNUAL BOARD OF REVIEW
APRIL 24, 2023
VILLAGE HALL

The Board of Review was opened at 1:30 p.m. on April 24, 2023, by Village President Steve Menzel.

Roll call was taken. Board of Review members in attendance were Steve Menzel, Dan Holloway, Kristin Paulson. Also attending were Assessor Todd Pauls, Clerk/Treasurer Shanna Behrend, and Clerk in training Katie McKelvey. Certified Board of Review members were Steve Menzel.

Holloway made a motion to elect Menzel as Chairperson of the Board of Review. Seconded by Paulson. Holloway made a motion to elect Paulson as Vice-Chairperson of the Board of Review. Seconded by Menzel. Carried by voice vote. No negative votes

The Clerk noted that the required notice was published in the Portage County Gazette at least 15 days prior to the Open Book and Board of Review. The postings were properly posted 15 days prior to the Open Book and Board of Review in the three public places and on the Village Hall front and rear doors.

The Assessor confirmed that the notices of assessment changes were mailed at least 15 days prior to the Board of Review.

The assessment roll was reviewed during Open Book, which was held from 12 pm until 2 pm on April 17, 2023.

The level of assessment for Park Ridge is approximately 80% of fair market value.

The affidavit attached to the assessment roll was signed by the Assessor and his signature was attested to by the Clerk.

No one appeared to contest his/her assessment. At 3:30 pm, Menzel noted that the Board of Review had met for the statutory two hours, and no one appeared before the Board.

Menzel made a motion to adjourn the Board of Review at 3:30 p.m.

_____ _____

Shanna Behrend
Village Clerk

Steve Menzel
Board of Review Chairperson

VILLAGE OF PARK RIDGE
Balance Sheet
As of April 30, 2023

	Apr 30, 23
ASSETS	
Current Assets	
Checking/Savings	
11110 · Checking	1,000.00
11310 · Operating Account	55,756.98
11340 · Reserve Account-Pineries	
11341 · Reserve Account-Pineries (AR...	19,832.13
11340 · Reserve Account-Pineries - Ot...	10,538.07
Total 11340 · Reserve Account-Pineries	30,370.20
11343 · Pineries MM# 8005-467-9	200,032.88
11345 · Reserve Account-Bank of Amhe...	10,003.03
11350 · CD Account	104,104.94
11360 · Petty Cash	200.00
Total Checking/Savings	401,468.03
Other Current Assets	
12100 · Taxes Receivable	283,035.02
Total Other Current Assets	283,035.02
Total Current Assets	684,503.05
TOTAL ASSETS	**684,503.05**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2037 · Village Credit Card-Shanna 1953	-936.13
Total Credit Cards	-936.13
Other Current Liabilities	
2100 · State W/H Tax	91.94
21511 · Federal W/H Tax	1,101.60
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	214,722.57
Total Current Liabilities	213,786.44
Total Liabilities	213,786.44

	Apr 30, 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	125,296.20
Total Equity	470,716.61
TOTAL LIABILITIES & EQUITY	**684,503.05**

