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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday May 12th, 2025, at 7:00pm

MINUTES -

1. **Call Meeting to Order-** Randy called the meeting to order at 7:00PM.

2. **Roll Call-** Randy Kallstrom, Mike Michaud, Brittany Dondlinger, Shannon Van Allen, Kelsey Gilmore, Vicki Kosok, & Pat Sandstrom were present. Others present were Julie Wheeler, Tracy Rundquist, Jesse Van Alstine, Jeff Heit, & Jon Seifert.

3. **Public Comments** – Julie provided the board with a public comment from Nan Michaud that was emailed to her for their information.
   Dan Fedie spoke about item #4 on the agenda. He stated that because of his qualifications he has served on the Harbor commission in continuous 3-year terms since 2011, with his most recent beginning in 2023 and should have ended in 2026. He also stated what he thought Ted Johnson's terms were on the Harbor Commission and Tom Latane's on the Planning Commission. Asking for the clerk to provide documentation substantiating the decision of the appointments to the Harbor Commission and Planning Commission made at the reorganizational meeting on April 28th, 2025.

4. **Committees-** Fill any vacant committee positions, and approval of Committee appointments. There were openings on the Planning Commission & the Buildings, Properties & Parks committee that need to be filled. Randy made a motion to reappoint Tom Latane' to the Planning Commission. Second by Mike. All Ayes, motion approved. Mike made a motion to approve all the appointments from the reorganizational meeting for April 2025 - April 2026. Second by Pat. All ayes, motion approved. The Buildings, Properties and Parks opening will be filled later as we have no volunteers.

5. **Clerk's Report-** Approval of 04.28.2025 & 05.08.2025, meeting minutes. A motion was made by Pat to approve the 4.28.2025 minutes. Second by Vicki. All ayes, motion approved. A motion was made by Kelsey to approve the 5.8.2025 minutes. Second by Vicki. 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. Second by Vicki. All ayes, motion approved.

7. **Police Report-**The report was provided in the packet. Jesse informed the board about our parking fee payment box at the sportsman's landing being broken into 3 times in the past week. The village will be installing cameras, but in the meantime, Aaron has wrapped a logging chain around the box, and they will check the box more frequently.
   Shannon had one question for Jesse regarding his report.

8. **Ambulance Report-** The report was provided in the packet.

9. **Attorney's Report-** This past month Jon had some discussions with the clerk regarding open meeting law, spoke with the board about personnel issues, and spoke with the Chief regarding ordinance enforcement. Overall, it was a quiet month.

10. **Zoning Administrator-**
    1) Report- Jeff went over his report provided in the packet.
    2) Discussion/Action on Alley off of 7^{th} St. Jeff told the board that he believes the board needs to have the Planning Commission or Streets committee look at the alley between Main and Seventh street. Jeff has a potential variance request for that alley to be accessed by the trailer park. There are also some houses back there that the only access is through that alley and he is concerned that the addresses are not clear for emergency services. It was mentioned that the street sign that someone put up there is illegal and in public right of way and needs to come down. After a lot of discussion, Kelsey made a motion to have the Streets and Sidewalks committee look into this matter. Second by Pat. 6-ayes, Mike was opposed. Motion approved.

11. **CDBG Program-**Discussion/Action on closing down accounts and returning funds to the state. Tracy explained, CDBG stands for Community Development Block Grant, it was a program started in the 80's. The goal was to give loans to homeowners that were affordable to help them improve their properties and build up areas. The hard thing for the village is that we were given money from the State in 1982, but it didn't start out as a revolving loan program. It started as a 0% interest loan to homeowners and as long as they live on that property, they had a lien against their house and until they move, they do not need to pay it back. Then there was a second program with a 2% interest for landlords to improve their properties as long as they provided low-income rent. There were about 50 loans given out in the village, and by 1989 almost all of the loans had been paid back, and the Village paid that money back to the state. About a year later this turned into a revolving loan where you keep the money, and every time it gets paid back, you loan it to someone else. The State in March decided there is too much sitting around in smaller municipalities and wants to get that money back and set up 5 or 6 regions to get these loans from. We have roughly 15,000.00 that has not been utilized. We are asking to close this account and send this money back to the State, and if the two outstanding loans left in the village get paid back, that would also be sent back to the state. Then Tracy went over the procedure for returning these funds to the state. After some discussion, Mike made a motion to discontinue the community development block grant, small community

revolving loan fund as of May 31st and return any funds and any available records to the state as available. Second by Pat. All ayes, motion approved.

