

**VILLAGE OF PARK RIDGE  
BOARD MEETING MINUTES  
August 18, 2025**

**CALL TO ORDER:** President Steve Menzel called the Park Ridge Village Board meeting to order at 5:30 p.m. The Village Board meeting was held in person at the Village Hall. After recitation of the Pledge of Allegiance by those present, roll call was taken. Trustees Gordon Renfert, Dan Holloway, Kristin Paulson, Joe Thompson, and President Steve Menzel were present. Clerk Anne Arndt and Treasurer Melissa Clark also present.

Others attending were Tori Jennings, Christine Neidlein, Marjie Bell and Trish Baker. Shawn Paulson attended via Zoom.

**AGENDA ITEM # 1 - APPROVAL OF THE AUGUST AGENDA:** Motion Holloway, second by Renfert to approve the agenda with no changes. Roll call was taken; Renfert – yes; Paulson – yes; Holloway – yes, Thompson – yes, Menzel – yes. Motion carried.

**AGENDA ITEM # 2 – PUBLIC COMMENT PERIOD – AGENDA ITEMS:** No public comments on specific agenda items.

**AGENDA ITEM # 3 - PUBLIC COMMENT PERIOD – NON-AGENDA ITEMS:** Tori Jennings stated she feels the Village needs a business district revitalization development plan and suggested the Board explore grants. Marjie Bell asked about replacing a damaged flag on a light pole on Hazelwood and Hillcrest. Menzel stated a bucket truck is needed in order to reach that height. He has contacted the person who plows snow for the Village to replace the flag.

**AGENDA ITEM # 4 – REVIEW AND APPROVE MINUTES FROM JULY 21, 2025:** Names of some residents attending the meeting were not in the minutes; Tom and Renee Haase, Lon Butcher, Lora Sinisi, Jeannie Tauchman, and Tanya Lauer-Moersch. Motion by Paulson, second by Holloway to approve minutes from the July 21, 2025 meeting with corrections. Motion carried.

**AGENDA ITEM # 5 – REVIEW AND ACCEPT JULY TREASURER'S REPORT:** Motion by Holloway, second by Thompson to accept the Treasurer's Report. Roll call was taken; Renfert – yes, Paulson – yes, Holloway – yes, Menzel – yes, Thompson – yes. Motion carried.

**AGENDA ITEM # 6 – REVIEW AND APPROVE JULY AND AUGUST BILLS / PAYMENTS:** Motion by Holloway, second by Paulson to approve June and July bills/payments. Roll call was taken; Paulson – yes, Holloway – yes, Thompson – yes, Renfert – yes, Menzel – yes. Motion carried.

**DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:**

**AGENDA ITEM # 7 – HILLCREST DRIVE/GREENBRIAR AVENUE PROJECT UPDATE –** Tom Turchi, MSA, stated tree removal is complete and a good portion of asphalt is removed. Water main is installed from HWY 66 to Ferndale. Four water laterals are installed on the north end near HWY 66. Concrete patch and connection had a live cut T and when they dug down to get connected they found a cross buried in that location. They had to move it over four feet to use the live cut T. Water main installation to the south will continue. Another crew may come in to assist with installation of services.

Holloway stated he believes the intent all along was for project limits to go all the way to the village limits. The plans show it going just to the east of Sunrise so it's considerably short of where it was intended to. The water main only goes that far. An extension is not in the plan and original bid but could be added to the project with a Change Order. He proposed a wider pavement be installed. Discussion was held regarding funding of the Change Order. Tom stated he could provide background information to A-1 to provide an estimate. Motion Holloway, second Thompson to have MSA provide an estimate for a design for an extension of the east project limits of approximately 100 feet for consideration by the Board. Motion carried.

**AGENDA ITEM # 8 – AUTHORIZING RESOLUTION 005.2025 R URBAN FORESTRY START-UP GRANT:** Holloway stated it was recommended the Village go forward with an Urban Forestry Start-Up Grant to begin a forest management program. This is a matching grant of up to \$5,000.00. Application deadline is October 1. Trish Baker stated the gardener's club wants to develop a plan how the trees would be identified, how to work with the property owners, do we need volunteers or a professional. She encouraged the Board to support and authorize the Resolution. Motion Holloway, second Paulson to approve Resolution 005.2025 R and move forward with a grant application. Motion carried. Trish Baker provided information on the Swale Rain Garden Tour and Talk to be held August 25. The brochure will be posted on the Village website.

