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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

Monday April 20th, 2026, at 7:00pm

Minutes-

1. **Call Meeting to Order**-Randy called the meeting to order at 7:02PM.
2. **Roll Call**-Randy Kallstrom, Mike Michaud, Shannon Van Allen, Kelsey Gilmore, Vicki Kosok, & Pat Sandstrom were all present. John Hurtlely was absent. Others present were Julie Wheeler, Tracy Rundquist, Jon Seifert, Jeff Heit, Jesse Van Alstine, Thomas Pawlak, & Jesse Muenkel.
3. **Public Comments**- Kevin Sandwick presented a donation of \$2000.00 on behalf of the Pepin Sportsman's club to the Pepin Sportsman's landing from a recent raffle that the organization held.
The Clerk read a thank you note received regarding the last snowstorm. The note was to thank all who helped with moving all the snow.
4. **Clerk's Report**- Approval of 12.16.2025, 03.19.2026 and 03.30.2026 meeting minutes.
 - * **Motion** was made by Pat to approve December 16, 2025, emergency board meeting minutes. **Second** by Vicki. All ayes, motion approved.
 - * **Motion** was made by Pat to approve March 19th, 2026, Village board meeting minutes. **Second** by Vicki. All ayes, motion approved.
 - * **Motion** was made by Pat to approve March 30, 2026, meeting minutes. **Second** by Vicki. All ayes, motion approved.
5. **Treasurer's Report**- Approval of Treasurer's Report. After a few clarifications, Kelsey made a **motion** to approve the Treasurer's report. **Second** by Pat. All ayes, motion approved.
6. **Planning Commission**- Discussion/Action on proposed zoning map changes.
 - 1) Parcel 171000250000-200 Washington St., Longstaff-Change from Commercial to Residential. **Discussion/Action**-
 - Randy opened the floor to Tina and Steve Longstaff, property owners of 200 Washington St., who were present to address the proposed rezoning. The Longstaff's expressed confusion and frustration about the process, citing unclear communication. They noted that notification procedures were lacking, including the absence of personalized notices

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and receiving a letter addressed incorrectly. Village attorney John Seifert explained legal requirements for public hearing notices, including publication in the local newspaper and the necessity for individualized mailed notices for zoning changes.

- Errors in notification were acknowledged, and Attorney Seifert confirmed improper notice requires new public hearing before the board can act. No action was taken and the Planning commission was advised to review the situation and consider rescheduling the public hearing.

2) Parcel 171004040000-18 Third St., Dondlinger-Change from Commercial & Residential to Low Impact Commercial.

Discussion/Action- Motion was made by Randy to Change Parcel 171004040000-18 Third St. to Low Impact Commercial. **Seconded** by Pat. All ayes, motion approved.

3) Parcel 171000270000-211 Locust St., Martin-Change from Commercial to Low Impact Commercial.

Discussion/Action- Motion was made by Randy to Change Parcel 171000270000-211 Locust St., from Commercial to Low Impact Commercial. **Second** by Pat. All ayes, motion approved.

4) Parcel 171003240000-910 Third St., Hoyt-Change from Residential to Low Impact Commercial.

Discussion/Action- Motion was made by Kelsey to change 910 Third Street from Residential to Low Impact Commercial. **Second** by Vicki. All ayes, motion approved.

5) Parcel 171003200000-406 Washington St., Stark-Change from Public to Residential.

Discussion/Action- Randy made a motion to change Parcel 171003200000 406 Washington from Public to Residential. **Second** by Pat. All ayes, motion approved.

6) Parcel 171002590000-602 Dunn St., Sandwick-Change from Public to Residential.

Discussion/Action-Randy made a motion to change parcel 171002590000-602 Dunn St. from Public to Residential. **Second** by Pat. All ayes, Motion approved.

7) Parcel 171001330000-207 Lake St., Village-Change from Residential to Public.

Discussion/Action- Randy made a motion to change Parcel 171001330000-207 Lake St. from Residential to Public. **Second** by Pat. All ayes, motion approved.

8) Parcels 171003680000 & 171003690000- Marina Area, Burlington Northern-Change from Residential/Public to Public.

Discussion/Action- Randy made a motion that parcel 171003680000 and 171003690000 go from Residential/Public to Public for both of them. **Second** by Vicki. All ayes, motion approved.

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9) Parcel 171004680007-1200 Second St., Michael Fox-Change from Residential to Commercial.

Discussion/Action- Randy made a **motion** to change parcel 171004680004-1200 Second St. from Residential to Commercial. **Second** by Pat. All ayes, motion approved.

