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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday, May 10, 2021 at 7:00pm

MINUTES

1. President Randy Kallstrom called the meeting to order at 7:00pm
2. **Roll Call** – Randy Kallstrom, Carrie Arens, Toni Raethke, Shannon Van Allen, Vicki Kosok, Mike Michaud, and Goran Pesic.
 - Misty Rustad (clerk), Tracy Rundquist (treasurer), Mike Schultz (WWTP), Aaron Kallstrom (Streets), Jon Seifert (attorney)
3. **Sewer Issue at 203 Dunn St** – Luann Toliver Breitung and Patty Breitung Gould addressed the Village Board about the sewer issue at their house at 203 Dunn St.
 - During the Water Project construction last summer, Haas Construction hit their sewer lateral pipe when digging. Haas fixed the sewer pipe but did not make them or the Village aware that it happened. In February of 2021, a backup occurred in the house in a shower drain.
 - On 03/05/21, they hired Collins Plumbing out of Wabasha, MN and they used a rotor roter to try to remove any blockage but did not hit anything in the homeowner's sewer pipe. At the homeowner's request, Collins used a camera to view the sewer pipe which got hung up about 6ft into the street. At that point, Collins could not get the camera to go to the sewer main. The plumber commented that there was standing water for about 12ft starting at the point that the camera got hung up.
 - On 03/25/21, Mike Schultz and Aaron Kallstrom went to the home and used the Village's camera in the sewer pipe and found the same issue. Luann sent the picture/video from the camera to Collins Plumbing. He replied, "The picture clearly shows that the pipe drops down and there is an edge there. It should be fixed soon, it will not fix itself."
 - Luann sent the picture/video to an independent civil engineer, and they indicated that the connection in question does not meet standard engineering specifications and would not pass an engineering deflection test. They stated that the connection should be replaced to meet industry standards.
 - On 04/09/21, the Breitung's met at the Village Hall with President Kallstrom for a phone conference call with Kurt from Davy Engineering and Steve Haas. Haas requested a 3rd camera inspection.
 - On 04/13/21, Mike S, Aaron, Kurt, and Steve Haas met at the Breitung's home for a camera inspection which showed the same thing as the previous camera inspections.
 - Davy Engineering offered the Breitung's a 5 year protection, that if it backs up again, they will then have it fixed.

- The Breitung's disagreed and are requesting to have it corrected now as they have been using the water/sewer sparingly as they are worried there will be another sewer backup.
- The Village Board asked Kurt from Davy Engineering and asked him to speak with Tim Stockman to inform him that the Village is requesting that they correct this issue. Will be added to the deficiency list.

4. Davy Engineering

- Updates: Kurt didn't think Monarch Paving will be back until June to take care of the items on the deficiency list.
- Contractor's Pay Application No. 5 for Haas & Sons in the amount of \$70,762.83 – There will be \$27K remaining which can be withheld and should be enough to cover the 3 asphalt repairs and the 203 sewer lateral at an estimated about \$4K or \$5K.
Motion: Vicki made a motion to approve the pay app for \$70,762.83, 2nd by Goran, Roll call vote, all in favor, motion carried.
- Certificate of Substantial Completion - **Motion:** Mike made a motion to approve the Certificate of Substantial Completion pending adding fixing the sewer lateral at 203 Dunn St to it, 2nd by Carrie, all in favor, motion carried.
- Notice of Termination - **Motion:** Randy made a motion to approve the Notice of Termination, 2nd by Goran, all in favor, motion carried.
- Davy Engineering Invoice for \$9,975.25 - **Motion:** Mike made a motion to approve, 2nd by Goran, all in favor, motion carried.

5. Streets Committee – Intersection of Prairie St & Hwy 35

- Dan Lerum again spoke about how he believes the Village took away too many parking spots in front of his restaurant. He again suggested a few other options: making it a no left turn onto Hwy 35 for the summer months, put in a yellow flashing crosswalk, and/or painting a white line in front of the stop sign so drivers know how far they can pull forward. Discussion on the pros and cons of all suggestions.
- Mike M believes that this is a visibility issue at this intersection, and that the yellow light may slow people down, but the pedestrians crossing the intersection, still can't see when crossing the road.
- Joh Howe purchased the property at 210 Lake St and offered if the Village would work with him, it could become a public parking lot.
- **Motion:** Carrie made a motion to leave the intersection as is and check into the yellow lighted crosswalk, 2nd by Vicki, roll call vote – **Yes:** 4(Randy, Carrie, Shannon, Vicki) **No:** 3 (Toni, Mike, Goran), motion carried.

6. TIF Committee

- The TIF Committee would like to have Ehlers start on setting up TID's 4-7 and amending TIF 3 to use funds from TIF 3 as soon as possible.
- The process can be started by figuring out which TID's could be considered blighted.
- Will need to go through 2 Board of Review Meetings, which the cost of these will have to be absorbed by the Village.
- **Motion:** Mike made a motion to move forward with Ehlers to create TID's 4, 5, 6, and 7 and then a motion to amend TID 3 to use the funds for creations of the new TID's, 2nd by Toni, all in favor, motion carried.

