Town of Rome
Nekoosa, WI 54457
www.romewi.com

TOWN OF ROME BOARD MEETING MINUTES

THURSDAY, JUNE 15, 2023 5:00 P.M.

1. Call to Order

   Chairwoman Djumadi called the meeting to order at 5:15 p.m.

2. Roll Call

   Present: Chairwoman Lori Djumadi; Supervisors Bob Baurhyte, Bill Kappel, Jacki Koll, Dan Minter; also present: Administrator Jami Gebert, Interim Clerk/Treasurer Wendy Newsom

3. Certify Posting of Meeting

   Wendy Newsom certified that on, Monday, June 12, 2023, the Agenda for the Town of Rome Board meeting for Thursday, June 15, 2023 was posted at:

Emailed to the Wisconsin Rapids Tribune	*10:04 a.m.*
Posted at the Rome Town Hall	*10:10 a.m.*
Posted at Kwik Trip, LLC	*10:21 a.m.*
Posted at Nekoosa Port Edwards State Bank	*10:15 a.m.*

4. Approve the Agenda

   Motion by Baurhyte/Minter to approve the agenda with the following changes: move items 14, 15, 17and item 28, to before item 9 and remove item 16. Motion carried.

5. Pledge of Allegiance

6. Citizen Comments – During the Citizen Comment period of the agenda the Town Board welcomes comments from any town resident, not a member of the Town Board, on any item not on the agenda. Please know that pursuant to State law the Board cannot engage in conversation with you but may ask questions. The Board may refer the item to staff, a standing committee or a future board agenda for discussion and action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Clerk/Treasurer providing their name, address and topic for discussion

   The board will also take comment from the public on agenda items as called by the Chair, but not during Citizen Comment. Please note that once the board begins discussion on an agenda item no further comment will be allowed from the public on that issue

   John Endrizzi – 1591 Alpine Dr, commented on the compression breaking law and its enforcement. There is currently an ordinance regarding compression breaking and there is a company that hauls scrap steel from the salvage yard on a daily basis starting at 5:30 – 6:00 in the morning. They are using

compression breaking and it shakes the ground. He would like signage put on Alpine Drive in regards to this and then follow it up with the Police Department to give out tickets when it happens.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

7. Information Updates, Meeting Recaps, Recent Correspondence, Current Events, Announcements

   Supervisor Minter – the library shredding event was a success and thanked the Friends of the Library. The summer reading program is under way and stated that at the end of June there will be another service interruption with SCLS because their move was rescheduled. This means that the library will be open but there will not be any internet and will not able to check out books during the SCLS closure.

   Supervisor Koll – The Mini Mudder is this Saturday, people can sign up in advance at www.visitromewi.com or at the event.

   Supervisor Baurhyte – The Bandshell is progressing and they are still looking at Mid-August for it to be done.

   Administrator Gebert – The Sno-Bandits car show is Saturday, June 17th from 9:00 a.m. – 3:00 p.m.

   Chairwoman Djumadi – Reminded that Tunes on the Turn starts this evening and Hoozel's at the Lakes has music every weekend.

8. Department and Committee Reports

   - ☐ Administration
   - ☐ EMS District/Lifestar
   - ☐ Lester Public Library of Rome
   - ☐ Police and Fire Commission
   - ☐ Rome Fire Department
   - ☐ Rome Police Department
   - ☐ Rome Public Works Department
   - ☐ Rome Water Utility
   - ☐ Visit Rome, WI
   - ☐ Zoning Department

   Chairwoman Djumadi attended the meeting with the WI DOT regarding the State doing some work at Apache and State Highway 13. She also had a question regarding Fire Chief Kane meeting with Saratoga EMS. Administrator Gebert stated that he has been assisting Saratoga with updating their fire protection plan. Chairwoman Djumadi also stated that the Police Department will be enforcing boating regulations more this year and in the Police report there is a phone number you can call to report a boating violation. The number is 877-885-9977 option 0. Her last question was regarding shoulder repairs on Archer Ave asking what is that repair work? She asked Administrator Gebert to get back to her on that.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and possible action – Approval of Resolution No.23–11; Resolution Authorizing the Issuance and Sale of $1,380,000 General Obligation Promissory Notes, Series 2023A

   Motion by Kappel/Koll to approve Resolution No. 23-11; Resolution Authorizing the Issuance and Sale of $1,380,000 General Obligation Promissory Notes, Series 2023A

   Administrator Gebert stated that there is an updated sale report. Greg Johnson from Ehlers recapped that this note is the funding for Apache Ave. The note sale was conducted and there were a total of four

bids. Baird out of Milwaukee won the bid with a true interest cost of 3.2912%. The total of the note is $33,433 less than the pre-sale estimate.
Paperwork was provided showing all the bids.

