



508 Second Street, P.O. Box 277, Pepin, WI, 54759, Phone 715-442-2461
Emails: clerk@pepinwisconsin.org and treasurer@pepinwisconsin.org

VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday, July 12, 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. Not present- Goran Pesic.
 - Tracy Rundquist (Treasurer), Jon Seifert (Attorney), Brian Reilly (Ehlers)
3. Randy requested that board members and members of the public identify themselves before speaking at meetings for the benefit of the tape and for those telephoning in on zoom meetings who cannot see the video.

Randy adjourned items **4** and **5** until later to give Brian Reilly from Ehlers time to arrive from his prior meeting.

6. **Police Report-** Randy asked if the village puts our digital speed sign out on the "dump road" as a member of the public has concerns about how fast people travel along there and mentioned to Randy that there is a pole out there for a mounted speed zone sign. He also asked if we have jurisdiction out there? Jesse said that is called Trail Road and stated that the village does have jurisdiction all the way along that road until the row of trees, but the problem is that the old speed zone sign stopped working after about 10 years, the new one which was obtained by a grant has different brackets on it, so no longer fits the existing pole out on Trail Road. He would be happy to look into purchasing some new ones which would likely cost around \$50. Mike M. asked what the cost of an additional machine would be, and Jesse said it is around \$4000-\$5000. We typically have had highway safety grants and been very fortunate to of purchased around \$30,000 of equipment. Jesse can prioritize if we get more grant money to get a new speed sign first. Roy did ask about more Stop for Pedestrians signs, but they also are typically purchased with grant money and run about \$285 each. Mike asked if the animal complaints listed were all the same animal; they were not. There were a lot of nuisance complaints regarding weeds, letters were sent out. Jesse did want to state for the record that the event on the previous Friday morning was not a threat to the community. There were officers that had guns drawn, but everyone involved was safe which was the main thing. Last thing -there is an active shooter drill coming up at Pepin are schools on August 24th.

Public Comment from Steve Westman-the flashing speed signs as a professional driver are very helpful and appreciated.

7. **Ambulance Report-** Randy told Tina he was going to combine item 7 and 15 so that she could get back to her job as she was on shift.

Tina said the ambulance has been very busy, 6 runs in June and 6 so far for July.

The ambulance is desperate for EMT's right now and are struggling to stay in service as

most people also have full-time jobs. A lot of municipalities are now paying for EMT's instead of making them a volunteer position. She is not sure what we should do or if there are any ideas to help with the shortage, it is very stressful. Roy asked who covers ambulance calls if we are out of service? Tina said Plum City or Durand. Our first responders are paged also.

15. **Beach Report-** The beach is closed due to the presence of blue-green algae. The water will be tested when it clears up but is likely closed for the rest of the season for everyone's safety.

8. **Streets Report-** The sewer lateral repair at 203 Dunn Street was not done today due to another job. It is scheduled for tomorrow morning.

9. **WWTP Report-** Mike S on vacation. Mike M. wanted to mention that when we had to complete the Water Reduction Program for the PSC report we used a specialist from Rural Development. He is interested in helping us to continue analyzing our loss reduction and could possibly attend a Utilities meeting in August to discuss.

10. **Clerk's Report-** Randy said this is a work in progress, once again the Village of Pepin is without a clerk. Without getting into too much detail, we will approve the previous minutes next month. They are being worked on.

11. **Treasurer's Report-** Question from Mike M. as to when water bills will go out-hoping for the 3rd week of July. **Motion** to accept the Treasurer's Report by Vicki, **second** by Toni. All ayes, motion passed.

12. **Zoning Report-** Roy said 4 permits were approved last month. He had several calls regarding vacation rentals, the main questions are how many we have. Roy has done a rough study and has found around 15. He can only find about half that have State licenses. This was from a report that he found from the State as of April 21st, 2021. The State does require a license for safety reasons such as smoke detectors etc.

Mike M mentioned that the ordinance committee is working on a draft ordinance which would include a village license and they would be required to have their state license to obtain this.

Roy said we still have 4 new houses in progress; some are delayed due to construction costs. Villa Bellezza is working on their outdoor kitchen. Phat Bottum are working slowly on their building, but it is moving along. Roy is working on maps, including TIF districts. We can print larger maps at the County for around \$7 each, or print 11 x 17 maps on our office printer. Roy has also spoken to Jesse about creating map books for some of the areas that can be confusing. For example, the buildings at the winery and the lumberyard which have entrances on all different sides. The campground has numbered sites, but how do you know which is which? Randy asked if there would be a fire out there does our fire chief and department know the layout? Roy is collecting maps from these places and will put them all into a book so that each group that would like them would have the opportunity to study them and learn the layouts. Mike M had a question on the revamped parking lot item. Roy said Eastside apartments are changing the 8th Street parking lot entrance to Dunn Street. Roy told them it has to line-up with the street across the way or be far enough away to make sure there is no conflict. They will do this sometime in July.

