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

TOWN OF ROME BOARD MEETING MINUTES

THURSDAY, MAY 18, 2023 5:00 P.M.

1. Call to Order

   Chairwoman Lori Djumadi called the meeting to order at 5:00 p.m.

2. Roll Call

   Present: Chairwoman Lori Djumadi; Supervisors Bob Baurhyte, Jacki Koll and Daniel Minter; also present were Administrator Jami Gebert and Deputy Clerk/Treasurer Wendy Newsom.

3. Certify Posting of Meeting

   Wendy Newsom certified that on, Monday, May 15, 2023, the Agenda for the Town of Rome Board meeting for Thursday, May 18, 2023 was posted at:

Emailed to the Wisconsin Rapids Tribune	*2:09 p.m.*
Posted at the Rome Town Hall	*3:15 p.m.*
Posted at Kwik Trip, LLC	*3:25 p.m.*
Posted at Nekoosa Port Edwards State Bank	*3:30 p.m.*

4. Approve the Agenda

   Chairwoman Djumadi asked that since Greg Johnson from Ehlers was kind enough to join us that number 18 to number 13.

   Motion by Minter/Koll to approve the agenda moving number 18 to number 13. 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

   No comments.

NO ACTION CONTEMPLATED EXCEPT POSSIBLE REFERRAL TO FUTURE AGENDA:

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

   Minter – reminder that the Lester Public Library will be closed Memorial Day weekend due to South Central Library System moving their offices. Please check the website for the update. June 3 the Friends of the Library are holding a shred event and the Sunrise Rotary from Wisconsin Rapids held their meeting here in Town Hall this morning and will hold a meeting in the Rome area once a month at 7:00 a.m. He also announced that the Sunrise Rotary normally meets at 7:00 a.m. at the Elks Club in Wisconsin Rapids.

   Koll- The first Farmers Market of the season is Friday and Saturday is the spring cleanup and refreshments afterwards at the gazebo and Administrator Gebert announced that everyone that participates gets into a drawing. There will be three $100 donations made to the charity of the winner's choice.

   Baurhyte – The bandshell is coming along as planned.

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 asked Administrator Gebert about the timberline construction starting in June and asked for any idea when numbers will be received on that. Administrator Gebert will update in next month's report.

   Chairwoman Djumadi made an announcement that moving forward she will be following all Roberts rules of order.

DISCUSS AND POSSIBLE ACTION ON THE FOLLOWING ITEMS:

9. Discussion and action – Approval of the May 4, 2023 meeting minutes

   Motion by Baurhyte/Minter to approve the May 4, 2023 meeting minutes. Motion carried with Chairwoman Djumadi opposed.

10. Discussion and action – Checks, Vouchers, Receipts and Journal Entries - approve checks #45238 – 45328 totaling $215,764.49; Auto-payments totaling $73,217.43; State / Social Security / Medicare / Withholdings totaling $40,256.09; Payroll Vouchers V20306 – V20440 totaling $105,423.48 and checks 21657 - 21660 totaling $1,237.31; Receipts #24666 - 24573 totaling $376,036.41

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

11. Discussion and possible action – Approval of 2023 Asphaltic Pavement bids for Apache Avenue from STH 13 west to CTH Z

Administrator Gebert stated that the bid that was published in the paper is included in the packet. Two bids were received and were handed out at the beginning of the meeting. Scott Construction came in at $1,475,113.00 and the recommended bid is from American Asphalt at $1,180,598.70.

Public Works Director Brad Martinson was present for questions and Supervisor Koll asked if there would be a bicycle or walking lane. The answer was no because it is not wide enough however, Administrator Gebert stated that there is a plan to coordinate with Visit Rome for a bicycle path it just wouldn't be along Apache. Chairwoman Djumadi asked why there was a difference in the tonnage from one contractor to the other. Public Works Director Martinson stated that the difference is how far they go onto the side roads. The contractors were instructed to match sideroad cut back to blend into new grade.

