

Meeting called to order by President Jim Duncan.

Members present on roll call: Len Manning, Jamey Flaherty, Kellie Flaherty, Jim Duncan, Corby Stark, Aimee Newbauer and Jena Paquette.

Others present: David Patterson, Mark Anderson, Linda Heimstead, Ben Wheeler, Josh Yunker, Tyler Young, Angela Chandler, Eric Jorgensen.

Public Comments: None.

To consider and possibly act to approve the Regular Board Meeting agenda for September 11th, 2023. **Motion by Aimee Newbauer to approve the Regular Board meeting agenda for September 11th, 2023. Second by Corby Stark. All in Favor. Carried.**

To consider and possibly act to approve the August 7th, 2023 Regular Board meeting minutes and August 10th, Special Board meeting minutes. **Motion by Corby Stark to approve the August 7th, 2023 Regular Board meeting minutes and the August 10th, 2023 Special Board meeting minutes. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve CUP #81 and site plan at 104 Park Avenue, Greg Nelson, Planning Commission recommendation. CUP #81 and supporting documentation was reviewed by the Village Attorney. The Attorney approved the land dedication and recommended checking with the property owner's lender to see if there is a lean against the property. If there is, then the property owner's banker would also have to sign the survey documents. **Motion by Corby Stark to approve Conditional Use Permit Application #81: Greg Nelson, 104 Park Avenue, Balsam Lake request for minor subdivision of property. Zoning District 300-6 Village Residential and to approve minor subdivision site plan with the following conditions: 1. The applicant shall obtain all necessary permits and approvals from the Village and other applicable entities with jurisdiction prior to any construction, 2. Require all activities related to the construction to be done in compliance with Village ordinances, 3. A small portion in lot 3 and lot 4 shall be dedicated to the Village for the Village street and be added as an owners certificate on the final certified survey map. Second by Kellie Flaherty. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

To consider and possibly act to purchase parcel 106-00190-0000. **Motion by Jamey Flaherty to purchase parcel 106-00190-000 for \$2,500.00. Second by Kellie Flaherty. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

To consider and possibly act to approve revised layout of the proposed Village of Balsam Lake Access point on Pearson Point Road, prepared August 23rd, 2023, Ron Hoffman. **Motion by Len Manning to approve the proposed certified survey map of the Village owned lake access point on Pearson Point prepared by Ron Hoffman. Second by Kellie Flaherty. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Sewer, Water, M&E Committee report given by chair Len Manning. The committee reviewed a bid for a new 4-inch water meter and Director of Public Works, David Patterson, will purchase the meter from Kamstrup. The cost of the new water meter is \$3,310.53. Updated information was received from the

Village building inspector regarding the enforcement of grease traps. Jeff Nussbaum from SEH also spoke to the committee regarding the water treatment plant project.

Update on water treatment plant project, Jeff Nussbaum. No report was given.

To consider and possibly act to approve purchasing submersible sewer pump for Lakeview Park. **Motion by Corby Stark to purchase a new Myers submersible pump from Tri-State Pump & Control for \$13,778.00. Second by Kellie Flaherty. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Fire Chief Report- given by Chief Mark Anderson. There were 90 cars that participated in the Annual Demo Derby. Jim Duncan asked Chief Anderson when the open house will take place as he and other Village trustees would be willing to help prepare food. Chief Anderson shared the open house take place the morning of October 14th, 2023. The Milltown Fire Department will also be hosting their 15th Annual Taco Feed that evening starting at 4:00 p.m.

Police Chief Report given by Chief Eric Jorgensen. It was a busy Labor Day weekend. There were 31 calls for service. Parking by the Boat Ramp continues to be an issue during holiday celebrations. If the event takes place next year, Chief Jorgensen recommends using safety barrels in the crosswalks.

To consider and possibly act to approve 2024 payment support for the Balsam Lake Centuria Police Department. **Motion by Kellie Flaherty to approve the Balsam Lake Centuria Police Department Budget of \$301,159.00, with payment support for the Village of Balsam Lake being \$167,500.00 and the Village of Centuria being \$129,332.00 with additional revenues of \$2,827.00 to come from the Police Department Fund Balance from 2023. Second by Corby Stark. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Library Director Report given by Director Linda Heimstead. Mystery Night will take place on Friday September 29th starting at 5:00 p.m. The library is hosting their annual pumpkin decorating contest. Their pumpkin decorating day will be October 5th, 2023 but families can drop off their decorated pumpkins by October 11th to enter into the contest. Strutz Entertainment will be holding an event at the library on Thursday October 19th, 2023 at 6:00 p.m. The event will be focused on Visiting the Beyond. There currently is a reading challenge going on and story time has moved to a new day. More information about library programs can be found on their website.

Chamber of Commerce report given by Angela Chandler. The Wine Walk is set to take place in the upcoming week. Planning for the Christmas Stroll is taking place. Santa will be in town on December 15th, 2023. More information to come.

Public Works report given by DPW David Patterson. This past month the crew continued to make repairs to E-One pumps and lift station pumps. Monarch was in town and chip sealed the roads within Balsam Lake Estates. Also, the County chip sealed the road near the highway shop.