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

	Jan - Apr 23	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41110 · Local Tax Levied	233,777.10	201,415.00	32,362.10	116.1%
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	461.00	-461.00	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	3,364.12	12,974.00	-9,609.88	25.9%
44110 · Liquor and Malt Beverage	0.00	1,000.00	-1,000.00	0.0%
44120 · Cigarette/Bartender's Licenses	360.00	1,000.00	-640.00	36.0%
44200 · Dog Licenses	300.00	500.00	-200.00	60.0%
44300 · Building Permits/Inspections	421.13	0.00	421.13	100.0%
44400 · Zoning/Variance Fees	100.00	200.00	-100.00	50.0%
44500 · Cable Franchise Fees	1,574.15	7,000.00	-5,425.85	22.5%
46100 · General Government	0.00	100.00	-100.00	0.0%
48100 · Interest	359.84	500.00	-140.16	72.0%
48200 · CD Interest	0.00	500.00	-500.00	0.0%
48900 · Miscellaneous Income	161.03	0.00	161.03	100.0%
Total Income	240,417.37	242,696.00	-2,278.63	99.1%
Expense				
51100 · Village Board				
5110001 · President Salary	875.00	3,768.00	-2,893.00	23.2%
5110002 · Trustee Salary	1,200.00	3,445.00	-2,245.00	34.8%
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	152.03	900.00	-747.97	16.9%
5110006 · Email, Website, Community Alert	0.00	1,850.00	-1,850.00	0.0%
Total 51100 · Village Board	2,227.03	10,713.00	-8,485.97	20.8%
51300 · Legal	3,585.00	4,000.00	-415.00	89.6%
51410 · Clerk/Treasurer				
5141001 · Clerk Compensation	11,316.67	39,500.00	-28,183.33	28.6%
5141006 · General Office Supplies	0.00	6,000.00	-6,000.00	0.0%
5141007 · Training	155.00	1,500.00	-1,345.00	10.3%
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	502.00	0.00	502.00	100.0%
5141016 · Accounting Consultation	0.00	3,000.00	-3,000.00	0.0%
5141018 · Internet and Domain	480.14	0.00	480.14	100.0%
5141024 · WMCA/MTAW Dues	65.00	0.00	65.00	100.0%
5141025 · Background Checks	35.00	0.00	35.00	100.0%
5141026 · Treasurer Compensation	0.00	6,000.00	-6,000.00	0.0%
5141027 · IT Services	300.00	2,000.00	-1,700.00	15.0%
Total 51410 · Clerk/Treasurer	15,178.90	59,200.00	-44,021.10	25.6%
51420 · Elections				
5142001 · Inspectors	976.00	2,000.00	-1,024.00	48.8%
5142006 · Election Equipment	0.00	1,000.00	-1,000.00	0.0%
51420 · Elections - Other	45.75			
Total 51420 · Elections	1,021.75	3,000.00	-1,978.25	34.1%
51430 · Publication Fees	131.48	0.00	131.48	100.0%
51510 · Accounting				
5151001 · Reporting (Form C)	205.60	750.00	-544.40	27.4%
Total 51510 · Accounting	205.60	750.00	-544.40	27.4%
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	330.00	3,000.00	-2,670.00	11.0%
5160002 · Sewer	107.48	0.00	107.48	100.0%
5160004 · Natural Gas & Electricity	1,366.30	3,000.00	-1,633.70	45.5%
5160005 · Supplies and Equipment	105.83	2,500.00	-2,394.17	4.2%
5160010 · AC/Heating Maintenance	267.00	0.00	267.00	100.0%
Total 51600 · Village Hall	2,176.61	8,500.00	-6,323.39	25.6%
51910 · Uncollectible Taxes	230.73	0.00	230.73	100.0%

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

	Jan - Apr 23	Budget	$ Over Budget	% of Budget
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	1,045.50	3,500.00	-2,454.50	29.9%
52205 · Fire Department				
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	24,590.83			
Total 52205 · Fire Department	31,790.83	98,700.00	-66,909.17	32.2%
52400 · Building Inspection	1,432.63	800.00	632.63	179.1%
52450 · Zoning Administration	125.00	550.00	-425.00	22.7%
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	0.00	2,000.00	-2,000.00	0.0%
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	0.00	1,500.00	-1,500.00	0.0%
Total 53311 · Street Maintenance	19,109.26	43,500.00	-24,390.74	43.9%
53420 · Street Lighting				
5342001 · Electricity	3,315.95	11,000.00	-7,684.05	30.1%
5342003 · Repair Lights	200.00	0.00	200.00	100.0%
5342004 · Digger Requests	128.88	4,000.00	-3,871.12	3.2%
53420 · Street Lighting - Other	31.79			
Total 53420 · Street Lighting	3,676.62	15,000.00	-11,323.38	24.5%
53620 · Garbage Collection				
5362001 · Garbage Collection	10,034.79	29,000.00	-18,965.21	34.6%
5362002 · Fall Large Item Pick-up	0.00	800.00	-800.00	0.0%
Total 53620 · Garbage Collection	10,034.79	29,800.00	-19,765.21	33.7%
53635 · Recycling cost				
5363501 · Recycling Collection	2,556.75	9,000.00	-6,443.25	28.4%
5363503 · Yard Waste Drop Off	0.00	5,200.00	-5,200.00	0.0%
Total 53635 · Recycling cost	2,556.75	14,200.00	-11,643.25	18.0%
54100 · Humane Society Contract	1,230.04	800.00	430.04	153.8%
55200 · Parks Dept. Pledge ($5.50/per)	0.00	3,000.00	-3,000.00	0.0%
6560 · Payroll Expenses	1,253.30	0.00	1,253.30	100.0%
Total Expense	106,871.17	305,113.00	-198,241.83	35.0%
Net Ordinary Income	133,546.20	-62,417.00	195,963.20	-214.0%
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	**125,296.20**	**-70,667.00**	**195,963.20**	**-177.3%**

Resolution 004.2023R
Resolution to Approve WI DNR Compliance Maintenance Annual Report

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE DOES RESOLVE AS FOLLOWS:

WHEREAS the Village holds a general permit to discharge under the Wisconsin Pollutant Discharge Elimination System (WPDES), which applies to bypasses or overflows from the sewage collection system owned by the Village.

