

Village of Balsam Lake
Regular Meeting of Trustees Monday December 1st, 2025

Meeting called to order by President Gary Johnson at 6:00p.m.

Members present on roll call: Gary Johnson, Corby Stark, Eric Jorgensen, Brian Nelson, Len Manning, Kellie Flaherty.

Others present: Jason Larson, Ted Ball, Seth Ilgen, Zach Reed, Gretchen Bloss, Bryan Tahtine, Quinn Johnson, Josh Amys, Bruce Halverson, Laura Williams, Jeff Reed, Douglas Pursley, Dave Muller, Rebeka Smith, Sam Linder, Linda Heimstead, John Thompson.

No public Comments.

To consider and possibly act to approve the December 1st, 2025, Regular Board meeting agenda. **Motion by Jamey Flaherty to amend the agenda by adding the proposed Library agenda as 9A as discussion only items. Second by Kellie Flaherty. All in Favor. Carried. Motion by Corby Stark to approve the amended December 1st, 2025, Regular Board meeting agenda. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the November 3rd, 2025, Regular Board meeting & November 10th, 2025 Special Board meeting minutes. **Motion by Corby Stark to approve the Regular Board meeting & November 10th, 2025, Special Board meeting minutes as presented. Second by Jamey Flaherty. All in Favor. Carried.**

Discussion regarding letter of introduction and intent, New Owners Five Flags Golf Course & Campground. Quinn Johnson, Bryan Tahtinen, and Bruce Halverson were in attendance. It was noted they are purchasing the Five Flags Golf Course and the annexed wooded parcel from Linda LaMere. It was noted they have a diverse background in establishing golf courses and campgrounds. Their vision for the campground and golf course was outlined, and they requested guidance on the required steps, permits, and timelines needed to move forward correctly aligned with the Village requirements for establishing the campground.

Chamber of Commerce Report was given by Jeff Reed. Halloween festivities in town went well with great participation from the community as well as Santa Clause at the Bank. Updates were given regarding the Christmas Stroll events and Witner Fest. The Chamber is holding their annual Christmas Dinner at the Balsam Lake Lodge from 10:30-2p.m. It was noted that they are looking for more volunteers to help with the event, contact Laura Williams if interested.

Library Director Report was given by Linda Heimstead. Many youth development activities that Sam Linder coordinated were highlighted.

Clarification and discussion of the powers and duties of the Library Board. John Thompson references State Statute 43 in its entirety and stated it should be followed. Kelsey Gunn stated she would like to see a healthy form of communication established moving forward.

Clarification and discussion of the use of sick leave and vacation leave by library employees and recording their time off. It was noted that the Library employees had concerns regarding reporting hours for payroll. It was noted they are getting more leave hours if they are gone for a day. It was also noted by

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Sam Linder that he forgot to attach a receipt to his payroll timecard and did not get reimbursement for the expense until the following week when he submitted it again as a pay reimbursement with the receipt. Communications were given to the Library Director on the Board approved leave requirements in August 2025. Questions regarding whether the Library Director reviews the employee payroll each week arose. It was also noted that the Library Board should be reviewing all general and payroll vouchers at each Library Board meeting, so they stay more informed of day-to-day operations. Questions arose regarding the Library Director signing the employees' names to their timecards with her signature underneath.

Demonstrate and review formula use to determine amount of vacation, sick and holiday leave assigned to the part time library position. Kelsey Gunn stated she would like to review the formula used to determine the amount of vacation, sick and holiday leave assigned to the library employees.

Discussion on communication issue with the Village office staff. Kelsey Gunn again stated she would like to see a healthy form of communication established moving forward between both departments. It was noted that if the Clerk's office follows the leave benefits that were approved by the Board and changes to timecards are made to match the approved benefits because the director isn't following the policy, the director shall be notified of the changes, and the director will notify the employee.

To consider and possibly act to appoint Library Board Members. Per State Statute, the Village President and Village Board shall appoint library board members. It was noted that the Library Director has not been following the State Statute and as such puts the library at risk of losing act 150 money for noncompliance. Question was asked by the Village Board to John Thompson about why the library is not following state statutes. John Thompson stated he was unaware that the Balsam Lake Public Library and Director were not following state statutes on said matter. **Motion by Corby Stark to appoint the Library Board members and terms as followed with an effective start date of December 1st, 2025:**

Gretchen Bloss	4 Year Term
David Muller	2 Year Term
Laura Williams	2 Year Term
Ted Ball	4 Year Term
*Gary Johnson	3 Year Term
Zach Reed	4 Year Term
Brianna Schock	3 Year Term

Second by Jamey Flaherty. All in Favor. Carried.

