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## VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building  
Tuesday, October 12, 2021, at 7:00pm

### MINUTES

1. President Randy Kallstrom called the meeting to order at 7:00pm
2. **Roll Call-** Village President Randy Kallstrom, Village Board Members Toni Raethke, Shannon Van Allen, Vicki Kosok, Mike Michaud, Goran Pesic, Pat Sandstrom.  
**Other-** Tracy Rundquist-Treasurer, Drew Adams-Clerk, Roy Forsstrom- Zoning Administrator, Mike Schultz- WWTP Supervisor, Aaron Kallstrom- Street Superintendent, Police Chief Jesse Van Alstine, Curt Marx from Davy Engineering, and Daniel Grove.
3. **Davy Engineering Pay Application #6-** Curt Marx of Davy Engineering presented two documents: Pay Application #6 for final request of payment, and Change Order #4. These relate to the 2020 Water Systems Improvement project. Change order #4 is the time extension to take date of final payment to the date of this meeting and to adjust the total contract price down a total of \$7,429.32 to reflect the actual quantities installed on the project. Pay Application #6 is for the amount of \$29,046.97. \$27,000.00 of that is the release of retainage for the project that was being withheld until the contractor closed out the punch list, which they have done. An additional \$2,046.97 is to finalize the asphalt quantities that were agreed upon. Paving and pipe work are under warranty until this November, and any restoration is under warranty through May 2022. As the agenda for this meeting did not specify any possible action, board will wait until the Wage Negotiation Meeting on Monday, October 18<sup>th</sup> to take action on this topic.
4. **Clerk's Report-** **Motion** to approve 09/13/2021 board meeting minutes by Shannon, **second** by Vicki. All ayes- motion passed.
5. **Treasurer's Report-** **Motion** to approve Treasurer's report by Vicki, **second** by Goran. All ayes- motion passed.
6. **Siren Survey Results-** After sending out a questionnaire to let residents vote on whether to change or keep the Village siren schedule the same, the most common resident response received was to keep the siren schedule the same. Siren will continue to go off at noon and 9:30PM daily.
7. **Villa Belleza Liquor License Amendment-** Starting November 2021, Villa Belleza owner Derick Dahlen would like to start holding special events on the premises of Villa Belleza in buildings 3 and 4. Those two buildings were originally excluded from their Class B Winery License. Mr. Dahlen submitted in writing to the Clerk his request to have the

wording on the License changed to include buildings 3 and 4. **Motion** by Mike to modify current Liquor License language by deleting the words “excluding buildings 3 and 4” and to change the date of License from July First of 2021 through June 30<sup>th</sup> of 2022 to October 12<sup>th</sup> of 2021 through June 30<sup>th</sup> of 2022. **Second** by Pat. Clerk will create and issue new License for the winery.

8. **Assessment Agreement Renewal-** Adam Kremer, Vice President of Appraisal Services and Data Processing Systems, Inc., sent the Village a new agreement for assessment services covering years 2022, 2023, and 2024. Current agreement with them ends January 1, 2022. **Motion** to approve proposed agreement renewal by Mike, **second** by Toni. All ayes- motion passed. President and Clerk will sign the new agreement and send it to Adam.
  
9. **Pepin County Redistricting-** The Pepin County Board of Supervisors recently passed a resolution to adopt the tentative redistricting plan #8. Due to changes in population after the 2020 Census, changes needed to be made to the boundaries of the voting wards and districts. Pepin County has already done the work to change the boundaries, as well as drawing up a resolution for the Village to sign to implement these changes. **Motion** to adopt the resolution for ward boundary changes by Randy, **second** by Shannon. All ayes- motion carries.
  
10. **Halloween-** Village is encouraging people to safely enjoy Halloween and trick or treating by recommending a timeframe of 4:00PM-8:00PM.
  
11. **Pepin County COVID-19 Update-** In the month of September, the school saw nearly as many cases of COVID as there were in the previous year. Numbers are now going down due to mandatory masking and social distancing. As Pepin County is still a red zone, those practices will continue for the time being.
  
12. **Police Report-** Village Police Department has been investigating a break-in at the Handy Mart that occurred in the early morning hours of October 1<sup>st</sup>. Residents are encouraged to lock the doors of homes and vehicles.
  
13. **Ambulance Report-** Financial data submitted. Nothing else to report.
  
