

Meeting called to order by President Jim Duncan.

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

Members absent on roll call: Len Manning.

Others present: Rebecca Palm, Robert Peterson, Eric Jorgensen, Brad Williamson, Mark Anderson, Angela Chandler, Ben Campbel, Dominic Dimler, Gary Johnson, Linda Heimstead

Public Comments: Angela Chandler was in attendance. Angela Chandler stated her concerns relating to food truck vendors. She stated a food truck vendor was asked to stop sales due to not having a Village issued permit and the vendor took their concerns to social media. Angela Chandler also stated a vendor should not be allowed to sales within the Village if they illustrate bad behavior as it takes away business from brick-and-mortar businesses. Chair Jim Duncan, stated the Village Board is working through updating the current Village ordinance for vendors.

To consider and possibly act to approve the March 4th, 2024 Regular Board Meeting Agenda. **Motion by Jena Paquet to amend the March 4th, 2024 Regular Board meeting agenda to move item 30 to item 13A. Second by Aimee Newbauer. All in Favor. Carried. Motion by Corby Stark to approve the amended March 4th, 2024 Regular Board meeting agenda. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the February 5th, 2024 Regular Board meeting minutes, February 19th, 2024 Special Board meeting minutes and February 19th, 2024 Emergency Board meeting minutes. **Motion by Jena Paquet to approve the February 5th, 2024 Regular Board meeting minutes, February 19th, 2024 Special Board meeting minutes and February 19th, 2024 Emergency Board meeting minutes. Second by Jamey Flaherty. All in Favor. Carried.**

Fire Chief Report was given by Mark Anderson. In February there were nine rescue runs and no fire calls. The State Audit will take place in March and an inventor audit will be completed.

Police Chief Report was given by Eric Jorgensen. In February there were over 30 calls for service. The department purchased a new squad. Equipment will be installed in the new squad over the next few months.

Review letter of intent from Joshua Skoug. A letter of intent from Joshua Skoug was reviewed by the Village Board. No action was taken.

Public Works Report was given by David Patterson. With low snowfall this winter the department has been working hard on completing a service line inventory report for the DNR. David Patterson noted the service lines are being reviewed for all homes dating back to 1936. Also, this past month David Patterson noted repairs were made to lift station controls. The department will be participating in continuing education classes over the next few months.

Library Director report was given by Linda Heimstead. A list of comments from people were distributed to the board to review. This was done similarly in 2022 focused on why people "Love" the library. An estimate was also given to the board to review.

Discussion and possible action on automatic door opener, Linda Heimstead. The board reviewed a bid for an automatic door opener the director gave them at the meeting. Chair James Duncan expressed that any changes to the municipal building need to be brought before the Streets & Buildings Committee as that is the current policy. Moving forward the library shall comply with the current policy that is in place regardless of the circumstances, this will take extra initiative from the director to submit requests on time.

Motion by Corby Stark to approve the installation of an automatic door opener with all associated costs being but not limited to, the bid received for \$2,571.00, all additional public works labor hours, all additional electrical expenses and all permit application costs for said project. Second by Aimee Newbauer. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.

Discussion and possible action on purchasing procedure for Library Director. Discussion and possible action regarding fire chief purchasing procedure. The current purchasing policy was reviewed by the Village Board. Currently the library director and Fire Chief do not have a maximum spending limit. The question was asked, should the Village Board amend the current policy to add a maximum spending limit for the library director and Fire Chief. Linda Heimstead stated that she nor the library would be following any spending limits that the village puts in place as she feels they are governed by different state laws, no supporting documentation was reviewed for that statement. **Motion by Jena Paquet to approve amending the current policy to add the Fire Chief shall have a spending limit of \$2,000.00. Second by Corby Stark. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.** An amendment will be published and presented at the next Village Board meeting.

Review Balsam Lake Library Annual Report. Jim Duncan asked the library director if she had any input on the report. Linda Heimstead stated she had no input to the annual report.

Discussion and possible action regarding public concerns with lights at Lucky Seven Stores. Jim Duncan stated he made contact with the regional director two times before the meeting. The director was not present at the meeting. Jim Duncan shared with the board pictures of the service station that were taken in the evening to illustrate how bright the location is. Rebecca Palm was in attendance. Rebecca Palm expressed concerns regarding light pollution from 101 Main Street. The service station recently installed new neon lights around the gas pumps, their building, and bright promotional signs closer to the highway. Rebecca Palm stated many property owners on the lake have shared concerns regarding how bright the lights are from across the lake. She and others closer to the services station have purchased heavy blinds to reduce the amount of light entering their homes from the service station. Currently the Village of Balsam Lake does not have an ordinance for light pollution or maximum brightness for neon signs. The discussion was tabled until April.

Chamber of Commerce Report was given by Angela Chandler. Angela Chandler reported there were five new businesses that recently joined the chamber. The membership administration fee was waved for those entities. The chamber also elected a new secretary. A mini golf event is being planned for the end of April and Freedom Fest planning is underway.