Table 1 is the sources and uses which shows the borrowing costs, which came in lower than expected. The actual amount being borrowed is $1,355,000 which is $25,000 less than initially thought.

Table 2 is the principal and interest payments. Net cost over 10 year is $1,634,079 which is $33,433 less than the original estimate

Table 3 shows the fiscal impact to the Town's debt service levy. The levy for debt service will be unchanged for the next year and when the payment starts that coincides with another loan being paid off which will then will keep the debt service levy level that year as well.

Table 4 shows the general obligation borrowing limit and shows the amount that can be borrowed, the Town could, if they so choose to, borrow much more than they are borrowing. The rating report is also included and the Town received a Moody's rating of Aa3, which is a very good report with many favorable comments.

Motion carried.

10. Discussion and possible action – Approval of Ordinance No. 23-08; Recommendation from the Plan Commission regarding consideration of the proposed Comprehensive Plan map 9 amendment from Forestry to Rural Residence and zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by Mark and Christina Stelzner, also described as Gov Lot 4, located in Section 3, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00524-0000; total area 40.0 acres

    Motion by Kappel/Djumadi to approve Ordinance No. 23-08; Recommendation from the Plan Commission regarding consideration of the proposed Comprehensive Plan Map 9 amendment from Forestry to Rural Residence and zoning map amendment from FR (Forest and Outdoor Recreation District) to R-4 (Rural Residence District) relating to the property owned by Mark and Christina Stelzner, also described as Gov Lot 4, located in Section 3, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00524-0000; total area 40.0 acres

    Attorney Nicholas Flanagan explained what the item was and stated that a public hearing was held and the Plan Commission made the following condition recommendation:

    Conditions: any additional request for land division regardless of number of parcels must return to Plan Commission and the 38 acres of the property is to remain in forestry.

    Motion carried.

11. Discussion and possible action – Recommendation from the Plan Commission regarding consideration of a site plan/plan of operation for Heartland Custom Homes, Inc., for the property located at 1144 CTH D, also described as Lot 1 of CSM 5725, located in, SW ¼, NE ¼, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0010; total area of 1.40 acres

    Motion by Baurhyte/Djumadi to approve the Recommendation from the Plan Commission regarding consideration of a site plan/plan of operation for Heartland Custom Homes, Inc., for the property

located at 1144 CTH D, also described as Lot 1 of CSM 5725, located in, SW ¼, NE ¼, Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI, with a parcel number of 030-00637-0010; total area of 1.40 acres

Attorney Flanagan stated that this was presented to the Plan Commission who recommended this for approval with the following conditions:

- *Subject to the approval by the Fire Chief for emergency vehicle access*
- *That any proposed tenant must come before the Plan Commission for approval prior to occupancy*
- *A landscape and signage plan must be presented to Plan Commission prior to work being done*

Motion carried.

12. Discussion and possible action – Approval of Class "B" Beer License and "Class C" Wine license for the period of July 1, 2023 through June 30, 2024

    Avocado's 2, LLC, 386 State Road 13, Nekoosa, WI 54457

    Motion by Kappel/Minter to approve the Class "B" Beer License and "Class C" Wine license for the period of July 1, 2023 through June 30, 2024 - Avocado's 2, LLC, 386 State Road 13, Nekoosa, WI 54457.

    Motion carried.

13. The Board may go into closed session pursuant to Wis. Stat. Section 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 – Clerk/Treasurer position interview, review received applications, and review compensation for Interim Clerk/Treasurer

    Motion at 5:43 p.m. by Baurhyte/Minter to go into closed session pursuant to Wis. Stat. Section 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 – Clerk/Treasurer position interview, review received applications, and review compensation for Interim Clerk/Treasurer

    Motion carried by unanimous roll call vote.

14. The Board may continue in closed session pursuant to Wis. Stat. Section 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 – Rome Water Utility department staffing transition

15. The Board reserves the right to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda

    Motion at 7:00 p.m. by Minter/Koll to enter into open session authorized by Wis. Stat. Section 19.85(2) to possibly take action from the closed session and continue with the agenda. Motion passed by unanimous roll call vote.

Motion by Minter/Baurhyte to compensate the Interim Clerk/Treasurer at the budgeted salary of the former Clerk/Treasurer starting from April 24, 2023 until such time as the new Clerk/Treasurer has successfully been hired and upon hiring of the new Clerk/Treasurer that the Deputy Clerk/Treasurer wage revert to her previous Deputy Clerk/Treasurer salary and that salary be raised by $1.00 an hour for her services for training of the new Clerk/Treasurer. Motion carried.

