**VILLAGE OF PARK RIDGE**
**BOARD MEETING MINUTES**
**February 20, 2023**

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**MEETING CALLED TO ORDER** – President Steve Menzel called the Park Ridge Village Board to order at 5:30 pm. The Village Board meeting was held in person at the Village Hall 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 was also present. Resident Jim LaMar was present. No one attended via Zoom.

**AGENDA ITEM #1 - APPROVAL OF THE FEBRUARY AGENDA -** Menzel asked the Board members if there were any questions regarding the February agenda. Paulson asked if the Park Ridge Rummage Sale date and specifics could be discussed even though it is not officially sponsored by the Village. Paulson also requested that the salt and sand usage as part of the snow removal could be explained in more detail. Friedrich made a motion to approve the agenda with those additions. 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. No comments were made.

**AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM JANUARY 16, 2023–** Friedrich moved to approve the January minutes with minor changes. Renfert seconded the motion. Motion carried by voice vote, with no negative votes.

**AGENDA ITEM #5 – REVIEW AND APPROVE CAUCUS MINUTES FROM JANUARY 18, 2023 –** Holloway made the motion to accept the Caucus minutes with miner changes. Seconded by Friedrich. Motion carried by voice vote, with no negative votes.

**AGENDA ITEM #6 – REVIEW AND ACCEPT FEBRUARY'S TREASURER'S REPORT –** Renfert questioned the insurance payment made over the budgeted amount. Friedrich made a motion to approve the bills/payments. Seconded by Paulson. Roll call was taken, Renfert – yes, Paulson – yes, Holloway – yes, Friedrich– yes, Menzel – yes.

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

**AGENDA ITEM #8 – APPROVE LEVY LIMIT REFERENDUM PLAN FOR RESIDENTIAL QUESTION & ANSWER** – Menzel stated that there would be a flyer sent to residents regarding the upcoming April 4, 2023 referendum with information on why the referendum is necessary. There would also be information included in the spring newsletter regarding the referendum. In addition, there would be some Question & Answer sessions for residents to gather more information. The Board decided on March 15, 2023, in the All-Purpose Lodge located in Iverson Park, starting at 6:00 pm. There would also be time set aside during the March 20, 2023, Board meeting for any questions or concerns residents may have.

**AGENDA ITEM #9 – APPROVE THE REQUEST FOR PROPOSAL SEEKING A CONSULTANT FOR STREET AND RIGHT-OF-WAY IMPROVEMENTS –** The Board discussed the proposal for hiring a consultant created by Holloway. Renfert made the motion to accept the proposal with the following changes: under Deliverables, "Street improvement strategies" to read "Street improvements, funding and scheduling strategies" and "Stormwater management" to read "Recommended general drainage funding strategies". Also change the last sentence to read "the selected firm will be notified by April 3, 2023". Seconded by Friedrich. Roll call was taken, Holloway – yes, Friedrich – yes, Renfert – yes, Paulson – yes, Menzel – yes.

**AGENDA ITEM #10 – DISCUSS AND APPROVE ORDINANCE FOR RIGHT-OF-WAY AND PARKING –** Holloway tabled making the recommended changes to the ordinance due to his work on the RFP for a consultant. Paulson had a few questions about the parking portion of the ordinance. The Board will discuss the ordinance at the March meeting.

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**AGENDA ITEM #11 – SPRING PRIMARY ELECTION** – The Spring Primary Election is February 21, 2023. Polls open at 7:00 am and close at 8:00 pm.

**AGENDA ITEM #12 – ZONING BOARD COMMITTEE POSITION OPENING –** There are still two positions open for the Zoning Committee and The Zoning Board of Appeals. Please contact the Village Clerk at 715 343 1590 or clerk@vi.parkridge.wi.gov or President Menzel at smenzel@vi.parkridge.wi.gov if interested.

**AGENDA ITEM #13 – SPRING CLEAN/LARGE ITEM PICK-UP SCHEDULED FOR APRIL 20, 2023 –** Items must be ready for pick-up by 8:00 am on the day of service.

**AGENDA ITEM #14 – SALT/SAND USAGE FOR VILLAGE STREETS –** This was an agenda item added by Paulson at the beginning of the meeting. Paulson asked how our current snow removal company uses salt and sand on the streets. Menzel explained that a mixture of sand and salt is used on intersections and sand for the rest of the streets.

**AGENDA ITEM 14 – SET DATE FOR NEXT BOARD MEETING –** The next board meeting is scheduled for March 20, 2023, at 5:30 pm.

