

**VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
December 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 were also present.

Others attending were Tom Turchi, Shawn Paulson and Christine Neidlein. Shanna Behrend, Tori Jennings and Ken Chesney attended via Zoom.

AGENDA ITEM # 1 - APPROVAL OF THE DECEMBER AGENDA: Motion Holloway, second by Thompson to approve the agenda as printed. Motion carried.

AGENDA ITEM # 2 – PUBLIC COMMENT PERIOD – AGENDA ITEMS: There were no public comments on specific agenda items.

AGENDA ITEM # 3 - PUBLIC COMMENT PERIOD – NON-AGENDA ITEMS: There were no public comments on non-agenda items.

AGENDA ITEM # 4 – REVIEW AND APPROVE MINUTES FROM NOVEMBER 10, 2025: Revisions made are on line 9 "Hause" should be "Haase". Agenda Item #11, line 9 revise "in 2023" to "completed no later than 2033". Agenda Item #16, line 4 add "The League of Municipalities provided a three-page document with guidance options and has been helpful." Agenda Item #18, line 2 delete "they" and replace with "that". Motion Holloway, second by Renfert to approve the November 10 minutes with edits. Motion carried.

AGENDA ITEM # 5 – REVIEW AND ACCEPT NOVEMBER TREASURER'S REPORT: Clerk Arndt stated the Village has a petty cash fund that is not in compliance with guidelines. The Clerk and Treasurer recommend closing the petty cash fund and deposit the balance of \$81.69 in the Village checking account. Motion Menzel, second Thompson to close the petty cash fund and transfer the funds to the checking account. Roll Call vote taken: Thompson, yes; Menzel, yes; Holloway, yes; Paulson, yes; Renfert, yes. Motion carried. Motion Renfert, second Paulson to accept the November Treasurer's Report. Roll call vote taken: Menzel, yes; Holloway, yes; Renfert, yes; Thompson, yes; Paulson, yes. Motion carried.

AGENDA ITEM # 6 – REVIEW AND APPROVE NOVEMBER/DECEMBER BILLS / PAYMENTS: Motion by Holloway, second by Paulson to approve October/November 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 CONSTRUCTION UPDATE: (provided by Tom Turchi, MSA) A1 Excavating has completed the majority of work, and the project is now open to traffic. Van Ert Electric is scheduled to install the light poles during the week of December 15, which will finalize the project. Final inspection and walkthrough with the Village Trustees is scheduled for next spring, after snow removal. At that time, we will review for any defects or issues.

Documentation & Quantities: We are waiting for A1 Excavating to provide final documentation to calculate quantities used on the project. Logan is finalizing quantities from our inspection process, and I have received utility quantities from Jason (City of Stevens Point). As-built plans for the water system have been received; Logan is preparing final as-built information for street construction and lighting. The lighting system will be inspected by MSA's electrician after installation, and the existing pole will then be removed.

Payment Status: The pay request submitted at this meeting is partial, covering approximately 85–90% of the project. There is an estimated \$140,000–\$160,000 remaining under the contract. Several items require discussion between the Village Trustees and A1 Excavating before final payment, including liquidated damages for delays. Completing the final payment and reimbursement request before year-end is unlikely, but we anticipate resolution soon. Final payment in 2026 will still hold a retainage of 2.5% to ensure that A1 Excavating will complete the final warranty repairs in the summer of 2026.

AGENDA ITEM # 8 - PAY APPLICATION #4, A-1 EXCAVATING: - Motion Holloway, second Thompson to pay A-1 Excavating the amount of \$356,927.35 for the period of 10/25/2025 to 11/28/2025. Motion Holloway, second Thompson to pay the invoice. Roll Call vote was taken. Thompson, yes; Menzel, yes; Holloway, yes; Paulson, yes; Renfert, yes. Motion carried.

AGENDA ITEM # 9 – VILLAGE SPEED STUDY UPDATE: The county had placed speed equipment on several streets but it snowed prior to completion. Tom Turchi reported they're waiting for warmer weather to complete the study and data should be provided after that.

AGENDA ITEM #10 – RIDGEWOOD DRIVE / GREENBRIAR PLANNING UPDATE: It was reported at the last meeting the Village was asked to gather RFPs from engineering firms expressing their interest. Proposals were received and our ranking was completed and then reported to the DOT. We are planning to move ahead with the design portion of the project. Yet to be resolved is the language the city has in their ordinance that refers to needing a consolidation agreement before constructing additional water mains in the Village. Holloway and Menzel met with city staff to determine exactly what is meant by a consolidation agreement. It can mean a wide range of things. Some assume that means annexation or a total takeover. It does not necessarily have to be that so we're trying to clarify with the city. Holloway stated the job has been awarded to MSA and the state has begun working with them on a contract.