Administrator Gebert stated that the first project on Apache is being delayed to the Tuesday after Memorial Day. Supervisor Koll asked how long the Apache from STH 13 to CTH Z project would take, Public Works Director Martinson estimated three to four weeks. Supervisor Koll asked if the plan would include a reroute. Public Works Director Martinson stated that the road will stay open during construction. Supervisor Koll asked if it would be done by the 4th of July. Public Works Director Martinson thought it would but it will depend on weather. Chairwoman Djumadi asked about the transitions on the side roads and Public Works Director Martinson stated that each contractor has their opinions on how to match it. Chairwoman Djumadi asked the Public Works Director if he was comfortable with 3 inches given the amount of truck traffic on that road. The Public Works Director Martinson stated yes he is comfortable with it. Supervisor Koll asked what the life expectancy is on this road. Public Works Director Martinson stated 18 – 20 years if no maintenance is done. Administrator Gebert confirmed that the maintenance schedule is crack filling at three years and chip sealing at years five to eight to extend life.

Motion by Koll/Baurhyte to approve the 2023 Asphaltic pavement bid of $1,180,598.70 for Apache Avenue from STH 13 west to CTH Z from American asphalt.

Chairwoman Djumadi asked if this is the lowest responsible bidder according to the State specifications. Attorney Flanagan clarified the question if the recommendation is the lowest responsible bidder and Public Works Director Martinson answered yes.

Motion carried.

12. Discussion and possible action – Financing for pavement replacement of Apache Avenue from State Highway 13 to County Highway Z with Greg Johnson, Ehlers Public Advisors

Administrator Gebert announced that there is an updated packet in front of them with updated numbers from Ehlers. Greg Johnson from Ehlers summarized the handout and explained the Town's current existing debt outstanding.

The options are summarized on page three of the handout and he noted that local banks gave some interest rates. Mr. Johnson gave an overview explaining what General Obligation Bonds are.

Supervisor Baurhyte asked if the Town Board has the authority to do obtain a loan without going to referendum and Mr. Johnson stated yes with a majority vote of the Town Board.

The first option Mr. Johnson gave the Board is a 10-year General Obligation promissory note payable in 10 years with a fixed rate debt at the time of sale. Page five of the handout explains the borrowing

sources and $1,380,000 would be the amount borrowed based on the approved amount with fees included. Mr. Johnson explained how this would affect the levy.

The second option looks at the end goal as to extend the term to 10 years and then refunding bonds would be issued in 2024. Assumes that the town would do interim financing in 2023 and then refinance in 2024 assuming $1,380,000.00 would be borrowed. The borrowing cost for this option would be 4.8%.

Supervisor Koll asked if the total interest on option two is $772,000 and option one is half that amount $287,000. Mr. Johnson stated yes that would be the case. Mr. Johnson stated that even though the rates are higher than in previous years, these are still good rates.

Mr. Johnson stated that the difference of the two options is the interest rates and the amount of time to pay it back. The reason for the difference is the length of the term. Mr. Johnson stated that because the town is under a time crunch to get the money by July this should be done as soon as possible in order to get a resolution for the June 15th meeting. Both financing options would take the same amount of time to obtain the loan and have money in hand.

The Administrator stated that if the Town Board wants to do option one the Town would need to be rated again and that does take time. Chairwoman Djumadi asked why there is a need to rerate and Mr. Johnson answered that this is typical and the cost is built into the loan. Chairwoman Djumadi asked if there was a concern with this and Mr. Johnson stated that he did not see any concern with getting the rating as required.

Additional discussion took place regarding Apache Avenue and the maintenance of the Town roads. This discussion will be brought back to a future meeting.

Motion by Koll/Djumadi to move forward with option one.

Discussion was had as to the amount that the Town would be borrowing.

Koll/Djumadi to amend the motion to accept option one in the amount of $1,300,00.00 plus fees and the extra funds be carried over to the next year for other road projects including the Apache Ave project. Motion carried.

There was additional discussion regarding using the additional funds for the other roads this year. Supervisor Baurhyte addressed Public Works Director Martinson asking if it is too late to do any other roads this year. Public Works Director Martinson concurred that yes it is too late.

Bob Ebben 127 County Road Z – Mr. Ebben stated that he was in attendance at the annual meeting and the following board meeting and he didn't understand that it would be based on a grant he thought it was just because of the culvert. Public Works Director Martinson stated that the Town has DNR approval for the culvert project but the contract for the culvert is different from the paving of the road.

