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## VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building  
Monday, March 14<sup>th</sup>, 2022, at 7:00pm

### MINUTES

1. President Randy Kallstrom called the meeting to order at 7:10 PM.
2. **Roll Call-** Village President Randy Kallstrom, Village Board Members Shannon Van Allen, Vicki Kosok, Mike Michaud, Pat Sandstrom, Toni Raethke, and Goran Pesic.  
**Other-** Drew Adams- Clerk, Mike Schultz- WWTP Operator, Roy Forsstrom- Zoning Administrator, Jon Seifert- Village Attorney, Tina Cook- Ambulance, Larry Stahl, Steve Westman, Carrie Arens, Dan Fedie, Susan Bienick, Anthony Sander, Rob Buntz, and Debra Fisher.
3. **Public Comment-** Jeremy Marcks, owner of the trailer court, has been working with Roy to see what can be done to add some permanent housing structures to the park in places where some mobile homes used to be. Roy is encouraging him to get all plans, photos, and development sketches together to eventually be presented to the board and the planning commission.
4. **Clerk's Report-**
  - a. **Motion** by Randy to approve Village Board meeting minutes from February 15, 2022, with the change in wording pertaining to the right of way near Pat Ament's property. **Second** by Pat. All in favor, motion carried.
  - b. **Motion** by Randy to approve the Tourism Commission public hearing minutes from January 12, 2022, **second** by Toni. All in favor, motion carried.
5. **Treasurer's Report-** **Motion** by Randy to approve Treasurer's report, **second** by Vicki. All in favor, motion carried.
6. **1485 First Street-** The owners of 1485 First Street have requested a use variance to be allowed to use the space above their detached garage as a dwelling/vacation rental unit. Planning Commission recommends Board approval of the use variance. **Motion** by Mike to approve the use variance to allow the above-garage space as a dwelling unit, **second** by Toni. All in favor, motion carried.
7. **Tourism Commission-**
  - a. **Motion** by Randy to appoint Pat Sandstrom to serve as the non-voting Village Board trustee member of the commission, **second** by Vicki. All in favor, motion carried.
  - b. **Motion** by Randy to appoint Denise Parker to serve as a Tourism Commission member, **second** by Pat. All in favor, motion carried.

- c. **Motion** by Randy to appoint Mel Schoeder to serve as a Tourism Commission member, **second** by Toni. All in favor, motion carried.
  - d. **Motion** by Randy to appoint Heidi Baader to serve as a Tourism Commission member, **second** by Vicki. All in favor, motion carried.
  - e. **Motion** by Randy to appoint Anne Murray to serve as a Tourism Commission member, **second** by Vicki. All in favor, motion carried.
  - f. **Motion** by Randy to appoint Sue Fedie as a member of the Tourism Commission, **second** by Goran. All in favor, motion carried.
8. **Pepin County Electronics Recycling Event-** Pepin County would like to hold an event on Thursday, May 12<sup>th</sup> for people to drop off their electronic devices for recycling in the parking lot of the Pepin Depot. **Motion** by Mike to approve the event, **second** by Toni. All in favor, motion carried.
9. **Sportsman's Landing Resolution-** With this resolution, it will be required that all money collected for parking fees, fines, and donations will be deposited in a separate fund that will be used to eventually pay for a new boat ramp. **Motion** by Mike to adopt the resolution, **second** by Vicki. All in favor, motion carried.
10. **Utilities Committee Update-** The Public Service Commission has raised the rates on the Village Fire Protection Fund due to the size of the sewer and water mains required for the Village, as the mains are partially used to provide water for fighting fires. Past years required the Village to pay \$41,467.00 per year for fire protection, and now the rate is \$90,677.00. Village will continue to pay the \$41,467.00 out of the general fund, and the remainder will be collected through the Village water bills. The typical resident/household will pay \$5.49 per month, or \$16.47 per quarter. Businesses and other properties with larger meters will pay more. This will be a fixed charge on the water bills. It is not yet certain when this charge will begin to appear on the water bills, but it could be on the April bills pending PSC approval. There is a public hearing on this matter scheduled for Friday, March 25<sup>th</sup> at 10:00 AM. Meeting will be held over Zoom, and residents may attend at Village Hall.
11. **Ordinance Committee Update-**
- a. **Update on Short Term Rental Update-** Public hearing for the current ordinance draft is scheduled for March 23<sup>rd</sup> at 6:00 PM. Drafts are available on Village website and from the Clerk.
  - b. **Update on Fire Inspection Enforcement, Possible Changes to Ordinance Chapter 95-** As there are many unresolved code violations in the local business fire inspections, but no ordinance to enforce them, new ordinance will be created in Chapter 95. Public hearing on the new ordinance is scheduled for April 11, at 6:00 PM. Chapter 95 drafts will be available on website and from Clerk.
  - c. **Discussion/Action on Food Truck Ordinance Extension-** The ordinance was created in 2020, modified/reinstated in 2021, and will expire on April 26, 2022. Ordinance committee recommends striking out some language so that it won't expire yearly. **Motion** by Mike to delete the language pertaining to expiration, **second** by Toni. All in favor, motion carried.

