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BUILDINGS, PROPERTY & PARKS COMMITTEE MEETING

Village of Pepin Municipal Building

Monday September 25, 2023, at 6:00 pm

MINUTES:

1. **Call meeting to order.** – Randy called the meeting to order at 6 pm.
2. **Roll Call-** Members present were Randy Kallstrom, Mike Michaud, Shannon Van Allen, Greg Sandstrom, Dan Van Allen, Aaron Kallstrom. Also present were Fred Diedrich, Marie Alexander, Greg Foster.
3. **Approval of 07.06.2023 meeting minutes.** Greg Sandstrom made a motion to approve the minutes from 7/6/23. Motion seconded by Dan Van Allen. Motion passes.
4. **Existing Building issues continued.** Updates/Action on any progress with the following:
 - a) *Roofing projects* – *Discussion on the roof of an old bathroom building in Laura Ingalls Park.* The consensus was that the whole thing needs to be replaced including trusses. Consensus was to try and save the building look at getting cost estimates for next year.
Discussion about Boat Landing pavilion roof- Have one quote to replace it. Waiting for another quote.
 - b) *Metal Slide removal* – Discussion about the one in Northwest corner of the park. Need to have a plan to replace the one in the playground area. The whole set of equipment needs to be replaced. It is used a lot. Randy made a motion to remove the slide in the Northwest corner. Shannon seconded the motion. Motion passes.
 - c) *Depot Building at Park* – Mike Michaud made a motion to get quotes for painting the Depot building and finding funding. Seconded by Greg Sandstrom. Motion passes.
 - d) *3rd & Locust Building* (Corner where the school digital sign is located) - Aaron pointed out that the building is full of black mold and is not handicap accessible. It has wood interior walls. He was supposed to tear it down five years ago. Cannot be used as a bathroom. Possible future use could be for Broadband equipment. Water spigot used for Laura weekend. Needs more study over the winter.
5. **Ash Tree update and Discussion/Action on Ash tree grant application.** – Submission deadline at end of day October 2nd. DNR is interested in

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management and promotion. Emerald Ash Borer program includes trees on private property. It's a 50% matching grant. Start up grant and regular grant. They suggest a startup grant if you haven't done one. Could be up to \$10k in project costs they provide up to \$5k. Propose \$5k in Ash tree removal and replacement and \$5k in new tree planting at the waterfront beach area. The estimated cost is roughly \$300 a tree for new planting. Discussed different possible locations for new trees. Grant will include stump removal. Mike Michaud made a motion to proceed with submitting a Start Up Grant request with the DNR Urban Forestry Program to include ash tree removal and replacement on Village owned property, up to the amount of \$5,000, with 50/50 cost share, also to include a tree planting program at the Beach area for up to 12 trees at locations to be determined to be done next year with a total cost not to exceed \$5,000, with a possible 50% matching fund new tree planting cost share from the Tourism Commission. Motion seconded by Greg Sandstrom. Motion passes 5-0.

6. **Discussion/Action on Midco Lease.** – Randy discussed the lease transfer to K2 Towers LLC. Randy made a motion to transfer the lease without any changes. It was recently renewed in 2018. Mike Michaud expressed concern about the low lease amount, but we have previously agreed to the number. Motion seconded by Greg Sandstrom. Motion passes.
7. **Discussion/Action on Community Room use, fees, and procedures.** – Discussion about whether a fee should be charged. Whether parties were appropriate. No alcohol was suggested. There should be some Community purpose to meetings. Allow use for Community room only, no kitchen. Discussion of kitchen use for coffee? Employees only. Kitchen not part of community room rental. Non-profit use was determined to be OK. Question on chaperones in existing document. Only community groups? Village of Pepin only. No section defining who can use it. Strike out eligibility part. Strike individuals? Strike grooms name on first page access to cleaning supplies. Discuss curfew, midnight? Need to address key access and return policy. Who oks? Clerk? How far in advance? Non-profit free, but cleaning policy? Leave as you found it. Non-profits no fee. Deposit \$50 get back if OK. Need to figure out the door lock issue? Recommendation is to open for groups now then work on details. There was a consensus to create a revised document for further committee review.
8. **Discussion/Action on Rental Room (currently used by food pantry).** - Fred Dietrich stated they moved the file cabinets, now have shelving. Question on timing? Randy said we have no scheduled deadlines, it's when the Food Pantry finds a new location. Status is that our schedule waiting for food pantry to say they have a plan for new space. Room used for weekend backpack table. Fred stated the freezer could go to the church basement. Mike suggested we investigate adding a window to the west wall and/or door. Our need? Office for Zoning Administrator, meeting with constituents, conference calls.

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9. **Discussion on solicited suggestions for 207 Lake St. property.** – Randy stated we have 24 different ideas. Probably next year's project. Fall into three areas, parking, green space with various activities, and put property up for sale to put it back on tax rolls. Mike stated he has one new comment from a citizen. How to police a green space? Will it be a hangout for bar people, more bright lights? Greg Sandstrom suggested we do nothing until next year. Mike said we get to "steer the ship" for next use. Greg Foster is curious about what has been submitted. He suggested because our business district is small, a greenspace should be by the waterfront. He suggested three incubator business spaces with apartments behind these for long-term rentals. Should go back into private developer's hands. Marie was expressing concerns about safety. Discussion of temporary parallel parking. Aaron stated it is not safe yet for cars. Discussion of surveying? Good idea? We can use TIF Money. Greg stated it would be one less hurdle that won't have to be done later. No action on the agenda.

10. Public Comments – No comments submitted.

11. Set next meeting date. – Next meeting date to be determined.

12. Adjourn – Shannon moved to adjourn, seconded by Dan Van Allen. Motion passes.

Mike Michaud