10) Parcels 171004850000, 171004710000, 171004830000, 171004830001, 171004720000, & 171004720001-Third St., Villa Bellezza-Change from Light Industrial to Commercial.

Discussion/Action- Randy made a **motion** to change parcel 171004850000, 171004710000, 171004830000, 17100483001, 171004720000, & 171004720001- Third St. from Light Industrial to Commercial. **Second** by Kelsey. All ayes, motion approved.

11) Parcel 171004320000-Lot between 1002 & 1110 Second St., Gray-Change from Commercial/Residential to Residential.

Discussion/Action- Randy made a **motion** to change parcel 171004320000 the lot between 1002 and 1110 2nd St. from Commercial to Residential. **Second** by Vicki. All ayes, motion approved.

12) Parcels 171003880000, & 171003550000-34 Acres on Dump Road, Forward Alma/Bill Bosshard-Change from Light Industrial to Residential.

Discussion/Action- Randy made a **motion** to change parcel 171003880000, & 171003550000, 34 acres on the dump road from Light Industrial to Residential. **Second** by Vicki. All ayes, motion approved.

13) Parcel 171002220000-404 Lake St., Rehse-Change from Low Impact Commercial to Residential.

Discussion/Action- Randy made a **motion** to change parcel 171002220000, 404 Lake St. from Low Impact Commercial to Residential. **Second** by Pat. All ayes, motion approved.

14) Parcel 171001430000-608 Third St., Newcomb-Change from Low Impact Commercial to Residential.

Discussion/Action- Randy made a **motion** that parcel 171001430000, 608 Third St., go from Low Impact Commercial to Residential. **Second** by Vicki. All Ayes, motion approved.

15) Parcel 171000700000-511 Second St., Imm. Lutheran-Change from Commercial to Residential

Discussion/Action- Randy made a **motion** parcel number 171000700000 511 2nd st. would be from Commercial to Residential. **Second** by Vicki. All ayes, motion approved.

16) Parcels 171000690000 & 171000670000-505 Second St., Brockman-Change from Commercial to Low Impact Commercial.

Discussion/Action- Randy made a **motion**, parcel number 171000690000 & 171000670000 505 2nd St. go from Commercial to Low Impact Commercial. **Second** by Pat. All ayes, motion approved.

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17) Parcels 171002500000 & 171002500001-510 Dunn St. Pepin School-Change from Light Industrial to Public.

Discussion/Action- Randy made a **motion** that parcel 171002500000 & 171002500001 change from Light Industrial to Public. **Second** by Vicki. All ayes, motion approved.

18) Parcel 171003510000-100 First St., Village-Change from Residential & Railroad Right of Way to Public.

Discussion/Action- Randy made a **motion**, parcel 171003510000, 100 First St. go from Residential/ Right of way to (100%) Public. **Second** by Pat. All ayes, motion approved.

19) Parcels 171002870000 & 171002870001-300 Eighth St., Pepin Lions Club- Change from Commercial to Public.

Discussion/Action- Randy made a **motion**, parcels number 171002870000 & 171002870001 300 8th Street change from Commercial to Public. **Second** by Vicki. All ayes, motion approved.

7. **Police Report-** The police report was included in the board packet. There were no immediate questions from the board.

The department responded to 62 calls for service last month.

The police sent out letters to individuals regarding blowing debris into the roads; however, before the notices were mailed, the issues were resolved by the individuals involved.

The upcoming "Flood Run" event is scheduled for this weekend (Friday, Saturday, and Sunday). Residents and visitors are advised to be aware of increased activity. With warmer weather approaching and more people visiting the community, all are reminded to use the crosswalks equipped with buttons and solar-powered flashing yellow lights to ensure pedestrian safety.

The department continues to address the ongoing issue of drivers not yielding to pedestrians at crosswalks.

Officer Thomas completed two weeks of safety programs with 5th grade students and met with 1st graders. He is scheduled to meet with kindergarten students on Thursday to discuss safe practices for crossing the road, including using the crosswalk button and "looking both ways."

Officer Thomas will continue these educational programs as in previous years.

8. **Ambulance Report-** The status of the ambulance tire chains was discussed. The chains are currently not operational, and Tina is reviewing quotes received from the ARV service for repairs.

The possibility of reinstalling the chains was considered with the plan to replace one side and inspect the other. There is also an ongoing issue with an O₂ leak in the ambulance that needs to be addressed.

Clarification was sought regarding accreditation or requirements for the chains. Tina did not receive a definitive answer on whether the chains must be installed, but it appears they are not mandatory.