12. **Pepin County Housing Authority Eastside Apartments Negotiation-** The Pepin County Housing Authority has been running low-income housing in the area through government assistance and its charter. Contracts between the municipalities and Pepin County Housing Authority haven't been updated since the 1970's. Housing Authority now has concerns over the cost of renovations and facility occupancy, and they have fallen behind in payments. As a result, contracts need to be updated. Village of Pepin and the other municipalities have agreed to a new payment arrangement in lieu of paying real estate taxes. **Motion** by Randy to accept the new contract, **second** by Mike. All in favor, motion carried. President and Clerk will sign agreement after the meeting.
13. **Update on Pepin County COVID Community Meetings-** For the last 2 years Mike and Jesse have been attending monthly COVID management meetings with Pepin County. As COVID cases have gone down lately, the monthly meetings will now be referred to as Community Preparedness Discussions. This is to keep everyone engaged, focused, and prepared for potential emergency situations that may arise. This will include potential COVID issues if things proceed to flare up again. Randy then thanked the board for showing up in person, as it was the first time they had all been in the same room in two years.
14. **Police Report-** Nothing to report as Jesse was absent.
15. **Ambulance Report-** Ambulance crew is moving forward with Wabasha Ambulance in a mutual aid agreement, and it will go before the Wabasha City Council in April. The Pepin Ambulance crew may also hold a fundraiser in May or June, as there has not been one held in two years. Tracey has been working on grants. They are also in the midst of a required audit that happens once every five years. As usual, they need more EMT's. There are a couple people that would be interested if lodging in the Village were to be provided. All the ambulance has is a garage and office, so they are looking for ideas as to where help from out of town could possibly stay.
16. **Streets Report-** The city has been taking bids every 2 years to find local lawn mowing services, and this costs \$4,300.00 per year. As bid costs continue to rise, and the mowing service provided to the Village often requires Village staff to go tidy it up or to mow missed areas, Village is considering buying a mower so Village staff could do it themselves without adding any additional time to their schedule. Board was presented quotes on several different machines from Tractor Central. **Motion** by Mike for Aaron to purchase the most appropriate machine and to take up the issue of financing at the next board meeting, **second** by Goran. All in favor, motion carried.
17. **WWTP Report-** Mike has been working with Cedar on the phosphorous variance. He will soon be meeting with the DNR and EPA. He will be attending conferences for the rest of the week. New water meters have been ordered. Some have arrived and he is not sure when the rest will be delivered. He's hoping to start installing them in May.
18. **Zoning Administrator's Report-** No permits issued over the last month. There are early discussions taking place on the possibility of a new parking lot. People are regularly

inquiring about vacation rentals, signs, and accessory dwellings. Two homes are currently under construction and there are some commercial projects happening. Roy recommends getting ordinance set up for fencing and accessory dwellings.

19. **Attorney's Report-** Jon has spent time over the last month working with Village staff and board members on the PILOT agreements, the creation of the Tourism Commission, Short Term Rental Ordinance creation and review, and the review of the mutual aid agreement for the ambulance.
20. **Public Comments-**
  - Rob Buntz mentioned PACC has not yet received the fourth quarter room tax payment and they would like it as soon as possible. Jon said he has been in communication with PACC's attorney and there is much to sort out as there are many new questions coming up in light of the creation of the new Tourism Commission.
  - Larry Stahl voiced concern over the number of vacation rentals appearing in the Village.
  - Toni Raethke shared an update on the proposed purchase of the nursing home. Things are moving forward to close around Mid-April. There will be renovations that need to take place after closing, and they plan to open one wing at a time and hiring employees as needed. They are hoping for a grand opening in late June. They also would like to bring the Meals On Wheels program to the Village.
21. **Set April Meeting Date-** Next meeting date set for April 11, 2022, at 7:00 PM.
22. **Personnel Committee Update-** At this point Randy made a **motion** to move into a closed session as per State Statute 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," **second** by Toni.
23. **Discussion/Action on Village Clerk and Treasurer Roles-** **Motion** by Randy to reconvene into open session, **second** by Toni. All in favor, motion carried. The Board discussed the idea of moving Treasurer Tracy Rundquist into a supervisory role to help Drew ensure that everything stays on track. Clerk is in support of this, as he appreciates her help and guidance. Board encouraged him to ask questions as needed, and stated they were glad to have him.
24. **Adjourn-** Randy made **motion** to adjourn at 9:08 PM, **second** by Vicki. All in favor, motion carried.

Drew Adams  
Clerk