

Meeting called to order by James Duncan Jr.

Members present: Corby Stark, Gary Johnson, Jena Paquette, Jamey Flaherty, Kellie Flaherty, Len Manning.

Others present: Angela Chandler, Myrna Donovan, Peg Tarman, Gerald Tarman, Terry Anderson, Patricia Stark, David Stark, Josh Miller, Arlen Ziegler, Simon McCormack, Linda LaMere, Dick Welty, David Patterson, Eric Jorgensen, Linda Heimstead, John Thompson.

No Public Comments.

To consider and possibly act to approve the November 11th, 2024 Regular Board meeting agenda. **Motion by Len Manning to approve the November 11th, 2024 Regular Board meeting agenda. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the October 7th, 2024 Regular Board meeting minutes. **Motion by Corby Stark to approve the October 7th, 2024 Regular Board meeting minutes. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the 2025 Village Budget. **Motion by Corby Stark to approve the 2025 Village Budget and Tax Levy for \$698,776.00. Second by Kellie Flaherty. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

No Fire Chief Report was given.

Public Protection Committee Report was given by chair Jena Paquette. It was noted that the Public Protection Committee met jointly with the Milltown Area Fire Association, Milltown Fire Department, Apple River Fire Department, Apple River Township, George Town Township, Balsam Lake Township, Village of Balsam Lake. Fire protection services for 2025 were discussed. No action was taken; however, the Village of Balsam Lake is working to secure fire protection services for the Village of Balsam Lake for 2025.

Police Chief Report was given by Eric Jorgensen. Chief noted calls for services for both Balsam Lake and Centuria have remained steady over the past few months. The department was able to hire a new officer, Seth Ilgen and he is doing well. Officer Ilgen has been participating in various trainings this past month and will be out on patrol on his own starting in December. Len Manning stated many community members have noted positive interactions while working with Officer Ilgen and also noted Officer Ilgen is a great addition to the department.

Library Director Report was given by Linda Heimstead.

Discussion and possible action regarding voucher pay request for Library Remodel. No action was taken.

Chamber of Commerce Report was given by Angela Chandler. It was reported that the annual trick or treat on Main Street went well and had great attendance. One of the many highlights was Apple River Fire Department participating in the event and helping families cross the highway safely during the event. Planning is underway for the Christmas Stroll and Winter Fest. It was noted the Chamber will need help lighting luminaries for the Winter Fest event.

Discussion and possible action regarding street closures and trash services for special events within the Village. For one of the last street closures and special events in town the organizers did not pay for trash services so the Village had to pay for the trash removal and coordinate for trash can removals. The question was asked, should the Village citizens pay for trash removal services for a non-chamber event or should the event organizers? Village board agreed, the event organizers should pay for all associated event fees. It was discussed for future events that are not chamber events, that a security deposit should be received prior to street closures or event approval. **Motion by Len Manning to require a security deposit to be issued to the Village from future event coordinators prior to any event applications being reviewed or approved by the Village Board. Second by Gary Johnson. All in Favor. Carried.** Discussion regarding the process and how much the security deposit fee should be shall be discussed at the December Village Board meeting.

Discussion and possible action regarding the Polk County Beekeepers. Arlen Ziegler was in attendance on behalf of the Polk County Beekeepers. In 2024 the Village Board and the BLCPD allowed the Polk County Beekeepers to have two hives on Village property for educational programing and utilize the police meeting room for educational purposes. The Polk County Beekeepers inquired if they could utilize the meeting room on the third Thursday of every month along with keeping their hives on Village property moving forward to 2025. It was noted by the Village Board and the Police Chief that there were no issues in 2024. **Motion by Len Manning to allow the Polk County Beekeepers to host their meetings in the Police Meeting room one Thursday every month in 2025 and approved the Polk County Beekeepers to have bee hives on Village Property in 2025. Second by Corby Stark. All in Favor. Carried.**

Discussion regarding public interest in senior living within the Village of Balsam Lake. Peg Tarman was in attendance and spoke on public interest in having more senior living within the Village of Balsam Lake. She noted by having more senior living options it would free up homes for a younger generation to purchase. Peg Tarman stated she spoke with Deb Paulsen, property owner just outside of the Village limits regarding future property development. Peg Tarman also stated she phoned Mr. Chris Nelson regarding potential senior living options on the lot he and his partners purchased just south of the Village Hall, however she was not able to connect with him. Peg Tarman also noted she contacted Terry Hauer with the Polk County Economic Development and stated there is a loan program through the Economic Development Center that communities can utilize. Josh Miller, Sr. Planner with Cedar Corporation was in attendance. Mr. Miller stated he would be attending a conference in the coming weeks relating to grant opportunities for municipalities for senior living developments and made a note to forward that information to the Village Clerk.