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The intent is to restore the chains to enhance ambulance safety, especially since the vehicle does not have four-wheel drive.

For further questions regarding the ambulance, members were advised to contact Tina directly.

9. **Fire Department Report-** The Fire Chief reported that three newly trained firefighters have successfully completed their Firefighter 1 certification.

Captain Ginny and the Chief have graduated and passed certification for Fire Officer 1.

The Chief confirmed the ability to take incident command within the village.

The department has received most of the new gear ordered, thanks to generous donations. A group photo will be sent to the donor as a token of appreciation.

Six firefighters currently hold HAZMAT certification. Three more are enrolled in HAZMAT training and will complete their certification at the end of April.

State skill practice day is scheduled for May 2nd, with Firefighter 1 practical state tests on May 15th and 16th.

All department officers are now Fire Officer 1 certified. All but two firefighters are Firefighter 1 certified, with plans to achieve full certification over the summer.

The rescue boat is currently out of service due to a failed motor and structural issues. The department is seeking alternatives and may need to replace the boat entirely. The department received over five years of service from a donated boat.

An audit was conducted by Rick Summerfield this past Wednesday and went well. A few documents remain to be sent.

The ongoing issue with the tender title was addressed; it was overnighted back on Friday and should be received soon for signing. A letter requested prompt return. If not resolved within two weeks, officer Thomas will personally travel to Michigan to retrieve it.

10. **Attorney's Report-** Jon provided an update on activities for the month, including conversations with various individuals regarding zone changes, related issues, public notice requirements, and other matters. There were also discussions pertaining to water utility billing, as well as matters involving the boat landing dock lease and associated concerns.

11. **Zoning Administrator-** Jeff noted that the month of March was particularly active, with numerous projects taking place throughout the town. He reported that April is expected to remain busy as well.

12. **Boat Landing Committee-** Discussion/Action on:

1) Proposed sign for the boat landing.

Kevin Sandwick presented a proposal for a new sign to be placed near the pay station at the boat landing. The sign is intended to recognize individuals and organizations that have contributed to the development and maintenance of the

landing, including the Tourism Commission, Sportsman's Club, Schlosser's, and others. The sign dimensions are proposed at 18" x 24", to be installed next to the "pay here" sign. It was discussed whether the sign should be placed on the pavilion or by the pay station. The Sportsman's Club offered to cover the cost of the sign. Corrections to spelling on the sign will be made.

Mike Michaud made a **motion** to approve the sign as presented. **Second** by Randy. All ayes, motion approved.

2) Funding for Dock Edge Handrails.

The committee discussed installing handrails on the docks to assist individuals, particularly seniors, when boarding and disembarking boats. Two handrails, costing less than \$100 each, were proposed. Funding was suggested to come from the functional launch fund. Installation will be conducted by either the boat landing committee or Aaron, as agreed upon.

A **motion** was made by Mike to approve the purchase and installation of the handrails. **Second** by Pat. All ayes. motion approved.

3) Pember Quote

The committee reviewed a quote from Pember for installing and removing the existing dock. The quote was deemed informational, with no action required unless the docking system remains unchanged. If no changes are made, the annual cost for dock installation/removal will remain at approximately \$13,000.

4) Roll-in Dock

The committee discussed a proposal for a new 60-foot rolling dock to be placed down the middle of the boat ramp. This dock would not be anchored, allowing it to be moved as river water levels fluctuate. The dock is designed for stability and usability, with 14–21 inches from water level to dock top for ergonomic access. The dock's weight (10,000 lbs) and steel/aluminum wheels will keep it stationary and mobile as needed.

River City Welding (Wayne) can be contracted for \$1,500 per year to handle dock movements and adjustments.

The rolling dock is available as a lease-to-purchase arrangement: \$5,400 per year, with options to buy after three years or continue leasing. Potential savings over nine years were discussed (\$72,000). The dock is made in two sections for easier handling and storage. The contract requires the village to provide a storage location.

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Board members raised concerns regarding dock width (6 feet vs. 8 feet) and permitting requirements. It was agreed to verify compliance with DNR and ordinance specifications before proceeding.

The committee discussed options for selling or retaining the existing docks should the new system prove unsatisfactory. Lease contract terms were reviewed, confirming no early exit option within the three-year duration. Stability and performance of similar docks in Lake City were noted as positive examples.

5) Dock/Landing Layout

The committee briefly discussed the layout, confirming the new dock would be centered with access from both sides. The Sportsman's Club's preference for docks on both sides was acknowledged, with plans to address their concerns. Action items and next steps would be to verify dock width and permit requirements with DNR, Clarify contract terms for lease and purchase options, Prepare for follow-up discussion at the next committee meeting. Board members agreed to table further decisions until the next meeting on 04/27/2026, pending clarification on permits and contract terms.

