

Meeting called to order by President James Duncan Jr.

Members present on roll call: James Duncan Jr., Jamey Flaherty, Kellie Flaherty, Gary Johnson, Len Manning, Corby Stark, Jena Paquette.

Others Present: Jen Delgado

Public comments: Jen Delgado was in attendance. A vendor contacted her in regards to offering horsedrawn carriage rides throughout town for Winter Fest. It was noted there was no permit required; however, it would be nice to have event congestion signs for public safety. Director of Public Works (DPW), David Patterson will contact the Polk County Highway Department to see if the Village can borrow their event congestion signs for Winterfest.

To consider and possibly act to approve the January 13th, 2025 Special Board Meeting Agenda. Motion by Jena Paquette to approve the January 13th, 2025 Special Board Meeting Agenda. Second by Len Manning. All in Favor. Carried.

Discussion and possible action regarding automatic transfer switch (ATS) for the generator at the Sewer Plant. DPW, David Patterson reported the generator switch is broken. The ATS was replaced with a rebuilt switch in 2021 by Critical Power for an estimated \$9,000.00. DPW was in contact with Critical Power and ArchKey Solutions to attain bids for repairs. Critical power did not submit a formal bid for said project but they submitted a verbal estimate with cost for repairs to be near \$10,000.00. The Village did receive a bid for the project from ArchKey Solutions with a total cost of \$8,830.00. **Motion by Len Manning to hire ArchKey Solutions to replace the sewer plant Automatic Transfer Switch for the generator for \$8,830.00. Second by Corby Stark. On Roll Call: Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jena Paquette, yes; Gary Johnson, yes; Corby Stark, yes; James Duncan Jr., yes. Carried**

Discussion and possible action regarding sweeper. Two bids were attained from Midwest Machinery Co for replacing the rotary broom. The rotary broom is used for clearing the sidewalks and the skating rink. The First Bid was for \$4,560.00 and the second bid was \$6,000.00. Both rotary brooms are 60 inches however the mounting frames are different thus the cost difference. **Motin by Len Manning to approve purchasing a new rotary broom from Midwest Machinery Co. costing \$4,560.00. Second by Jena Paquette. On Roll Call: Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Jena Paquette, yes; Gary Johnson, yes; Corby Stark, yes; James Duncan Jr., yes. Carried**

Discussion and possible action regarding Temporary Class B Beer License Application #1168, Balsam Lake Chamber of Commerce. **Motion by Corby Stark to approve Temporary Class B Beer License Application #1168, Balsam Lake Chamber of Commerce. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding Amplified Device Permit Application #3091, Balsam Lake Chamber of Commerce. **Motion by Len Manning to Approve Amplified Device Permit Application #3091, Balsam Lake Chamber of Commerce. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding Special Board Meeting fee for the Balsam Lake Chamber of Commerce. **Motion by Len Manning to charge \$200.00 to the Balsam Lake Chamber of Commerce for their request to hold a Special Board Meeting for agenda items # 6 & #7, Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding engineering for property on Mill Street by the Balsam Lake Beach. **Motion by Len Manning to have President James Duncan Jr. & Village Trustee Gary Johnson to work in partnership with developer on joint engineering efforts for both the developers' lot and the Village lot. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding draft amendment to handbook, public works uniforms. **Motion by to approve the following amendment to section 5: Employee Benefits:**

5.01 Clothing Allowance/Additional Expenses

Public Works employees shall receive a clothing allowance in the amount of six hundred dollars (\$600.00) per year. Employees shall be reimbursed this amount by the Village upon turning in a receipt. There shall be no carry over for any unused funds as of December 31st each year. In addition, the employer shall provide any safety equipment/clothing required to be worn by the employees.

Employers shall also provide Two (2) jackets per year provided for Public Works employees.

***Library-Remove Section 5.01 Clothing Allowance/Additional expense**

Second by Jena Paquette. All in Favor. Carried.

Discussion and possible action regarding direct deposit payroll. **Motion by Len Manning to approve Village Employees being required to have direct deposit payroll by the first payroll check in April 2025. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding Village Leave Policy. Discussion regarding definitions of types of employees took place. **Motion by Len Manning to contact village attorney regarding village leave policy, legal definitions for employee types and hours worked per employee types. Second by Corby Stark. All in Favor. Carried.**

Motion by Corby Stark to adjourn. Second by Kellie Flaherty. All in Favor. Carried. 6:13 p.m.

Amy VanDeBrake, Clerk Treasurer