12. **Planning Commission-** Discussion/Action-Regarding a Conditional Use Permit under Chapter 115 regarding a license to operate a Short-Term Rental at 110 Pine St. Mike took the time to introduce the subject matter at hand. The Planning Commission held a hearing regarding the 110 Pine St. application for short-term rental. There was considerable conversation at the meeting regarding the density of short-term rentals in the area. There was a suggestion that the short-term rental owner provide a master list of contacts to all neighbors within 250 ft. of the rental for the board to consider. The applicant has filled out all the appropriate paperwork and provided all necessary documents. There was some discussion regarding parking. The license would be issued to the LLC. After more discussion, Mike made a motion to approve the short-term rental license for 110 Pine St. to 110 Pine, LLC with the provision that they use off street parking first before they use street parking, and that the license run till the end of it's term or until the property is transferred to another owner with the occupancy as requested of 4-6people. Second by Pat. 6 ayes, 1 no, motion approved.

13. **WWTP-** Discussion/Action on contract for WWTP phosphorus trading contract. The DNR had let the village wastewater treatment plant know that they were emitting too much phosphorus into the lake about a year ago. Since then, they have been working on a plan to comply with state regulations. Mike explained the water quality trading option for buying credits. It has taken some time, but we have found a seller. These credits will come from the Hope farm schools. DNR certification should be ready in June. After some discussion, Pat made a motion to move forward with Hope Farm Schools for 60 credits for 10years. Second by Mike. All ayes, motion approved.

14. **Fire Department-** Adam was running late, so the report was pushed back from agenda #9. to #14. Adam apologized for being late. CVTC has been conducting part 2 of Pump operator training with the department. An update on the Fire 1 class, the CVTC instructor dropped out, so they are working on getting a new instructor to complete the training. The fire department has one new member. The Fire Chief is still working on STR inspections in the order that they are scheduled.

15. **Boat Landing Committee-** Discussion/Action regarding final payment for the Boat Ramp, Docks, & Gangway. The final payment request was provided to the board for approval. There were some questions as to why the final cost went over the original quote. It was decided to table approval until the board has the answer.

16. **Public Comments-** John Rosalini spoke regarding short-term rentals, stating that per the state of Wisconsin each municipality achieves its own registrations, inspections requirements, fees and other limitations. Municipalities can place some very strong restrictions on rentals. ie; Racine, WI. He also stated that every time we have a short-term rental, we are losing a long-term rental opportunity, which he believes has a lot to do with economic development. We need to try attracting families and business

to grow our community. Randy stated his 2 minutes were up and we understand all of the concerns, there will be a planning commission meeting in June or ordinance so all of this will be discussed then.

17. **Set next meeting date-** The Next Regular board meeting will be June 9th, at 7:00PM.
18. Motion was made by Pat to go into Closed Session Per SS 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 and Per SS19.85 (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. Second by Kelsey. All ayes, the meeting went into closed session.

    Motion was made by Pat to close the closed session. Second by Kelsey.

19. **Reconvene to open session**- Motion was made by Pat to Reconvene into open session. Second by Vicki. Discussion-(1) The board has a strong candidate for police position. (2) Discussion to hold a special Board meeting to revisit the WWTP position. No action was taken.
20. **Adjourn –** Motion was made by Shannon to adjourn. Second by Kelsey**.** Meeting adjourned.

Julie Wheeler-Clerk