VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
March 19, 2025

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MEETING CALLED TO ORDER – President Steve Menzel called the Park Ridge Village Board to order at 5:34 pm. The Village Board meeting was held in person at the Village Hall. After the recitation of the Pledge of Allegiance by members present, roll call was taken. Trustees Gordon Renfert, Dan Holloway, Barb Friedrich, Kristin Paulson and President Steve Menzel. Clerk Lisa Lucht attended by zoom. Village resident Shawn Paulson attended by zoom. Village residents Tori Jennings and Christine Neidlein attended the meeting in person.

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

AGENDA ITEM #2 – PUBLIC COMMENT PERIOD - The public comment section was opened to anyone who wished to speak on any agenda item. No comments were made.

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

AGENDA ITEM #4 – REVIEW & APPROVE BOARD MEETING MINUTES FROM FEBRUARY 17, 2025 – Paulson motioned to approve the minutes with minor changes to be made. Seconded by Holloway. Motion carried by voice vote, with no negative votes.

AGENDA ITEM #5 – REVIEW AND APPROVE BOARD MEETING MINUTES FROM MARCH 11, 2025 – Friedrich motioned to approve the minutes. Seconded by Renfert. Motion carried by voice vote, with no negative votes.

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

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

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM #8 – DISCUSS ROAD PROJECT – MUNICIPAL WATER AGREEMENT – Village president Steve Menzel informed the trustees of the following information: on March 17, 2025, the City of Stevens Point passed the amendment to chapter 13 of the city ordinances. This amendment follows the recommendation of both the Plan Commission as well as the Utility Commission. It states the properties that have been added to the list are adjacent to the first phase of water main installation for Hillcrest Drive and Greenbriar Avenue. Trustees requested clarification on section 1 of line items 4 and 5 a through c. Steve village president stated he will contact the City of Stevens Point and Utility Commission for clarification on the above items noted. Once clarified information is obtained, information will be shared with the trustees.

AGENDA ITEM #9 -DISCUSSION OF CONTRACT RENEWALS WITH STEVENS POINT FIRE DEPARTMENT – REVIEW AND APPROVE RENEWAL SPFD FIRE PROTECTION AGREEMENT / REVIEW AND APPROVE RENEWAL OF SPFD EMS CONTRACT – The current agreement ends May 31, 2025. The SPFD proposed agreement will be moving from a 3-year agreement to a 4-year agreement which would end in December 2029 and then proceeding to a 5-year agreement starting in the year 2030 with renewal on January 1st of the renewal year. The renewal process for the 5-year agreement would start in September of 2029. The proposed rate for the 4-year agreement starting June 1, 2025, will be the following: remaining months for 2025 services will cost $60,125.28, with $8,589.32 due on or before June 30, 2025, $25,767.98 due on or before September 30, 2025, and $25,767.98 due on or before December 31, 2025. In 2026 yearly services will cost $135,876.68, in 2027 yearly services will cost $139,953.00, in 2028 yearly services will cost $144,151.60 and 2029 yearly services will cost $148,476.08 (the yearly cost is paid in four equal quarterly payments).

Steve village president stated anytime city services are bought, except for water service, services can be up charged. The residents of the Village of Park Ridge will pay more than a resident from the City of Stevens Point for fire and EMS services.

The current EMS agreement ends May 31, 2025. The proposed EMS agreement would start June 1, 2025, through December 31, 2029, with an annual sum of $1,500.00 paid in single installment commencing in June first of each year for the period of the agreement. The EMS agreement with the City of Stevens Point enhances EMS services provided by the Portage County. In summary residents of the Village of Park Ridge will be provided with the same services as a resident of the City of Stevens Point receives.

Holloway made the motion to approve contract renewal with Stevens Point Fire Department for fire protection and EMS services, seconded by Friedrich. Roll call was taken; Paulson – yes, Holloway – yes, Friedrich – yes, Renfert – yes, Menzel – yes.