Discussion regarding amending/redaction of annexation request, Linda LaMere. Linda LaMere was in attendance. Linda LaMere stated she would like to amend/redact their previous petition for annexation into the Village for a portion of the property owned by Five Flags Golf. This is due to high cost of extending the utilities. Through the proposed amendment it would allow some of the woods to be removed out of the Village and transition back into the Township. With that portion of the land back under the Polk County Zoning, it would fall under the Polk County Zoning regulations that may allow them to develop a much smaller campground with a few modifications to their current well and septic at a more affordable cost. The Village Board requested a letter be sent to the Village Attorney for legal input and an agenda item be added to the December Village Board meeting to further discuss the redaction of annexation request from Linda LaMere.

Discussion and possible action regarding boat cleaning station easement within the Village of Balsam Lake, BLPRD. The cleaning station easement within the Village of Balsam Lake for Idlewild Street was reviewed by the Village Board. All were in agreement that the lease should be one year to coincide with the other boat cleaning station leases. **Motion by Kellie Flaherty to approve all boat cleaning station leases with the BLPRD for 2025 on a one-year term and each year proceeding the BLPRD shall submit updated leases for review. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding TIF 6 boundary amendment, Cedar Corporation. Josh Miller, Sr. Planner, with Cedar Corporation was in attendance and gave an introduction to Tax incremental financing to the Village Board. In order to move forward with amending the TID 6 boundary, Mr. Miller stated Cedar Corporation will need information from the Village and information on the future development on First Avenue East. The Village will also need to work on cultivating Joint Board of Review members and setup committee meetings for future TID work.

Discussion and possible action regarding potential street vacating on Old Courthouse Avenue. James Duncan Jr. reports the Polk County Housing Authority is working through the approval process for vacating a portion of street on Old Courthouse Avenue through a quick claim deed upon the Village completing the street vacating process. More information will be available at the December Village Board meeting.

Parks Committee report was given by Kellie Flaherty. The committee continued discussions regarding Pickleball Courts being added to Pine Park. There is a genuine interest in having pickleball as part of the recreational plan within the Village of Balsam Lake, however there are no budgeted funds for said project. Jena Paquette has been in contact with the Homeowners Association and it sounds like they would be interested in talking with the Village to move the project forward.

Discussion and possible action on ordinance 2024-02, Chapter 286-9.1 Golf Carts. Discussion for Chapter 286-9.1 Golf Carts took place. Under G. Operations various input was made regarding the proposed hours and dates were heard by the public.

1. **Motion by Len Manning to strike the proposed hours and dates of operations to read, Golf Carts shall only be driven on approved public streets as designated under section G. Operations, Subsection 2., between the hours of 6:00 AM and 10:00 PM, year-round, provided all of the requirements of this Ordinance are met. Second by Gary Johnson. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**
2. Under G. Operations, Subsection 5, the proposed ordinance restricts the use of golf carts on Village Property. Discussion on if golf carts would be allowed on Village walking trails took place. General consciences were not to change how subsection 5 reads and not to allow Golf Carts on Village walking trails due to the overall narrow width of the trails that might not allow for safe passing, the overall erodibility of parts of the trail and trail maintenance that could coincide with the Golf Cart traffic.
3. Under F. Registration, Subsection 3, the proposed ordinance states the registration fee shall be \$50.00. Currently the registration fees for ATV's are \$30.00. **Motion by Jena Paquette to amend the proposed subsection 3 to read, Registration Fee. A registration fee, as may be established and adopted by the Village Board and amended from time to time, shall be paid to the Village at the time the application for registration or renewal is filed with the Police Department. The registration fee shall be \$30.00. Second by Corby Stark. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena**

Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.

4. Under F. Registration, Subsection 4, the proposed ordinance states only residents or property owners of or within the Village of Balsam Lake may apply to register or renew the registration of a Golf Cart. It was discussed that there are many seasonal properties and short-term rentals. It was noted campers in Pine Park may want to camp for the weekend and bring their golf cart and use it throughout town. **Motion by Kellie Flaherty to amend the proposed subsection 4. Striking only residents or property owners of or within the Village of Balsam Lake may apply to register or renew the registration of a Golf Cart., Subsection 4 shall read; 4. Application. The application for registration or renewal shall be made to the Balsam Lake Centuria Police Chief, or to some other person designated on forms provided by the Village. The application shall include the owner's name; street address; mailing address; phone number; the make, model and identification or serial number of the Golf Cart being registered; and such other information as may be reasonably required, including a release of the Village from liability for an accident involving the registered Golf Cart and an agreement to indemnify and hold the Village harmless from any claims arising from any such use/operations. Second by Jena Paquette. All in Favor. Carried.**
5. Vehicle Registration Sticker: Village Board was in agreement that said registration expiration dates should look similar to the ATV registration stickers.

