Approved: 08/17/2026
Posted: 08/19/2026

Village of PEPIN WISCONSIN
Birthsite of Laura Ingalls Wilder

"Equal Opportunity Provider & Employer"

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VILLAGE OF PEPIN BOARD MEETING

Village of Pepin Municipal Building
Monday July 13th, 2026, 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, John Hurtley, Vicki Kosok, Mike Michaud, Kelsey Gilmore, and Shannon Van Allen (via zoom) were all present. Others present were Julie Wheeler, Jon Seifert, Jeff Heit, Thomas Pawlak, Jesse Muenkel, and Misty Rustad.

3. Before public comments Randy took a moment to say on behalf of the village of Pepin our thoughts and prayers go out to the Wabasha community and the families who lost their loved ones this past weekend. And thanks to everyone that helped bring the three loved ones back to them. Thank you to all emergency services involved, and our prayers are with Wabasha.
   Public Comment-
   Jeremy Marks asked about the status of an alley located between his trailer court and four neighboring properties. He explained that the issue has been discussed several times and that he has received different guidance about the proper next step.
   He asked whether the matter could be placed on an agenda and where he should direct the request so the issue can be resolved.
   The board discussed whether the issue should go before the Planning Commission. It was noted that Jeremy would need to complete and submit the proper paperwork before the matter could be brought to the committee.
   Once the paperwork is submitted to the clerk, the village will schedule the matter for the appropriate meeting.
   Jeremy agreed with that process, and the board indicated it would move forward once the required paperwork is received.

4. **Clerk's Report-** a) Approval of 06.08.2026 meeting minutes. The minutes were provided in the packet. Pat made a motion to approve the June 8th, 2026, minutes. Second by John Hurtley. All ayes, motion approved.

   b) Clerk comments- Board members were invited to review the renewal materials for short-term rentals before the meeting, but formal board approval is not required for these renewals; they can be approved by the clerk, which is why they are not listed on the agenda.

- 23 renewals have been received so far.
- Two renewals have not yet been submitted.
- Of the 23 received, 18 are fully compliant.
- 5 applicants still need to pay for fire inspections, but this will not prevent approval.

The clerk reminded the board that, on October 4, 2022, a motion was approved requiring all committees, except the Finance Committee, to prepare their own meeting minutes.
The clerk noted ongoing challenges with receiving committee minutes, agenda items, and packet materials in time for members to review them before meetings. Timely packet materials help members prepare, consider possible motions in advance, and keep meetings moving efficiently.
The clerk explained that, in addition to all her other responsibilities, supporting committee work has become difficult to manage.
The clerk asked the board to consider ways to make the process easier, including whether:

- Packet materials should be due earlier than the current three-day timeframe.
- Printed packets would help members review materials before meetings.
- Committees need willing volunteers to take and prepare minutes.
- Items should come directly to the board if committees cannot consistently prepare minutes.

The clerk currently prepares minutes for the board, the Ordinance Committee, and the Harbor Commission, which adds significantly to the workload.
The Board members acknowledged the concern and agreed that everyone could improve meeting preparation and procedure.

- Members should state their names when making or seconding motions.
- Motions should be clearly stated.
- If a motion is amended or changed, it should be restated before action is taken.

Public comments have become lengthy at times and the clerk asked if using a timer would help keep that section on track.

5. **Treasurer's Report-** Approval of Treasurer's Report. The report was in the packet. Mike made a motion to approve the treasurer's report as presented. Second by Pat. All ayes, motion approved.

6. **Laura Ingalls Wilder Days**- Discussion/Action on food vendors. Cheryl Anderson and Leanne Britton presented a request on behalf of Laura Days regarding food and craft vendors. They requested that the Village waive applicable village fees, including possible direct seller, background check, and special event fees, and

offered to provide required vendor information along with payment of $20 per food vendor and $5 per craft vendor by September 4, after registration closes August 31.

The Board discussed the Village's mobile or temporary restaurant ordinance, insurance and licensing requirements, and the distinction between nonprofit event organizers and for-profit food vendors. It was clarified that the Village would still collect required documentation, including proof of licensing and insurance. Kelsey Gilmore made a motion to waive Village fees for Laura Days and accept the offer of $20 per food vendor and $5 per craft vendor. Vicki Kosak seconded. All ayes, motion carried.

