

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, Simon McCormack, Jeff Nussbaum, Steve Ruff, Julie Johnson, Angela Chandler, Andrew Dahlberg, Jeanne Alling, Tim Newgard, and Brian Nelson.

Public Comments: No public comments.

To consider and possibly act to approve the February 3rd, 2025 Regular Board meeting agenda. **Motion by Gary Johnson to approve the February 3rd, 2025 Regular Board meeting agenda. Second by Corby Stark. All in Favor. Carried.**

To consider and possibly act to approve the January 6th, 2025 Regular Board Meeting minutes and the January 13th, 2025 Special Board Meeting minutes. **Motion by Corby Stark to approve the January 6th, 2025 Regular Board Meeting Minutes and the January 13th, 2025 Special Board Meeting minutes. Second by Gary Johnson. All in Favor. Carried.**

Fire Chief Report was read by James Duncan Jr.

Update from Public Protection Committee from the Milltown Fire Association meeting. It was noted the Milltown Fire Association approved a one-year agreement with the Village of Balsam Lake for fire protection services for 2025. It was noted for fire calls within the Village of Balsam Lake, both the Balsam Lake Fire Department and the Milltown Fire Department will be dispatched on first call.

Library Director Report was read by James Duncan Jr.

Chamber of Commerce Report. Angela Chandler was in attendance. It was stated there was a good turnout for Winterfest. The snowshoe race and carriage rides throughout town were a big hit. The Chamber noted the Winterfest activities on the ice were canceled. It was also stated, it would be beneficial if the Fire Department would organize the polar plunge event in the future.

Discussion and possible action regarding Balsam Lake Farmers Market, Jeanee Alling. The Balsam Lake Farmers Market started in 2002. The Farmers Market has been held at many locations within the village with a few of them being near the four corners on the Paulsen Property, near the old grocery store, and in the Catholic Church parking lot here in Balsam Lake. It was stated vendor participation ranges from eight to up to eighteen depending on the week and season. The Farmers Market is held every Friday from May 23rd to the second Friday in October, running from 3:00-5:30p.m. Historically vendors start setting up at 2:00pm and are departing around 6:00pm. The organization would like to move their farmers market location to the Village owned parking lot just north of the café. Questions regarding parking from the Board were heard. Questions regarding no parking signs were also heard. Village Board agreed discuss their request at the March 3rd, 2025 Village Board Meeting.

Discussion and possible action regarding raze order at 201 2nd Avenue East. Randy Stone was in attendance. Mr. Stone noted that he has started cleaning the property, however it was noted the property would not be clean within the 30-day time frame listed in the official notice. **Motion by Len Manning to grant a 90-day extension on the raze order at 201 2nd Avenue East and to follow up with Randy**

Stone by the May 5th, 2025 Village Board Meeting on progress made at said property. Second by Kellie Flaherty. On Roll Call; Gary Johnson, yes; Jenna Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes; Corby Stark, abstain. Carried.

Discussion and possibly action regarding concerns with building project at 699 Idlewild St. #2, Steve Ruff. Steve Ruff was in attendance. Steve stated concerns regarding the project that was constructed at 699 Idlewild St. #2. It was stated the property owner built into the condo association property without association approval. The Village Zoning and Building Administrator did communicate with Steve Ruff that the Village does not enforce rules of condo associations or covenants. They are a private matter between the parties.

Discussion and possible action regarding tree clearing, Northwestern Wisconsin Electric Co. Andrew Dahlberg was in attendance. Mr. Dahlberg stated Northwestern Wisconsin Electric Co. will be clearing branches off of the powerlines throughout the Village. Northwestern Wisconsin Electric Co. would like to send a notice to all residents informing them about the project. It was stated they would also like assistance from the Village Public Works Department and use of the brush pile. Andrew Dahlberg also stated that any complaints the Village receives should be sent to Northwestern Wisconsin Electric Co to address. They hope to have all trimming completed by April 1st, 2025. **Motion by Jamey Flaherty to allow Northwestern Wisconsin Electric Co to send a letter to all utility users, using the Village logo on it, within the Village and working in partnership with the Public Works Department to address any identified needs as the project progresses. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding playground equipment, Tim Newgard. Tim Newgard was in attendance. Tim Newgard stated he would put together final bids for the equipment, edging, rubber mulch and installation costs with illustrating the 30% cost savings. It was also noted the Parks Committee would like to meet in February to discuss the final selections of colors for said purchases. **Motion by Jamey Flaherty to allow the Parks Committee to select final colors for the new playground equipment. Second by Corby Stark. All in Favor. Carried.**

