

Meeting called to order by James Duncan Jr.

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

Others present: David Patterson, Tom Mabry, John Sorensen, Brian Wertish, Jessy Mattocks, Simon McCormack, Bob Peterson, Todd Miller, Steve Ruff and Paul Mahler.

Public Comments: Jessy Mattocks was in attendance. Stated he was on the fire department years ago. Stated the Village President and Village Trustees dropped the ball on assisting the Balsam Lake Fire Department and stated his concerns regarding the municipality not receiving the 2% monies. Steve Ruff was in attendance. Mr. Ruff stated his concerns regarding a property owner within their condo association was granted a variance to build an addition to their home. It was stated the new addition is now located on association property. Mr. Ruff requested information on how to prevent this in the future. James Duncan Jr. stated if Mr. Ruff would like to be added to the February Board meeting to contact the Clerks office to have an item placed on the agenda.

To consider and possibly act to approve the January 6th, 2025 Regular Board Meeting Agenda. **Motion by Corby Stark to approve the January 6th, 2025 Regular Board Meeting Agenda. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the December 2nd, 2024 Regular Board Meeting Minutes & December 16th, 2024 Special Board Meeting Minutes. **Motin by Len Manning to approve the December 2nd, 2024 Regular Board Meeting Minutes & December 16th, 2024 Special Board Meeting Minutes. Second by Jamey Flaherty. All in Favor. Carried.**

Fire Chief Oath of Office. **Mr. Tom Mabry was sworn into office as the Balsam Lake Fire Department Chief.**

Fire Chief Report. Chief Mabry stated the Fire Chief report is at the Fire Hall.

Discussion and possible action regarding insurance coverage & use of BLFD fire equipment with Milltown Fire Association. John Sorensen was in attendance. It was stated the next association meeting will take place on January 22nd, 2025 @ 7:00 p.m. If the Village Board Members wish to attend, it was noted they should contact Mr. Sorensen as there could be a possible quorum of Village Board Members in attendance. Mr. Sorensen noted, the Village should send over three years of Budget expenses to the association. It was also noted for 2025 the Milltown Fire Association would not use the Balsam Lake Fire Department Equipment. It was also stated the Milltown Fire Association would also have to add the Village of Balsam Lake/Balsam Lake Fire Department to their insurance policy upon approval of said contract by the Commission.

Discussion and possible action regarding Fire Protection Service with Milltown Fire Association. It was stated Chief Mabry met with John Sorensen before the meeting and agreed that EMS call for service will still be completed by the Balsam Lake Fire Department. Moving Forward, the Milltown Fire Department Association will unofficially respond to all Balsam Lake Fire Department calls until a resolution can be put into place. Mr. Sorensen stated once the resolution is in place, that he would forward that to the Village clerk for Board approval.

Police Chief Report was given by Chief Jorgensen. Officer Ilgen is doing well on his own over the past few months and will start the academy within the next few weeks.

Public Works Report was given by David Patterson.

Discussion and possible action regarding egg-oiling for 2025, Brian Wertish. Brian Wertish was in attendance representing the Balsam Lake Homeowners Association. It was noted for 2024 the BLPRD, Balsam Lake Homeowner's Association and Village of Balsam Lake joined forces for egg-oiling and the program was successful. The HOA would like to offer the same program for 2025. The Village would need to apply for the permit and send notice to property owners, the HOA would also work with the Village delegated individuals to conduct the egg oiling. **Motion by Gary Johnson to approve the Village of Balsam Lake applying for a 2025 egg oiling permit for Balsam Lake, notifying property owners of joint initiative and working in partnership with the BLPRD and Balsam Lake Homeowner's Association on oiling the eggs. Second by Len Manning. All in Favor. Carried.**

Discussion and possible action on boat cleaning stations within the Village of Balsam Lake. There was no representative from the BLPRD at the meeting. It was noted by the Board that the clerk shall notify the BLPRD that updated lease agreements stating a term length of one year for all cleaning stations within the Village shall be attained by the February Village Board Meeting. Attorney Paul Mahler stated if the BLPRD does not send updated agreements for 2025, then the old agreement null and void.