Mike M. wanted to know what the telephone calls about commercial property were regarding. Roy said there is some definite interest in the nursing home, but they may want some TIF support.

13. Attorney's Report- Jon is helping the Utilities Committee work through the new rate study. He is working on the campground issue as a part of that. He has also been in communication with Carrie working on various employee issues- both employees leaving and new ones coming. Otherwise just answering any questions as they come up.

14. Public Comments- Scott Dillon was online and discussed his property on Second street which is two lots next to the Bank of Alma. He had a plan for an apartment building that he wanted to discuss. This was not on the agenda, so the full discussion is not listed in these minutes. Mike M. stated that we do have a process that we go through, and we have a lot of zoning laws and a planning commission. Everything does have to go through that process and whatever you try to do will have to be in compliance with our zoning laws and our comprehensive plan. Mike encouraged Mr Dillon to stay in conversation with Roy and to come to the Planning Commission with any further discussion.

Steve Westman wanted to ask that when we get to the TIF committee part of the agenda, could we have a roll call vote, rather than just a show of hands so that voters know where each individual stands.

Roy wanted to let us know that Xcel Energy is coming to town to trim trees along their primary lines. They will trim for safety and will take away brush but will not take away ash trees due to state laws. Roy spoke to the County Solid Waste who said that they will take the ash brush as long as it is less than 4 inch in diameter. It can be used as firewood.

Mike M asked if some of these trees are on a right of way? Discussion on who is responsible to dispose of them? Jesse clarified that legally anything set on your property even if it is in the right of way is the responsibility of the homeowner.

16. Extraterritorial Report- Mike M. reported that there have been some successful meetings discussing the contents of what extraterritorial zoning is going to look like. They are planning another meeting this month and will look at the detailed language of the ordinance that the committee is working on. It looks like it will be possible that they are heading to a public hearing shortly. When they do get to this point it will be a Class II notice, so in the paper for two weeks. In addition to this, all of the members of the township affected by that ordinance will get a mailing notifying them of the upcoming hearing and a copy of the ordinance. Roy F asked when this ordinance is passed by both entities, will there be a joint zoning review of any projects within that zone? Mike M. said that is one of the details that they are ironing out- it is possible according to what he is reading in the statutes the responsibility of the Village, but Mike will talk to Jon Seifert and clarify.

17. Finance Report- Election machines that the county are switching to were listed as an option for municipalities by the State of Wisconsin on June 2nd, 2021. The cost for 2 machines, which includes a discount for trading our old ones in, is \$6598.00 and the annual cost is \$300. These would be ordered now and paid for in the 2022 budget.

Larry Stahl asked if you can still use a paper ballot? Yes, paper ballots and absentee ballots remain the same. The main change is that the large cartridges are obsolete, so the programming will now be on a flash drive. It was questioned if we need 2, yes, we have 2 now and you should have a back up if there was an issue.

Motion by Toni R. to accept the quote for 2 voting machines, **second** by Vicki K. All ayes, motion passed.

18. Ordinance Report- No report. Ordinance committee is meeting next Monday at 4pm to discuss the recodification book.

19. Personnel Report- A. Recommendation from the committee is to have the clerk and treasurer use their hours if they work overtime as much as possible in the week and to bank up to 20 hours in the calendar year, also use that 20 hours in that year. Toni asked if anything over that would be paid in overtime? Carrie said that would be up to the board. Jesse mentioned that he had to use comp time and could not use vacation time. He is now owed many hours which will need to be paid out when he leaves. Discussion, ideas and concerns as to how staff can take time off and use comp time hours up when they need to still complete their work. Mike M asked what our existing policy is? There is none, which is why they are trying to get something in place now. Jon Seifert said it is not the time to work on this as there are not enough facts due to the staff turnover and of course lots of overtime for the treasurer. His advice is to get a new clerk in place, give it a year or so and see if there is too much work for two people, do we need a deputy clerk/treasurer? Mike M asked Tracy if she was tracking her overtime hours now? Yes, and have been since last Fall when she switched from hourly to salary. He asked if she was happy to continue to track until they figure something out? Answer is yes. **Motion** by Toni R considering Jon's advice to table this item until they can understand the flow of things more when the new staff member is hired. **Second** by Vicki K. All ayes, motion passed.

B. Village Hall Hours-Randy said that Alma is open on Monday, Wednesday, and Fridays, closed on Tuesdays and Thursdays for Administration days. Jon advises that we need to set a schedule and stick with it. Jesse requests that we move the doorbell so that it is more visible. Discussion on use of drop box, as well as the doorbell and telephone if a resident needed something on a day that the doors were locked. Tracy asked if could start on the week of August 2nd so that there would be time to post it around town and on the website. **Motion** by Carrie A. to change the Village Hall hours starting on August 2nd to Mondays, Wednesdays and Fridays open to the public and Tuesdays and Thursdays to be staff administration days. **Second** by Toni R. All ayes, motion passed.