Discussion and possible action regarding ADA Compliance website maintenance, Julie Johnson. Julie Johnson was in attendance and noted the ADA compliance website changes that were signed into law in 2024. **Motion by Len Manning to approve a one-time programming fee of \$50.00 to make the Village website ADA Compliant. Second by Gary Johnson. On Roll Call: Gary Johnson, yes; Jenna Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes; Corby Stark, yes. Carried.**

Discussion and possible action regarding boat cleaning station lease agreements, BLPRD. **Motion by Gary Johnson to approve the boat cleaning station lease for the Village owned lake access on Idlewild Streets with the addition the lease shall be a one-year agreement from March 1st, 2025 through March 1st, 2026. Second by Kellie Flaherty. All in Favor. Carried. Motion by Jamey Flaherty to approve the boat cleaning station lease for the Village owned lake access on HWY 46N with the addition the lease shall be a one-year agreement from March 1st, 2025 through March 1st, 2026. Second by Corby Stark. All in Favor. Carried. Motion by Jena Paquette to approve the boat cleaning station lease for the public Lake access by the beach with the addition the lease shall be a one-year agreement from March 1st, 2025 through March 1stm 2026. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding mitigation plans for residential licensing for 820 West Main Street & 305 Mill Street. A written mitigation plan for 820 West Main Street was reviewed. The owner of 305 Mill Street also submitted statements to the Clerk Treasurer and to the Village President. **Motion by Gary Johnson to approve the mitigation plan for 820 West Main Street and 305 Mill Street as presented. Second by Jena Paquette. All in Favor. Carried.**

Discussion and possible action regarding zoning violation at 318 Main Street. **Motion to Len Manning to have village attorney write a letter to owner at 318 Main Street regarding zoning violation at 318 Main Street. Second by Jamey Flaherty. On Roll Call; Gary Johnson, yes; Jenna Paquette, abstain; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes; Corby Stark, yes. Carried.**

Water/Sewer/M&E Committee Report was given by Len Manning.

Discussion and possible action regarding installing floats in lift station. **Motion by Len Manning to approve hiring Wisconsin Pump Works for the purchase and installation of a new lift station controller for station near Park Point Drive costing \$7,821.74 and verifying if there would be a freight charge assessed if the company is installing the new system. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding change order #4 for WTP. Where the raw water main is located, there is an electrical box and poll that needs to be moved. It was noted, this was in the original project plans. The Village has a few options, they can move the electrical box and power poll, the water utility could request an additional easement or acquire a temporary construction easement. **Motion by Len Manning to approve Change order #4 for the WTP costing \$4,416.00. Second by Corby Stark. On Roll Call; Gary Johnson, yes; Jenna Paquette, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; James Duncan Jr., yes; Corby Stark, yes. Carried**

Discussion and possible action regarding pay application 5 from Staab Construction Corporation. **Motion by Corby Stark to approve pay application 5 from Staab Construction Corporation for \$269,895.00. Second by Kellie Flaherty. All in Favor. Carried.**

Update on WTP. Simon McCormack was in attendance. Project plans are still on track. Brush removal has taken place near the park. The Village will see a credit on the project. The WTP construction will begin again in the spring.

Discussion and possible action regarding request for bids for Village property near the Beach. It was noted the developer would like to remove stumps on their portion of the property, reduce the grade of the hill side and hydroseed both the Village lot and the developer's lot. Recommendations to hold a joint Streets and Buildings Committee with the developer was heard.

To consider and possibly act to approve original operator's license #1575. **Motion by Jena Paquette to approve original operator's license #1575. Second by Kellie Flaherty. All in Favor. Carried.**

Finance Committee Report was given by President James Duncan Jr.

To consider and possibly act to approve January 31st, 2025 Treasurers Report. **Motion by Corby Stark to approve the January 31st, 2025 Treasurers Report. Second by Jena Paquette. All in Favor. Carried.**

Building Permit Log Report for 2024 was reviewed.

January Meetings: Monday 10th, Streets and Buildings Committee Meeting @ 4:45pm, Parks Committee @ 5:30 p.m.

Motion by Corby Stark to adjourn. Seconded Kellie Flaherty. Carried. 7:52 p.m.

unapproved minutes

Anna Ball, Deputy Clerk Treasurer
Amy VanDeBrake, Clerk Treasurer