Discussion and possible action regarding Lower Balsam Lake Dam Spillway Improvement Project. **Motion by Corby Stark to recommend to the BLPRD, Alternative 1, removal of the tailrace wall costing an estimated \$48,600.00 and to attain feedback from the BLPRD on said alternatives. Second by Jena Paquette. All in Favor. Carried.**

Discussion and possible action regarding 2024 taxes for BLPRD Buildings on Village Property. **Motion by Jena Paquette to approve not taxing the BLPRD for 2024 taxes that are payable in 2025 for their buildings located on Village Property. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding the Polk County Snowmobile & ATV Council lease agreement. Tod Miller and Bob Peterson were in attendance. The Polk County Snowmobile & ATV Council are seeking clarification of "restore the area to a clean and level condition" verbiage in the agreement. The Council also requested the Board consider adding provisions to the amendment allowing the council to subdivide the property into three (3) sections, one for each building, Allow the council to give the Village one (1) year notice to vacate any or all of the subdivided sections and terminate the lease on that/those sections, give the Village first right of refusal to purchase the buildings and allow the council to sell and buildings and transfer the associated leased land agreement to the building purchasers. It was recommended by the Village Attorney not to allow the council to subdivide and sell the buildings and parcel off the lease. This is a "free" lease given to the council which in theory provides some benefit to the Village for supporting them. James Duncan Jr. also stated his concerns with requests by the council as said property where their buildings are located are part of the sewer plant property. If in the future, the DNR were to require the Village to build a sewer treatment plant, the village could utilize the building location. **Motion by Jena Paquette to approve amending the lease agreement with the Polk County Snowmobile and ATV Council to give a one-year termination period to the proposed lease agreement. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding 2024 taxes for snowmobile club buildings on Village Property.

Motion by Len Manning to approve not taxing the Polk County Snowmobile Council for 2024 taxes that are payable in 2025 for their buildings located on Village Property. Second by Corby Stark. All in Favor. Carried

Update on Water Treatment Plant Project (WTP). Engineer Simon McCormack with SEH was in attendance. Mr. McCormack stated most of the raw water main for the WTP project has been installed. There are small sections of water main that will need to be installed in the spring, one section being located on a property just off Hilltop Avenue and the second being the water main that would run from Mallard Lane to the WTP. Mr. McCormack noted the Demo of Well House three will take place in late March or early April. The Village should receive a credit back from STABB relating to filters, SCADA, and flow transmitters. James Duncan Jr. asked Mr. McCormack to estimate how many trees were removed from Pine Park and if the old tennis court base where the logs are currently located would be damaged. DPW, David Patterson noted an estimated 30 trees were removed from the park. This number is less than the original projection as the line where the new water main was installed, was placed in a slightly different location. Out of those 30 trees, there were a handful that were located near the location of the installed water main that were dead and were removed to improve the overall health of the grove. DPW, David Patterson also stated, once the logs are removed off of the old tennis court base, he will work with the contractor to scrape the black dirt down to the sand and gravel base.

Discussion and possible action regarding WTP Change Order #3, SEH. **Motion by Corby Stark to approve WTP Change Order #3. 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 upcoming change order #4 for WTP, SEH. Mr. McCormack stated upon bidding the project the contractor did not account for the cost of relocating a communication box and pole for WTP. The estimated cost for relocation of said box and pole could be \$10,000.00. It was noted by Mr. McCormack that SEH did identify the relocation of said items in the bid tab. The Village Board was in agreement, this extra cost should be paid for at the expense of the contractor. No formal motion was made.

Discussion and possible actions regarding WTP color selection, SEH. Mr. McCormack stated color selections are needed for the roof, canopy, kalwall and louvers. **Motion by Corby Stark to approve matt black for the WTP roof, canopy, frames, louvers and crystal for the kalwall. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding payment request for WTP. **Motion by Jamey Flaherty to approve invoice #478755 to SEH for \$32,450 and to approve STABB Contractor's Application for Payment #4 for \$86,450.00. 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 Annexation Tax Payment to Milltown Township. It was noted by attorney Paul Mahler, the village shall pay Milltown Township for five years of taxes on the Annexed property. This payment should be based off of the current 2024 Township tax rate. **Motion by Jena Paquette to approve issuing one check for the full five years of tax payments to the Township of Milltown for the annexed property, based off the 2024 Township tax rate. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding discontinuing a portion of Courthouse Avenue. Attorney Paul Mahler stated he would draft the resolution and have it ready by the February Board Meeting.

