

VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

Monday, May 13, 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, Pat Sandstrom, Vicki Kosok, Kelsey Gilmore, Shannon Van Allen, Mike Michaud, & Toni Raethke were all present. Also present were Jon Seifert, Tracy Rundquist, Jeff Heit, Julie Wheeler, And Jesse Van Alstine.
3. **Appointment of Tourism Commission-** The Tourism had one member step down, so they are still looking for a sixth member. Randy made a **motion** to continue with the five current members, Anne Murray, Denise Parker, Mary Pellegrom, Pat Sandstrom (NV), & Sue Fedie and fill that sixth member by our next meeting. **Second** by Toni. All ayes. Motion approved.
4. **Public Comments-**David Vance from Rivertime introduced himself and informed the board of an event called "Pepintime Summer Market" that will be taking place on Saturday May 25th from 12-4 PM. The event will be a family friendly event featuring plants, crafts, unique goods, food items, drinks, live music etc. Written permission has been granted to have the event on the lot next to the bank. The event will also be covered by event insurance. David also asked about closing part of that street for the event. The village didn't see any issues with doing so. They will also be hosting a "Pepintime Autumn Market" on Nov. 5th.
Dan Fedie stated that he would like the Ordinance committee to put clarification of corner lots on their next agenda.
Sue Fedie mentioned that the Little House on the Prairie cast event that took place at Villa Bellezza was a big success. Lots & Lots of people were in attendance, taking pictures and sharing a meal with the cast members. And a lot of volunteers helped with the event, along with some good press coverage.
5. **Clerk's Report-** **a)** Approval of 04.30.2024 meeting minutes. Kelsey pointed out the need for some changes to item 8 in the minutes. **Motion** was made by Toni to table the approval until changes can be made. **Second** by Pat. All ayes. Motion approved.
b) Approve closing the village office July 15-19th for annual clerk/treasurer training. **Motion** was made by Pat to close the village hall the week of July 15-19th for annual Clerk/Treasurer training. **Second** by Vicki. All ayes, motion approved.
6. **Treasurer's Report-** Approval of Treasurer's Report. The **motion** was made by Shannon to approve the treasurer's report as presented. **Second** by Toni. All ayes. Motion approved.

7. **Committee List**-Final approval of changes. The Harbor Commission still does not meet requirements. Pat made a **motion** to table this until the next meeting. **Second** by Kelsey. All ayes. Motion approved.
8. **Annual Library Report**- Christy Rundquist the head librarian introduced herself and explained that the information provided in the packet is the state required annual report. It's a lot of numbers, facts, and figures. But what it doesn't tell us is what the library does. The library is a place people can go by themselves or with family, friends, children, grandchildren, and sit and spend some time. They have people who come and read the paper or use the computers every day they are open. The Internet is available 24-7. So, there are a lot of things that do not translate into numbers. Then she proceeded to go over her report that was presented to the board page by page. Mike asked if there were any needs to be addressed for the library building. Christy could only think of one issue with "something" creating holes in the front of the building. She has spoken to Aaron about looking at it and fixing it.
9. **Tourism Commission**-Update- Sue Fedie presented an update on the Tourism commission. They have been doing lots of marketing and working hard to promote the area. They have been giving out grants and are hoping to be financial supporters of upcoming things like "Pepin Days", and the "Pepintime" event. They are continuing to support local businesses by keeping an online calendar of events up to date. Something new this summer is that they will be hiring an influencer. Which is someone who visits your area and posts/shares videos of their stay/experiences. Also, they have been building a good relationship with the short-term rental owners. Through this relationship a lot of them have attended meetings and approximately 10 of them participated in a progressive open house event this last month.
10. **Police Report**-Jesse's report was in the packet. He had nothing to add, and no questions from the board.
11. **Ambulance Report**-The ambulance report was provided in the packet. No one available for questions.
12. **Fire Department Report**-The fire dept. report was in the packet. Jesse said they should have a plus three or four new members soon based on the applications they took in.
13. **Attorney's Report**-This past month Jon reviewed boat launch bid documents, discussed room tax issues with Randy and Tracy, zoning issues with Mike, sign issues with Jeff, Randy, Mike, Julie, and Law enforcement issues with Jesse.
14. **Zoning administrator's Report**-Jeff issued 5 LUCR's, 1 Stop work Order, and sent one letter of noncompliance.
15. **Buildings, Property, & Parks Committee- a)** Discussion/Action on DNR Tree Inventory opportunity. - Mike reminded everyone of the Urban Forestry grant the village received last year, and as a recipients received an email from the DNR indicating an opportunity to take part in a tree inventory program of all trees that are on public land in the village. This program would be at no cost to the village. All they need is a primary point of contact. Mike volunteered to be the primary contact person for this

