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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday, August 9, 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, Goran Pesic
Other-Tracy Rundquist-Treasurer, Jon Seifert-Attorney
3. a. Randy made a **motion** to accept the 6/14/21 meeting minutes, **second** by Shannon, all ayes, motion passed.
b. Randy made a **motion** to accept the 7/12/21 meeting minutes, **second** by Toni, all ayes, motion passed.
c. Randy made a **motion** to accept the 7/19/21 meeting minutes, **second** by Vicki, all ayes, motion passed.
4. **Treasurer's Report**- Carrie made a **motion** to accept the treasurer report, **second** by Goran, all ayes, motion passed.
5. **Vacation Rentals**- It has been brought to the Treasurer's attention that some vacation rental owners may have double paid their room tax to the village, as they did not know that the platform that they were accepting bookings through was also sending the taxes to both the municipality, and the State. Tracy will send a letter to all vacation rental owners to let them know that they should check their records and provide a transaction report to her. They will get this from either AirBnb or Vrbo and Tracy can try to match up what they paid to the Village. She will then issue refunds where necessary. After some discussion on possible unlicensed vacation rentals in town, the board asked to put a friendly reminder in the letter mentioning the Wisconsin statute 97.605 that lists the requirement to have a valid tourist rooming license in the state of Wisconsin before you open a vacation rental business.
6. **Pepin Lions Club**- Representatives Bill Wroblewski and Kevin Glander attended the meeting asking for board approval so that they can take the lead on repairing/or replacing approximately 8 benches at the marina. They have already repaired 3 shelters at the park, they have 2 left and once construction costs come down, they will resume the shelter project. The Lion's Club would like to buy new benches for a rough cost of \$350 each, plus the cost of cement. They are asking for support at their fundraisers etc and maybe some community sponsorship. The Lions Club are asking to have their own plaque with their name on it and their donation noted. Some benches already have plaques as they were donated by other families, which they would like to transfer where possible. There are a couple of families which they will work with the village on contacting, as well as one bench which they would like to move from the park to the

marina. Toni R made a **motion** to approve the repair and replacement of these benches and add the plaque for the Pepin Lions Club, **second** by Goran, all ayes-motion passed.

7. **Covid Update-** Mike M -the situation in the county is getting serious again with the Delta variant. Since July 20th, 24 cases have been reported. The CDC have changed their recommendations for mask wearing guidance. Even if vaccinated, they are recommending wearing a mask indoors when in larger gatherings or high case load areas. Jesse mentioned that the county can only make recommendations as orders are failing at both State and Federal levels. Toni made a **motion** to table for one month until more data is available. **Second** by Vicki, all ayes-motion passed.
8. **Police Report-** Jesse wanted to remind the board about the active shooter drill at the school on August 24th. This is an emergency government exercise which includes fire, police and ambulance as well as the school staff. Training is for faculty only, no students will participate. Brief discussion regarding nuisance calls listed on the police report and one issue on an ongoing residence which Jesse will discuss with the village attorney.
9. **Ambulance Report-**none
10. **Beach Report-** Water was tested at the end of last week, we will update once we have the results. The beach will remain closed regardless as there are no staff available to lifeguard. As soon as the water is safe the public will be informed.
11. **Streets Report-** The train tracks by the Pickle Factory will be closed next Monday to upgrade the crossing and tracks there. Nothing else to report.
12. **Personnel Committee-** Carrie wanted to announce that on July 21st the position of Clerk for the Village of Pepin was officially accepted, and our new clerk will be joining us on Monday August 16th. His name is Andrew Adams-he prefers to be called Drew.
13. **TIF Committee-**
 - a. Mike M-since the last meeting the Joint Review Board have approved resolutions to create the new districts and to amend TID 3 so that the new districts can share funds. Ehlers have filed the paperwork with the State of Wisconsin. The initial assessment report shows that we were correct to move ahead before the report came out as values have increased. We have one more step procedurally, which is the paperwork due on October 1st. Emails with information on what is needed have been sent out, we will need a team of people to help put this together, some of the information is detailed, as far as who owns what property etc.
 - b. Some discussion on how to handle people who have questions and interest in participating in the TIF districts. The TIF committee should come up with an application that interested parties will fill out, as well as have people who are interested attend the monthly TIF meetings. Jon S suggested that we could look at other communities and borrow some of the language from their applications. He would be happy to review when the committee is ready. Ultimately it is a contract between the party and the Village, relative to how the TIF money generated by the project would be shared and distributed.
Jon also reminded the board that we do not have to agree with every idea that people come up with. Having an application where the interested party must put some work in will potentially eliminate the need for the committee and the board putting time and

