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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building

Monday December 11th, 2023, at 7:00pm

MINUTES -

1. **Call Meeting to Order**-Randy called the meeting to order at 7:00pm
2. **Roll Call**-Randy Kallstrom, Pat Sandstrom, Carrie Arens, Shannon Van Allen, Mike Michaud, And Toni Raethke were all present. Vicki Kosok was absent. Others present were Jon Seifert, Tracy Rundquist, Julie Wheeler, Roy Forsstrom, Jesse Van Alstine.
3. **Public Comments**-Dan Fedie commented that the planning commission is lacking one resident member and would like to see that brought up to date. Also, he believes the zoning administrator should be a voting member of the planning commission according to the village ordinance. The board will investigate it. The second item he wanted to talk about was the zoning map. He would like to see the village continue to use the service that the county provides.
4. **Clerk's Report**- Approval of 11.20.2023 meeting minutes. A **motion** was made by Carrie to approve the 11.20.2023 meeting minutes provided by the clerk. **Second** by Pat. All Ayes motion approved.
5. **Treasurer's Report**- Approval of Treasurer's Report. A **motion** was made by Shonnon to approve the treasurer's report as presented. **Second** by Carrie. All Ayes, motion approved.
6. **Police Report**-Monthly update. The police report was presented in the packet, there were no questions or updates from Jesse.
7. **Ambulance Report**-Monthly update. The Ambulance report was included in the packet, but Tracy Seifert asked to give a verbal update. The Ambulance, Fire Dept. and Police Dept. did their annual food drive and brought in a record amount of food. After that they held an open house to show the new rig to the public. Anyone is welcome to stop by and see the new ambulance if someone is available to show it. They also held an election of officers at their monthly meeting. Tina Cook is the Director, Cheryl Bergmann is Assistant Director, Tracey Seifert-Treasurer, Misty Rustad-Secretary, Training-Alyssa Simonson, And maintenance-Matthew Buvala & Austyn Burt. The new rig is in service, and everything is working well except they are waiting on the radio. Call numbers are up by over 100% this year. They added 2 new Combi carrier boards that will replace the all metal scoop stretchers, which were paid for by a Compeer financial grant that they applied for. Lastly everyone is reviewing the policies and procedures for everything to be updated.

8. **Fire Department Report**-Monthly update. Dustin Gold joined via zoom for the update. There has been no change to the membership, but he has one new application request. Equipment update, they are housing the old ambulance right now and are working on removal of the radio equipment so that can be returned. Then Dustin went through some of the calls they had this month. As mentioned by the ambulance they also helped with the annual food drive. He will be working on follow-up fire inspections after the state fire inspections were complete. Notices have gone out to anyone with violations.
9. **Attorney's Report**-Monthly update. Jon said it was a quiet month, nothing to report.
10. **Zoning Administrator's Report**- Monthly/Administrator position update. Roy gave his monthly update first. One garage/Carport permit. Upcoming project is the sign replacement at the Co-op. He received numerous phone calls, emails from residents, potential residents, agents, appraisers, contractors etc. and is also monitoring several ongoing projects in the village. Upcoming tasks will be assisting a potential new hire with turnover through the end of the year, STR permits, and some mapping.

The zoning administrator update is that the board will be offering the job to the person they interviewed at the special board meeting and are hopeful he will accept.

11. **Villa Bellezza liquor license amendment**-Discussion/Action on updating the premises described on the current liquor license. A request from the Villa to change the parameters of their Alcohol Beverage license to include buildings 3 & 4 which were previously omitted was received by the Board. After some discussion, Toni made a **motion** to approve the changed application as presented. **Second** by Pat. All Ayes, motion approved.
12. **Appointment of election inspectors**- Action-Julie presented the Board with a list of nominees for Election inspectors for the 2024-2025 election cycle. **Motion** was made by Carrie to approve the list of election inspectors for the 2024-2025 cycle. **Second** by Toni. All Ayes, motion approved.
13. **Set Caucus date**. Caucus was set for January 8th at 6:00pm.
14. **Planning Commission**-
 - 1) Discussion/Action on the new sign requests for Consumers Co-op (Cenex) located at 304 3rd Street. After some discussion, a **motion** was made by Toni to approve the sign request as presented. **Second** by Shannon. 5 Ayes, Carrie abstained. Motion was approved.
 - 2) Recreating/Updating the zoning map-Discussion. Roy is working on some changes to the current zoning map. The current color coding has a public and residential which are technically zoned residential. Public is for a land use map not a zoning map. Mike also pointed out some other discrepancies from the old map and Roy's new map so going forward they will have to make sure they use the correct procedures with these changes. The zoning map that Roy has provided is a good starting point and they will continue working on it by bringing it to one of the committees whether it be zoning or planning commission.
15. **Utilities Committee**-Discussion/Update on Phosphorus situation at WWTP. Mike gave a brief update on the wastewater treatment plants' difficulty meeting phosphorus