WHEREAS, effective January 1, 2006, the compliance maintenance requirements of ch. NR 208, Wis. Adm. Code apply to owners of sanitary sewer collection systems covered by a WPDES permit.

WHEREAS the general permit held by the Village requires that the Village submit an electronic Compliance Maintenance Annual Report each year for the previous calendar year; and,

WHEREAS, in the case of a publicly owned sewage collection system, a resolution shall be passed by the governing body and submitted as part of its Compliance Maintenance Annual Report, verifying its review of the report.

NOW THEREFORE BE IT RESOLVED that the Village of Park Ridge endorses the 2021 Compliance Maintenance Annual Report and will endeavor to maintain its sewage collection system to avoid bypasses and overflows within the Village.

Passed and adopted by the Village Board of the Village of Park Ridge on this fifteenth day of May 2023.

s/ _____
Steve Menzel
Village President

s/ _____
Katie McKelvey
Village Clerk

Attest: s/ _____
Katie McKelvey
Village Clerk

Village street right of way use

1. General information regarding existing Village street rights of way
    a. Typical right of way widths is 50 feet total from property line to property line measured perpendicular to the roadway. A few village streets are 60 feet total width.
    b. Street pavements are typically 18 to 20 feet wide with little or no gravel shoulder.
    c. The right of way beyond the shoulder is typically lawn or garden and sometimes contains trees, bushes, and other miscellaneous landscaping. This area is typically higher than the roadway, often causing drainage issues.
2. General information regarding ultimate/desired streetscape
    a. Most of the village residential areas rely on "rural" style drainage, and streets were originally constructed with ditches/swales to collect water during storms or spring melt. Due to the lack of relief, vertical drainage (infiltration) is currently the primary method of stormwater management. There are several "French drains" placed in strategic locations to help collect water, however these are no longer allowed, and should gradually be phased out as new allowable types of collection systems are constructed. Future planning shall give strong consideration to providing more swales/ditches or alternative methods of stormwater management, to maximize retention and infiltration of storm water.
    b. Vision triangles shall be maintained to provide clear vision in both directions when a vehicle is stopped near the edge of the crossing street. Trees and bushes should not be allowed in these areas, and any plantings within the vision triangle should be low, such as to not impair driver's vision. A 50 foot by 50-foot vision triangle will be typical (see detail of typical vision triangle). Existing landscaping that encroaches into the vision triangle may remain but should be considered for removal if it poses a safety concern, or with any new street improvement project.
3. Grading
    a. The right of way area between the edge of street pavement and the right of way line shall include a ditch/swale that meets the dimensions and details exhibited of the Typical Street Section. Properties that do not have a swale currently may be subject to regrading by the Village as street improvement projects occur. Any new grading initiated by a private property owner shall include a Village approved swale as detailed in the Typical Street Section.
    b. Parking pads, either paved or graveled, are prohibited on Village right of way. Existing parking pads may remain but shall be removed if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder.
4. Driveways
    a. Each Village lot shall be allowed no more than 1 (one) driveway. If multiple driveways currently exist, they may remain, providing they do not pose a safety concern. When a street construction project occurs, additional driveways will be considered for removal by the Village. When construction occurs on private property that effects driveways, all additional driveways will be considered for removal.