13. Discussion and possible action – Organizing a Road Rehabilitation and Reconstruction Projects Special Meeting, including development of a 5-7 Year Road Maintenance Plan and funding/financing options for future road rehabilitation and reconstruction projects

Chairwoman Djumadi requested that this be on the agenda. Mr. Johnson may have input on the discussion. Chairwoman Djumadi stated that 74% of the towns in Wisconsin are behind on road maintenance plans and she feels that it would be beneficial for the Town to have a separate

conversation about an updated/improved road plan. Administrator Gebert would like to know tonight what the items are that the board would like to have for the conversation regarding roads.

Chairwoman Djumadi thinks they should look at PASER ratings as that is something that they learned about at their training and based on the roads that she has looked at there are many roads that need repairs.

Supervisor Koll would like to see the previous plans prior to the meeting to use as a base and what the budgets have been the last 10 years to see them

Chairwoman Djumadi asked for an inventory of what has been done over the last 25 years of what roads have been crack filled and chip sealed over the last 25 years.

Supervisor Koll asked if Ben Jordan would he be interested in joining this meeting as he is an expert in this field. Administrator Gebert stated that he does the rating training but isn't certain if he is the person to include but she will find out.

After discussions, the date of the meeting will be Monday June 12, 2023 at 1:00 p.m. to 4:00 p.m.

14. Discussion and possible action – Recommendation from the Community Development Authority regarding First Amendment to Developer's Agreement for Up North Brewing Company, extension on the date of substantial development from 24-months to 30-months (six-month extension)

    Motion by Baurhyte/Koll to approve the recommendation from the Community Development Authority regarding First Amendment to Developer's Agreement for Up North Brewing Company, extension on the date of substantial development from 24-months to 30-monts (six-month extension). Motion carried.

15. Discussion and possible action – Recommendation from the Plan Commission to deny a Comprehensive Plan map 9 amendment from Rural Residence to Agriculture and zoning map amendment from R-4 (Rural Residence District) A-2 (Secondary Agricultural District) relating to the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres

    Motion by Baurhyte/Koll to approve the recommendation from the Plan Commission to deny a Comprehensive Plan map 9 amendment from Rural Residence to Agriculture and zoning map amendment from R-4 (Rural Residence District) A-2 (Secondary Agricultural District) relating to the property located at 780 Aniwa Ln, owned by Eyvonne and Michael Harris, also described as lot 1 of CSM 5582, located in Section 13, Town 20N, Range 06E, Town of Rome, Adams County, WI; with a parcel number of 030-00751-0010; total area 40.201 acres.

    Attorney Flanagan stated that the Plan Commission held a public hearing on this and the reasons that the Plan Commission recommended for denial are:

    a. *The current comprehensive plan does not support this change*
    b. *Concerns about an agricultural parcel in the middle of a residential district*
    c. *And the proximity of the agricultural in connection to the wetlands*

This was for a mobile sighting tower permit which was granted a conditional use permit with conditions. The concern was with the fencing and since then the applicant for the mobile tower hasn't requested a variance.

Motion carried.

16. Discussion and possible action – Recommendation from the Plan Commission regarding consideration of a preliminary plat for Timberline Park, to be located at the property owned by Town of Rome, described as follows: parcel numbers 030-00654-0000 & 030-00656-0005, all parcels also described as part of Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI; total area 73.602 acre

    Motion by Baurhyte/Minter to approve the recommendation from the Plan Commission regarding consideration of a preliminary plat for Timberline Park, to be located at the property owned by Town of Rome, described as follows: parcel numbers 030-00654-0000 & 030-00656-0005, all parcels also described as part of Section 8, Town 20N, Range 06E, Town of Rome, Adams County, WI; total area 73.602 acre

    Attorney Flanagan stated that this is a preliminary plat that is related to a subdivision of land and pointed out that there is a Finding of Fact and a summary email from the Zoning Administrator. Items identified by the Zoning Administrator need correction by the engineer on the final plat. Plan Commission's recommendation was that an engineer look at the property verify that the drainage basin is no longer needed.

    Baurhyte/Minter amended the motion to include the recommendation from the Plan Commission.

    Administrator Gebert clarified that plat identifies the roads placement in Rome Town Center.

    Motion carried.

17. Discussion and possible action – Approval of Ordinance No. 23-07 Amendment to Chapter 308 (Snowmobiles and All-Terrain Vehicles), Article II. All-Terrain and Utility Terrain Vehicles § 308-7. F Designation of all-terrain and utility terrain vehicle routes

    Attorney Flanagan stated that this relates to the ATV/UTV ordinance removing the mandatory language to allowing the suspension of operation during the construction period but doesn't require it as it does now.