The meeting adjourned at 6:38 pm.

_____
SHANNA BEHREND
VILLAGE CLERK

_____
STEVE MENZEL
VILLAGE PRESIDENT

DRAFT

# VILLAGE OF PARK RIDGE
## Balance Sheet
### As of February 28, 2023

| | Feb 28, 23 |
|---|---|
| **ASSETS** | |
| **Current Assets** | |
| **Checking/Savings** | |
| **11110 · Checking** | 1,000.00 |
| **11310 · Operating Account** | 68,103.41 |
| **11340 · Reserve Account-Pineries** | |
| **11341 · Reserve Account-Pineries (AR...** | 19,832.13 |
| **11340 · Reserve Account-Pineries - Ot...** | 10,473.92 |
| **Total 11340 · Reserve Account-Pineries** | 30,306.05 |
| **11345 · Reserve Account-Bank of Amhe...** | 10,003.03 |
| **11350 · CD Account** | 104,104.94 |
| **11360 · Petty Cash** | 100.00 |
| **Total Checking/Savings** | 213,617.43 |
| **Other Current Assets** | |
| **12100 · Taxes Receivable** | -550,609.82 |
| **1499 · Undeposited Funds** | 100.00 |
| **Total Other Current Assets** | -550,509.82 |
| **Total Current Assets** | -336,892.39 |
| **TOTAL ASSETS** | **-336,892.39** |
| **LIABILITIES & EQUITY** | |
| **Liabilities** | |
| **Current Liabilities** | |
| **Credit Cards** | |
| **2015 · Schierl House Charge** | 25.00 |
| **2016 · The Store - Schierl Co** | -101.75 |
| **2037 · Village Credit Card-Shanna 1953** | -2,408.28 |
| **Total Credit Cards** | -2,485.03 |
| **Other Current Liabilities** | |
| **2100 · State W/H Tax** | 136.43 |
| **21511 · Federal W/H Tax** | 443.96 |
| **24700 · Due other taxing authorities** | -430,698.86 |
| **26300 · Other Advanced Funds (park)** | 500.00 |
| **Total Other Current Liabilities** | -429,618.47 |
| **Total Current Liabilities** | -432,103.50 |
| **Total Liabilities** | -432,103.50 |

| | Feb 28, 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** | 17,729.03 |
| **Net Income** | -51,899.55 |
| **Total Equity** | 95,211.11 |
| **TOTAL LIABILITIES & EQUITY** | **-336,892.39** |