Motion by Baurhyte/Minter for the Board to approve the CTW proposal at $1500.00 per month and $75.00 per hour when on site. Motion carried.

16. Discussion and action – Approval of the June 1, 2023 meeting minutes

    Motion by Baurhyte/Kappel to approve the meeting minutes.

    Supervisor Koll would like a correction on #7 for the email addresses for the Town and Visit Rome.

    Amendment by Baurhyte/Kappel to include the changes to #7 as requested. Motion carried.

17. Discussion and action – Checks, Vouchers, Receipts and Journal Entries - approve checks #45329 – 45408 totaling $847,154.50; Auto-payments totaling $58,840.16; State / Social Security / Medicare / Withholdings totaling $38,154.09; Payroll Vouchers V20441 – V20496 totaling $102,963.34; Receipts #24574 - 24720 totaling $186,636.61

    Motion by Minter/Koll to approve as presented. Motion carried.

18. Discussion and possible action – Chairwoman Djumadi' s request for Supervisors to bring two priorities for the next two-years to be shared to develop a Planning Retreat agenda

    Supervisor Kappel would like to see:
    - *Develop and advertise an RFP for senior housing in Rome Town Center*
    - *Preplanning for the development agreement for the solar energy project*

    Supervisor Minter would like to see:
    - *A comprehensive communication plan to communicate with the town residents and property owners*
    - *Opportunities for additional monies coming into the town and ideas to use the money for projects/roads/building repairs*

    Chairwoman Djumadi would like to:
    - *focus on community planning within the zoning department*
    - *Fiscal planning – forecasting for the town, capital equipment plan and budgeting*

    Supervisor Koll would like to:
    - *look further into waterways – safety on the water, wake boats making a plan*
    - *Understand what the board wants the identity of the Town to be – how to balance*

    Supervisor Baurhyte would like to see:
    - *Additional revenues for Parks and Recreation Committee to focus on tourism destinations*
    - *Roads – set plan for maintenance for both primary and secondary roads from the Department of Public Works*

19. Discussion and possible action – Update on Area Zoning enforcement efforts

Administrator Gebert presented that there is a brief memo and chart in the packet and of the 988 that received tickets, 557 properties have come into compliance, 357 are still not compliant with 74 showing progress. 29 tickets were issued in Area 1. The feeling of the incoming Community Service Officer team and Zoning is that if it is in progress it is not in compliance. Area 2 is up for reinspection and the 55 individuals who have not come into compliance and if they do not show progress would receive citations.

Attorney Flanagan noted that the properties that were dismissed were when there was compliance on the property and they could provide proof that compliance was achieved. Supervisor Baurhyte asked what if they were issued a ticket and didn't come into compliance. If they did not come into compliance then they were fined and paid the fine.

Supervisor Koll asked what the process was to start over again. Administrator Gebert stated that the plan with bringing on the CSO officer is that person will finish the schedule and once that is done the Town will go back to the five-year plan and the CSO officer will monitor all non-compliant properties. Supervisor Baurhyte is concerned that 36% have not responded and are still non-compliant. The objective isn't to issue tickets it is to foster compliance. Administrator Gebert stated that as the letters are issued they follow up with them, send a second letter and then the citation would be issued and then it would be monitored to follow up.

Djumadi asked if there is something that can be done with the CSO to watch out for other code enforcement issues. Can other staff members help to get his process in place. With the letters that have been sent the Zoning Administrator is still taking the calls. The CSO officer will take over those calls once she is up to speed, she has only been with us for three weeks. The thought is to get through what has been done and then get back on track with the five-year plan.

Supervisor Baurhyte asked if these properties are delinquent on their taxes and maybe we have bad addresses and aren't getting the letters. Administrator Gebert explained that some properties have sold and then the process has to start over.

Supervisor Baurhyte also mentioned the out lots that are not in compliance as well.

20. Discussion and possible action – Dialog regarding procedure(s) for brush/timber piles still in road right-of-way and remaining winter storm damage

Administrator Gebert stated that this is open discussion and Public Works is working on getting brush and trees in the right of way that are the town's responsibility, but this discussion is regarding people who have it in the right of way that put it there. Supervisor Baurhyte stated that he got a letter once and was given 30 days to get it removed. Supervisor Koll stated that there was some confusion regarding the winter storm pickup. A reasonable solution is for people to call if they need help to get it removed.

