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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

Monday July 10th, 2023, at 7:00pm

MINUTES

1. **Call Meeting to Order**-Randy Kallstrom called the meeting to order at 7:00pm.
2. **Roll Call**- Members present, Randy Kallstrom, Toni Raethke, Shannon Van Allen, Mike Michaud, Pat Sandstrom, Carrie Arens, Vicki Kosok. Others present, Jon Seifert, Tracy Rundquist, Julie Wheeler.
3. **Public Comments**-Larry Stahl asked the board when the work on the boat landing was going to begin? Why no money has been spent yet? The village is just waiting for a written cost estimate from the contractor.
Dan Fedie thanked the village for putting the 4-way stop at Prairie and Second Street. He thinks it was a good decision.
4. **Clerk's Report**- Approval of 06.12.23 meeting minutes. A **motion** was made by Carrie to approve the minutes from 06.12.23. **Second** by Vicki. All Ayes, Motion approved.
5. **Treasurer's Report**- (a) Approval of Treasurer's Report. A **motion** was made by Shannon to approve the treasurer's report as presented. **Second** by Pat. All Ayes, motion approved.
(b) MIDCO Lease-Discussion/Action. Tracy mentioned that there were changes added from Midco at 5:30pm before the meeting. Mike expressed some concerns with the lease and made a **motion** to send the lease to the building, property, and parks committee for further development. **Second** by Toni, All Ayes, motion approved.
6. **Police Report**-Police report was provided in the packet. Vicki asked how parking payment at the boat launch is going. Jesse expressed that it's getting better, and besides the 14 signs already posted, we have ordered 3 more signs to hopefully help with the confusion.
7. **Ambulance Report**-Report provided in packet. Based on the report Toni was wondering about the out-of-service hours, and need for back-up services. Jesse explained that they are short staffed and need EMT's, & EMR's. The on-call need is greater for day hours.
8. **Fire Department**-Report provided in Packet. Dustin went over the report. 12 active members, recruitment efforts continue. Fire hall building clean up and maintenance continues. PFAS Foam will be collected in Aug. or September. ISO official report has been received. A follow-up survey will take place 1/3/2024. On 6/19/2023 the Fire Dept. assisted in the demolition of the house on 207 lake St.

9. **Attorney's Report**-Nothing specific to report on. Jon consulted with the village on short-term rental licenses, future circumstances with liquor licenses in the village. A handful of the issues that we went over at the last couple of meetings.
10. **Tourism Commission**-Quarterly update. The Commission has given out several grants. A couple significant ones are to the Sportsman's club for phase 1 of the boat landing replacement, another to the Laura Days for expenses. The expenses have increased considerably over last year, due to having Dean Butler visit. The Commission also provided flowers for the planters along Hwy 35 through town. They are also working with their marketing group on getting a letter out to Pepin merchants to encourage their presence on the Destination Pepin website and help them link their websites to the commission's website. They are going to start working on an email marketing campaign. They will be replacing old brochures with new 3 X 9 rack cards. These will be distributed at the Wisconsin State Fair this week. At the next meeting this week they will discuss hiring a photographer to take some high-resolution photos for some fresh marketing campaigns. Finally, there is going to be an upcoming event at the Villa Bellezza on Aug. 3rd. This event will be a mid-day tour reception in honor of UW Madison's 175th anniversary hosted by UW Madison Marketing. They will be showcasing some of the work they have been doing with local towns and villages.
11. **Zoning Administrator's Report**-Roy issued renewal permits and permits for garage door, demolition, retaining wall, and a commercial sign. He fielded numerous calls and emails. He created an STR checklist and will be working on the upcoming renewals for Short-term rental licenses. He updated the board on the Oberzut property and will continue to monitor the progress. Roy also mentioned he has talked with the engineer for HBC internet from Winona, they are devising a plan to update the northeast part of town which may require a conditional use permit.
12. **Finance committee**-Procurement Policy-Discussion/Action. Randy thanked John Hurlley for his work on the procurement policy. Jon explained that this was the result of an audit finding and is a requirement through the USDA. We are in a good position to enact the policy. Mike pointed out that the policy covers both State and Federal requirements. Tracy also added that Part 2 is the code of conduct, which has been changed to a code of ethics. The finance committee asked if the board could declare to give a copy to all staff, board members and committee members. Randy made a **motion** to incorporate the procurement policy & ethics into the village documents. **Second** by Mike. All Ayes, motion approved.

Ordinance committee- 1) Discussion/Action on Annual Codification updates. The ordinance committee voted to recommend that the board move these four ordinances to the American Legal Publishing for codification for our annual update per the work that was done in 2022 since our initial codification submittal to them.

1)Chapter 35: Election Officials

2) SS31.23 Fire Department Service Fees

3) Chapter 95: Fire Prevention

4) Chapter 115: Short-term Rental License Ordinance

Motion was made by Mike to submit the four ordinances to American Legal Publishing for codification. **Second** by Pat. All Ayes, Motion approved.

2) Update on ordinance changes to Chapter 153 to adopt Commercial Building

Codes and local inspections. The ordinance committee held a public hearing regarding this ordinance. They decided to table this after public comment and concerns for further development.

13. **Building, Property and Parks-** 1) Update on Planning activities for the 207 Lake St. property. The building has been removed and the property leveled. Randy thanked everyone involved in the demolition efforts. Mike proposed the Village post a public notice for solicitation of potential uses for the property.
2) Approve Brian Berger additional Invoice. Brian Berger's work ended up \$950.00 more than the original Bid. **Motion** was made by Toni to approve the extra \$950.00 to Brian Berger. **Second** by Vicki. All Ayes, motion approved.
14. **Public Comments-**Dustin Gold thanked the village for hiring Brian Berger for the demolition project. He did a great job.
15. **Set Next meeting date.** Next meeting will be held Monday August 14th at 7:00pm.
16. **Adjourn-**Randy made a **motion** to adjourn. **Second** by Toni. All Ayes, meeting adjourned at 7:47pm.

Julie Wheeler -Clerk