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

| | Jan - Feb 23 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| **Ordinary Income/Expense** | | | | |
| **Income** | | | | |
| **41110 · Local Tax Levied** | 0.00 | 201,415.00 | -201,415.00 | 0.0% |
| **43410 · Shared Revenues** | 0.00 | 12,676.00 | -12,676.00 | 0.0% |
| **43420 · Fire Insurance** | 0.00 | 2,400.00 | -2,400.00 | 0.0% |
| **43430 · Exempt Computer Aid** | 0.00 | 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** | 0.00 | 12,974.00 | -12,974.00 | 0.0% |
| **44110 · Liquor and Malt Beverage** | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| **44120 · Cigarette/Bartender's Licenses** | 140.00 | 1,000.00 | -860.00 | 14.0% |
| **44200 · Dog Licenses** | 695.00 | 500.00 | 195.00 | 139.0% |
| **44400 · Zoning/Variance Fees** | 0.00 | 200.00 | -200.00 | 0.0% |
| **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** | 0.00 | 500.00 | -500.00 | 0.0% |
| **48200 · CD Interest** | 0.00 | 500.00 | -500.00 | 0.0% |
| **Total Income** | 2,409.15 | 242,696.00 | -240,286.85 | 1.0% |
| **Expense** | | | | |
| **51100 · Village Board** | | | | |
| **5110001 · President Salary** | 0.00 | 3,768.00 | -3,768.00 | 0.0% |
| **5110002 · Trustee Salary** | 0.00 | 3,445.00 | -3,445.00 | 0.0% |
| **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** | 0.00 | 900.00 | -900.00 | 0.0% |
| **5110006 · Email, Website, Community Alert** | 0.00 | 1,850.00 | -1,850.00 | 0.0% |
| **Total 51100 · Village Board** | 0.00 | 10,713.00 | -10,713.00 | 0.0% |
| **51300 · Legal** | 3,540.00 | 4,000.00 | -460.00 | 88.5% |
| **51410 · Clerk/Treasurer** | | | | |
| **5141001 · Clerk Compensation** | 4,251.67 | 39,500.00 | -35,248.33 | 10.8% |
| **5141006 · General Office Supplies** | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| **5141007 · Training** | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| **5141010 · Tax Collection Fee** | 1,438.78 | 1,200.00 | 238.78 | 119.9% |
| **5141016 · Accounting Consultation** | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| **5141018 · Internet and Domain** | 121.12 | 0.00 | 121.12 | 100.0% |
| **5141024 · WMCA/MTAW Dues** | 65.00 | 0.00 | 65.00 | 100.0% |
| **5141025 · Background Checks** | 21.00 | 0.00 | 21.00 | 100.0% |
| **5141026 · Treasurer Compensation** | 0.00 | 6,000.00 | -6,000.00 | 0.0% |
| **5141027 · IT Services** | 100.00 | 2,000.00 | -1,900.00 | 5.0% |
| **Total 51410 · Clerk/Treasurer** | 5,997.57 | 59,200.00 | -53,202.43 | 10.1% |
| **51420 · Elections** | | | | |
| **5142001 · Inspectors** | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| **5142006 · Election Equipment** | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| **Total 51420 · Elections** | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| **51430 · Publication Fees** | 14.17 | 0.00 | 14.17 | 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** | 870.00 | 5,800.00 | -4,930.00 | 15.0% |
| **Total 51530 · Assessment of Property** | 870.00 | 5,800.00 | -4,930.00 | 15.0% |
| **51600 · Village Hall** | | | | |
| **5160001 · Maintenance Compensation** | 245.00 | 3,000.00 | -2,755.00 | 8.2% |
| **5160002 · Sewer** | 51.18 | 0.00 | 51.18 | 100.0% |
| **5160004 · Natural Gas & Electricity** | 450.46 | 3,000.00 | -2,549.54 | 15.0% |
| **5160005 · Supplies and Equipment** | 47.83 | 2,500.00 | -2,452.17 | 1.9% |
| **5160010 · AC/Heating Maintenance** | 267.00 | 0.00 | 267.00 | 100.0% |
| **Total 51600 · Village Hall** | 1,061.47 | 8,500.00 | -7,438.53 | 12.5% |
| **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** | 0.00 | 3,500.00 | -3,500.00 | 0.0% |

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

| | Jan - Feb 23 | Budget | $ Over Budget | % of Budget |
|---|---|---|---|---|
| 52205 · Fire Department | | | | |
| 5220521 · Emergency Medical Services | 6,700.00 | 1,500.00 | 5,200.00 | 446.7% |
| 5220523 · Firefighter Compensation | 0.00 | 97,200.00 | -97,200.00 | 0.0% |
| Total 52205 · Fire Department | 6,700.00 | 98,700.00 | -92,000.00 | 6.8% |
| 52400 · Building Inspection | 1,170.63 | 800.00 | 370.63 | 146.3% |
| 52450 · Zoning Administration | 0.00 | 550.00 | -550.00 | 0.0% |
| 53311 · Street Maintenance | | | | |
| 5331101 · Snow Plowing | 11,095.56 | 27,000.00 | -15,904.44 | 41.1% |
| 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 | 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% |
| Total 53311 · Street Maintenance | 11,095.56 | 43,500.00 | -32,404.44 | 25.5% |
| 53420 · Street Lighting | | | | |
| 5342001 · Electricity | 1,941.68 | 11,000.00 | -9,058.32 | 17.7% |
| 5342004 · Digger Requests | 9.95 | 4,000.00 | -3,990.05 | 0.2% |
| 53420 · Street Lighting - Other | 31.79 | | | |
| Total 53420 · Street Lighting | 1,983.42 | 15,000.00 | -13,016.58 | 13.2% |
| 53620 · Garbage Collection | | | | |
| 5362001 · Garbage Collection | 4,899.03 | 29,000.00 | -24,100.97 | 16.9% |
| 5362002 · Fall Large Item Pick-up | 0.00 | 800.00 | -800.00 | 0.0% |
| Total 53620 · Garbage Collection | 4,899.03 | 29,800.00 | -24,900.97 | 16.4% |
| 53635 · Recycling cost | | | | |
| 5363501 · Recycling Collection | 1,271.55 | 9,000.00 | -7,728.45 | 14.1% |
| 5363503 · Yard Waste Drop Off | 0.00 | 5,200.00 | -5,200.00 | 0.0% |
| Total 53635 · Recycling cost | 1,271.55 | 14,200.00 | -12,928.45 | 9.0% |
| 54100 · Humane Society Contract | 0.00 | 800.00 | -800.00 | 0.0% |
| 55200 · Parks Dept. Pledge ($5.50/per) | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 6560 · Payroll Expenses | 418.70 | 0.00 | 418.70 | 100.0% |
| Total Expense | 46,058.70 | 305,113.00 | -259,054.30 | 15.1% |
| Net Ordinary Income | -43,649.55 | -62,417.00 | 18,767.45 | 69.9% |
| 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** | **-51,899.55** | **-70,667.00** | **18,767.45** | **73.4%** |