AGENDA ITEM #10 – UPDATE ON HAZARD MITIGATION PLAN – NFIP (NATIONAL FLOOD INSURANCE PROGRAM) APPLICATION – Steve informed the board that he consulted with Bob Weinert to review the current 22-page application, to ensure plan is appropriate for the Village of Park Ridge. The plan states a summary of the village, goals of the village, hazards the village might incur and a plan to address the possible hazards. Steve feels the plan is at the point where village board members can review the plan and offer viewing to village residents by having plan available at town hall and on village website. Steve stated after a couple of weeks of having it publicly reviewed by village residents, he will have a resolution to adopt the plan in April at the monthly board meeting. Steve Menzel is the primary contact on the plan and Gordon Renfert is the alternative contact on the plan. The hazard mitigation team will be the village trustees. Steve informed the board that he will make information available to village board members and will have information available to village residents at the village hall and on the village website.

Steve informed the board that the village is currently not a member of the National Flood Insurance Program. Minimal properties are noted in the flood zone in the Village of Park Ridge. Properties noted in the flood zone are by Iverson Park. If the municipality becomes a member of the National Flood Insurance Program, no cost is noted to apply, it enhances the municipality's ability to obtain FEMA funding. Steve village president has application ready for the program and a draft resolution. This program would allow residents to purchase flood insurance cheaper than what can be purchased by open market.

No vote needed by board members at meeting tonight, item will be placed on April's agenda for monthly board meeting to review and determine if Village of Park Ridge should proceed with plan.

AGENDA ITEM #11– APPLICATION FOR INNOVATION PLANNING GRANT – This grant was applied for by Steve village president on 02-26-2025. If awarded this grant will allow the municipality to investigate services provided by the Village of Park Ridge and help create an operation that will be more efficient, not excluding consolidation with another municipality for services (ex: fire protection or hiring a contracted employee). The grant application was vague Steve stated. The amount of the grant applied for was $30,000.00. If awarded this would be applied to researching village operations / services and becoming more efficient and cost effective. Currently, no information has been received about whether the village will be awarded a grant. McMahon will be the consulting company that will be working with the village if awarded the grant.

AGENDA ITEM #12 –APPOINTMENT OF INTERIM TRUSTEE TO FULFILL TERM UNTIL APRIL OF 2026 FOR BARBARA FRIEDRICH – Barb trustees and Steve village president reached out to Joe Thompson (27 Ridgewood Drive Stevens Point, WI 54481) who seemed interested in position, and both felt Joe would be a great fit in the position. Joe has agreed to finish out term. Joe will start on April 21, 2025. The village board had no nominations for the position. Shawn IT contractor will create email for Joe. Steve made a motion to approve Joe Thompson as interim trustee to fulfill term until April 2026. Seconded by Holloway. Roll call was taken; Paulson – yes, Holloway – yes, Friedrich – abstain, Renfert – yes, Menzel – yes.

AGENDA ITEM #13 – BURNING ORDINANCE – Burning ordinance has been updated per recommendation of the Stevens Point Fire Department. The Stevens Point Fire Department recognized differences between the City of Stevens Point and the Village of Park Ridge. The village board realized that the current ordinance had areas of improvement and parts of the ordinance that needed to be removed. Holloway is in the process of revising the ordinance and will be presented to the board when completed. The item will remain on the agenda for the monthly meeting until passed by the board.

AGENDA ITEM #14 – SPRING PRIMARY ELECTION RESULTS – Number of absentee voters – 21, express vote ballots – 79, total number of voters – 100, numbers of voters printed on the poll list – 462, percentage results – 21.65% and total number of election day registration – 1.

AGENDA ITEM #15 – DISCUSSION OF VILLAGE SPRING NEWSLETTER – Village trustees discussed possible newsletter going out in either April, May or June of 2025. Paulson stated has had several residents inquiring about newsletter. Trustees stated possible information to put in the newsletter could be the following: fire safety, spring stick pickup, fall large item pickup, road project information, burning guidelines, right of way ordinance, information regarding parking on street and introduce Joe Thompson as trustee. Steve village president will work with trustee Kristin Paulson and village clerk in completing newsletter.

AGENDA ITEM #16 – SET DATE AND TIME FOR NEXT BOARD MEETING – Monthly board meeting for April will be on April 21, 2025, at 5:30 p.m.

AGENDA ITEM #17 – ADJOURN MEETING – Meeting adjourned at 7:54 p.m.

LISA LUCHT
VILLAGE CLERK

STEVE MENZEL
VILLAGE PRESIDENT