work in on projects that are ultimately not viable. Toni R will research applications and review with Jon S and the committee.

Toni made a **motion** that the TIF committee will come up with an application to be used at TIF meetings for projects proposed by interested parties in the appropriate districts, **second** by Goran, all ayes-motion passed.

Mike M-We will be receiving the bill from Ehlers and will need to take steps at a further meeting to channel TID 3 money to help with the creation costs of districts 4-7

14. **Utilities Committee-** Mike M. spoke on the study conducted by Ehlers on the sewer rate case analysis. Page 1 of the study shows a cash flow analysis and shows that we are in the hole, loans from the general fund have accumulated over the years. Basically, the study shows that we need to increase the sewer rates by 6% to get back into a positive balance within 5 years. Page 2 shows where usage and revenues are coming from and whether the revenues from different rate classes are sufficient to pay for their usage. Commercial accounts are not pulling in the revenue required, there is a variance of 16% the residential accounts do show that they are paying their way. Page 4 shows a summary of options that we requested Ehlers to create. The utilities committee after much discussion do recommend going with option 2. The fixed rate remains the same at \$135.65, but the usage will go up from \$5.04 to \$6.30. The committee would like to wait until January 1, 2022 to implement this increase. Part of the analysis was that the fixed charges would still be assessed the way that they always have. This is based on the number of units at a given meter location, so the way that we have been billing the campground for fixed costs, would remain the same. That is 2 quarters at 131 units and 2 quarters at 2 units. All other customers would also remain the same.

Carrie A. asked if option 2 would get us in the black or would we stay in the red? Mike M replied that it *should* get us into the black in 5 years in an ideal world, and hopefully stop us borrowing money from the general account. The commercial class will have higher usage, so they will pay more which gets them closer to paying their fair share.

He also mentioned that we should create a sewer ordinance, we have one for water, but not sewer. We can get that done between now and when we would implement the new rate change. We would need a public hearing for this before the end of the year.

Randy made a **motion** to accept option 2 from the rate case study, which leaves the base rate at \$135.65 and raises the usage per 1000 gallons to \$6.30. This would be effective starting January 1, 2022, **second** by Toni. All ayes, motion passed.

15. **WWTP Report-** No report

16. **Zoning Report-** Roy absent. Mike M commented that Roy receives complaints/concerns on VRBO's, should we be logging these somewhere? People can use the "contact us" on the website, if some come in, we can start a file.

17. **Attorney's Report-** Nothing specific to report, some ongoing work on the TIF, some work with Carrie on the new hire, and the sewer rate study.

18. **Public Comments-** None

19. **Extraterritorial Committee-** Mike M gave a report-the committee came to an agreement on language for their ordinance. This was sent to the County, and they sent back

feedback on how to clarify and improve it. We are working on those improvements now, and once we have completed that we will be ready to go to a public hearing. This would come to the board after that. This committee is made up of 3 members from the township and 3 from the village.

20. **Finance Committee-** Randy K. -We will be meeting on August 17th and will have more for the board at the September meeting. Hopefully by then we will be getting closer to closing out with the USDA loan, we are hoping to have the punch list finished.
21. **Ordinance Committee-** Carrie A- working on recodification, due August 31st Hoping to meet with Jon next week to go over some things. Nothing else to report right now.
22. **Adjourn-** Shannon made a **motion** to adjourn, **second** by Toni-all ayes, motion passed.
Meeting adjourned at 8:15pm

Tracy Rundquist
Treasurer