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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday June 12th, 2023, at 7:00pm

Minutes -

1. **Call Meeting to Order-** Randy Kallstrom called the meeting to order at 7:00PM
2. **Roll Call-**Randy Kallstrom, Toni Raethke, Mike Michaud, Shannon Van Allen, Carrie Arens, Vicki Kosok, Pat Sandstrom were all present. Others present, Julie Wheeler, Tracy Rundquist, Jon Seifert, and Roy Forsstrom.
3. **Public Comments-** Don Black thanked the Village for the Public Boat Landing and for it being well maintained. He uses it often but has concerns for the new landing in the future if the Village does not enforce "No Power loading". This will be something for consideration once the landing is complete.
Larry Stahl commented that people are wondering what will be happening with the concrete barriers used for flood protection. Randy told him they will be removed, but he is not sure at this point in time where they are going.
4. **Clerk's Report-** Approval of 05.09.2023 meeting minutes. **Motion** by Carrie to approve the 05.09.2023 minutes as presented. **Second** by Pat. All Ayes, motion approved.
5. **Treasurer's Report-** Approval of Treasurer's Report. **Motion** by Shannon to approve the treasurer's report as presented. **Second** by Vickie. All Ayes, motion approved.
6. **Police Report-** No representative present, the police report was provided in the packet.
7. **Ambulance Report-**The report was in the board packet. Tina was present and updated the Board on the new Ambulance Rig. They are still looking at September for completion.
8. **Fire Department Report-** No packet information, but Dustin was present to update the Board on the members, fire hall clean-up, and working with the State on the disposal of PFAS Foam that is no longer in use. Dustin also went over the annual ISO report.
9. **WWTP-Discussion/Action on Resolution to submit CMAR Report.** The Board was given a copy of the resolution for the annual CMAR report. Mike Michaud said that it would be good for Mike Schultz to bring this information to the utility committee sometime and give them a little background on how he compiled all this information for the report. There was some discussion on who we have for a Back-up operator, currently Durand. **Motion** was made by Mike Michaud to approve the Compliance Maintenance Resolution as presented with the change to item (1) to read No action needed. **Second** by Toni. All Ayes, motion approved.

10. **Attorney's Report**-Jon consulted with the Village President & Board on some matters concerning Ordinance violation enforcement with zoning violations, liquor license concerns, and Real Estate closure.
11. **Personnel Committee**-
 - 1) Discussion/Action on closing the Village Hall the week of July 17-21st for Staff training. The request to be closed the week of the 17th-21st of July for annual training classes for the clerk and treasurer was presented to the Board. The Clerk and treasurer will check emails, voice mails, and process mail in between classes, or at lunch time. **Motion** made by Pat to approve closing the Village Hall for the week of July 17th -21st for staff Training. **Second** by Toni. All Ayes, motion approved.
 - 2) Update on Clerk 90-day review. Pat updated the board on the Clerks 90-day review. All is going well. The clerk was given a 2% raise.
12. **Zoning Administrator's Report**- This month has been busy with 1 LUCR issued, calls, and emails with residents, potential residents, Real Estate agents, appraisers, contractors County & State officials regarding zoning, development, homes for sale etc. Roy also created maps regarding ordinances for Class B Liquor licenses, attended Ordinance & Planning committee meetings, and coming up will be dealing with short-term rental renewals.
13. **Tourism Commission**-Approval of new member. Sue Fedie introduced Mary Pellegroni to the Board. Mary told the board a little bit about herself, then **Motion** was made by Randy to approve Mary Pellegroni as the new member of the Tourism Commission. **Second** by Vicki. All Ayes, motion approved.
14. **Planning Committee**-
 - 1) Discussion/Action Short-term rental at 309 7th St. After much discussion on this application **Motion** was made by Mike to approve a Conditional use permit for a Short-term rental operation at 309 7th Street, to become effective when they complete all requirements of getting a Short-term rental license from the Village to be valid for the current operators for 2 bedrooms, 4-person occupancy with 2 off street parking locations. It will be valid if they keep their license with the Village current. **Second** by Toni. All Ayes, motion approved.
 - 2) Discussion/Action sign request at 210 Lake St. Roy recommended approval of an illuminated Sign for Triple J Western shop. **Motion** was made by Randy to approve. **Second** by Carrie. All Ayes, motion approved.
15. **Ordinance Committee**-
 - 1) Discussion/Action on changes to the Fee Schedule in Chapter 31 for Fire Dept. Services. Changes were presented to the Board on the Fire Dept. Fee schedule. **Motion** was made by Mike to approve the changes and adopt the Resolution as presented. **Second** by Vicki. All Ayes, motion approved.
 - 2) Discussion/Action on updates to Chapter 35: Election Officials. In 2001 the Village Board took some action to create an ordinance regarding election workers. They passed the ability to have two shifts of workers and reduce the number of workers on any shift from 7, to 3 or 5. For some reason only the two shifts change was incorporated into the ordinance. The reduction in numbers remains passed as a resolution. To capture the resolution, the board needs to move to accept that resolution & have it codified. The resolution needs to be in ordinance form to satisfy State election laws. **Motion** was made by Mike to accept the resolution that was passed in 2001 by the

Village Board and move to the Ordinance committee to include the resolution's effect into Chapter 35 and codify it by virtue of the recodification process after public hearing. **Second** by Pat. All Ayes, motion passed.

16. **207 Lake St.- Discussion/Action.** There was discussion on the recent purchase by the Village of 207 Lake St. Demolition of the property will be done in approximately 2 weeks. **Motion** was made by Randy to bring the 207 Lake St. property to the Building, Property & Parks committee to develop a plan for this property after demolition is complete. **Second** by Vicki. All Ayes, motion approved.
17. **Emergency Management Committee-** Update on 2023 Flood protective measures and restoration items. There was no Federal/FEMA aid to help with protective measures or restoration items. We are still working with the State to submit figures and photos to try and get State aid/reimbursement for measures taken and restoration. The deadline is July 3rd.
18. **Boat Launch-**Update, the Dock is in, the DNR permit is in order. Now it's just a matter of when the contractors can start work for the new landing.
19. **Pat Wodele-**Concerns with Liquor License Renewal at Second & Prairie Street. Pat spoke on her concerns and the violation of ordinances and presented the Board with a formal complaint regarding the Liquor license renewal for Bobbleheads.
20. **Alcohol/Tobacco license Renewals-**Discussion/Action on renewals for 2023-2024. The list of renewal applicants was provided to the Board. Randy stated that there is an issue with two of the applicants' renewals. Per State Statute the Board will have to have a special hearing to address these issues. **Motion** was made by Mike to approve all renewals as submitted, except Bobbleheads. Bobbleheads will be approved as initially applied for, without the expansion of outdoor seating. **Second** by Toni. (6) Ayes, (1) Carrie abstained. Motion approved. Mike asked if there was a need for action on the formal complaint received. Jon provided the procedure for the next steps, which includes drafting and filing a summons to the licensee and holding a public hearing to hear testimony from all parties regarding the complaint.
21. **Public Comments-** Dan Fedie had a question pertaining to construction & parking compliance, referencing ordinance 151.008, and asked if a LUCR was issued to Bobbleheads. The zoning administrator answered no. He also asked the Village to consider marketing the property (for tax revenue) at 207 Lake Street when they bring it to the Building, Property, & Parks committee.
22. **Set Next Meeting Date-**Next meeting will be July 10th at 7:00PM.
23. **Adjourn-** 8:50 PM **Motion** was made by Randy to adjourn. **Second** by Vicki. All Ayes, motion Approved.

Julie Wheeler, Clerk