Approved:10.26.2026
Posted: 10.28.2026

Village of PEPIN WISCONSIN
Birthsite of Laura Ingalls Wilder

"Equal Opportunity Provider & Employer"
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VILLAGE OF PEPIN BOARD MEETING

Tuesday October 13th, 2026

MINUTES-

1. **Call Meeting to Order-** Randy called the meeting to order at 7:00 PM.

2. **Roll Call-** Randy Kallstrom, Pat Sandstrom, John Hurtley, Vicki Kosok and Mike Michaud and Kelsey Gilmore (via zoom) were all present. Shannon Van Allen joined late. Others present were Julie Fayerweather, Jon Seifert, Jeff Heit, Thomas Pawlak and Jesse Muenkel.

3. **Public Comments** – Steve Dove, a longtime Village resident, former business owner, and member of the Harbor Commission, addressed the Board regarding the Village marina lease. Dove reviewed the marina's development and stated that the marina has become a regional boating destination that benefits local businesses. He expressed concerns regarding Harbor Commission oversight, communication, and transparency.
   Dove stated that the current 10-year lease was renewed in 2018 and reaches its next renewal point in December 2028. He requested that the Village consider the following matters before that date: transparency of seasonal slip rental fees; annually updated emergency contact information for marina users; evaluation of the property included in the lease; parking and access needs of neighboring property owners; financial arrangements involving the marina operator and the Pepin Yacht Club; and the availability of transient slips for visiting boaters.
   Dove stated that the marina has approximately 204 slips and estimated annual slip revenue at nearly $600,000, while the Village receives approximately $14,000 annually under the lease. He also stated that the Pepin Yacht Club pays the marina operator approximately $11,000 annually. Dove urged the Village to review the lease and consider renegotiating it, obtaining an appraisal and selling the property, or operating the marina directly. (<u>These figures and statements were presented by Steve and were not verified during the meeting.</u>)

   Pat Sandstrom asked about closure of the street again for the annual Trunk-or-Treat event from 4:00 p.m. to 6:00 p.m. on Halloween. The Lions Club will be planning to serve hot dogs. It was noted that the matter was not listed as an action item. No formal action was taken.

   Mike Michaud supported review of the marina arrangement. He referenced a public estimate of approximately $1 million in annual gross revenue,

acknowledged that operating expenses would reduce net revenue, and stated that the Village's annual return of approximately $14,000 appeared insufficient.

Kevin Sandwick asked about staking and equipment near the fire hall and maintenance building in connection with a planned tower project. It was reported that work was expected to begin before the ground freezes.

*Public Comments are not actionable.

4. **Pepin Lions Club-** The Board considered approval of an alcohol picnic license for the Pepin Lions Club's annual fall gun raffle on November 20, 2026. The Clerk indicated that the appropriate paperwork had been completed. Shannon made a motion to approve a picnic license for the fall gun raffle event held on November 20th, 2026, at the Lions Club. Seconded by Pat. All ayes, motion carried.

5. **Planning Commission-** The Board reviewed a request to operate 609 Prairie Street as a short-term rental. The property had been sold, and the applicants sought approval before making a substantial investment and completing the remaining documentation. Members discussed how room tax would be collected and whether the host platform or the property owners would remit it. The applicants indicated that they planned to advertise through Airbnb but had not committed to a platform pending approval. It was noted that the owners would be responsible for providing the required tax information and documentation, with the collection process to be reviewed after the first quarter of operation.
   A motion was made by Pat to move forward with the conditional use permit for 609 Prairie Street to operate as a short-term rental. Second by Kelsey. All ayes, motion carried.

6. **Clerk's Report-** Approval of 09.14.2026 meeting minutes. Pat made a motion to approve the meeting minutes from Monday, September 14th, 2026, board meeting. Second by Vicki. All ayes, motion carried.

7. **Treasurer's Report-** Approval of Treasurer's Report. John made a motion to accept the Treasurer's report as submitted. Second by Pat. All ayes motion carried.

8. **Police Dept.-**Monthly Report - Police chief Pawlak reported 63 calls for service during the previous month, with traffic stops accounting for most of the activity. He also mentioned the planned roadblock for the Trunk or Treat event was noted. TIF funds cannot be used for the proposed solar speed signs. The matter will be presented to the Tourism Commission, and a grant request will need to be submitted for consideration and a vote.

A question was raised about a recent incident at the school. It was described as a swatting call involving false information intended to prompt a police response. Because the matter remains under investigation and has been referred to the FBI, no additional details were provided.

9. **Ambulance-**Monthly Report- The report was provided in the packet. No one was available for comment.

10. **Fire Department-**Monthly Report & Mutual Aid Resolution - The Fire Department reported that a Firefighter 1 class will begin in January, with at least two firefighters expected to attend and are hoping to get them into Hazmat training soon.
    Boats will be removed in October as the season ends, with preparations for ice rescue to follow.
    They will be hosting a chili feed on Sunday, November 1, from 4:00 to 8:00 p.m. at the school cafeteria. Community members were encouraged to attend and spread the word in support of the department and community.

