

**VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
September 15, 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, and Lon Butcher. Tom Turchi and Shawn Paulson attended via Zoom.

AGENDA ITEM # 1 - APPROVAL OF THE SEPTEMBER 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 is withdrawing her proposal for a Park Ridge entrance sign. The plan for Greenbriar appears to continue building an overly wide street that will increase traffic speed, volume, and will further impact the tree canopy of which ten percent was cut down for the current project. Neither the DOT nor Portage County requires an eleven foot width. She is concerned about lack of communication with residents even though it appears an RFP is being sent out soon for a second road reconstruction project. A consolidation plan is required for water and hydrants and must go to referendum, which is not likely to pass. She is asking the Board to revise the cross section of Greenbriar and Ridge Road to ten foot travel lanes. *(Full text of her comments may be obtained from the Village Clerk at clerk@vi.parkridge.wi.gov.)*

Christine Neidlein stated there is an obstructed stop sign going west on Crestwood between Linwood and Fieldcrest. President Menzel stated she should send a detailed note to the Clerk. He is aware of a couple other areas where trimming needs to be done and will contact Zbleski for tree trimming.

AGENDA ITEM # 4 – REVIEW AND APPROVE MINUTES FROM AUGUST 18, 2025 and SEPTEMBER 3, 2025: Names of two residents in attendance at the August 18 meeting were misspelled. Corrected names are Jeannie Tauchman and Tanya Lauer-Moersch. Motion by Menzel, second by Thompson to approve minutes from the August 18 and September 3, 2025 meetings with corrections. Motion carried.

AGENDA ITEM # 5 – REVIEW AND ACCEPT AUGUST TREASURER'S REPORT: Renfert asked if Profit & Loss Tax Collection Fee was underestimated. Menzel stated it was for processing the unexpected refunds. Menzel asked why Village Hall Repairs & Maintenance was over budget. Treasurer Clark stated it most likely was due to an expense being entered in the incorrect line item. She will verify and make the adjustment if necessary. Paulson stated there seems to be quite a bit of money left for street maintenance and asked if plans were in place for using the funds. Holloway suggested areas be checked for pavement patching and/or crack sealing. Motion by

Paulson, second by Renfert to accept the Treasurer's Report. Roll call was taken; Menzel – yes, Holloway – yes, Renfert – yes, Thompson – yes, Paulson – yes. Motion carried.

AGENDA ITEM # 6 – REVIEW AND APPROVE AUGUST AND SEPTEMBER BILLS /

PAYMENTS: Motion by Holloway, second by Thompson to approve August and September bills/payments. Roll call was taken; Renfert – yes, Paulson – yes, Holloway – yes, Thompson – 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, reported on site progress.

A-1 Excavating plans to have their grading crew back on site this Wednesday to continue grading operations. Van Ert Electric is currently completing all road crossings for electrical conduit to ensure they're out of the way before grading resumes. Water main installation and service laterals were completed approximately one week ahead of schedule. While grading is a few days behind schedule, the overall project is still expected to be completed on time.

Municipal Water Connections: The water system has been installed and inspected by the City of Stevens Point. Homeowners may now connect to the new water mains and services. The only concern would be if any equipment is parked within the project limits that could interfere with A-1 Excavating's grading operations.

Trick-or-Treating: There was a question regarding trick-or-treating in the project area. The project is expected to be substantially complete before Halloween, with final completion scheduled for November 7th. Trick-or-treating should not be impacted.

Rain Garden Pricing: A-1 Excavating was asked to provide a cost estimate for constructing rain gardens within the project limits. They quoted \$48 per linear foot. For example, 100 linear feet would cost \$4,800. Jake from A-1 explained that the cost reflects the need for specialized equipment to achieve the flat bottoms and varying slopes requested.

Change order No. 3 is being drafted and will be ready for signatures this week.

Hillcrest Drive Extension: The Village of Park Ridge requested an extension of Hillcrest Drive by approximately 100 linear feet. The estimated cost breakdown is as follows:

Lump Sum Items:

Mobilization, Bonds & Insurance:	\$1,000.00
Erosion & Sediment Control:	\$1,000.00
Site & Maintenance Control:	\$1,000.00
Common Excavation (14" Depth):	\$5,366.00

Unit Price Items:

Base Aggregate Dense 1½" (12" Depth), 322 SY @ \$12.00:	\$3,864.00
Asphaltic Concrete Pavement (4" Depth), 300 SY @ \$27.50:	\$8,250.00
1' Gravel Shoulders (4" Depth), 23 SY @ \$6.00:	\$ 138.00

Total Estimated Cost for Extension:	\$20,618.00
--	--------------------

Pavement Thickness Adjustment: The Village requested a reduction in asphalt thickness from 4.5 inches to 4.0 inches, aligning with Stevens Point's new standard. This change reduces the unit cost from \$28.00/SY to \$25.70/SY, resulting in a net savings of **\$20,056.00**.

