



**"Equal Opportunity Provider & Employer"**

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## **VILLAGE OF PEPIN BOARD MEETING**

Village of Pepin Municipal Building

**Monday, January 11, 2021 at 7:00pm**

### **MINUTES**

1. President Randy Kallstrom called the meeting to order at 7:02 pm.
2. **Roll Call**
  - **Board Members:** Randy Kallstrom, Carrie Arens, Shannon Van Allen, Vicki Kosok, Mike Michaud, Rob Buntz, and Goran Pesic
  - **Other:** Misty Rustad, Clerk      Tracy Rundquist, Treasurer      Jon Seifert, Atty.
3. **Old Business**
  - **Siren Update** – The new siren will be installed at the park once the weather permits it in the Spring. The whistle will be tested once a month at the Fire Department meeting on the 3<sup>rd</sup> Thursday of the month. More discussion will need to happen to decide if the new siren will still go off at noon & 9:30pm like the current siren. The old siren at the Municipal building will continue in operation and will still alert at noon & the 9:30pm curfew until it no longer works.
4. **New Business**
  - **PSC Water Audit** – Mike Schultz spoke about how the PSC has been showing that the Village has been losing water for the past few years. PSC doesn't take into consideration the 310,000 gallons lost every year when hydrants are flushed. In 2018/2019, the Village had some major water leaks and hydrant issues, since then have been fixed and replaced. It's easier to meter water in the winter, because in the summer, there is a higher water usage from residents watering their lawns. Leaks are hard to find with the sandy soil in town, and when they are finally found, it takes time to get someone to come into town to fix it. Mike Michaud stated that the PSC wants the Village of Pepin to come up with a plan to stop/help with non-revenue losses. Mike S would like to file an extension with the PSC to give more time to see how the new water system is working. Mike M offered to help Mike S with this project for the PSC. Roy also offered his help. Rob made a motion to have Mike S and Mike M to start the paperwork with the PSC, 2<sup>nd</sup> by Carrie, all in favor, motion carried.

- **PACC** – With new staff with the Village and new Board Members, the Village Board is requesting a meeting with PACC to discuss how the Village and PACC work together and who is responsible for what. Interim PACC President suggested to meet at the Village Hall in Pepin and via Zoom on Monday, February 8, 2021 at 6pm, before the regular Pepin Board Meeting. The clerk will set up a Special Board Meeting for this.

## 5. Clerk's Report

- Rob requested to have a note added to December's minutes to include the discussion on steps that need to be taken when a request to spend funds comes to the Village. Clerk will make the update to the minutes. Rob made a motion to accept the November & December 2020 meeting minutes, 2<sup>nd</sup> by Vicki, all in favor, motion carried.

6. **Treasurer's Report** – Carrie made a motion to accept the Treasurer's report, 2<sup>nd</sup> by Shannon, all in favor, motion carried.

## 7. Finance Committee

- **Bauman's 2020 Proposal** – Bauman's 2020 proposal for their accounting services and audit for the Village of Pepin totaling \$39,400. Rob made a motion to accept this proposal, 2<sup>nd</sup> by Shannon, all in favor, motion carried.
- **Accounting Software** – The Finance Committee is recommending to the Board to approve the purchase of a new accounting software called Work Horse at an upfront cost of \$26,500. Tracy Rundquist did a lot of research on software and did demos with 2 different companies and felt that Work Horse would fit the needs of the Village the best. Randy spoke about how the current software is outdated and is made for regular businesses and not for designed for municipalities/governments.

Eric Davidson from Baumann's suggested that if the Village had a software specially designed for Municipalities, the Village would see a significant savings in the cost of the yearly audit, possibly as much as \$20,000 per year. Funds will come from a portion of unallocated money from our consolidation loan that was originally to pay for a generator for the siren, but is no longer needed. Brian Reilly gave his approval that the cost of the software falls within the parameters of the consolidation loan.