Motion by Gary Johnson to approve Ordinance 2024-02, 286-9.1 Golf Carts with the amended changes listed above. Second by Jena Paquette. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.

Discussion and possible action on Ordinance 2024-03, Vacant Building Ordinance. **Motion by Gary Johnson to approve Vacant Building Ordinance 2024-03. Second by Corby Stark. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

Discussion and possible action regarding Balsam Lake Cemetery Subsidy for 2025. **Motion by Jamey Flaherty to approve increasing the annual subsidy payment to the Balsam Lake Cemetery from \$2,000.00 to \$3,000.00 starting January 1st, 2025. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve annual rental license applications. BLCPD noted 411 West Main Street, 205 Mill Street and 820 West Main Street continue to be nuisance properties. **Motion by Gary Johnson to approve all rental licenses except 411 West Main Street, 305 Mill Street and 820 West Main Street. Second by Len Manning. On Roll Call: Corby Stark, abstain; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

To consider and possible act to approve rental license application for 106 Pine Crest Road. **Motion by Jamey Flaherty to move this agenda item to the December Village Board meeting. Second by Kellie Flaherty. All in Favor. Carried.**

Finance Report was given by James Duncan Jr.

To consider and possibly act to approve HVAC Loan Terms with Pillar Bank. **Motion by Corby Stark to approve entering into a 60-month loan term with Pillar Bank for \$312,166.00 at an interest rate of 5.36%**

maturing 08/15/2029. Second by Kellie Flaherty. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.

To consider and possible act to approve Resolution 2024-06, Compliance Maintenance Resolution for HVAC Loan. **Motion by Corby Stark to approve Resolution 2024-06, Compliance Maintenance Resolution for terms listed for an HVAC loan. Second by Jena Paquette. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

To consider and possibly act to approve Municipal & PD Infrastructure IT system Integration. **Motion by Corby Stark to approve hiring Sterling Technology Systems, LLC to update the Municipal & PD IT systems for a total of \$11,126.00 coming from monies within the 2024 budget & allotted outlay accounts. Second by Jena Paquette. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

Discussion and possible action regarding payment request for WTP #2 & #3 STAAB. **Motion by Corby Stark to approve payment request #2 for STAAB for \$4465.00 and payment request #3 for STAAB for \$7,600.00 for the Water Treatment Plant Project. Second by Jena Paquette. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

To consider and possibly act to approve October 31st, 2024 Treasurers Report. **Motion by Kellie Flaherty to approve the October 31st, 2024 Treasurers Report. Second by Gary Johnson. All in Favor. Carried.**

Building permit Log was reviewed.

Public Works Report was given by David Patterson.

Discussion and possible action on the Lower Balsam Lake Dam Spillway Improvement Feasibility Study. DPW, David Patterson presented an email that was received by Ayres. There are Municipal Dam Grants. Moving forward, the DNR would like a report on what the Village is going to do. Because repairs done on the Dam are at a 50/50 cost with the BLPRD, it was noted they should be included in the discussion. No action was taken.

Discussion regarding input from BLPRD regarding Lower Balsam Lake Dam Spillway Improvement Project. **Motion by Gary Johnson to invite the BLPRD to the Next Village Board meeting or to host a joint meeting with the BLPRD to discuss a future Lower Balsam Lake Dam Spillway Improvement Project. Second by Kellie Flaherty. On Roll Call: Corby Stark, yes; Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes. Carried.**

Discussion and possible action regarding Change Order 1 & 2 for Water Treatment Plant Project. **Motion by Gary Johnson to approve Change Order 1 and Change Order 2 for the Water Treatment Plant Project costing \$13,873.00. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding Water Treatment Plant building material color selection. Simon McCormack was in attendance representing SEH. Mr. McCormack and DPW David Patterson presented

Village of Balsam Lake Village Board of Trustees

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sample material colors for the interior and exterior for the future Water Treatment Plant. The Village Trustees worked in partnership together to select building colors.

November Meetings: Monday 18th, Sewer/Water/M&C Committee @ 4:00 p.m.

Announcements: James Duncan Jr. stated with his presidential term ending spring of 2025, he as elected not to run for Village President, thus giving the Village Trustees ample time to work through this transitional phase.

Motion by Jena Paquette to adjourn. Seconded Kellie Flaherty. Carried. 9:15 p.m.

unapproved minutes

Amy VanDeBrake, Clerk Treasurer
Anna Ball, Deputy Clerk Treasurer