

Meeting called to order by James Duncan Jr.

Members present: Gary Johnson, Jena Paquette, Len Manning, James Duncan Jr.

Members absent: Corby Stark, Jamey Flaherty, Kellie Flaherty.

Others present: David Patterson, Jeanne Alling, Brian Nelson, Jessy Mattocks, Dominic Dimler, Laura Williams, Eric Jorgensen, Linda Heimstead.

Public Comments: Jessy Mattocks was in attendance. Mr. Mattocks reports he lives in town now although he states he hasn't updated his personal identification documents or changed his voter registration information. Mr. Mattocks reports his concern regarding the Fire Department not utilizing their social media account properly as they haven't kept the community a breath to departmental updates. Mr. Mattocks continues to degrade the support the Village has given to the Fire Department, stating flyers for recruitment are not sufficient.

To consider and possibly act to approve the March 3<sup>rd</sup>, 2025 Regular Board meeting agenda. **Motion by Jena Paquette to approve the March 3<sup>rd</sup>, 2025 Regular Board meeting agenda. Second by Len Manning. All in Favor. Carried.**

To consider and possibly act to approve the February 3<sup>rd</sup>, 2025 Regular Board Meeting minutes. **Motion by Jena Paquette to approve the February 3<sup>rd</sup>, 2025 Regular Board meeting minutes. Second by Len Mannin. All in Favor. Carried.**

Discussion and possible action regarding new Rental Licensing-Residential Application for 600 N State Road 46 N, Balsam Lake Legacy LLC. **Motion by Jena Paquette to approve new Rental Licensing-Residential Application for 600 N State Road 46 N, Balsam Lake Legacy LLC. Second by Len Manning. All in Favor. Carried.**

No Fire Chief Report was submitted.

Update from Public Protection Committee from the Milltown Fire Association meeting. Report was given by Gary Johnson.

Police Chief Report was given by Chief Jorgensen. Chief reports in the month of February the department responded to 32 calls for service. Equipment installation for the new squad purchased in 2024 is commencing, with hopes the squad will be able in operation before the 4<sup>th</sup> of July. Field training for the new officer is coming to an end. Chief will be attaining bids for purchasing a UTV for the BLCPD and will bring those to the Police Commission Meeting in March. Chair James Duncan Jr. thanked the BLCPD for helping assist with traffic during the snowshoe race over Winterfest.

Library Report was given by Linda Heimstead. Many activities took place in February. Monthly programs and activities can be found on the Balsam Lake Library website.

No Chamber of Commerce Report given.

Discussion and possible action regarding Mobile Food Unit Permit Application 25-01, Brickfire Pizza. Dominic Dimler, owner & president of Brickfire Pizza, was in attendance. Mr. Dimler made a request to operate his mobile food bus or food trailer within the Village of Balsam Lake on Thursdays from 9:00-2:00pm. Mr. Dimler has permission from the owners of Bishop to setup his mobile food units within their parking lot. **Motion by Jena Paquette to approve Mobile Food Unit Permit Application #25-01, Brickfire Pizza for sales of food and beverage to take place on Thursdays from 9:00 a.m.-2:00 p.m. within the designated timeframe as outlined in the Village ordinance. Second by Len Manning. All in Favor. Carried.**

Parks Committee was given by James Duncan Jr.

Discussion and possible action regarding pine tree donation program for 2025. The Village again is working to promote planting pine trees in the park. Chris Sondrol received pricing for costs of purchasing a variety of sizes of Pine Trees to help replenish the white pine tree population within Pine Park. It was noted tree planting date would be tentatively held on April 26<sup>th</sup>, 2025 at 10:00 a.m. A newsletter will be sent from the clerk's office within the next monthly utility billing seeking donations for the tree planting and the tree carving project.

To consider and possibly act to attain bid of outdoor recreation plan development. **Motion by Jena Paquette to attain three bids for service for the updating and the creation of an outdoor recreation plan. Second by Gary Johnson. All in Favor. Carried.**

Streets and Buildings Committee Report was given by James Duncan Jr.