program. He provided a sample report of the city of Durand. Basically, they can let us know how many trees we have, which ones could be a potential hazard, which ones are dead or dying, etc. The Buildings Property, & Parks committee recommended the board move forward with this opportunity. After some discussion, Mike made a **motion** to move forward with the DNR Community Inventory Grant. **Second** by Toni. All ayes, motion approved.

b) Discussion/Action-approval of Bid from SRS Construction for the Post Office. - Bids were submitted for the Post office and other projects to be completed in the village and were reviewed by the Buildings, Property & Parks committee. The recommendation was to accept the SRS Bid for the post office of \$4,384.00. Kelsey had some questions that were answered by Aaron Kallstrom. Tracy reminded the board that there are funds to cover this project. A **motion** was made by Mike to accept the bid from SRS for \$4,384.00. **Second** by Pat. 6 yes, Shannon abstained.

c) Discussion/Action-approval of Bid from SRS Construction for Pavilion at the Boat landing. - Bids were also submitted for replacing the shingles and ridge vent on the pavilion at the boat launch. The SRS Bid of \$10,794.00 was recommended by the Buildings, Property & Parks to be approved. After some discussion, Pat made a **motion** to approve the bid from SRS for the pavilion at the boat launch for \$10,794.00. **Second** by Vicki. 6 yes, Shannon abstained.

16. **Planning Commission**-Discussion/Action on a request by Dan Lerum to rezone the property located at 211 Second Street from commercial to residential. - Jeff stated that there was a lot of discussion on this by the planning commission and they recommend approving the rezoning of 211 second street from commercial to residential with 2 variance stipulations. One for lot size and one for setbacks. Mike added that those stipulations are regarding the north side and the east side of the existing building. Also, this request was publicly noticed, and letters were sent out to all residents within 250 feet of this property to let them know that they could attend the public meeting with any concerns. After some discussion, Vicki made a **motion** to rezone the commercial lot at 211 second street to residential with the requested variances on lot size and setbacks. **Second** by Kelsey. All ayes, motion approved.

17. **Public Comments**-Larry Stahl asked when the new ramp is going to get started? The village is waiting for a signed contract, but soon. Also, Aaron added that they could not get started before the 16th of May no matter what, per the DNR's request, due to spawning.

18. **Closed Session**-Randy made a **Motion** to go into closed session Per SS19.85 (1) (g) Confering 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 Pat. All ayes, Meeting went into closed session.

A **motion** was made by Pat to end the closed session. **Second** by Vicki. All ayes, the closed session was ended.

19. **Reconvene into Open Session**- A **motion** was made to reconvene by Shannon. **Second** by Pat. The meeting reconvened.

Discussion/Action

1) Regarding the Pepin Motel, Toni made a **motion** to submit a demand letter to the party's attorney requesting unpaid room tax money owed to the village and TIF monies will be withheld until such time they are paid in full. **Second** by Vicki. All ayes, motion approved,

2) Regarding the former Pepin Area Community Club, Toni made a **motion** to have the village attorney send them a letter requesting them to send a full accounting of funds remaining within 30 days. **Second** by Pat. All ayes, motion approved.

20. **Set Next Meeting Date-** Next meeting will be June 10th 7:00 PM.

21. **Adjourn- Motion** to adjourn was made by Shannon. **Second** by Toni/Mike. All ayes, meeting adjourned.

Julie Wheeler, Clerk