

Meeting called to order by President Kathy Poirier.

Members present on roll call: Aimee Newbauer, Len Manning, Jamey Flaherty, Kellie Flaherty, Jim Duncan, Kathy Poirier.

Members absent on roll call: Corby Stark

Others Present: Jeff Nussbaum, David Patterson, Peter Nelton, Amanda LaBoda, Mark Anderson, Britney Broch

Public Comments:

To consider and possibly act to approve the Regular Board Meeting April 3rd, 2023 Agenda. **Motion by Jim Duncan to amend the agenda to move item 34 to item 13.1. Second by Jamey Flaherty. All in Favor. Carried. Motion by Jim Duncan to approve agenda as amended. Second by Len Manning. All in Favor. Carried.**

To consider and possibly act to approve March 6th, 2023 Regular Board Meeting minutes. **Motion by Len Manning to approve the March 6th, 2023 Regular Board Meeting minutes. Second by Kellie Flaherty. All in Favor. Carried.**

Monthly Fire Chief Report- Given by Fire Chief Mark Anderson. In March, there were seven rescue runs and no fire runs. Fit testing is taking place this month and Fire Chief Anderson met with other Fire Chiefs in the area and submitted a mutual aid agreement to the county. More work is being done in accordance to the Fire Department Audit. A recruitment article will be published this month in a Village newsletter for fire fighter recruitment.

Fire Chief Official Oath of Office. Village President Kathy Poirier swore in Mark Anderson as the Fire Chief.

Monthly Police Chief Report- No report submitted

Monthly Library Report- No report submitted

Monthly Chamber of Commerce Report: No report submitted

Public Works Report: Given by Director David Patterson. This past month the village crew has plowed snow, moved snow piles, took down Christmas lights and banners, repaired a waterline leak, and repaired flower hangers for the light poles on main street. The public works department also read meters for quarterly billing and continue to make repairs on equipment.

Water, Sewer & M&E Committee Report: Given by Committee Chair, Jim Duncan. The committee met with SEH to discuss changes to the water treatment plant preliminary designs to reduce the cost of the project. The committee is looking into a manganese concern for Erlen Johnson and will be reviewing ordinances relating to grease traps for businesses within the Village. A new procedure for business cross connection inspection was discussed and two main sections of sewer line will be inspected this month to see if they can be lined.

To consider and possibly act to approve Vendor Permit #23-21 Hog Wild BBQ Food Truck. Amanda LaBoda spoke on behalf of Hog Wild BBQ Food Truck. **Motion by Jim Duncan to approve Vendor Permit #23-21 Hog Wild BBQ Food Truck for serving food on Wednesdays located in the Bishop Parking**

lot at 100 Eagle Drive. Second by Aimee Flaherty. On Roll Call: Kellie Flaherty, yes; Aimee Newbauer, yes; Jim Duncan, yes; Len Manning, yes; Jamey Flaherty, yes; Kathy Poirier, yes. Carried.

To consider and possibly act to approve concept changes for the water treatment plant project. Jeff Nussbaum with SEH participated in the meeting remotely to discuss moving into the final design phase for the water treatment plant project with an estimated price of \$8.6 million. Jeff Nussbaum noted his first priority with his team was to revisit some of the preliminary design items to reduce the overall project cost. By eliminating the concrete clear well, this could have cost savings of approximately \$320,000.00. Design changes to plant capacity and filtration systems could have a cost savings of approximately \$680,000.00. Finally, eliminating the process of reclaiming backwash water to the head of the plant from this tank, and provide a backwash water tank for storage with equalization of the discharge to the sanitary sewer and waste water treatment plant saves approximately \$165,000.00. The total savings with the above changes could be preliminarily estimated as \$1.2 million. **Motion by Len Manning to eliminate the concrete clear well, change the design of the filtration system, and eliminate the process of reclaiming backwash water. Second by Aimee Newbauer. On Roll Call: Kellie Flaherty, yes; Aimee Newbauer, yes; Jim Duncan, yes; Len Manning, yes; Jamey Flaherty, yes; Kathy Poirier, yes. Carried.**

To consider and possibly act to approve purchasing a new service truck. **Motion by Aimee Newbauer to purchase a 2024 Chevrolet Silverado from Johnson Motors for \$43,717.55 and to purchase a customized truck box with crane from Monroe Truck Equipment for \$35,716.00 for a total cost of \$79,433.55. Second by Kellie Flaherty. On Roll Call: Kellie Flaherty, yes; Aimee Newbauer, yes; Jim Duncan, yes; Len Manning, yes; Jamey Flaherty, yes; Kathy Poirier, yes. Carried.**

Discussion and possible action regarding new cross connection forms and process. **Motion by Len Manning to approve new cross connection forms and process. Second by Jim Duncan. On Roll Call: Kellie Flaherty, yes; Aimee Newbauer, yes; Jim Duncan, yes; Len Manning, yes; Jamey Flaherty, abstain; Kathy Poirier, yes. Carried.**

Discussion and possible action regarding Peter Nelton requests for landscaping. Peter Nelton wanted to touch base and agrees with the board that five hydrangea plants would look good in the flower bed on the south end of town. He also mentioned the Pinky Winky hydrangea variety would not only look good but felt it would be heartier for this area. Jim Duncan noted that Director of Public Works, David Patterson, would work in partnership with Peter Nelton on selecting appropriate hydrangea varieties for the flower beds on the south end of town.