Discussion and possible action regarding following open meeting Laws for Library Board meetings. The Library currently does not follow the state statutes for the open meeting law. **Motion by Kelsey Gunn to approve the three locations where the public Library meeting information shall be publicly posted per state statute as: the Balsam Lake Post Office, the Balsam Lake Public Library website and at the Municipal Building in Balsam Lake. Second by Zach Reed. All in Favor. Carried.**

Discussion and possible action regarding Library employee benefits for 2026. It was noted by the Clerk Treasurer that all employees should know what their established benefits will be at the start of the year as some employees have anniversaries at the start of the year. It was noted that the calculation for calculating leave benefits has been the same for the past 40 years. It was also noted that the library employees have expressed concerns with the calculations and the number of hours they are given each

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year for benefits. It was noted by the clerk treasurer that the draft 2026 leave benefits is just a starting point for the boards to review. The only change in the calculation for 2026 was that instead of calculating the average on a 4-day, prorated work week, the calculation is now based on a 5-day work week as some library employees work 3 days, 4 days, 5 days and even 6 days a week. It was noted that because the preliminary calculation is based on a 5-day work week employees will receive less leave benefits that coincides with the actual average hours they work per day. The Library Director spoke in favor of the calculated leave benefits for 2026. It was also stated by John Thompson that the calculations are correct based on the current employee handbook and had zero concerns. **Motion by Kelsey Gun to approve the 2026 library employee benefits as presented to the Boards. Second by Heather Stark. All in Favor. Carried.**

Police Chief Report was given by Chief Jorgensen. It was noted out of the 30 calls for service last month, that there were more calls for service within the Village of Balsam Lake than within the Village of Centuria.

Fire Chief Report was given by Brian Nelson.

Discussion and possible action regarding Innovation Grant Application. **Motion by Brian Nelson to approve applying for the Innovation Grant and to grant Gary Johnson and Amy Wilson the authority to sign the final submission of the grant subject to attorney review. Second by Corby Stark. All in Favor. Carried.**

signature authority upon completion of the grant. Second by Corby Stark. All in Favor. Carried.

Public Works Report was given by David Patterson.

Discussion and possibly action regarding Municipal HVAC Unit, Johnson Controls, Ben LaLone. No new information was given to the Village regarding the ongoing HVAC project with Johnson Controls.

Discussion and possibly action regarding Contractor's Application for Payment No. 15 Staab Construction. **Motion by Kellie Flaherty to approve Contractor's Application for Payment No. 15 in the amount of \$419,491.00 to Staab Construction Corporation. Second by Corby Stark. Roll Call: Corby Stark, yes; Eric Jorgensen, yes; Brian Nelson, yes; Len Manning, yes; Jamey Flaherty, yes; Kellie Flaherty, yes; Gary Johnson, yes. Carried.**

Discussion and possible action on Water Treatment Plant. DPW David Patterson stated media filters are being installed, and the conditioning of sand is being done. It was noted the WTP could be online before Christmas. DPW expressed interest in hosting an open house for community members to see the WTP upon completion sometime in spring 2026.

To consider and possibly act to approve purchasing a 2025 Lazer Z X-Series Lawnmower upon trade. DPW stated over the past few years, the Village has agreed to purchase a new lawnmower upon trade of the old lawnmower. It was noted, this saves the Village money in M&E labor hours as there is little to no maintenance needed on the lawnmowers each year. **Motion by Corby Stark to approve purchasing a new Lazer Z X-Series 25.5 HP Lawnmower from Jeff's Small Engine upon trading in the current Village owned lawnmower costing the Village \$2,549.00. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding Citizen Complaint/Comments/Concerns Worksheet. **Motion by Corby Stark to approve the drafted Citizen Complaint/Comments/Concerns Worksheet. Second by Kellie**

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Flaherty. All in Favor. Carried. It was noted the form will be posted to the Village website within the next few weeks.

Finance Committee report was given by Gary Johnson.

Discussion and possible action regarding Certificate of Deposits. **Motion by Corby Stark to approve contacting Pillar Bank to see if they would match RCU's 12-month CD rates at 3.80 APY and if they cannot, keep the maturing CDs with Pillar Bank and enroll them in a 12-month CD term at a 3.50% APY. Second by Kellie Flaherty. All in Favor. Carried.**

Discussion and possible action regarding Fire Department Fundraising Account. **Motion by Brian Nelson to transfer the Balsam Lake Fundraising Account Money to the Unity Fire Association fundraising account after all transactions have been cleared within 90 days of the effective date of the association. Second by Kellie Flaherty. All in Favor. Carried.**

To consider and possibly act to approve the November 30th, 2025, Treasurers Report. **Motion by Jamey Flaherty to approve the November 30th, 2025, Treasurers Report. Second by Kellie Flaherty. All in Favor. Carried.**

Building Permit Log Report was reviewed.

No committee meetings were set for December 2025.

Announcements: It was noted the Village received a letter of complaint from Jessy Mattocks regarding the Village brush pile. It was noted that if illegal dumping continues, the sewer plant gate could remain closed to the public. It was also noted that the garbage cans on the frisbee golf course are not the responsibility of the Public Works Department. If Jessy Mattocks continues to express concerns on that matter, the trash cans at each frisbee golf station will be removed, and the public shall use the trash receptacles provided by the Village.

Motion by Kellie Flaherty to adjourn the meeting. Second by Eric Jorgensen. All in Favor. Carried. 7:45p.m.

Amy Wilson, Clerk Treasurer

Ann Ball, Deputy Clerk Treasure