    Motion by Baurhyte/Koll to approve ordinance no. 23-07 amendment to Chapter 308 (Snowmobiles and All-Terrain Vehicles), Article II. All-Terrain and Utility Terrain Vehicles § 308-7. F Designation of all-terrain and utility terrain vehicle routes.

    Chairwoman asked questions regarding why the change is being made as she is concerned about safety. Administrator Gebert stated that this was brought forward because the section of Apache that is being worked on will be open to vehicles and that would make it difficult to enforce ATV/UTV usage on the road and that if needed the ordinance could be brought back again.

    Motion carried.

18. Discussion and possible action – Determination of process for filling the Supervisor vacancy on the Town Board

Attorney Flanagan stated that 17.25 is the statute that governs this and doesn't give a procedure but does give a process that is left up to the municipality. The filling of the vacancy is by the Board Members and the Town Clerk.

Minter stated that he would like to see a vacancy posting as it is the best way for any interested person to apply.

Chairwoman Djumadi asked if those applications are then decided in open session. Attorney Flanagan clarified that it would have to happen in open session.

Koll is one of the options to allow all board members to recommend someone and then allow all board members to vote on that. Attorney Flanagan stated that then it must be noticed so that everyone has the opportunity to apply.

Options:
1 – one person brought forward and noticed on the agenda
2 – bringing forth nominations from the Board Members and the Clerk/Treasurer
3 – put a notice out and have interested individuals apply and then have a meeting to address those and possibly vote on them.

Attorney Flanagan reiterated that the Clerk/Treasurer must be included in the process. The Board Members discussed the options for filling the position.

Motion by Minter/Baurhyte that the process for filling the supervisor position would be the supervisors bring forth a resume of their candidate by May 25, 2023.

Minter/Baurhyte amended the motion to include the Clerk/Treasurer.

Motion carried.

19. Discussion and possible action – Organizing a Committee of the Whole meeting, including topics for discussion and ideas of interest

Chairwoman Djumadi would like to get all together as a new board in a retreat format and will bring it back on the next agenda with a survey regarding things such as Financial Policy, Strategic Plan, goals and ideas for the year that the Board Members may have, parliamentary procedure, Town policies and procedures and set priorities and goals for the next two years.

20. Discussion and possible action – Mailing of survey postcard, cost-sharing of survey postcard mailing (previously voted on and passed at the February 2, 2023 Town Board meeting) and where to point people for additional information regarding wake manipulation devices

Administrator Gebert stated that there was a memo in the packet and there are 1067 addresses and the cost is $121.00 to print and processing fee of $238.04 and postage of $684 – $749 with a wake device information page created on the website as coming soon. Supervisor Baurhyte asked when are the cards going out. Administrator Gebert stated that we are waiting for Tri-lakes cost share. Attorney Flanagan stated that he believed that the board wanted to get the costs prior to asking for the cost share and mailing them.

Motion Koll/Djumadi to rescind the plan and not send out the surveys, cost sharing of the post card.

Chairwoman Djumadi shared that this is getting to be a contentious issue in the state and would like the attorney to give information on this.

Attorney Flanagan stated that you would have to get to the point of having an ordinance and involve an attorney that is knowledgeable in this area to make sure that the ordinance is enforceable. Chairwoman Djumadi stated that if Tri-Lakes wants to have this done then they should pursue it. There was further discussion regarding the topic and whether this would be enforceable.

Djumadi, Koll – yes, Baurhyte, Minter – no. Motion failed.

Attorney Flanagan stated that there is nothing on the table at this time. Chairwoman Djumadi stated to postpone it to the next meeting. Supervisor Baurhyte clarified to move forward with the postcard. The determination was to finalize the survey and ask Tri-Lakes to share costs, not to mail the postcard. Administrator Gebert clarified that this was previously voted on at the February 2nd meeting. The Administrator would need to send a letter to Tri-Lakes to share in the cost of the mailing. Chairwoman Djumadi clarified that the motion was not made to mail the card until after Tri-Lakes was asked to pay for half of the postcard. Once Tri-Lakes answers the question it will be brought back.