Overall Budget Impact: With the cost savings from the pavement adjustment and the additional cost of the Hillcrest Drive extension, the net change to the project budget is an increase of **\$536.00**.

AGENDA ITEM # 8 – DISCUSS ADDING STOP SIGN ON HILLCREST AT LINWOOD AVENUE:

Discussion on adding a stop sign at Hillcrest and Linwood. The village board requested that MSA professional services put together a proposal to review all traffic control within the village. The village was going to do speed studies following the completion of the Hillcrest and Greenbriar project. This most likely will take place mid-November.

AGENDA ITEM # 9 – HILLCREST / GREENBRIAR PROJECT INSTALLMENT PAYMENT: A-1 Excavation submitted Pay App No. 1 in the amount of \$371,276.15 for work completed from July 5, 2025 to August 28, 2025, which represents approximately twenty-seven percent of the project. Motion Holloway, second Renfert to pay the invoice. Roll Call vote: Thompson – yes; Menzel – yes; Holloway – yes; Paulson – yes; Renfert – yes. Motion carried.

AGENDA ITEM # 10 – ADVERTISEMENT FOR RIDGEWOOD / GREENBRIAR SOUTH PROJECT: Holloway presented a draft Statement of Qualifications for the Ridgewood Drive (Sunset Avenue to Greenbriar Avenue) project. It would be sent to qualified design consultants and posted to the WISDOT website. Motion by Paulson, second by Holloway to proceed with the information as described. Motion carried.

AGENDA ITEM # 11 – DISCUSS WINTER STORAGE AREA: Lon Butcher stated since the garage parking (for fire trucks) is no longer used it could be a winter storage for boats or small campers. Discussion held regarding if the Village insurance would cover these items in case of damage. Menzel stated he spoke with our Spectrum insurance agent and there are no special exclusions. There would have to be controlled access to the building. A contract should be required and our attorney would need to draft it. Questions asked on who decides who could rent; would there be a lottery? The garage is heated during the winter so rental fees would need to cover part of that cost. Menzel will check to see if SPFD or PC Emergency Government staff have a need for the space. This would be discussed at a future meeting.

AGENDA ITEM # 12 – COMMITTEE APPOINTMENTS: The Zoning and Zoning Board of Appeals Committees have vacancies. Zoning Committee: Thom Patton is no longer on the committee. Lon Butcher is a new member to the committee. Lee Bendtsen is a new alternate member to the committee. President Steve Menzel will ask Becky Woodward to be chairperson of the committee. (Note: Becky Woodward is listed as a "non-voting" member on the website. It is believed that Becky is a voting member.)

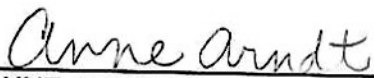
Zoning Board of Appeals Committee: Thom Patton is no longer on the committee. Doug Myers is no longer on the committee. Christine Neidlein asked the village board tonight to remove her from the Zoning Board of Appeals committee. Christine told the village board tonight that she wants to stay on the Zoning committee. Shawn Paulson is a new member to this

committee. Mary Tierney Ley is a new member to this committee. Lee Bendtsen is a new member to this committee. Lon Butcher is a new alternate member to this committee. President Steve Menzel will ask someone to be a chairperson of this committee.

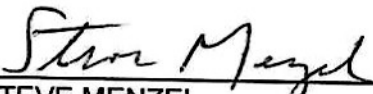
AGENDA ITEM # 13 – LARGE ITEM PICK UP: will be September 18. Items should be out the night before, on the opposite side of your driveway and away from your garbage bins. Standard trash or furniture only will be picked up. Paulson stated she posted a notice on the village and Friends of Park Ridge Facebook pages.

SET DATE AND TIME FOR NEXT BOARD MEETING: Monday, October 20, 2025 at 5:30 p.m.

ADJOURN MEETING at 7:36 p.m.



ANNE ARNDT
VILLAGE CLERK



STEVE MENZEL
VILLAGE PRESIDENT