Discussion and possible action regarding Balsam Lake Farmers Market, Jeanne Alling. **Motion by Len Manning to approve the Balsam Lake Farmers Market using the Village Parking Lot located at 401 Main Street on every Friday starting May 23<sup>rd</sup> to the second Friday in October, from 12-7p.m., on a one-year trial basis with the Balsam Lake Farmers Market being responsible for posting signage & holding liability insurance for their Market. Second by Jena Paquette. On Roll Call: Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; James Duncan Jr., yes.**

Discussion and possible action regarding bids for window tint or service window for clerk's office. **Motion by Gary Johnson to attain bids for window tint and service window for clerk's office. Second by Jena Paquette. All in Favor. Carried.**

Resolution No. 2025-01, discontinuing a portion of Old Courthouse Avenue was introduced.

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

To consider and possibly act to approve bids for Well #2. **Motion by Jena Paquette to approve hiring Municipal Well & Pump for pulling and replacing pumping equipment for Well #2 with a project bid proposal of \$15,750.00. Second by Gary Johnson. On Roll Call: Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; James Duncan Jr., yes.**

To consider and possibly act to approve the purchase of a Public Works utility dump truck. **Motion by Len Manning to approve the purchase of a 2011 Kenworth T370 from Lucken's Inc. costing \$41,700.00 to be expensed three ways between M&E Capital Equipment, Water, and Sewer Transportation equipment accounts. Second by Gary Johnson. On Roll Call: Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; James Duncan Jr., yes.**

To consider and possibly act to approve the sale of a Public Works utility dump truck. **Motion by Len Manning to approve the sale of the public works Ford 800 dump truck on the Wisconsin Surplus Auction. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding Contractor's Application for Payment No. 6 Staab. **Motion by Gary Johnson to approve contractors pay application for Payment No. 6 Staab. Second by Jena Paquette. On Roll Call: Gary Johnson, yes; Jena Paquette, yes; Len Manning, yes; James Duncan Jr., yes.**

Discussion and possible action regarding color selection for chemical room doors, WTP. **Motion by Gary Johnson to approve the chemical room doors for the Water Treatment Plant be 1600 Clay Tan. Second by Jena Paquette. All in Favor. Carried.**

Water Treatment Plant update was given by David Patters, DPW.

To consider and possibly act to approve original operator's license #1576. **Motion by Jena Paquette to approve original operator's license #1576. Second by Gary Johnson. All in Favor. Carried.**

Finance Committee Report was given by James Duncan Jr.

Discussion and possible action regarding money market & general checking interest rates. No action was taken.

To consider and possibly act to approve February 28<sup>th</sup>, 2025 Treasurers Report. **Motion by Gary Johnson to approve the February 28<sup>th</sup>, 2025 Treasurers Report. Second by Jena Paquette. All in Favor. Carried.**

No building permit log was submitted.

Discussion and possible action regarding Zoning Violation at 411 Main Street. **Motion by Gary Johnson to send letter to property owner at 411 Main Street regarding Zoning Violation at said property. Second by Len Manning. On Roll Call: Gary Johnson, yes; Jena Paquette, abstain; Len Manning, yes; James Duncan Jr., yes.**

Discussion and possible action regarding letter for zoning violation at 318 Main Street. **Motion by Jena Paquette to send a zoning violation letter to property at 318 Main Street. Second by Gary Johnson. All in Favor. Carried.**

Discussion and possible action regarding vacant building letter. **Motion by Len Manning to have clerks' office update vacant building letter and send to property owners on Main Street who have vacant buildings pending Village Attorney approval. Second by Jena Paquette. All in Favor. Carried.**

**March Meetings: Monday 24<sup>th</sup>, Water/Sewer/M&E Committee Meeting @ 5:00 p.m., Finance Committee Meeting @ 5:30p.m., BLCPD Commissioners Meeting @ 6:30 p.m. in Centuria.**

**Motion by Len Manning to adjourn. Seconded Jena Paquette. Carried. 7:52 p.m.**

unapproved minutes

Anna Ball, Deputy Clerk Treasurer  
Amy VanDeBrake, Clerk Treasurer