5. Parking – For vehicles and trailers
    a. Short term parking - less than 12 hours
        i. Short term parking is allowed along all Village streets. Parking is prohibited along Village streets when a snowfall of 1 inch or more is forecasted, or if 1 inch or more of snow cover exists. Vehicles shall be parked partially off the roadway, with at least 2 wheels on the shoulder or yard. Vehicles may be parked entirely on private property outside of driveway areas for 12 hours or less. Vehicles shall not be parked outside of driveway areas on a recurring basis.
        ii. Campers and trailers – The above restriction shall pertain similarly.
    b. Long term parking – more than 12 hours
        i. Long term parking is not allowed along Village Streets. Long term and regular recurring parking shall be entirely on driveway areas, or in a garage or car port. No more than 4 cars will be allowed to park in driveways, outside of a garage or car port. Campers and other trailers must be parked on driveway areas, or behind a plane extending from the front wall of the house or garage.
6. Plantings
    a. Trees
        i. Large species trees (greater than 12 feet mature height) shall not be planted closer than 10 feet from the edge of pavement, or within vision triangles. Existing trees that are within these areas may remain if they do not pose a threat to public safety but may be considered for removal by the Village if issues develop, or if a Village street improvement project occurs. Any overhanging branches shall be kept trimmed to provide a window 16 feet high and 5 feet from the edge of street pavement edges.
        ii. Small species trees/bushes (less than 12 feet mature height) may be planted on village right of way. These plantings shall not be planted with the trunk closer than 10 feet from the street pavement edge, and the mature crown area shall not extend closer than 5 feet from of the edge of street pavement. Existing small species trees that have crowns that extend into this zone shall be kept trimmed to provide this window.
        iii. Trees, bushes, or other plantings that exceed 24 inches in height will not be allowed within any vision triangle.
    b. Garden plantings
        i. Rain Gardens are strongly encouraged on Village right of way. They provide needed water retention during storm events and in spring thaw periods. They also facilitate infiltration of stormwater to recharge Village groundwater resources.
        ii. Flower gardens or other decorative garden plantings are also strongly encouraged on Village right of way.
        iii. Garden plantings are prohibited within 1 foot of the edge of street pavements.
        iv. Garden plantings that exceed 36 inches in height are prohibited within any vision triangle.
7. Structures
    a. Retaining walls

i. Retaining walls are prohibited within the Village right of way or vision triangles. Existing retaining walls that encroach on right of way may remain but shall be considered for removal if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder.

8. Mailboxes
    a. Location
        i. Mailboxes shall be installed such that the front face of the box is no closer than 2 feet and no greater than 3 feet from the edge of pavement. Other details of installation shall be in accordance with the mailbox detail in the Village Street improvement Guide.
    b. Type
        i. Mailboxes shall be standard size and shape and may be small or large version of the USPS standard. Non-standard or custom-built mailboxes will be allowed if they are within the typical size range, are not a hazard, and are acceptable to the Village. Mailbox posts may be wooden or steel. Stone or concrete mailbox posts are prohibited.
    c. Existing allowances
        i. Existing mailboxes that do not meet location of type requirements may remain but shall be considered for modification or relocation if any new grading or shaping occurs, or if a street construction project includes work that extends outside the street pavement/shoulder. Mailboxes that are deemed a safety hazard will shall be replaced within 10 days after notification from the Village or will be removed by the Village at the owner's expense.
9. Underground sprinkler systems
    a. Location
        i. Sprinkler lines and heads are allowed on Village right of way. Heads shall be installed no closer than 2 feet from the edge of any street pavement.
    b. Type
        i. Sprinkler heads located within right of way shall be flush or below grade. Head type or brand is not restricted providing it meets this grade restriction.
    c. Control Boxes (Manifold and valve units)
        i. Sprinkler control boxes are prohibited on Village right of way.
10. Snow plowing markers
    a. Materials
        i. Markers shall be made of a "breakaway" material and shall be no greater than ½ inch in diameter and no taller than 4 feet.
    b. Location
        i. Markers shall be installed no closer than 2 feet from the edge of the street pavement.

11. Liability
    a. All liability of private property installed on Village right of way, including plantings, landscaping, mailboxes, sprinkler systems, structures, walls, snowplow markers, or other personal property; is the sole responsibility of the property owner if damage occurs as a result of village maintenance operations.

Liquor License Application Summary (5/15/23)

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

Name	Type	New or Renewal	Fee Paid	Online Checks	
				CIB[1]	CCAP[2]
Cutler, Hana 1617 Main St Stevens Point	Class B Beer Class C Wine (Emy J's Coffee Vault)	New	YES	No criminal history found	Search returned no results
Rasmussen, **Kelly** 1617 Main St Stevens Point	Class B Beer Class C Wine (Emy J's Coffee Vault)	New	YES	No criminal history found	Search returned no relevant results

[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 records 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 records checks.

Operator's License Summary (5/15/23)

(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]
Cramer, Dantzi 2001 Oak St Stevens Point	Operator's Two Year *(The Bottle Stop)*	New	$30	Valid License	No criminal history found	No relevant results found
Rodriguez, Aprina 3425 Church St Stevens Point	Operator's Two Year *(The Store))*	New	$30	Valid License	Yes	Yes
Dye, Tyler 5370 Prairie Dr Plover	Operator's Two Year *(The Store)*	New	$30	Valid License	No criminal history found	No relevant results found
Cutler, Hana 1617 Main St Stevens Point	Operator's Two Year (Coffee Vault)	New	$50	Valid License	No criminal history found	No relevant results found
Rasmussen, Kelly 1617 Main St Stevens Point	Operator's Two Year (Coffee Vault)	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.