AGENDA ITEM # 11 – VILLAGE BOARD VACANCY OPTIONS: In November the League of Municipalities provided a three-page document to assist the Board in this process. The document was again reviewed. Trustee Holloway nominated himself to fulfill the term of Village president effective January 1, 2026 and expiring April 2027. Renfert seconded the motion. Roll call vote was taken. Holloway, yes; Renfert, yes; Thompson, yes; Paulson, yes. Menzel did not vote. Motion carried.

Trustee Paulson reviewed the information from the League of "trustee with a term expiring in 2026 is appointed as Village President". That resignation created a vacancy in a trustee position. This could be left unfilled until April 2026 when the term expires. A regular election for the trustee seat would occur at the April 2026 election. The Board could also choose to appoint a resident to the vacant trustee position now. Resident Tori Jennings asked how residents would be notified there is a Trustee vacancy, if paperwork need to be filed, and would there be a caucus. Menzel stated a public notice of the caucus is posted on the Village website, outside the Village Hall, in the Stevens Point Journal, and residents may put it on the Park Ridge Friends Facebook page.

84 **AGENDA ITEM # 12 – CAUCUS DATE:** the caucus will be January 7 starting at 6:00 p.m. at Iverson
85 Park All-Purpose Lodge.

86 **AGENDA ITEM # 13 – SANTA VISIT:** Trustee Paulson stated the annual Santa Visit was December
87 11. Forty-four children participated. Santa made eighteen stops over two routes. Three new families
88 participated. There were two Santas, three elves, and Mrs. Claus. Thank you to the Stevens Point Fire
89 Department! All went well. Thank you to volunteers who helped stuff goody bags.

90 **AGENDA ITEM # 14 – ELECTION INSPECTOR APPOINTMENTS:** Motion Renfert, second Holloway
91 to approve the list of election inspectors for the 2026-2027 term as follows: Dayna VanOrder, Lois
92 Hagen, Rebecca Woodward, Elizabeth Felt, Nancy Lamar, Bette Vogel, David Blado, Gert Neuendorf,
93 Tori Jennings, Rita Kozlowski, Charm Fournier, Christine Neidlein, Mary Domka, Joe Thompson,
94 Shanna Behrend, Meg Erler. Motion carried. Let it be noted Kristin Paulson withdrew her name.

95 **AGENDA ITEM # 15 – APPROVE OPERATOR'S LICENSE:** Jordan Ebert had previously applied for
96 and was issued a provisional operator's license. Motion Paulson, second Thompson to approve his
97 application for an operator's license. Motion carried.

98 **AGENDA ITEM # 16 – CURRENT VILLAGE WEBSITE:** The clerk requested revisions to the Village
99 website for easier use and esthetic appearance. There have been resident complaints about ease of
100 use, broken links. Holloway stated he finds it challenging to use. Shawn Paulson, Village IT, stated
101 there are accessibility challenges. He stated he cannot edit the home page as Town Web has control
102 of the page and some others. Shawn Paulson and the clerk will compile a list our needs and contact
103 Town Web.

104 **AGENDA ITEM # 17 – THANK YOU, PRESIDENT MENZEL:** Those present thanked Menzel for his
105 time, expertise and years of service to the Village.

106 **AGENDA ITEM # 18 – CLOSED SESSION:** Motion Thompson, second Holloway to enter into closed
107 session pursuant to Section 19.85 (1)(c) Wis. Stats. considering employment, promotion,
108 compensation or performance evaluation data of any public employee over which the governmental
109 body has jurisdiction or exercises responsibility to wit: Village Hall cleaning and yard maintenance.
110 Roll Call vote was taken. Renfert, yes; Paulson, yes; Holloway, yes; Thompson, yes; Menzel, yes.
111 Motion carried. The Board entered into closed session at 6:54 p.m.

112 **Reconvene into Open Session:** Motion Holloway, second Thompson to reconvene in open session.
113 Roll Call vote taken. Menzel, yes; Holloway, yes; Renfert, yes; Thompson, yes; Paulson, yes. Motion
114 carried. The Board reconvened in open session at 7:45 p.m. Motion Paulson, second Holloway to
115 increase the wage for the Village Hall cleaning and yard maintenance position to \$19.00 per hour
116 effective January 1, 2026 and to revise the job description list of duties and expectations. Motion
117 carried. President Menzel will be sending a letter, including detailed job duties.

118 **AGENDA ITEM # 19 - SET DATE AND TIME FOR NEXT BOARD MEETING** - Monday, January 12,
119 2026 at 5:30 p.m.

120 **MEETING ADJOURNED** at 8:00 p.m.

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Anne Arndt

ANNE ARNDT
VILLAGE CLERK

Dan Holloway

DAN HOLLOWAY
VILLAGE PRESIDENT