# Village of Park Ridge

# REFERENDUM APRIL 4




Village of Park Ridge residents will have an important Referendum question on their April 4 election ballot this spring.

At its monthly meeting on January 16, the Village board of trustees unanimously approved Resolution 001.2023R authorizing a **Referendum asking residents to approve an increase of $130,000 annually in the property tax levy** ***"for the purpose of supporting the increasing costs of contracted services, Village operations, enhanced fire protection, and capital improvement debt service."***

As fellow residents of the Village, the trustees feel it is very important to explain the rationale behind this request and to answer any questions that residents may have before they are asked to cast their vote on April 4. To accomplish this, the board agreed to provide several communication opportunities, including this mailing and a feature article in our Spring Newsletter in late March. In addition, Village residents are invited to attend the following **Public Question & Answer Sessions** to learn more and ask questions:

## Public Q&A Sessions

**Wednesday, March 15, 6:00 p.m., Iverson Park All Purpose Lodge**

**Monday, March 20, 5:30 p.m., Village Hall (monthly board meeting)**

Following is a list of questions and answers we hope will provide the background and facts you will need to make an informed decision on April 4th. It is our hope that you will…

## VOTE YES

## *For a Brighter Future for Park Ridge*

Your Village Trustees:

Barb Friedrich | Dan Holloway | Kristin Paulson | Gordon Renfert | Steve Menzel (President)

715-572-1563 715-459-2882 715-209-7417 715-252-9139 715-340-7228

## Why do we need a Referendum to increase the tax levy?

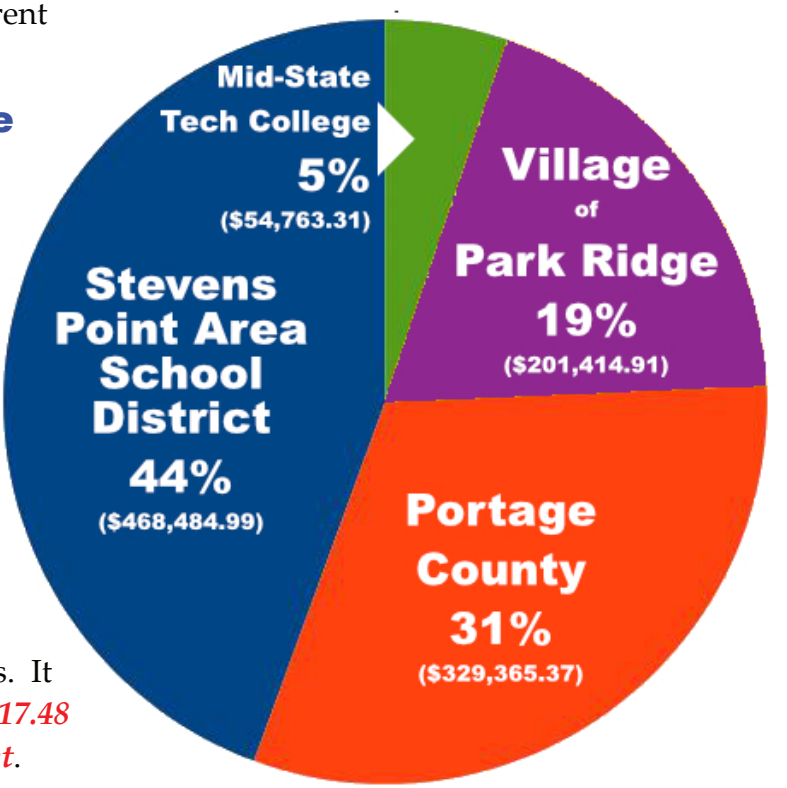
Since 2006, the state has imposed levy limits on municipalities to slow the growth of local property taxes. Then in 2011, the law was amended to link the allowable levy increase exclusively to any increases in property values due to new construction. In addition, these limitations were accompanied by reductions in state aid to municipalities. For communities like Park Ridge that are landlocked and have limited potential for growth and new construction, this has made it nearly impossible for municipal budgets to keep up with inflation. By law, the only way a municipality may exceed its levy limit is by Referendum. There is an excellent article about the impact of levy limits at: https://wispolicyforum.org/wp-content/uploads/2018/07/1804-growing-divide.pdf)