7. **John Howe – 210 Lake St** – John purchased the property at 210 Lake St and thought the lot that borders Hwy 35 would make a good public parking lot. He would be willing to let the Village use the lot if they black topped it and maintained it.
 - It is located in TID #5, could check with Ehlers to see if funds could be used.
 - Would need to look into insurance liability.
 - Rough estimate from Pepin Co to pave it would be \$25K to \$35K
8. **Public Comments** - None
9. **Police Report** – No accidents from Flood Run.
10. **Ambulance Report** – 14 runs in April. Service is in desperate need of EMT's, we are trying to run a full-time service with only 5 EMT's and 5 EMR's. Currently have 3 EMT's in training. Clerk will put a help wanted sign on the website.
11. **Fire Department Report** – Fire Chief Ted Fenstermacher - Rescue boat was used 2 times this year. Service is also in need of firefighters, currently only have 10. Replaced some equipment that was outdated.
12. **Beach Committee Report** – Beach Manager Tina Cook – Still trying to find lifeguards for this year, currently do not have any. Last year there were enough lifeguards to be open 7 days a week from noon to 5pm.
13. **Old Business**
 - a. **Zoning Administrator** – Roy Forsstrom is asking for \$15 an hour, 5 hours a week (average), which is \$3,900 a year, to be paid quarterly.
 - **Motion:** Goran made a motion to accept Roy's offer of \$3,900/yrly, 2nd by Shannon, all in favor, motion carried.
 - b. **Facebook & Social Media Policy** – Carrie brought a Social Media Policy for Facebook for the Village Board to review. Mike will work with Carrie to make a few changes. Discussion tabled.
 - c. **Siren** – To be installed on May 17, 2021.
 - d. **Boat Landing** – Steve Westman spoke that the Sportsman's Club and Wayne Prokosch suggested we check with Cedar Corp for work on the boat landing. The Club would also like the Village to work on an ordinance so fees can be charged for use of the boat landing.
 - e. **THANK YOU** to the Lions Club for the new roofs on the park shelters.
14. **New Business** - none
15. **Clerk's Report**
 - a. 04/12/21 Meeting Minutes - **Motion:** Vicki made a motion to approve, 2nd by Goran, all in favor, motion carried.
 - b. 04/26/21 Meeting Minutes - **Motion:** Randy made a motion to approve with the correction of adding Roy as the Zoning Admin to the Planning Commission as a non-voting member, 2nd by Mike, all in favor, motion carried.

16. **Treasurer's Report - Motion:** Carrie made a motion to approve, 2nd by Goran, all in favor, motion carried.
17. **Attorney's Report** – Working behind the scenes on the Boat Landing issue. Still waiting for the Sewer Rate Study, when complete there will be work to do. Continued answering questions from employees and Board Members.
18. **Street Superintendent's Report** – Hung the banners of the 11 graduating Seniors of Pepin High School. Bathrooms at the Park and the Fish House are open. Started repainting the parking lines starting on First Street. Backwoods Electric was able to look at the Fish House. They weren't even able to get the water to turn on. It will need a great deal of work to try to get it operation. The motor was just redone a few years ago. Mike M would like to take a look at it, will work with Aaron to see if anything can be figured out. Tabling the issue until further review.
19. **WWTP Operator's Report** – There is a sewer report that needs to be done on a phosphorus test and sent into the DNR. Cedar Corp has done this in the past, and Mike suggests using this company again, as it would cost twice as much to have a new engineer to come in. **Motion:** Randy made a motion to have Cedar Corp complete the report, 2nd by Toni, all in favor, motion carried.
20. **Zoning Administrator's Report**
- Received multiple phone calls this month on Vacation Rentals, both for and against.
 - 4 new homes being built, 2 commercial projects (Winery and Fat Bottum Gurl), and a couple of garages to be put up.
 - Upcoming – Eastside Apartments wants to reconfigure their parking lot. A new home on Cindis Ct that they want to change the boundaries. There is a lot in Charland Estates that the address is currently Evergreen St but the driveway is on 4th St, working with the new buyers to have the address changed to 4th St as it is a requirement for Emergency Services. New sign for the new dentist. Will need to send 2nd notices for non-compliance on signs. Will speak with Jon, as there are some differences in interpretation. Mike M. spoke about review the Sign Ordinance.
21. **Extra Territorial Committee** – Created the ETZ Committee and will work with Town of Pepin at a meeting scheduled for May 20, 2021.
- **Village of Pepin Members** – Mike Schultz, Tom Latane, and Greg Sandstrom
 - **Town of Pepin Members** – Gary Samuelson, Mike Cedarblade, and Joe Komisar
22. **Ordinance Committee** – Reminding the Committees to get a description of their committees over to the Clerk by June 14, 2021.
23. **Personnel Committee**
- a. Overtime and/or Comp Time – Need to table
 - b. Clerk's wage – Per Federal Labor Act, Clerk's wage should have been \$0.15 an hour higher. **Motion:** Goran made a motion to back pay the Clerk to the date of hire, 2nd by Shannon, all in favor, motion carried.

24. **Smart Growth Committee for Comprehensive Plan**

- a. Payment of \$5,467 to UWRF for their work and research in the updating of the Comprehensive Plan. **Motion:** Randy made a motion to have the check sent for \$5,467 to UWRF, 2nd by Mike, all in favor motion carried.

25. **Date for June Meeting** – June 14, 2021

- 26. **Adjourn** – Randy made a motion to adjourn the meeting, 2nd by Toni, all in favor, meeting adjourned at 9:33pm.

Misty Rustad
Clerk

Posted: 06/15/2021
Village of Pepin Website
Village of Pepin Build x2
Bank of Alma
Pepin Post Office
E&S Market
 Approved