14. **Streets Report-** Police and Street Departments are looking into signs with solar-powered flashing lights to place by the school at the intersections where students cross. Signs are around \$95.00 a piece, with 8 intersections near the school being looked at. The signs currently in the middle of the road to warn people of crosswalks are expensive and keep getting ruined after being hit by cars. Street Superintendent and Police Chief will investigate possible grants for these lights next year. Mike suggested the Village consider obtaining a broom attachment for Aaron to clean snow off of sidewalks. This will save much time on the sidewalks he will have to shovel. Aaron also recommended eventually raising the fine rate for when he has to shovel residential sidewalks.

15. **WWTP report-** Nothing to report.
16. **Zoning Administrator Report-** Roy has kept busy with 10 LUCR permits issued, multiple residents asking him about starting vacation rentals, receiving questions about putting in fences, and people wondering about the process to rezone their property from commercial to residential or from residential to commercial. Update on property donation from Troy Miller: Jon Seifert will create the quit claim for the property at Boyd Street and Second Street, it will be sent to and signed by Troy who will then have it recorded. A new garage is being built in Charland Estates. A new home is being planned in Cindi's Court. A home on First Street was discovered to be renting out their detached garage as an AirBNB without a state license for short term rentals. Village ordinance only permit one dwelling per property. They were given until October 31<sup>st</sup> to stop renting. Lumberyard Lofts on Second Street would like to post signage on their building. Zoning Administrator and The Planning Commission have approved the plans for the signs and would like board approval. **Motion** by Randy to approve the Lumberyard Lofts plans for signs, **second** by Toni. All ayes- motion carries. Daniel Grove of 403 Second Street has revised his application for constructing a deck on the Main Street side of his property which falls on the Village right-of-way. Dimensions of the deck have been grandfathered in as previous deck had been there so long. These changes on his application were approved by the Planning Commission, and include the deck, patio/concrete sidewalk and ramp, and a fence with a legal "Hold Harmless Agreement" for damages as a result of snow removal/runoff contingent on the review and approval by the Village attorney. Street Superintendent is against building the deck on the right of way. **Motion** by Mike to keep deck as is, grant him authorization to build fence northward toward second street to extend no further out into the right of way than the deck is now and to approve the ramp extending northward toward second street from the deck to the sidewalk on Second Street. Motion received no second and was withdrawn by Mike. **Motion** by Toni to allow larger deck with the remaining items to be tabled and discussed later. **Second** by Mike. Motion died. Topic tabled until November meeting.
17. **Attorney's Report-** Nothing to report.
18. **Public Comments-** Board decided to have Public Comment sections at both the beginning and end of Board meetings.
19. **Extraterritorial Committee-** After Village Board determined to hold the September 29<sup>th</sup> Public Hearing on the Extraterritorial Zoning Ordinance exclusively over Zoom due to COVID concerns, the Town of Pepin Board felt that did not give the public sufficient access to the hearing. As of now the Extraterritorial Committee has no date set for the meeting, and they will revisit the issue at the end of October. **Motion** by Randy to open up the public hearing to having 20 people in the room at a time, **second** by Toni. All ayes- motion carries.
20. **TIF Committee-** Mike said the State Department of Revenue requested more information on the creation of the 4 new tax districts, and this information has been submitted. Department of Revenue now has 2 months to review information and

suggest changes or ask for more information. Mike is already very busy with the Village Board and various Committees and is recommending Toni chair the TIF Committee.

**Motion** by Randy for Toni to assume position of TIF Committee Chair, **second** by Goran. All ayes- motion carried. Toni has been busy researching how to assemble a Village TIF Application. She's looking at and comparing other municipalities applications, checking state statutes, and looking into things with the League of Wisconsin Municipalities. It will be ready by the next TIF Committee meeting.

21. **Ordinance Committee-** Mike is willing to chair the Ordinance Committee after the departure of previous chair Carrie Arens. **Motion** by Randy to appoint Mike the chair of the Ordinance Committee, **second** by Toni. All ayes- motion carried. Committee has been recodifying the Village Ordinance. Village consultants at American Legal Publishing provided a list of 58 items in our ordinance to investigate and straighten out. The list is now down to 17 items and will require input from the Village Attorney. Attorney will attend the next Ordinance Committee meeting. After the project is done there will need to be a public hearing and the board will have to approve the changes.
22. **Set November meeting date-** Next Village Board meeting is scheduled for Monday, November 8<sup>th</sup>. It was also determined Village will hold the upcoming budget meeting on October 25, at 4:30PM to accommodate a parent on the night of a school program.
23. **Adjourn-** Randy made **motion** to adjourn at 9:32, **second** by Toni. All ayes- motion carried.

Drew Adams  
Clerk