## How is the Village budget determined and what are the sources of revenue?

Park Ridge's annual budget is developed in September and October with input from citizens through public hearings. Expenses and revenues are typically calculated based on previous years as well as projections for the coming year. *Over 80% of the Village's revenue comes from property taxes*. Revenues listed in the 2023 budget are: General Property Taxes - $201,415.00 (82.99%); Intergovernmental Revenues - $30,481.00 (12.56%); License Fees - $2,500.00 (1.03%); Public Charges for Services - $300.00 (.12%); Cable Franchise Fees- $7,000.00 (2.88%); Miscellaneous Revenues - $1,000.00 (.41%).

## How much of my property taxes actually go to support the Village?

*A relatively small percentage – about 19% – of your property tax goes to support Village operations and services*. The pie chart below shows the current breakdown of where Village property taxes go:




## How do Park Ridge taxes compare with other municipalities?

Park Ridge property taxes are among the lowest in Portage County (lower half) despite the fact that the Village's median household income ($72,813) was over 23% higher than the County's as a whole ($58,853). The Village's current "mill rate" is $17.48, which compares favorably with the City of Stevens Point ($25.89), Village of Amherst ($24.69), Village of Junction City ($21.24), Village of Rosholt ($20.09), Town of Eau Pleine ($20.04), Town of Dewey ($19.49), Village of Amherst Junction ($18.50), and Town of Hull ($17.97) among others. It should be noted that *only $3.34 of the Village's $17.48 mill rate (19%) goes to support the Village budget*.

## Why does the Village need more revenue?

Primarily to keep up with inflation, which has averaged 2.44% over the last 25 years, but jumped to 4.7% in 2021 and 8% in 2022. This has had a huge impact on Village expenses. For example, in 2023 alone the cost for snowplowing increased 8%, and we expect that to increase even more in 2024. The cost for fire protection in 2023 increased by nearly $50,000 (see below). Compensation for our clerk/

treasurer position increased by 25% while still lagging behind other municipalities in the County. In addition, this year the Village has budgeted $30,000 to hire an engineering consultant to create a plan for improving Village streets and adding hydrants for improved fire protection, addressing a priority issue that residents identified in the Village's 2022 Strategic Plan. The Department of Revenue has projected that the Village's 2023 allowable levy limit – the revenue the Village receives from property tax – will be $233,098 next year. ***Assuming the Village will again receive about $40,000 from other revenue sources, that would result in total revenue of about $273,000. Projected expenses for the 2024 budget, however, are expected to be over $350,000***. The Village board believes the additional $130,000 in annual revenue requested in this Referendum is adequate for supporting Village operations over the next 3 to 5 years.

## How about using the Village's reserve funds?

Since 2020, the Village has already been drawing from its reserve funds just to meet the budget. Three years ago, there was about $174,000 in undesignated reserves and $25,000 in designated reserves. Today there is only $104,000 in undesignated reserves and $20,500 in designated reserves. Reserves are typically intended to meet both planned and unplanned capital expenses. ***Using reserve funds for normal operational expenses is simply not sustainable***.

## Can the Village cut staff to reduce the budget?

No. Park Ridge has fewer employees than any municipality in the County. Beyond the modest compensation paid to Village trustees, our school crossing guard, Village Hall maintenance worker, and our poll workers, the Village employs only one staff member who has significant weekly hours: our clerk/treasurer, which is a part-time position averaging about 35 hours per week with few benefits. The Village operates primarily through contracted services. Examples of services supported by our local Village levy include garbage and recycling (Harter's), snowplowing (Zblewski Brothers), and fire protection/EMR (Stevens Point Fire Department). Some services such as law enforcement, ambulance/EMS, animal control, and tax collection are supported by the County tax levy.

