

Meeting called to order by President Geno D'Agostino.

Unapproved minutes

Members present: Geno D'Agostino, Caroline Rediske, Vera Bollinger, Josh Hallberg, Jeff Reed, Keith Swenson, Chris Sondrol.

**Motion by Vera Bollinger to approve the agenda as presented. Seconded by Keith Swenson. All in favor. Carried.**

Minutes from the previous board meeting were presented. **Motion by Caroline Rediske to approve the board minutes as presented. Seconded by Chris Sondrol. All in favor. Carried.**

Monthly Fire Report presented by Fire Chief Mark Anderson.

**Motion by Keith Swenson to approve the RCU eBranch Organization Resolution to authorize the Balsam Lake Fire Department Treasurer to view the Fire Department checking account on line. Seconded by Caroline Rediske. All in favor. Carried.**

Monthly Police Report presented by Police Chief Thompson.

Monthly Library Report submitted by Linda Heimstead.

Monthly Chamber of Commerce Report presented by Glen Jones.

Polk County Certified Survey Map of Lot 1 in the Industrial Park was submitted to the board for approval. Lot 1 was surveyed, divided and mapped into 3 separate lots (Lots 4-6). The lots are on the corner of Loon Drive and Pheasant Lane. **Motion by Josh Hallberg to approve the certified survey map as presented. Seconded by Keith Swenson. All in favor. Carried.**

Smart Growth Committee report was given by Jeff Reed.

Smart Growth Committee Strategic Action Plan action steps were assigned to each goal within the plan and the committee updated the 2013 Summary of Accomplishments.

Sewer/Water Committee report was given by Josh Hallberg.

The members of the committee discussed a possible sewer rate increase and will consider an increase at the February committee meeting.

Finance Committee report was given by Jeff Reed.

The members of the committee discussed implementing a time clock for Village employees and the associated software program. The committee met with Brian Nelson, Payroll Solutions. The committee also discussed with Darryl Ince, DPW on ways to save money from the operations of the Public Works department.

A proposal from Payroll with Purpose was submitted to the board to consider time keeping options. Webclock: \$50.00 set up fee, no hardware cost, \$21.50/month for 15-50 employees. This would allow workers to sign in from a computer at the shop or office. Swipe Clock: \$100 set up fee, \$125 for physical clock, \$21.50/month for 15-50 employees and \$1/card for swiping. This system would allow workers to swipe in and out as they get to work. **Motion by Jeff Reed to approve the purchase of one swipe clock from Payroll with Purpose. Seconded by Caroline Rediske. All in favor. Carried.**

Committee meetings set for February

Street Committee	February 10 <sup>th</sup>	10:00 am
Park Committee	February 10 <sup>th</sup>	10:30 am
Water Sewer Committee	February 10 <sup>th</sup>	4:30 pm
Finance Committee	February 17 <sup>th</sup>	4:30 pm

Vouchers were presented to the board. **Motion made by Caroline Rediske to approve vouchers as presented. Seconded by Vera Bollinger. All in favor. Carried.**

Treasurers Report was presented to the board. **Motion made by Keith Swenson to approve the Treasurers Report as presented. Seconded by Josh Hallberg. All in favor. Carried.**

Operators License Report was presented to the board. **Motion by Jeff Reed to approve Operators License 767-770. Seconded by Caroline Rediske. All in favor. Carried.**

Announcements: Jim Duncan, Asst DPW announced his retirement from the Village as of April 30<sup>th</sup>, 2014.

**Motion by Keith Swenson to go into closed session under State Statute 19.85 Exemptions (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Seconded by Carolyn Rediske. On roll call: Caroline Rediske, yes; Vera Bollinger, yes; Josh Hallberg, yes; Jeff Reed, yes; Keith Swenson, yes; Chris Sondrol, yes; Geno D'Agostino, yes. Carried.**

**Motion by Keith Swenson to go into open session. Seconded by Caroline Rediske. All in favor. Carried.**

**Motion by Josh Hallberg to authorize Bruce Anderson to execute a deed to convey a 25 foot strip of land to Kenneth Mosay. Seconded by Carolyn Rediske. All in favor. Carried.**

Motion to adjourn by Josh Hallberg. Seconded by Keith Swenson. Carried.

Lori Duncan, Clerk-Treasurer