7. **Discussion/Action-** a) Appointing Thomas Pawlak Chief of Police- Kelsey made a motion to appoint Thomas Pawlak as Chief of Police for the village of Pepin. Second by John. All ayes, motion carried. Then Thomas took the official oath of office.

   b) Appointment of new member of the Boat Landing Committee- The Board discussed filling a vacancy on the Boat Landing Committee. Dale Fayerweather had expressed willingness to serve and had been accepted by the committee. A motion was made by John and seconded by Randy to add Dale Fayerweather to the Boat Landing Committee. All ayes, motion carried.

8. **Police Report-** Chief Pawlak reported 71 calls for service during the prior month, down from the previous month. Traffic stops were down due to heavy traffic. There was one fireworks complaint on July 4. Lawn maintenance concerns were discussed, particularly grass clippings being blown into streets.

9. **Ambulance Report-** The ambulance report was included in the packet. Discussion focused on possible hotel room costs for additional EMTs who may provide overnight or evening coverage. Municipalities had been contacted for input. Other possible lodging options were discussed, including local spaces, church facilities, short-term rentals, and other community options. No formal action was taken.

10. **Fire Department-** The Fire Department reported successful fundraising events, including the Smashburger event and a campground chicken feed fundraiser benefiting the fire department and ambulance. Aaron Arens joined as a new recruit, with additional recruitment pending. Firefighter certification training is planned for September. Registration plates were received for the tender, repairs are underway, and registration and lighting updates were completed for the rescue boat.

11. **Attorney's Report-** The attorney reported a relatively quiet month, with conversations regarding ongoing water utility issues.

12. **Zoning Administrator-** The Zoning Administrator reported that activity had slowed, though construction and permit-related activity continued.

13. **Utility Committee-** Review & discussion on DNR Consent Order.
John addressed the Board regarding a DNR consent order related to prior lead levels in water samples dating back to 2020. The Village has signed the consent order and submitted a corrective action plan prepared with assistance from Cedar Corporation. The plan focuses on increased monitoring, measuring, and reporting. The Village is awaiting DNR response. The order requires quarterly public notices to water users while the Village remains in non-compliance, and the deadline to resolve the matter is July 2027. The Board noted that Cedar Corporation had previously been approved to assist with engineering related to corrosion and pH control.

14. **TIF Committee-** Discussion/Action
    1) **Approval of using TIF funds for street re-pavement - TID 3**
    The Board discussed approving use of TIF funds for street repavement from TID 3. The TIF Committee had approved $103,464, and Aaron requested a not-to-exceed amount of $115,000 to account for possible additional costs such as utility adjustment rings, manhole covers, driveway transitions, gravel, and surface runoff considerations. Mike made a motion to increase the potential contract amount from $103,464 to $115,000. Motion was seconded by Pat. All ayes, motion carried.
    2) **Approval of using TIF funds for Lead Abatement - Transfer money from TID 3 to pay from TID 4**
    The Board discussed using TIF funds for lead abatement at the Pepin Depot, transferring funds from TID 3 to TID 4 in the amount of $40,552.75. It was noted that the project qualifies because the building is used for tourism. The Board also discussed future building repair needs after lead abatement. A motion was made by Pat to move forward using the money from TID 3 to transfer to TID 4 for the Pepin Depot lead abatement. Kelsey seconded. All ayes, motion carried.
    3) **Approval of using TIF funds for Playground equipment purchase and installation - transfer money from TID 3 to pay from TID 4**
    The Board discussed using TIF funds for playground equipment purchase and installation, transferring funds from TID 3 to TID 4. The original amount was $10,933, but an updated quote increased the total to $12,625, including installation of existing stored equipment and new equipment. Pat Sandstrom made a motion to transfer funds from TID 3 to TID 4 for playground equipment and installation in the amount of $12,625. Motion was seconded by Vicki. All ayes, motion carried.
    4) **Discussion on tree plan**

The Board discussed the tree plan and whether TIF funds may be used for tree removal or right-of-way improvements. Ehlers advised that tree removal may be more appropriate if tied to right-of-way or street improvements rather than general maintenance. The Board discussed public safety concerns, emerald ash borer impacts, right-of-way trees, prior homeowner responsibility, potential DNR forestry grant funding, and the need for Grounds and Infrastructure to identify priority trees and bring recommendations forward.

15. **Public Comments-** No public comments

16. **Set the next meeting date.** The next Board meeting will be Monday august 17th at 7:00PM due to the primary election on August 11th.

17. **Adjourn-** Motion was made by Shannon to adjourn. Second by Pat. All ayes, the meeting adjourned.

Julie Wheeler-Clerk