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## VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

**Monday February 12, 2024, at 7:00pm**

### MINUTES -

1. **Call Meeting to Order-** Randy called the meeting to order at 7:00 PM.
2. **Roll Call-**Randy Kallstrom, Mike Michaud, Shannon Van Allen, Vicki Kosok, And Pat Sandstrom were all present. Toni Raethke and Carrie Arens were absent. Others present were Julie Wheeler, Tracy Rundquist, Jon Seifert, Jeff Heit, Jesse Van Alstine.
3. **Laura Ingalls Wilder Days-Update/Discussion-**Debra Fisher was available on behalf of the Laura Ingalls Wilder Committee (LIWD) via zoom to speak to the Board. The LIWD committee was formed in 1991 under the umbrella of the Village. Deb updated the board on the status of the LIWD committee and issues discovered regarding operations. She has been working hard to re-organize the committee and move them toward complying with rules, regulations, and laws that they need to follow, so they do not leave our municipality at risk. Along with her update she made a formal request for permission to hold this year's LIWD in the Park again. There was a lot of discussion on how to move forward. Mike Michaud feels that more discussion in detail is needed on this matter. He is all in favor of seeing this event continue, it is just a question of the structural organization and its relationship with the village board. There seems to be some confusion about whether they are a separate entity or a committee under the village. Sue Fedie as the LIWD treasurer shared her findings when she was doing some research. Jon Seifert went over the legalities of what needs to happen to be considered a separate entity. Lots more discussion took place. Per Jon Seifert, the base line question is, structurally is the Laura Days group going to be a committee of the Village board and subject to all the oversight-approval of budgets, procurement policies, all the sorts of things that the village will require which they may not have in the 90's? Or does it make more sense to have the Laura days group become an independent non-profit that can associate with the Village and the Tourism commission to put on this singular event? We cannot mix and match the two. A good topic for the next LIWD's meeting and the board to think about.
4. **Public Comments-**No Public Comments.
5. **Clerk's Report-** Approval of, **a)** 01.08.2024 Caucus minutes- Vicki Kosok made a **motion** to approve the caucus minutes. **Second** by Pat. All ayes, motion approved. **b)** 01.08.2024 meeting minutes -Pat made a **motion** to approve the January 8<sup>th</sup> minutes. **Second** by Vicki. All ayes, motion approved. **c)** 01.16.2024 special meeting minutes. Pat made a **motion** to approve the January 16<sup>th</sup> meeting minutes. **Second** by Mike. All ayes, motion approved.

6. **Treasurer's Report-** Approval of Treasurer's Report. A **motion** was made by Shannon to approve the treasurer's report as presented. **Second** by Vicki. All ayes, motion approved.
7. **Police Report-**The Police report was provided in the packet. No questions for Jesse.
8. **Ambulance Report-**Tina Cook was present to answer any questions from the board regarding the report provided in their packet. The ambulance is still looking for somewhere for their out-of-town staff to stay when they are on call. Tina also mentioned that they are looking into the State Flex program and possibly flexing up to ALS status. There were no questions for Tina.
9. **Fire Department Report-**No report was presented, and no one was present for the fire dept. Jesse Van Alstine did mention that all emergency services will be completing their annual emergency ice and cold-water rescue training the first Saturday in March.
10. **Attorney's Report-**Jon worked with the village president on boat ramp issues and engineering bids, worked with the new zoning administrator as he starts to get his feet wet here in the village. Also a few odds and ends with the clerk and treasurer.
11. **Zoning Administrator's Report-**Jeff updated the board on LUCR's issued and some of the ongoing and new items on his agenda. He also suggested in the future, with compliance issues, there needs to be an expiration date or complete by date listed on the permit.
12. **Variance Request-Discussion/Action on a variance request for a car port submitted by Linda Newman.** Mike spoke on behalf of the planning commission. This request is driven by a health hardship at the location and was discussed at their Jan. 16<sup>th</sup> meeting. The planning commission recommends that the board approve a temporary variance based on health hardship for a temporary structure located at the current stake locations as long as the residence is occupied by the applicant and the variance would extend six months beyond the applicant vacating the property or the property is sold, whichever comes first. Due to Vicki leaving the meeting early and Randy abstaining from voting on this matter there was not a quorum. This item will be tabled until the next board meeting.
13. **Approved Pember Bid from 8.14.2023-Discussion/Action on rescinding approval.** Due to the non-compliance of the understanding that the work would be completed last year by Pember and the discovery of available TIF funds to help alleviate cost of the ramp construction, the village has been gathering proposals to engineer the project. Then they will take bids for the construction of the ramp, which creates the need to rescind the approved Pember bid. After some discussion, Mike made the **motion** to rescind the approval of the proposal that Pember provided to do the work. **Second** by Shannon. All ayes, motion approved.
14. **Boat ramp Engineering Bids-**Discussion/Action on proposed bids. The village received two bids for engineering the boat ramp project. One from Ayres for \$34,200.00 and one from Foth for \$48,700.00. The Board is being asked to approve engineering bids only, not construction bids at this point. After some discussion Mike made a **motion** to approve moving forward with the proposal from Ayres Associates dated January 30, 2024, as submitted. **Second** by Pat. Motion approved by a roll call vote of 4-yes, 0-no.

15. **Memorandum of Understanding to WISVOTE**-Discussion/Action on utilizing the Pepin County Clerk's office to provide services related to WISVOTE. Julie and Tracy gave a brief reminder of what the memorandum of understanding is, and that the village has been utilizing this service for the last 3 years. The cost is \$420.75 for the year. Mike made a **motion** to approve the proposal for WISVOTE. **Second** by Shannon. All ayes, motion approved.
16. **Community Room Rental Agreement**-Discussion/Action on proposed agreement and rules. The Board was presented with a revised "Community Room rental Agreement" and rules of use. The term "rental" is no longer relevant. The room shall be available for use by Federal, State and Local entities, Village of Pepin area civic groups whose efforts are directed to the civic welfare of the community, nonprofit groups within the village that are designated by the State of Wisconsin as having tax-exempt status, and other area organizations that partner with the village to promote the community. After some discussion, Shannon made one minor change suggestion to the rules and responsibilities form. The room lights statement should read, "Room lights are operated automatically and not **to be** tampered with. With that amendment Shannon made a **motion** to approve the new Community Room Rental agreement. **Second** by Pat as long as this can be reviewed at any time to make changes if necessary. All ayes, motion approved.
17. **Public Comments**- Dan Fedie asked if 401 Elm St. had been sold? Yes, that property was purchased at auction. Then he asked if any decisions have been made on the 207 Lake St. property owned by the village. No, there have been no decisions made yet. Steve Westman asked about the next Boat landing committee meeting, to just inform Randy that he would be unavailable for the next week or so. They will wait till he returns to have a meeting.
18. **Set Next meeting date**-Due to conflict with a school event the next meeting will be Tuesday March 12<sup>th</sup> at 7:00PM.
19. **Adjourn**- **Motion** to adjourn was made by Shannon. **Second** by Pat. All ayes, meeting adjourned at 8:22PM.

Julie Wheeler-Village Clerk