Rob made a motion to proceed with the purchase of the accounting software, 2<sup>nd</sup> by Carrie, all in favor, motion carried.

- **Pest Control** – Finance Committee recommended to the Board to hire Pest Stop Control to spray the outside of the building twice a year for spiders at the total yearly cost of \$300. Rob and Mike both asked if the company could possibly use a non-toxic spray. Tracy will check into. Shannon made a motion to hire Pest Stop for outside pest control for 2021, 2<sup>nd</sup> by Carrie, all in favor, motion carried.

**Cleaning** – Currently, Carrie Arens cleans the interior of the building at the rate of \$10 an hour. The Finance Committee is recommending a \$1 an hour pay rate increase for the cleaning. Randy thanked Carrie for the great job she does. Rob made a motion to increase the cleaning rate to \$11 an hour, 2<sup>nd</sup> by Goran, Carrie abstained from voting, all in favor, motion carried.

## 8. TIF Committee

- Recommendation to Board & Action on starting the process to create new one or 2 new TIF Districts (District #4 & #5). There was not a specific area mentioned. The process would start with Ehlers and they would be able to give us information on what we can and can't do. Rob stated that it would not cost the Village of Pepin anything for Ehlers to look into possibilities.
- Roy Forsstrom spoke about how developers come to him quite often, being he is the Zoning Admin. Had a developer that asked him about building a low income apartment building, but he would have needed help from something like a TIF District.
- Carrie did ask Jon about how the Board can be considering the TIF again, when it was already voted down. Jon stated that if was a different proposal/motion, then it can be voted on.
- Randy asked to have the TIF be prioritized to see the downtown get a jumpstart to grow and prosper.
- Rob made a motion to start the TIF District process, 2<sup>nd</sup> by Mike, all in favor, motion carried.
- The TIF Committee would like to have the Streets & Sidewalks Committee look into getting bids for sidewalks on Hwy 35 to Co Rd CC, and then to the Winery.
- Randy spoke as the Chairperson of the Streets & Sidewalks Committee, he would check into it.

## 9. Personnel Committee

- Will be meeting with Misty in a few weeks for her 90 day review.
- The Committee has a meeting scheduled for January 14<sup>th</sup> when they will be working on the Employee handbook.
- Carrie asked the Board what things they would like the Committee to work on.

## 10. Ordinance Committee

- Carrie has been working a lot of hours (unpaid) working on getting the ordinance book together to be able to send for recodification.

## 11. Attorney's Report – Jon Seifert

- Jon worked with the Village staff and Randy to finish the USDA closing, and all went well. Still waiting on the PSC for their recommendation on the issue with the campground. He has a Zoom meeting set up on January 21<sup>st</sup> with the other attorneys involved with the campground. He has also been helping Carrie with any questions she has while working on ordinances.

## 12. Police Report – Chief Van Alstine

- Chief Van Alstine stated he received an email from the Dept of Justice that the Village will be getting a refund of \$4,000 for the cost of Officer Ericson's training.
- Reported that last week the COVID vaccine was made available to EMS Personnel and Police Officers. The vaccine was being made available to Fire Fighters this week. Vaccines are being give at Advent Health in Durand for all of Pepin Co and Buffalo Co.

13. **Ambulance Report** – Tina Cook, Ambulance Director

- Reported that elections for officers were done at the Ambulance meeting last week, the only changes were that Chad Riesgraf is now Assistant Director and Alyssa Simonson is the new Training Officer.
- There is a nurse starting an EMT cross-over class this Wednesday, which will only be 4 classes, at 4 hours each. Ty Jaillite received his EMT license for WI. The new radios that were ordered in November were received today, just waiting for programming.

14. **Next Meeting** – February 8, 2021 at 7pm

15. **Adjourn** – Randy made a motion to adjourn the meeting, 2<sup>nd</sup> by Shannon, all in favor, meeting was adjourned at 8:35 p.m.

Misty Rustad  
Clerk