Discussion and possible action regarding Peter Nelton building maintenance concerns at 301 Main Street. Peter Nelton shared the Village ordinance relating to building maintenance and noted the building at 301 Main Street should be repainted and repaired. **Motion by Jim Duncan to have the Village building inspector give his recommendation regarding building concerns at 301 Main Street. Second by Len Manning. All in Favor. Carried.**

Labor Committee Report: Given by Jamey Flaherty

To consider and possibly act to approve summer hours for public works employees. **Motion by Kellie Flaherty to approve the public works department summer hours of Monday- Thursday 6:30 a.m. – 4:00 p.m. and Friday 7:00 a.m. – 3:30 p.m. with crew alternating days/ hours Monday and Friday for a 40-hour work week. Second by Len Manning. All in Favor. Carried.**

To consider and possibly act to approve the rehire of Darryl Ince for seasonal work. **Motion by Len Manning to approve the rehire of Darryl Ince for seasonal work. Second by Kellie Flaherty. All in Favor. Carried.**

Public Protection Committee Report: Given by Len Manning. Committee Chair, Len Manning reports the committee and Fire Chief Mark Anderson edited a promotional publication draft for the Fire Department. Also, the Fire Department participated in a department audit. The committee is working in partnership with the Fire Department to address audit results.

To consider and possibly act to approve doubling up the “Reduced Speed Ahead” signs for southbound and upsize the 45-mph sign for southbound traffic on State Highway 46 N. **Motion by Jim Duncan to approve doubling up the “Reduced Speed Ahead” signs for southbound and upsize the 45-mph sign for southbound traffic on State Highway 46 N. Second by Len Manning. All in Favor. Carried.**

To consider and possibly act to approve having the public works department inspect the dynamic speed display sign and pedestrian ahead sign to ensure they are working and up to standards. **Motion by Jim Duncan to approve having the public works department inspect the dynamic speed display sign and pedestrian ahead sign to ensure they are working and up to standards. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve doubling up the pedestrian ahead warning signs and from the area north of Pine Crest Road both north and southbound on State Highway 46 N. **Motion by Jim Duncan to approve doubling up the pedestrian ahead warning signs and from the area north of Pine Crest Road both north and southbound on State Highway 46 N. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve bid from Faherner Asphalt Sealers, LLC for line striping. **Motion by Jim Duncan to approve line striping bid from Fahrner Asphalt Sealers, LLC for \$6,248.00. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve bid from Faherner Asphalt Sealers, LLC for scrub sealing Balsam Lake Estates. **Motion by Kellie Flaherty to approve bid from Fahrner Asphalt Sealers LLC to scrub seal streets throughout Balsam Lake Estates in 2023 for \$49,321.00. Second by Jamey Flaherty. On Roll Call: Kellie Flaherty, yes; Aimee Newbauer, yes; Jim Duncan, yes; Len Manning, yes; Jamey Flaherty, yes; Kathy Poirier, yes. Carried.**

To consider and possibly act to approve bid from Polk County Highway Department for road repairs on Mallard Lane and Eagle Drive. **Motion by Len Manning to approve the Polk County Highway Department to scrub seal Mallard Lane and Eagle Drive for \$8,016.02. Second by Jim Duncan. All in Favor. Carried.**

To consider and possibly act to approve surveying bud from Yunker Land Surveying, LLC to survey Village owned street alley starting at Second Avenue West north to West main Street. **Motion by Kellie Flaherty to approve bid from Yunker Land Surveying, LLC to survey Village owned street alley starting at Second Avenue West north to West main Street for \$3,700.00 using TIF funds. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve surveying bid from Yunker Land Surveying, LLC to survey Village owned street alley on Basil Street. **Motion by Aimee Newbauer to approve bid from Yunker**

Land Surveying, LLC to survey Village owned street alley on Basil Street for \$1,00.00. Second by Jim Duncan. All in Favor. Carried.

To consider and possible act to install additional no parking signs by the intersection of First Avenue East and Main Street by Balsam Lake Brewery and Market. At the past Streets & Building Committee Meeting, they recommended erecting a no parking sign at the intersection of First Avenue East and Main Street. Director of Public Works, David Patterson shared because main street is a state highway, any signage would have to be permitted by the state. One solution that was discussed was ticketing more for cars parked in the no parking spots on Main Street. Also, the lack of handicap parking spots on main street was discussed. **Motion by Jim Duncan to remove an additional parking spot at the intersection of First Avenue East and Main Street south to the light pole and add a sign to the light pole no parking here to sign. Second by Len Manning. All in Favor. Carried.**

Discussion and possible action to approve Operator License #1398-1400. **Motion by Kellie Flaherty to approve Operator Licenses #1398-1400. Second by Jim Duncan. All in Favor. Carried.**

To consider and possibly act to approve March 30th, 2023 Treasurers Report. **Motion by Aimee Newbauer to approve the March 30th, 2023 Treasurers Report. Second by Jim Duncan. All in Favor. Carried.**

Building Permit Log Report. Report was reviewed by the board. Trustees noted property owners at 110 Eagle Drive made some building additions without a permit. The Board would like the clerk's office to send an email to our building inspector notifying him of their concerns.

April Meetings: Monday 17th, Parks Committee @ 4:00 p.m., Public Protection Committee Meeting @ 4:30 p.m., Special Board Meeting @ 5:00 p.m., Monday 24th, Water/Sewer/M&E @ 4:30 p.m.

Board of Review Date: May 11th, 2023 @ 10:00 a.m.

Motion by Jamey Flaherty to adjourn. Seconded by Jim Duncan. Carried. 8:06 p.m.

unapproved minutes

Amy VanDeBrake, Clerk Treasurer
Elizabeth Hoag, Deputy Clerk Treasurer