13. **Utility Committee-**

1) Discussion/Action on replacement/repair of WWTP Sludge Blower. - Mike provided an update on the current situation regarding the sludge blower. Mike explained that the sludge blower, which functions similarly to an air compressor, has failed and now requires replacement. He noted that the situation is comparable to previous issues experienced with the RAS pumps. Currently, operations are running on the backup blower. If this backup fails, the facility will be unable to continue operations. There are three blowers used for two different functions, and they share a common spare blower. At present, there is no spare available, making it crucial to replace the failed blower as soon as possible. The failed blower may be rebuilt once it is removed and inspected. If successful, it could be restored as a spare unit. However, until the replacement is installed, the facility is at risk if another blower fails.

A quote for the replacement blower was presented, which includes installation. The expected lead time for delivery and installation is three to four weeks. The urgency of the situation was emphasized, as there are limited options and an exact replacement is available.

Discussion also addressed financial concerns. It was noted that there is only \$22,000 in the sewer fund and a negative balance of \$25,000 in the water fund. Upcoming expenditures include \$40,000 in monthly expenses. The group agreed that large purchases, such as the blower replacement, require careful consideration of funding options.

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Mike Made a **motion** to approve the purchase of the sludge blower as presented from William/Reid for a total of \$9850.00. **Second** by Vicki. All ayes, motion approved.

2) Discussion/Action on purchasing/repair of replacement intake screen/auger system. - A quote was received for a replacement intake screen and auger system, an essential component of the wastewater treatment plant.

The current intake screen and auger system is older than the existing treatment plant itself and is in a separate building. It was reused from the original plant.

The equipment is no longer rebuildable due to a significant bend in the auger, which is approximately 18 feet long. There is no assurance that a repair would be successful, making replacement the only practical option.

The intake screen and auger system serves to capture items such as wet wipes and other non-dissolving materials from incoming water, transporting them into a bucket for disposal. This function is critical to prevent solids from entering and damaging the plant's processes.

The screen at the bottom of the auger currently has holes, which has resulted in citations from the DNR. Allowing solids to pass through could cause major operational issues for the plant.

Alternative solutions, such as complete redesign, were considered but would be much more costly than a direct replacement.

Funding for the replacement is not currently available, but options include borrowing or seeking low-rate loans, potentially through Wisconsin's funding programs. The cost may also be included in the ongoing sewer rate case study. The Finance Committee was advised to investigate loan options; state trust fund loans were noted to have high interest rates, but other programs may offer more favorable terms.

Some costs associated with building modifications (such as removing and replacing concrete blocks) were discussed, but the consensus was that these are maintenance-related expenses.

Lead time for the new equipment is approximately 22 weeks, giving the board time to arrange funding. It was determined that this is an emergency situation and a specialty item, justifying the decision not to seek additional bids. GNE Equipment is the representative of the manufacturer and the only viable supplier for this exact replacement.

It was noted that other types of equipment would require a complete building rebuild, potentially costing up to \$500,000, while the chosen option fits within the existing structure.

Action items would be to proceed with ordering the Lakeside Raptor Micro Strainer from GNE Equipment. Have the Finance Committee continue loan/funding research and finalize arrangements during the equipment's lead time & continue with the rate case study to determine sewer rate adjustments as needed to cover the expense.

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A **motion** was made by Mike to approve the purchase of the Lakeside Raptor Micro Strainer, including installation from GNE Equipment, at a total cost of \$182,400. **Second** by Pat. The motion carried with a roll call vote; all members present voted "yes."

3) Update on the need for volunteer home locations for free water testing. - Mike discussed the requirements for pre-water testing, which is necessary to comply with Department of Natural Resources (DNR) regulations and new federal laws relating to lead and copper sampling. The process involves gathering water samples from various homes throughout town, specifically from kitchen faucets, to ensure an accurate representation of water quality in both older and newer residences.

A total of 20 sampling locations is needed in geographically diverse areas. At present, approximately 15 locations have been identified: Dave has about 10, Greg has 5, and additional sites are being sought. Members of the utility committee were requested to suggest five potential locations. There is a tight timeline, with all samples and required documentation to be submitted to the DNR by the end of June.

To meet this requirement, the group considered posting notices at public places such as the post office and bank to recruit additional volunteers for sampling. If members know anyone interested in having their water tested, they should contact Dave directly. Sampling must occur at kitchen faucets, with the process involving dropping off a collection kit and picking it up the next day.

