



BALSAM LAKE PROTECTION & REHABILITATION DISTRICT

Monthly Meeting Minutes March 21, 2020, 8:30 AM

Polk Business Center Meeting Room

**1) CALL TO ORDER:**

- Tom Kelly called the meeting to order at 8:32 AM

**2) COMMISSIONERS PRESENT:**

- Steve Rediske (teleconference), Andy Wilhoit, Dave Mariani (teleconference), Tom Kelly, Bill Mork (teleconference)

**3) OTHERS PRESENT:**

- Patty Kabus (teleconference – recorder)
- Caroline Rediske (teleconference)

**4) PUBLIC COMMENTS:**

- None

**5) APPROVE AGENDA:**

- Dave motioned to approve the agenda, Andy seconded, all approved. Motion carried.

**6) APPROVE MINUTES:**

- Review February minutes draft. Andy motioned to approve the February Meeting Minutes, Steve seconded, all approved. Motion carried.

**7) TREASURER REPORT:**

- February financials / Vickman
  - Liz has offered her resignation from the board. She has realized she does not have the time to do the Treasurer position and needs to stop doing the work. Tom noted that Carlson is already handling our payroll and Tom has asked them to consider handling the bill paying and monthly reporting. They gave a broad estimate of

\$1800.00 a year. Tom asked for feedback regarding outsourcing. The board agrees with the suggestion. Tom will move forward with them. He will try to bring more information to the next meeting. This also frees up the person currently handling the treasurer day to day duties to help with other projects. Tom noted he also feels this also adds another layer of controls. Chapter 33 allows do an internal audit by at least 3 members of the board instead of paying for an external audit. By doing this, we are fully complying with chapter 33.

- Tom will tell Sue Hartman that we want to do an annual internal audit with 3 members of the board/electorate. Bill noted that Sue provides a compilation currently. Bill mentioned we should not use the term audit but rather use the term review. Sue would explain the financials. Bill feels it would not take more than an hour and that it's not a true audit. He noted that we don't really know if grants received are actually being deposited. Tom noted that grants are auto deposited or come through the mail so this isn't a concern. The firm would just be paying bills.
- Tom noted that incoming grants are noted in the P&L and Tom reviews these. Bill suggested creating a spreadsheet to keep them all straight.
- Review of February financials was not reviewed and will be done next month.
- Tom is hoping to distribute the budget template by next month to get the budgeting underway.

#### **8) Water Quality**

- East Balsam EBWQ / Wilhoit / Kelly
  - DNR grant application to be ranked on Tuesday, should hear around 10 days after that. Coordination will begin once we have approval.
- Healthy Lakes Native Plantings / Kelly
  - Tom spoke with Tiffany with Homeowners association, will be talking again regarding information for their newsletter.
  - Tom also spoke with Tiffany regarding the boat patrol. 2 part time people are being hired to facilitate boat patrol.

#### **9) Aquatic Plant Management and Invasive species**

- CBCW / Mork
  - Bill is trying to reach Terry Morton to see how staffing is coming along.
- Harvesting CLP / Preble
  - No updates.

#### **10) OLD BUSINESS:**

- Bylaw review / Mariani
  - Dave distributed information regarding the bylaws review. Scott Olson recommends using Chapter 33 in place of Bylaws since they will stay current. Dave recommends we replace the Bylaws with Chapter 33.
  - Tom suggested everyone review the Bylaws in the next 30 days and send recommendations in writing to Dave. Then we can discuss at the next meeting.

#### **11) NEW BUSINESS**

- None

## **12) OTHER REPORTS:**

- Village / Rediske
  - Main water tower needs to be inspected (has to be done every 5 years).
  - Peterson trail to be repaved where it was dug up for sewer repairs.
  - Road behind the municipal building will be repaved – hasn't been done in 40 years.
  - Village staff to work 4 9 hours days, and half days on Fridays. Also looking for a new office person as Mary has retired.
  - Will hire a part time person to help for the summer.
  - Egg oiling has been approved and can begin soon after the ice is off. The geese are already picking out their laying spots.
  - Do not have paperwork for the round-up yet.
  - Per Caroline Rediske: The Village has cancelled their meetings for the next few weeks. She and Steve will still monitor the geese, and BLPRD will need to work with the Parks department and the village on the roundup. She requested BLPRD to ask people to watch for nests. At least 3 people have already volunteered to oil the eggs. Tom clarified that the permit is for the entire lake. He also suggested they talk to Tiffany Morton since she has the email blast information, and ask people to look around and notify Steve Rediske if they find any.
  - Steve notified the board that effective next month, he is resigning off the board. Tom noted that we will have an opening on the board and asked if anyone has any recommendations for a replacement. Cathy said she will be looking for someone and will be amenable to suggestions from the board.
- County / Mariani
  - The only thing going on is the debate about the hogs. They aren't going away. Positive feedback about the new Police Chief.

## **13) FUTURE AGENDA ITEMS:**

- None

## **14) ADJOURN:**

- Bill motioned to adjourn, Steve seconded, all approved, motion carried. Meeting adjourned at 10:17 AM.