Discussion and possible action regarding utility easement agreement with Northwestern Wisconsin Electric. Attorney Paul Mahler stated he would draft a new utility easement and have it ready by the February Board Meeting.

Discussion and possible action regarding original cigarette, Tobacco, and Electronic Vaping Device Retail License Application #2034, Sunsets at Paradise. Upon review of the application, under item #23 Premises Description it was written, "Building is approximately 13,000 sq. ft. at 267 County Road I. We will be selling and storing products within this building. As business grows, we may convert a hotel room into a small store. As such we would like to be able to store and sell throughout the entire building". **Motion by Len Manning to deny application #2034. 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.**

To consider and possibly act to approve Amplified Device Permit #3090, Iceman 500. **Motion by Jamey Flaherty to approve Amplified Device Permit #3090 for the Iceman 500. Second by Jena Paquette. All in Favor. Carried.**

To consider and possible act to approve Poultry Permit Application #25-01, James and Lori Duncan. **Motion by Kellie Flaherty to approve Poultry Permit Application #25-01 for James and Lori Duncan. 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., abstain. Carried.**

Discussion and possible action regarding mitigation plans for residential licensing for 820 West Main Street & 305 Mill Street. **Motion by Len Manning to approve sending letters to the property owners of 820 West Main Street and 305 Mill Street regarding probationary rental licenses for 2025 and requesting mitigation plans. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding possible raze order at 201 Second Ave East. Paul Mahler stated the next step in the process would be to obtain an official building inspector report from Ben Campbell regarding the state of the property. From there legal can continue to move forward. James Duncan Jr. will contact building inspector Ben Campbell to proceed forward.

Discussion regarding extended stay exception, 501 West Main Street, Lumberjill Lodge. Concerns regarding granting an exception for 501 West Main Street were heard. **Motion by Jamey Flaherty to have Lumberjill Lodge complete a conditional use application and have it reviewed formally by the Planning Commission. Second by Jena Paquette. All in Favor. Carried.**

Discussion and possible action regarding playground equipment, Kellie Flaherty. Because the equipment selected by the Village Board is less the minimum order fee for matching funds from the company, GameTime has indicated they would give the Village a 30% discount on the playground equipment they selected. **Motion by Corby Stark to move forward with the project with the understanding that the Village will receive a 30% discount on the equipment purchased. 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. The Village will have to pay full price for the edging around the equipment. Total equipment cost after the 30% discount would be an estimated \$16,000.00. A motion had been made at a prior that the Village would loan the funds to the parks committee and the Village general fund would be reimbursed \$5,000.00 annually until the project is paid for.

Discussion regarding tree Pine Tree Donation Program for 2025. The Village has held a Pine Tree Donation Program for Pine Park over the past few years. With the removal of Pine Trees last year due to the WTP project, replacement of trees all the same size might not be sustainable over time. James Duncan Jr. stated Chris Sondrol would be willing to get prices on multiple sizes of Pine Trees. Board agreed to review those prices at their February Board Meeting.

To consider and possible act to approve operator license #1565-1574. **Motion by Corby Stark to approve Operator License #1565-1574. Second by Jena Paquette. All in Favor. Carried.**

Finance Committee Report was given by James Duncan Jr. Most of the HVAC project is complete. There is one payment installment left for the project. **Motion by Len Manning to hold final pay request for Johnson Controls until project meets final completion. Second by Gary Johnson. All in Favor. Carried.**

To consider and possibly act to approve December 31st, 2024 Treasurers Report. **Motion by Corby Stark to approve the December 31st, 2024 Treasurers Report. Second by Jena Paquette. All in Favor. Carried.**

Building Permit Log Report- no report submitted.

January Meetings: Monday 13th, Special Board Meeting with Library Board @ 5:00 p.m., Tuesday 14th, Village Caucus @ 6:00 p.m.

Motion by Corby Stark to adjourn. Seconded Jamey Flaherty. Carried. 8:33 p.m.

unapproved minutes

Amy VanDeBrake, Clerk Treasurer
Anna Ball, Deputy Clerk Treasurer