Interim Clerk/Treasurer Newsom stated that she gets calls and she tells them that it is their responsibility to remove it. Administrator Gebert stated that we could put a flyer out there telling people to contact 211 for assistance if they don't have the means to remove it on their own. This could be put on our FB page to the effect that the homeowner is responsible to get it removed. Staff will put communication out regarding this.

21. Discussion and possible action – Review updated draft of Strategic Plan Public Input On-line Survey

Administrator Gebert stated that there is an updated survey in the packet and is looking for feedback on the survey. Supervisor Koll wants it to clarify that water is on the waterways not drinking water. Chairwoman Djumadi mentioned that ambulance be added under Police/Fire and on number five post office creation and access we already know that this will not happen and wants to remove post office creation/access from the survey. Chairwoman Djumadi likes housing and availability. Supervisor Kappel thinks other than those changes it is ready to release.

Motion by Baurhyte/Kappel to release the Strategic Plan survey as modified. Motion carried.

22. Discussion and possible action – Approval of American Rescue Plan Act (ARPA) project funds use towards crack filling, sealing and striping the Library parking lot

    Motion by Minter/Djumadi to approve $7,000 of ARPA funds for crack filling, sealing and striping the library parking lot.

    Supervisor Minter stated that the library has had many repairs and items that have been quite expensive and the parking lot needs some maintenance done.

    Discussion was had as to the way the funds should be spent.

    Amend by Minter/Djumadi to accept the Arrow Bid with two coats of the cold tar sealer in the amount $3,280. Motion carried.

23. Discussion and possible action – Approval of American Rescue Plan Act (ARPA) project funds use towards Spring Branch Cemetery fencing/natural barrier plantings

    Motion by Minter/Koll to move items 23 and 24 to the next board meeting and asked that town staff look into putting trees vs fencing at the Spring Branch Cemetery. Motion carried.

24. Discussion and possible action – Approval of American Rescue Plan Act (ARPA) project funds use towards creation the Chester School Forest Disc Golf Course

25. Discussion and possible action – Approval of a request from the Wisconsin Trapshooting Association to waive the Stand-by Charge for Emergency Medical Responders (EMR) at the Wisconsin State Trapshooting event July 11-16 and tentatively June 10-11 & June 24-25 based on department availability

    Motion by Baurhyte/Minter to approve a request from the Wisconsin Trapshooting Association to waive the stand-by charge for Emergency Medical Responders (EMR) at the Wisconsin State Trapshooting event July 11 – 16 and tentatively June 10-11 and June 24-25 based on department availability.

    Supervisor Koll asked if the Town does this for other organizations. Supervisor Kappel stated that there is precedence on this.

    Motion carried.

26. Discussion and possible action – Approval to expend $224 from the Community Donations account for flowers purchased for around the flag pole in Rome Town Center

    Motion by Minter/Baurhyte to approve to expend $224 from the Community Donations account for flowers purchased for around the flag pole in Rome Town Center.

Supervisor Minter would like staff to look into purchasing wildflower perennials for that area so there would not be a charge every year.

Motion carried.

27. Discussion and possible action – Approval of Renewal for "Class B" Combination Liquor License for the period of July 1, 2023 through June 30, 2024

    Hoozel's Lakeside Bar, LLC, 1497 Alpine Drive, Nekoosa, WI 54457

    Motion by Baurhyte/Koll to approve Renewal for "Class B" Combination Liquor License for the period of July 1, 2023 through June 30, 2024 - Hoozel's Lakeside Bar, LLC, 1497 Alpine Drive, Nekoosa, WI 54457. Motion carried.

    Supervisor Minter left the meeting at 7:45 p.m.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

28. Next agenda items

    Deer abatement
    Closed session for Rome Water Utility Director exit interview
    Closed session for Rome Water Utility Office Position
    Items 23 and 24 carried forward
    Bring August calendar for retreat date and second half day session
    Survey for wake boats
    Proposal for fixing up the front of the building – Administrator Gebert stated that that has already been started by the Public Works Department for beautification of the Town Hall

    Administrator Gebert stated that there are approximately 22 interviews completed for the Strategic Plan. Supervisor Koll stated that Michael Keiser will be doing an interview.

    Supervisor Kappel would like JDA samples, not necessarily for an agenda item

29. Next meeting date and time

    July 6, 2023 – 5:00 p.m.

ADJOURNMENT

Chairwoman Djumadi adjourned the meeting at 7:52 p.m.

Respectfully submitted,

Wendy Newsom
Interim Clerk/Treasurer