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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

Monday August 11th, 2025, at 7:00pm

Minutes -

1. **Call Meeting to Order-** Randy called the meeting to order at 7:00 PM.
2. **Roll Call-**Members present were Randy Kallstrom, Mike Michaud, Shannon Van Allen, Kelsey Gilmore, and Vicki Kosok. Pat Sandstrom was absent. Others present were Julie Wheeler, Tracy Rundquist, Jon Seifert (via zoom), Jesse Van Alstine, Jeff Heit, Adam Baader, and Tina Cook.
3. **Public Comments** – Darrin Thompson stated after receiving an email from Jeff Heit regarding not obtaining a building permit from Fred Weber, that he was not aware that his LUCR permit was not a building permit. He feels that the process should be made clarified better. Somehow the applicant needs to know that there may be a need for a state permit/inspection and vice versa, they need to be aware if they have gotten a state permit that they may need a village permit as well. After a lot of discussion, this will be looked at by a committee to try to alleviate the confusion.
4. **Clerk's Report-** Approval of 07.14.2025 meeting minutes. **Motion** was made by Vicki to accept the clerk's report for 7.14.2025. **Second** by Kelsey. All ayes, motion approved.
5. **Treasurer's Report-** Approval of Treasurer's Report. After a few clarification questions from the board, **motion** was made by Shannon to approve the treasurer's report as presented. **Second** by Vicki. All ayes, motion approved.
6. **Pepin Days-** Discussion/Action regarding a "Picnic" License-Temporary Alcohol Beverage License for Pepin Days. The Pepin Peppies community Club completed a Temporary/Alcohol license application for the Pepin Days event on the 15th & 16th and requested the Village board to approve and waive the fee for the permit. After some discussion, Kelsey made a **motion** to approve the temporary license and waive the fee. **Second** by Shannon. All ayes, motion approved.
7. **Refuel Pantry II, Inc.-** Discussion/Action regarding an Alcohol Beverage and Tobacco License At 300 3rd St. (Handy Mart)-Refuel Pantry II, Inc. are purchasing the Handy Mart in Pepin and completed their applications for Alcohol and Tobacco sales. The applications have been publicly noticed for two weeks prior to the Board meeting for approval. After some discussion, Mike made a **motion**

to approve the Alcohol and Tobacco licenses for Refuel Pantry II, Inc. at 300 3rd St. **Second** by Vicki. All ayes, motion approved.

8. **Discussion/Action-** Regarding approval of licensing of Commercial golf carts for rent-Kyle Anderson. Kyle addressed the board explaining that he and Jenohn Newcomb would like the board's approval to offer golf carts for rent in the village. They would start out with three to be rented from the Pepin Country Stop location which is zoned commercial. They would provide proof of insurance as well as have each retee provide a valid driver's license and sign a rental agreement stating all the villages rules and regulations for golf carts. After some discussion, Randy made a **motion** to approve the licensing of the golf cart rentals for Kyle & Jenohn. **Second** by Kelsey. Four ayes, Shannon opposed, motion was approved.
9. **Planning Commission-**
 - a.) **Discussion/Action** - Regarding a Conditional Use Permit under Chapter 115 to operate a Short-Term Rental at 1485 First St. The completed application was provided to the board for review and approval. This is a current Short-term rental changing ownership. After some discussion, Mike made a **motion** to approve the conditional use and short-term rental license at 1485 First St. **Second** by Kelsey. All ayes, motion approved.
 - b.) **Discussion/Action** - Regarding a Conditional Use Permit under Chapter 115 to operate a Short-Term Rental at 306 7th St. The completed application was provided to the board for review and approval. This also is an existing rental but was changed to a two-unit rental. After some discussion, Kelsey made a **motion** to approve the conditional use and short-term rental license at 306 Seventh St. **Second** by Mike. All ayes, motion approved.
 - c.) **Discussion/Action** - Regarding the request for an area variance to setback requirements for a deck located at 916 First St. The application and examples were provided in the packet, and Jeff explained the variance request to the board in some detail. After some discussion, Mike made a **motion** to approve the area variance for a 6Ft. deck on the front of the house at 916 First St. **Second** by Vicki. All ayes, motion approved.
10. **Police Dept.-Monthly Report-** The report was provided in the packet. Jesse also stated that since there were a lot of questions today about the high presence of State law enforcement with the DNR and State Patrol. It was Governor Evers. He paid a visit to the area and took a boat ride up to Deer Island today.
11. **Ambulance-Monthly Report-** The report was provided in the packet. There was a question asked and answered regarding Pepin Days.

12. **Fire Department**-Monthly Report-The fire department started their Fire One classes last Tuesday. They have 8 members participating in the training to get certified. The department has added 3 new members, putting them at 14 total members.
13. **Attorney**-Monthly Report- This past month Jon has attended a couple of special meetings of the village board regarding personnel and utility matters and visited with the village president and other board members regarding these issues.
14. **Zoning Administrator**-Monthly Report- The report was provided in the packet. Mike had a few questions for Jeff regarding the report. Jeff gave an update on the visit he and Randy had with Maria from the county regarding the zoning Map update. They have found a few issues that need to be addressed.
15. **Update on WWTP status**- Mike initially informed the board of a recent public water inspection report from the DNR. Periodically the DNR inspects our water system and creates a list of action items that need to be addressed. He indicated that these items will be brought to the Utilities committee to come up with a plan.

We have had a couple of rough few weeks at the wastewater treatment plant. The generator was out at the plant and when storms went through and took the power out, the sludge settled in the tanks, and we were unable to start pumping. Lines had to be flushed out. We had to bring in a pump expert to help us figure out what was going on with these return sludge pumps. The short answer is that the pumps are worn out and need to be rebuilt. We are currently getting quotes for the pumps. We had storm damage on the SCADA system as well, the backup power system for the SCADA system needs to be replaced, and there was a little computer problem with a Windows software update.

We have an ongoing problem with our solids conveyor screen that was not part of the 2013 upgrade and are getting quotes to replace that as well. This is going to be an ongoing situation at the plant, but we have had a lot of help from our contracted Cedar Corp. engineer Eric Martin.
16. **Update on Meter Replacement activities**-All residents have received a letter saying there may be some errors in some customer's water use calculations and part of that is because we have some really old meters and that a lot of those had estimated usage along the way. We don't know exactly which houses were affected yet. But if you have a radio-controlled meter, you are likely not affected. We have accelerated the effort to update and replace all meters with modern radio-controlled meters. Recently, we have put in 20 new meters. As we go through these replacements, some people will get adjustments, and some will not.
17. **Public Comments**- Kyle Anderson asked if the WWTP plant issues were due to lack of maintenance, or do we have preventative maintenance annually and are there logs, etc. for this. Mike explained that we have an operational manual

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that is a guide to what we are supposed to do but as far as whether any individual component has had the right service or not, we can't guarantee that all of them have. Some of this is normal wear and tear.

Jesse VanAlstine mentioned that the Fire Hall could use a new generator. They too are having issues with the generator.

Steve Westman asked and received some clarification on the short-term rental license at 306 7th St.

18. **Set Next meeting Date-** The next meeting will be September 8th, 2025, at 7:00PM.
19. **Adjourn- Motion** was made by Shannon to adjourn. **Second** by Vicki. All ayes, meeting adjourned.

Julie Wheeler-Clerk