## Could the Village cut costs by keeping its own fire department rather than contracting for the service?

No, quite the contrary. A study of the Park Ridge Fire Department conducted by McMahon Associates in June 2022 concluded, "*In addition to the recruitment and retention challenges, the Village is also faced with the need to make significant capital investments in the fire station and the department's fire apparatus. Annual debt payments for these purchases are expected to be approximately $150,000. The Village does not have money allocated in its current budget for these expenses. This would be new debt.*" Based in part on McMahon's recommendations, the Village board decided unanimously to contract fire protection and EMR services with the Stevens Point Fire Department, initially saving the Village about $50,000 per year. McMahon's 18-page report can be viewed at: https://vi.parkridge.wi.gov/wp-content/uploads/2022/06/Park-Ridge-Fire-Department-Organizational-Analysis-2.pdf


Fire Department Organizational Analysis

Prepared for
Village of Park Ridge

JUNE 6, 2022

P1019-04-22-00309

Prepared By
Robert Whitaker / Public Safety Specialist

McMAHON
ENGINEERS ARCHITECTS

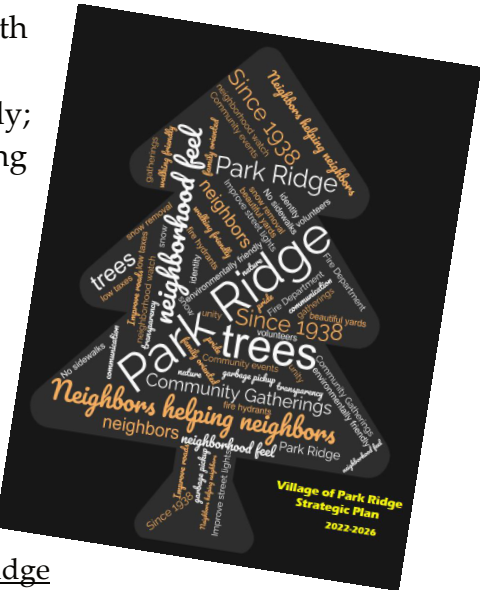
## Does the Village have a plan for the future and does the Referendum support that plan?

Yes. Thanks to input and volunteer efforts from its residents, the Village completed two major planning documents in 2022: the state-mandated Comprehensive Plan and its first-ever Strategic

**Village of Park Ridge**
24 Crestwood Drive
Stevens Point, WI 54481
https://vi.parkridge.wi.gov

**REFERENDUM**
**APRIL 4**

Plan. Both plans recommend increased investment in infrastructure with calls to: "1) improve and maintain streets and complementary infrastructure over time; 2) ensure and protect the Village's water supply; and, 3) enhance capacity to fund village government functions, including capital improvements and routine maintenance." ***Infrastructure improvements will almost certainly require the Village to incur some long-term debt and the Referendum, if approved, will enhance the Village's ability to service that debt.*** Our hope is the Village will qualify for state and federal grants to help minimize the debt service for the infrastructure projects.




Link to Strategic Plan: https://vi.parkridge.wi.gov/wp-content/uploads/2022/07/Village-of-Park-Ridge-Strategic-Plan-DRAFT-June-2022.pdf
Link to Comprehensive Plan: https://www.co.portage.wi.us/department/planning-zoning/planning-section/comprehensive-planning/village-of-park-ridge

## If the Referendum is approved by voters, will my property tax increase?

Yes. Based on the Village's current total equalized valuation of $69,520,900 and projected figures from the Department of Revenue, the proposed levy increase of $130,000 per year will result in a total levy of $363,098. This would bring the Village's share of the property tax mill rate to $5.22, an increase of about $1.87, or ***$187 per $100,000 of assessed valuation***.

## If the Referendum is approved, how will this benefit Village residents?

***The added revenue will allow the Village to meet the increased costs of critical services – especially fire protection, garbage and recycling, snowplowing and our clerk/treasurer position – while positioning the Village well for accomplishing the goals its residents set forth in the Strategic Plan***, including taking on future debt to pay for badly needed infrastructure improvements. It will also allow the Village to avoid drawing from its reserves to pay for ongoing operational costs.

## What happens if the Referendum fails?

With few options to cut expenses, the Village would be forced to draw significantly from its reserves to continue operating as an independent municipality. It is likely those reserves would be exhausted in only a few years. ■

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.

# Operator's License Summary (03/20/2023)

(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] |
| **Bird, Shelly**<br>718 Franklin St<br>Stevens Point | Operator's One Year<br>*(The Store)* | New | $40 | Valid License | No criminal history found | No relevant contacts |
| **McBride, Ryan**<br>3441 Evergreen Dr #4<br>Plover | Operator's One Year<br>*(The Store)* | New | $40 | Valid License | No criminal history found | No relevant contacts |

[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.