**AGENDA ITEM # 9 & # 16 – ELECTRONICS RECYCLING DROP-OFF:** This free event will be September 13 from 9:00 a.m. to 1:00 p.m. at the Village Hall. A brochure is posted on the Village website.

**AGENDA ITEM # 10 – CONSIDER VILLAGE ENTRANCE SIGN ON HILLCREST:** A sample welcome sign designed by Schmeckle Reserve sign shop staff was reviewed. It would be placed on Pinecrest and Hillcrest. Cost would be in the \$3,000 range depending on sign size. Several residents expressed interest in donating toward the cost. The sign would be 4 X 4 feet, one-sided, design similar to the sign at the Village Hall. Motion Menzel, second Holloway to proceed with obtaining a design and cost estimate from Schmeckle Reserve, sign size to be determined, made of wood, 4 X 4 feet, and sign style similar to the one at the Village Hall. Motion carried.

**AGENDA ITEM # 11 - BURNING ORDINANCE UPDATE:** Dan Holloway presented suggested changes to the burning ordinance. There are no conflicts with the existing ordinance. Dan will contact Chief Moody for any recommendations.

**AGENDA ITEM # 12 - UPDATE ON SPEED LIMIT ORDINANCE:** President Menzel and Tori Jennings will meet with Tom Turchi, MSA, on August 20 to discuss options.

**AGENDA ITEM # 13 - COMMITTEE APPOINTMENTS:** There are a couple vacancies on the Zoning Committee and Zoning Board of Appeals. There are interested residents who will be contacted for written confirmation of their interest in serving before appointments are made and approved.

**AGENDA ITEM # 14 - APPROVAL OF OPERATOR'S LICENSE:** Kassie Pavelski has made application for an operator's license at Airport Bar. Motion Holloway, second Renfert to approve the operator's license. Motion carried.

**AGENDA ITEM # 15 - CONSIDER PURCHASE OF BIKE RACK FOR VILLAGE HALL:** Kristin Paulson provided information on five bike rack options. If the racks are to be surface mounted in concrete block, cost will be budgeted in 2026. \$500 is budgeted for 2025 to purchase racks. There is a \$600 safety grant available from the League that could be used for bike racks.

**AGENDA ITEM # 16** see Agenda Item #9

**AGENDA ITEM # 17 - VILLAGE BUILDING PERMITS AND INSPECTIONS:** President Menzel stated there is no longer a building inspector for the Village. The Assessor recommends the Village continue to require building permits, but there is no way for an inspection. The Board will develop a cheat sheet of permit guidelines.

**AGENDA ITEM # 18 - LARGE ITEM PICKUP:** will be September 18. Items should be out the night before, on the opposite side of your driveway and away from your garbage bins. Standard trash or furniture only will be picked up.

**AGENDA ITEM # 19 – Santa Visit:** Kristin Paulson stated the Stevens Point Fire Department is available December 11, with backup date of December 18, for the Santa Visit.

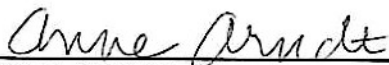
**AGENDA ITEM # 20:** Motion Holloway, second Renfert to go into closed session pursuant to Wisconsin Statute 19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility to wit: discuss Clerk position. Roll Call was taken. All members voted in the affirmative, and the Board went into closed session at 7:30 p.m.

It was unanimously agreed to enter into open session at 8:00 p.m. All members voted in the affirmative .

Motion Holloway, second Renfert to move forward with the course of action as discussed in closed session. Motion carried.

**SET DATE AND TIME FOR NEXT BOARD MEETING:** Monday, September 15, 2025 at 5:30 p.m.

**ADJOURN MEETING** at 8:05 p.m.

  
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ANNE ARNDT  
VILLAGE CLERK

  
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STEVE MENZEL  
VILLAGE PRESIDENT