    Then Chief Muenkel proposed (MABAS) Mutual Aid Agreement to be discussed. The Fire Department explained that participation would allow surrounding departments to share resources during major incidents without depleting any one department's coverage. Potential benefits included additional response experience and additional state revenue.
    Concerns were raised by the Village attorney about the document presented. It referenced Illinois and interstate statutory language, the agreement's broad geographic scope, and the lack of identified participating signatories. Discussion included listing the intended local participants or defining the coverage area by county or region, including Minnesota counties if Red Wing and Wabasha were included. It was noted that all participating parties would need to sign the agreement.
    Assistance with revising the proposed document was offered by the Village attorney once the intended participants and scope were clarified, subject to the Board's direction. No motion, vote, or approval was made.

11. **Attorney's-**Monthly Report- Jon, reported that it was a very quiet month. He had some conversations with the clerk about some administrative matters.

12. **Zoning Administrator-**Monthly Report- The report was provided in the packet. 3-LUCRS were listed. Jeff reported numerous phone inquiries from prospective property buyers regarding permitted property uses. He noted that buyers were checking zoning requirements before purchasing properties rather than proceeding without first making inquiries.

13. **Steinmeyer Inspections-** Discussion/Action on continuing to use Steinmeyer

Inspections and to approve signing the contract for inspection services for the 2027 Calendar year.

The Board discussed renewal of the Steinmeyer Inspections contract for the 2027 calendar year.
The Board also discussed the availability of inspection documents at Village Hall. The zoning administrator explained that the inspector provides monthly reports to himself and the clerk and that he exchanges reports with the inspector to cross-reference records and help prevent omissions.
A motion was made by Pat to continue using Steinmeyer Inspections for the 2027 calendar year. Second by Shannon. All ayes, motion carried.

14. **TIF-** Discussion/Action to approve exceeded project costs for the Second street paving project - The Board discussed additional costs for the Second Street paving project associated with unforeseen problems involving manhole covers, rings, mobilization, and excavation. Two invoices were presented for payment: Albrightson in the amount of $6,313.50 and Monarch Paving Company in the amount of $2,100.
A motion was made by Mike to approve payment of the Albrightson invoice for $6,313.50 and the Monarch Paving Company invoice for $2,100 using TIF funds. Second by Pat. All ayes, motion carried.

15. **Utilities- a)** Discussion/Action on the purchase of Dissolved Oxygen Sensors, Analyzers and Contrate Actuator. Long-delayed maintenance purchases for the wastewater treatment plant were discussed. Funds from the recently secured utility loan were available for the purchases, and Tracy had been consulted and agreed to proceed with the orders. The oxygen sensors and analyzers were included in the Durable Control quote provided in the meeting packet. The quote total, which had been cut off during copying, was clarified as $6,934. A motion was made by John to approve ordering the materials listed in Durable Control quote number MH082426-02 in the amount of $6,934. Vicki seconded. All Ayes, motion carried.

There was discussion on the Contrate Actuator. The quote from Dorner included in the meeting packet was expired, resulting in a revised total of $11,082. Motion was made by John to approve funding to purchase the contrate actuator valve under Dorner quote Q2089, DZPE-1. Mike seconded the motion and noted that the valve had been broken for an extended period. All ayes, motion carried.
b) Update on activities regarding the corrective action that has been submitted to the DNR for water distribution system pH control - John provided an informational update on the DNR consent order requiring installation of pH control equipment. The Village submitted a corrective action response proposing monitoring and testing for a period of time

because distribution-system pH was reported to be at/or very close to the DNR's target. A response was expected by October 13; instead, the DNR provided additional questions. The questions and the Village's proposed responses were included in the board packet, and the responses were ready for submission. Current pH readings were reported to meet the levels expected in the future.
Randy was asked by Dave(WWTP) to report that annual hydrant flushing will begin within the next couple of weeks and continue for approximately two weeks. Repairs to the leaking hydrant near the bus garage are scheduled for Thursday. Rural Water is expected to assist Ron with leak detection for half a day, tentatively at the end of November, and leave equipment for village-wide leak checks.

Public Comments- Kathy Cole, who attended the September 10 infrastructure committee meeting requested information on submitting committee agenda items and on the 2027 budgeting process and timeline, including how committee items proceed to the Village Board. The response indicated that agenda topics could be submitted by email to the clerk. Budget-process questions were referred to Tracy, who was not present. A finance committee meeting was identified as scheduled for Thursday at 6:00 p.m. as the start of the budgeting process.
Paul Wurtz, owner of the Pickle Factory raised concerns about use of the Village-owned parking lot leased to the marina and asked about potential Board action on Mr. Dove's earlier contribution, and the timeline for contract renewal or further discussion. The response clarified that public comments were not for an open discussion period, or action. The matter was not on the current agenda for discussion.
Jeff Pellegrom responded to Mike's earlier comments, stating that Airbnb and VRBO automatically deduct and remit applicable Village, county, and state taxes and that platform users do not have an option to decline those deductions.

16. **Set Next Meeting Date-** The next meeting will be Monday November 9th at 7:00 PM.

17. **Closed Session-**Motion was made by Pat to go into closed session Per $$ 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Second by Vicki. All ayes, the meeting went into closed session.

18. **Reconvene into Open Session for discussion and action-** Motion was made by Shannon to end the closed session and reconvene into open session. Second by Vicki. All ayes, the meeting was reconvened.

No action was taken on the closed session items. The items discussed will be brought to the Finance committee.

19. **Adjourn-** Shannon made a motion to adjourn. Second by Vicki. All ayes, meeting adjourned.

Julie Wheeler-Clerk

ZOOM MEETING
https://us02web.zoom.us/j/88909644543
Meeting ID: 88909644543
Or call: 312-626-6799