

**VILLAGE OF PARK RIDGE
BOARD MEETING MINUTES
February 16, 2026**

CALL TO ORDER: President Dan Holloway 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 and Joe Thompson, and President Dan Holloway were present. Trustee Kristin Paulson attended via Zoom. Clerk Anne Arndt and Treasurer Melissa Clark were also present.

Others attending: Jim LaMar, Ken Vogel and Lon Butcher. Marjie Bell, Nancy and Joe Roppe attended via Zoom.

AGENDA ITEM # 1 - APPROVAL OF THE FEBRUARY AGENDA: Motion Renfert, second by Thompson to approve the agenda as printed. Motion carried 4/0.

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 JANUARY 12, 2026: Motion Renfert second by Thompson to approve the January 12 minutes as printed. Motion carried 4/0. The Clerk reviewed slight procedural changes for taking minutes, including Copilot, which is an advanced AI program integrated with Microsoft 365.

AGENDA ITEM # 5 – REVIEW AND APPROVE JANUARY TREASURER'S REPORT: Treasurer Clark explained the reports she reconciles monthly and answered questions on money market accounts. Motion Renfert, second Thompson to approve the January treasurer's report. Roll Call vote taken: Renfert – yes; Paulson – yes; Holloway – yes; Thompson – yes. Motion carried 4/0.

AGENDA ITEM # 6 – REVIEW AND APPROVE JANUARY AND FEBRUARY BILLS/PAYMENTS: Motion Thompson, second Renfert to approve January and February bills/payments. Roll Call vote taken: Paulson – yes; Holloway – yes; Renfert – yes; Thompson – yes. Motion carried 4/0.

AGENDA ITEM # 7 – STEVENS POINT FIRE DEPARTMENT REPORT: Motion Paulson, second Thompson to approve the Stevens Point Fire Department Report as printed. Motion carried 4/0.

DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING ITEMS:

AGENDA ITEM # 8 – APPROVE APPOINTMENT OF LON BUTCHER AS ZONING ADMINISTRATOR: J.D. Manville moved out of the village, leaving the zoning administrator position vacant. Motion Renfert, second Thompson to approve the appointment of Lon Butcher as Zoning Administrator. Motion carried 4/0.

AGENDA ITEM # 9 – HILLCREST AVE / GREENBRIAR AVENUE NORTH ROAD PROJECT UPDATE: Holloway stated a streetlight in the northeast corner of the Pinecrest/Hillcrest intersection is on order. Repair of non-working streetlights on Pinecrest and Sunset north has been reviewed with

MSA and Van Ert. If any trustees know of streetlight related items that need to be looked at please let Holloway know. A resident asked if any liquidated damages will be assessed to the construction company. Holloway stated they did not meet the substantial completion date and final completion date. Discussion will continue.

AGENDA ITEM # 10 – RIDGEWOOD DRIVE / GREENBRIAR AVENUE SOUTH ROAD PROJECT

UPDATE: The project is currently scheduled for construction in the summer of 2028. The first draft of the design contract with MSA was submitted to President Holloway and Jason Schaeffer at Wis DOT by email on January 29, 2026. It includes intersection streetlights. It does not include water main. A water main design is expected to be contracted in a separate two-party contract between the Village and MSA. The status of the City of Stevens Point ordinance pertaining to Village water main construction is expected to be on a City Council meeting agenda in the near future.

AGENDA ITEM # 11 – APPROVE USE OF ABSENTEE BALLOT DROP BOX FOR 2026

ELECTIONS: The use of secure drop boxes is permitted under state law as a valid method of absentee ballot return. The use of drop boxes is not mandatory and is at the discretion of the municipal clerk. Motion by Thompson, second by Paulson the Board approve the use of an absentee ballot drop box at the clerk's discretion. Motion carried 3/1 with Renfert voting no.

AGENDA ITEM # 12 – CUSTODIAN 2026 WAGE AND HOURS: An hourly wage of \$19 and slightly reduced duties and hours was approved at the December 2025 Board meeting, which the custodian has agreed to.

AGENDA ITEM # 13 – TEXT AND MAPPING UPDATES TO THE PORTAGE COUNTY WELLHEAD

PROTECTION ORDINANCE: The Village is not in the District. Holloway will be communicating with Tyler Kunze, Water Resource Specialist.

AGENDA ITEM # 14 – REVIEW AND APPROVE PRELIMINARY ZERO LOT-LINE CERTIFIED

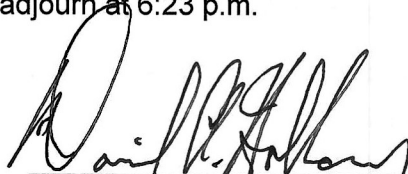
SURVEY MAP FOR ROWE BUILDERS: Holloway received clarification from Point of Beginning regarding the procedure. An initial survey is taken prior to building construction. Once the building is up, all is finalized. Motion by Thompson, second Renfert to approve the CSM. Motion carried 4/0.

AGENDA ITEM # 15 - SET DATE AND TIME FOR NEXT BOARD MEETING: March 16 at 5:30 p.m.

ADJOURN: Motion Holloway, second Renfert to adjourn at 6:23 p.m.



ANNE ARNDT
VILLAGE CLERK



DAN HOLLOWAY
VILLAGE PRESIDENT