level compliance numbers with water being put back into the lake and the possible resolutions. One of the options is water quality trading. They will continue to work with the DNR to resolve this issue.

16. **Buildings Property & Parks Committee**-Discussion/Action on Urban Forestry Grant. Mike was pleased to announce that the village was awarded the Urban Forestry Grant by the DNR. This is a 50% matching grant for replacing dead ash trees on public property in the park specifically. Another component to the grant is adding new trees to the waterfront area. The Buildings, Properties, and Parks committee also received a 50% matching grant from the Tourism commission for this as well. The plan is to replace the dead ash trees in the park and along the beach front. The work has to be completed in 2024. If the board wants the committee to move forward with the implementation of this replacement, they will have to figure out what kind of trees and where they will go, etc. It was determined no action was needed for this item.

17. **Streets Committee**-

1) Winter access to the waterfront area-Discussion/Action-Mike discussed the motions from the streets committee as they pertain to items 1 & 2. Regarding winter access to the waterfront area, the streets committee motioned to recommend that the board keep open access to the breakwater area throughout the wintertime and restrict it to no automobiles beyond the point where boats are parked and to install two signs spaced less than an automobile width saying no automobiles beyond this point & enter at your own risk. The signs would go up after significant snow fall. There were questions raised. After a lengthy discussion, Mike made a **motion** to accept the streets committee's recommendation as far as access to the breakwater by the yacht club building for this winter season only. Randy called for a second. No second was made. Per Jon Seifert, this issue dies without a second and cannot be tabled. However, it can be put back on the agenda in the future at the appropriate time.

2) Additional Plowing in Waterfront Area-Discussion/Action. There was discussion about the Streets committee's recommendation to not charge a parking fee from Dec. 1st to April 1st at the Sportsman's landing. Steve Westman spoke to the sportsman's club about this, and Jesse agreed with them that the parking should remain the same. This will help cover the cost of plowing. The Streets committee also recommended that the plowing be contracted out for the marina/sportsman landing areas. After some discussion, Mike made a **motion** to accept the streets committee's recommendation to contract the plowing on Harbor drive from lake street entrance down to the marina building, and to plow access to the sportsman's boat landing both behind the Pickle and in front of the Pickle, and to use the sportsman's landing fund to keep the whole sportsman's landing area and Harbor drive plowed. **Second** by Toni. All Ayes, motion approved.

3) Discussion/Action on resolution setting a minimum penalty amount for snow emergency parking violation under Chapter 71.99 to be \$100.00 per violation.

The current fine is \$25.00, but ordinance 71.99 refers to ordinance SS10.99 General Penalty. Any person who violates any provision of this code of ordinances shall be subject to forfeiture of not less than \$10.00, nor more than \$500, plus costs. Each day

a violation continues shall constitute a separate violation. Jesse expressed that people are willing to pay the \$25.00 and not move their vehicles off the streets, so would like the penalty amount increased. After discussion, Carrie made a **motion** to raise the fine to \$100.00. **Second** by Toni. All Ayes, motion approved.

4) Municipal Street Improvement (MSI) update. Randy let everyone know that the Village of Pepin has received a local road improvement grant in the amount of \$9,776.61. for street improvement.

18. **Public Comments**-Roy expressed his gratitude to everyone. He has been working with the village for over 4 years as the zoning administrator, he's learned a lot, and hopes he was able to help some people learn how this all works. The goal for him in the beginning was to meet people and he has definitely done that. A lot more people than he would have any other way. Everyone thanked and applauded Roy for his service.
19. **Set Next meeting date.** Next meeting will be held on Jan. 8th at 7:00pm.
20. **Adjourn**-A **motion** was made by Shannon to adjourn. **Second** by Carrie. All Ayes, meeting adjourned.

Julie Wheeler-Village Clerk