Streets & Building Committee report given by Chair Corby Stark. Discussion regarding the crosswalk on highway 46N by Lakeview Park Inc. took place. A bid from Northwestern Wisconsin Electric Company was reviewed to move the electric pole near a village street alley. Suggestions were made to a meeting room policy the Library Director drafted. Bids are being attained for carpet and paint for the clerk's office. Northwoods Trusted Quality Cleaning LLC submitted a cleaning service bid for cleaning the municipal building and the balsam lake fire department.

To consider and possibly act to hire Northwoods Trusted Quality Cleaning LLC. Northwoods Trusted Quality Cleaning LLC. submitted a bid to clean the municipal building weekly and the Fire Hall monthly. The total bid came to \$750.00 per month. The Balsam Lake Centuria Police Department and the Fire Department have both agreed to pay \$100.00 per month towards a portion of the monthly bill. **Motion by Kellie Flaherty to hire Northwoods Trusted Quality Cleaning LLC to clean the municipal building and the fire hall costing \$750.00 per month. Second by Corby Stark. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

To consider and possibly act to approve street closure permit application 23-05, River's Rally, Ben Wheeler. **Motion by Aimee Newbauer to approve street closure permit application 23-05, River's Rally for a block party event from 11:00 a.m.-10:00 p.m. on October 1st, 2023. Second by Jena Paquette. All in Favor. Carried.**

To consider and possibly act to approve Temporary Class B Beer License #1144, River's Rally, 609 Ramberg Ct, Ben Wheeler. **Motion by Len Manning to approve Temporary Class B Beer License #1144, River's Rally, 609 Ramberg Ct. Second by Jamey Flaherty. All in Favor. Carried.**

Parks & Rec Committee report given by chair Kellie Flaherty. Dawn and Eric Baumeister attended the committee meeting in August to discuss community wide interest in having pickleball courts in town. The committee will be looking into the addition of pickleball courts and replacement of the smaller playground equipment. Last year the Village budgeted \$1,400.00 for the hanging flower baskets on main street and voted to recommend doing that for the 2024 budget. The Committee also made a recommendation to hire Endeavors Adult Development Center, Inc for Janitorial Services at Pine Park and Town Bay starting May 24th, 2024 through September 3rd, 2024 with the total contract amount being \$1,740.00.

To consider and possibly act to approve purchasing hanging baskets for Main Street 2024. **Motion by Kellie Flaherty to approve purchasing hanging baskets for Main Street for 2024 from Pro-Lawn for \$1,428.00. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve start date for the 2023 goose hunting season. **Motion by Kellie Flaherty to approve the 2023 goose hunting season within the Village of Balsam Lake starting Tuesday September 5th, 2023, after Labor Day with the hunt zones remaining the same and the hunting permits shall be picked up and returned to the Village office. Second by Len Manning. All in Favor. Carried.**

To consider and possibly act to approve hiring Endeavors Adult Development Center for janitorial services at Pine Park and Town Bay Beach for 2024. **Motion by Kellie Flaherty to approve hiring Endeavors Adult Development Center, Inc. for janitorial services at Pine Park and Town Bay starting May 24th, 2024 through September 3rd, 2024 with the total contracts amount being \$1,740.00. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve Rental Licensing-Residential Application #23-209, 146 Royal Oak Drive, Tyler Young. Tyler Young was in attendance. Mr. Young is working with the county to attain a rental license and the first step is to get Village approval. **Motion by Len Manning to approve Rental Licensing-Residential Application #23-209, 146 Royal Oak Drive, Tyler Young. Second by Aimee Newbauer. On roll call: Corby Stark, yes; Aimee Newbauer, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

To consider and possibly act to approve Operator License #1470. **Motion by Kellie Flaherty to approve Operator License #1470. Second by Kellie Flaherty. All in Favor. Carried.**

Finance Committee Report-given by Jim Duncan. The Finance Committee is working with EHLERS to review interim financing options for the Water Treatment Plant.

To consider and possibly act to the August 31st, 2023 Treasurers Report. **Motion by Aimee Newbauer to approve the August 31st, 2023 Treasurers Report. Second by Jamey Flaherty. All in Favor. Carried.**

The building permit log report was reviewed for the month of August.

To consider and possibly act to go into closed session pursuant to Wisconsin Statute 19.85 exemptions (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Industrial Park Property, Polk County EDC, Terry Hauer. No action was taken and the Board did not go into closed session.

September Meetings: Monday 18th, Finance Committee Meeting @ 4:45 p.m., Monday 25th, Ad Hoc Committee Meeting @ 4:00 p.m., Parks Committee Meeting @ 4:30 p.m., Streets & Buildings Committee Meeting @ 5:00 p.m., Labor Committee Meeting @ 6:00 p.m., Water/Sewer/M&E Committee Meeting @ 6:30 p.m.

Motion by Aimee Newbauer to adjourn. Seconded by Len Manning. Carried. 7:14 p.m.

unapproved minutes

Amy VanDeBrake, Clerk Treasurer

Elizabeth Hoag, Deputy Clerk Treasurer