The testing is part of ongoing efforts to monitor lead and copper levels and to inform the DNR about the community's pH project. Meeting compliance is crucial, and committee members were encouraged to facilitate finding the remaining sampling sites to ensure timely completion.

4) Discussion/Action on replacement electrical surge protector for Well house #2. Randy raised a point regarding confusion about whether approval had already been granted for the replacement of an electrical surge protector in the number 2 well house. It was clarified that there had been some uncertainty regarding prior approval, but the item was included on the agenda to inform the Board and the public about the expenditure on the surge protector, which had failed due to lightning-related issues.

Randy noted that he has authorization to approve up to \$5000.00 without board approval but requested that the item be discussed to ensure transparency regarding the expense. The Board acknowledged ongoing problems with lightning strikes at both the waste treatment plant and the water storage tank, which had resulted in equipment damage, including to computers. The need for surge protection was emphasized as increasingly important for infrastructure reliability.

Mike made a **motion** to approve the purchase and installation of a replacement surge protector for the number 2 well house from Backwoods Electric, for the quoted price of \$3,400.00. **Second** by Vicki. All ayes, motion approved.

6) Discussion/Action on upgrading the chlorine pumps for the water system. – Mike explained the need to upgrade the chlorine pumps in the Village water system. It was noted that the existing chlorine pumps have been causing persistent issues by allowing air to enter the lines, which blocks chlorine from entering the system. This problem has continued for some time, and it was determined that the pumps currently in use are not the correct type for the system. When water pressure changes, chlorine comes out of the water solution, creating air bubbles in the lines. To resolve this, the Board proposed upgrading to pumps that prevent air bubbles from forming.

The upgrade will require approval from the Department of Natural Resources (DNR) for the new pump style. Cedar Corp, the Village's engineering firm, will handle the necessary paperwork to obtain DNR authorization. The quoted cost for the new pumps is approximately \$1,600 each, with a total of two pumps needed. The engineering services from Cedar Corp are estimated at \$1,500. It was suggested that these expenses be billed under the existing contract for pH control system services, which have not yet been utilized due to delays in DNR test results.

Mike made a **motion** to approve the purchase of two new chlorine pumps and to allocate approximately \$1,500 for engineering services from Cedar Corp, with these costs to be billed under the current contract for pH control system work. **Second** by Shannon. All ayes, motion approved.

14. **Public Comments-** Dan Fedie commended Kevin for his effective presentation of the Boat Landing document. Dan clarified details about the dock width, questioning the necessity for an 8-foot dock when two 5-foot docks are currently in place. He acknowledged the permit process had specific requirements, possibly related to spawning, which might explain the request for an 8-foot width. Dan also discussed the roll-in dock and its specifications and addressed the topic of a 3-year contract, stating he had worked closely with Wayne and contributed input to the contract. He emphasized the importance of reviewing the contract thoroughly, especially regarding insurance matters, and expressed a desire for Wayne to be responsible for the dock over the 3-year period. Dan outlined the reasoning behind a proposed three-year contract with Wayne for dock maintenance and modifications. Wayne is expected to manage and adapt the dock over this period, addressing the challenge posed by the launch ramp's four distinct slopes—while most rolling docks are designed for just one. The contract includes provisions for winter storage, specifying that the dock can be kept on the launch ramp without needing to dismantle it, which would otherwise be labor-intensive. Wayne's continued involvement is considered crucial for handling necessary adjustments, maintenance, and any incidents, such as storm damage, with insurance and liability also addressed. Overall, the contract aims for flexibility, reliability, and efficient dock management over the three-year term. The clerk reminded everyone that there is normally a 3-minute limit on public comments. Dan finished up by saying he would highly recommend the village get

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this contract into play as soon as possible.

15. The clerk asked to move item 17 before the closed session to Set the next meeting date. **The Next regular board meeting will be on May 11th at 7:00PM.** Reminder was given about the upcoming Reorganizational meeting Monday April 27th at 5:00PM.
16. **Closed Session-**The **motion** was made by Kelsey to go into closed session Per §§ 19.85 (1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
& Per §§ 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
Second by Pat. All ayes, the meeting went into closed session.
17. **Reconvene into Open Session-** for Discussion/Action on closed session item.
The **motion** was made by Kelsey to end the closed session and reconvene into open session. **Second** by Vicki. All ayes, the meeting was reconvened.
There was no action taken at this time.
18. **Adjourn-** The **motion** was made by Shannon to adjourn. **Second** by Pat. All ayes, the meeting adjourned.

Julie Wheeler-Clerk