To consider and possibly act to approve Street Closure Permit #24-01, KJ's New North. Jen Delgado was in attendance. Jen Delgado reported that there is interest in bringing a small carnival to town over Labor Day weekend. Jen Delgado asked to have to have two street closures for the event. If approved the carnival would be located on the street between Main and Pearl Street. **Motion by Jamey Flaherty to approve Street Closure Permit #24-01 for KJ's New North for Tuesday August 27th, 2024 starting at noon through September 1st, 2024 ending at noon from Main Street to Pearl Street and closing Main Street to Mill Street from Friday August 30th, 2024 at noon through September 2nd, 2024. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve Vendor Permit 24-01 Brickfire Pizza LLC Food Truck. Dominic Dimler was in attendance. Mr. Dimler is the owner of Brickfire Pizza LLC- Food Truck. Mr. Dimler stated he would like to bring his food truck to Balsam Lake on Thursdays for an estimated 5 hours a week. **Motion by Corby Stark to approve Vendor Permit 24-01 for Brickfire Pizza LLC with the permitted food truck location being 101 Eagle Drive on Thursdays for five hours. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possible act to approve Vendor Permit #24-02, 3 Chief's Frybread LLC Food Truck. There was nobody from 3 Chief's Frybread LLC in attendance to speak on their application. It was noted there was no date, times or locations listed on the application. **Motion by Aimee Newbauer top table Vendor Permit #24-02 for 3 Chief's Frybread LLC. Second by Jamey Flaherty. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

To consider and possibly act to approve Resolution No. 2024-01, Establishing Water Property Tax Equivalent for Water Utility. **Motion by Aimee Newbauer to approve Resolution No. 2024-01, Establishing Water Property Tax Equivalent for Water Utility. Second by Corby Stark. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Discussion and possible action regarding Zoning Administrator having jurisdiction to review and approve electrical inspections. Ben Campbell was in attendance. Mr. Campbell reported that currently as the zoning and building administrator for the Village he cannot review the commercial electrical inspections. Commercial electrical inspections are currently being reviewed by the state. Mr. Campbell stated there is a \$55.00 application fee that his office would pay annually. **Motion by Jamey Flaherty to approve Northwest Wisconsin Inspection Agency to conduct all commercial electrical inspections for the Village of Balsam Lake. Second by Kellie Flaherty. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Discussion and possible action regarding proposed new building ordinance, Ben Campbell. Ben Campbell shared with the Board the current code is out of date. With new state legislation for zoning and building requirements, now would be a good time to update the current policy. **Motion by Jamey Flaherty to approve the new building ordinance. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action on Resolution No. 2024-2. Establishing Building Permit Fees. Northwest Wisconsin Inspection Agency has been employed by the Village since 2018. Mr. Campbell reports the rates for services have not increased from 2018 to current date. **Motion by Aimee Newbauer to approve Resolution No. 2024-2 Establishing Building Permit Fees. Second by Jena Paquette. On Roll Call: Aimee Newbauer, yes; Jena Paquette, yes; Corby Stark, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jim Duncan, yes. Carried.**

Discussion and possible action regarding lease with Snowmobile Club. Robert Peterson was in attendance on behalf of the Polk County Snowmobile Club. It was communicated to Mr. Peterson that after further review the Village is not interested in selling village owned property where their buildings are located. However, the Village would amend the next contract starting in 2025 to state a one-year vacating process upon a 20-year lease renewal. In addition, the snowmobile club will have to pay personal property tax for their buildings moving forward under the new state laws. No motion was made; however, Mr. Peterson will bring the information back to his committee and will plan on attending the next Village Board meeting.

Discussion and possible action to allow the Polk County Snowmobile Club to have water & Sewer services. **Motion by Aimee Newbauer to table item until April. Second by Corby Stark. All in Favor. Carried.**

Parks Committee Report was given by Kellie Flaherty.

Update on Pine Tree Donation Program. The pine tree donation program is taking place again in 2024. The cost per tree is \$50.00. Village residents who wish to participate can donate \$50.00 to the Village and plant their tree in Pine Park on April 20th, 2024. Tree Planting will start at 9:00 a.m. and Pro-Lawn has agreed to assist with the community outreach efforts.

Finance Committee Report was given by Jim Duncan.

Discussion and possible action on financing options and loan information from Pillar Bank. Jim Duncan has been in contact with Pillar Bank regarding loan programs for future Village projects.

Discussion and possible action to attain bid for Dam repairs. **Motion by Corby Stark to attain a bid for services from Ayres and Associates for Dam repairs. Second by Aimee Newbauer. All in Favor. Carried.**

Discussion and possible action regarding vacant buildings policy. **Motion by Corby Stark to table item. Second by Aimee Newbauer. All in Favor. Carried.**

To consider and possibly act to approve February 29th, 2024 Treasurers Report. **Motion by Aimee Newbauer to approve February 29th, 2024 Treasurers Report. Second by Kellie Flaherty. All in Favor. Carried.**

Building Permit Report was reviewed by the Board.

March Meetings: Monday 11th, Special Board Meeting @ 5:00 p.m., Monday 18th, Sewer/Water & M&E Committee @ 4:30 p.m., Parks Committee @ 5:30 p.m. located at June Berry Park, Streets & Building Committee @ 6:00 p.m., Police Commission Meeting @ 6:30 p.m.

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 specific public business, whenever competitive or bargaining reasons require a closed session. Discussion with Scott Anderson regarding property withing the Village. **No motion was made.**

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 specific public business, whenever competitive or bargaining reasons require a closed session. Discussion and possible action regarding utility easements for water treatment plant. **No motion was made.**

Motion by Corby Stark to adjourn. Seconded by Jena Paquette. Carried. 8:00 p.m.

unapproved minutes

Amy VanDeBrake, Clerk Treasurer