C. Contract for Mary Fayerweather as interim clerk. While we are in this transition Mary can sign documents, such as liquor licenses etc so that Tracy is not the only one signing things. **Motion** by Toni R. to approve the contract for Mary to be the interim clerk, **second** by Vicki. All ayes, motion passed.

4. Planning Commission Report- Mike M. wanted to report the outcome of the public hearing on the TID districts. Lots of interesting questions. Residents wanted to know how it would work. It is not as attractive to a residential owner -for example if there is \$50K of improvements made on a house, there may be about a \$1000 a year rebated back, so that would take 50 years to pay it off solely with your tax rebate. There was conversation about the park in TID 4. Lots of interest in improving the park. The project plan for TID 4 has been changed to show these possible improvements as a specifically listed topic, added about \$200,000. Some concerns about the administrative costs, there was about \$6000 budgeted per TID using TID 3 existing funds, coming from this fund, not the general fund.

TID 3 is approaching it's end of life and will close in 2031. Five years before that we must commit the existing funds, or they are disbursed back to the existing tax districts. The projected balance in TID 3 at the end of this year is \$197,000. We need to do something with this money in the next 5 years. Also, some discussion about using some TID money

for the boat landing, which is in TID 7. There is some conversation right now about the village using grant or loan money for this project. The Planning Commission has approved the resolutions for the 4 new districts and the amendment of TID 3.

Steve Westman- How many hours will this add to the village staff to track and maintain these new districts? Who will pay for the Committees to look at each application?

Mike M. said there are not a lot of transactions during the year, all paperwork has been drawn up by Ehlers. Administrative costs are planned to be paid by the TID account.

Brian Reilly noted that costs including for the additional committee meetings are TID eligible expenses that can come out of those funds, not the general.

Public comments were expressed both for and against these plans. Main concerns are the high administrative costs to the village, state, and auditors. Clarification from Brian and Mike M. said that the goal is to have each individual TID generate its own income, rather than rely solely on TID 3 funds and Mike M said a district can be closed early if it is not generating its own income.

5. **TIF Committee Report**-Mike M. said that the updated Project Plan documents went out today. This whole development project has been on a very short timeframe as new assessments will come out in August and we might breach our 12% limit. It has been a very time-consuming process. Most importantly we need to take action tonight, one way or the other. We would need to approve these creations tonight to stay on schedule before August to capture the benefits that are available before appraised values go up. The documents are plans as to how things could go, but they can be changed and modified along the way. Shannon asked if this helped the school? Brian mentioned that it does not help or hurt the school, it is a static pot of money and this will change how much they get from State aid vs local. There is no negative impact. Any excess balance in the TID accounts is distributed to each jurisdiction when the districts are closed.

Discussion on how TID money is only distributed if not spent. Yes, but the goal is to spend it on projects. TIF assistance is on a case-by-case basis, there is no one size fits all. Each review would be taken on its own and the board has 100% discretion. No dollars distributed if people are not in compliance with their agreement. Discussion and questions answered-For example, an empty lot paying tax versus that lot with a new building, brings in more taxes at the end of the project, distributed to all the tax entities which is a benefit. Without the tax increment the building may never be built without that help from the TID. Benefits can be new businesses, economic benefits, jobs. Boundaries can be changed with an amendment up to 4 times. Joint Review Board meeting will be coming up on July 28th where the different tax entities get to vote on the TID project plans and adopt the resolutions.

A. **Motion** by Mike M. to create TID 4, **second** by Toni

Roll call vote-

Yes- Randy, Vicki, Toni, Mike, Shannon, Carrie

Motion Passed

B. **Motion** by Mike M. to create TID 5, **second** by Toni

Roll call vote-

Yes- Randy, Vicki, Toni, Mike, Shannon, Carrie

Motion Passed

C. **Motion** by Mike M. to create TID 6, **second** by Toni

Roll call vote-

Yes- Randy, Vicki, Toni, Mike, Shannon, Carrie

Motion Passed

D. **Motion** by Mike M. to create TID 7, **second** by Toni

Roll call vote-

Yes- Randy, Vicki, Toni, Mike, Shannon, Carrie

Motion Passed

E. **Motion** by Mike M. to amend TID 3, **second** by Toni

Roll call vote-

Yes- Randy, Vicki, Toni, Mike, Shannon, Carrie

Motion Passed

20. **Adjourn** – Carrie made a **motion** to adjourn the meeting, **second** by Vicki, all ayes,
Meeting adjourned at 9:30pm.

Tracy Rundquist

Treasurer