21. Discussion and possible action **–** Update on Deer Concern and potential abatement efforts following UW-Madison Dept. of Forest and Wildlife Ecology Group Project and potential partnership with Central Wisconsin Urban Deer Hunting

    Administrator Gebert stated that she will intro this and it could be brought back to the next meeting. She stated that UW Madison drafted a survey and a post-survey and a flyer which has been circulated to anyone who asks about the deer. There is also a memo in the packet about the Central Wisconsin Urban Deer Hunting group, she talked to their representative who stated that the first step would be to get a recommendation from the DNR and she did reach out to the DNR Biologist for the area and she would be in favor of working with this group. The Administrator can do a preliminary map of the area that the group would work in and provide that to the board at the next meeting. Supervisor Koll made the suggestion to remove the QR code from the flyer.

22. Discussion and possible action – Update on Strategic Planning process, including summary of Public Input received from Listening Session and draft on-line survey

    Administrator Gebert gave an update on the items in the packet and a flow chart of where the process is. The Administrator suggested that since additional businesses have been added that the June 8th meeting be postponed. Everyone agreed that July 10th would be the first meeting and the second will be determined at a later date. The supervisors should review the survey and bring any suggestions to the next Board Meeting.

23. Discussion and possible action – Acceptance of WiDNR Grant #ATV-4602 Town of Rome Dyracuse Two Acre Acquisition purchase including Outdoor Recreation Aids Grant Contract

    Motion by Minter/Baurhyte to accept the WIDNR Grant #ATV-4602 Town of Rome Dyracuse two-acre acquisition purchase including Outdoor Recreation Aids Grant Contract.

    Administrator Gebert stated that she handed out an additional memo that this grant would cover the purchase price and closing cost of the property. The Town would receive $5,105.00 The grant was for

$19,000.00 but we would only receive the purchase price and closing costs from the grant. With the acceptance of this we would have to sign the deed tonight. The Town also received a second grant for $181,500 and that would be for improvements to the property and any needed studies.

Motion carried.

24. Discussion and possible action – Approval of short-term Lease Land Agreement with Wisconsin Gas LLC doing business as WE Energies for storage of natural gas line expansion materials at the Transfer Site

    Motion by Koll/Baurhyte to approve the short-term Lease Land Agreement with Wisconsin Gas LLC doing business as WE Energies for storage of natural gas line expansion materials at the Transfer Site.

    Administrator Gebert stated that the lease agreement is in the packet and the Town is comfortable that there is enough room for storage and WE Energies agrees to $500.00 per month. Supervisor Koll asked if the road construction affect it. Administrator Gebert stated that the lease doesn't start until July 1st and the road should be done by then.

    Motion carried.

25. Discussion and possible action – Review change proposals regarding new Rome Town Center Bandshell/Pavilion Project for the following items: Change proposal 06: Steel Railing production cost increase

    Motion by Minter/Koll to approve the change proposals regarding new Rome Town Center Bandshell/Pavilion Project for the following items: Change proposal 06: Steel Railing production cost increase

    Supervisor Baurhyte asked why they cannot use different, less expensive materials.

    Minter/Baurhyte withdrew the motion.

    Administrator Gebert will ask if there is an alternative and bring it back to the next meeting.

26. Discussion and action – Approval of various appointments to Town of Rome committees and commissions:
    a. Greg Corning, Board of Appeals Alternate, expiring June 1, 2026, 3-year term
    b. Jerry Wiessinger, Plan Commission, expiring May 1, 2026, 3-year term

    Motion by Djumadi/Minter to approve various appointments to Town of Rome committees and commissions:
    a. Greg Corning, Board of Appeals Alternate, expiring June 1, 2026, 3-year term
    b. Jerry Wiessinger, Plan Commission, expiring May 1, 2026, 3-year term

    Motion carried.

27. 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 – Review received Clerk/Treasurer applications

Motion at 7:42 p.m. by Minter/Baurhyte 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 – Review received Clerk/Treasurer applications. Motion carried by unanimous roll call vote.

The Board exited closed session at 8:13 p.m.

28. 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 8:14 p.m. by Minter/Baurhyte to return to open session. Motion carried by unanimous roll call vote.

    No action taken from closed session.

DATES AND ITEMS FOR FUTURE AGENDA/MEETINGS

29. Next agenda items

- *Chair Djumadi asked all the Supervisors to bring their priorities and goals to the next meeting*
- *Committee of the Whole – topics for discussion and ideas of interest*
- *Nominations for filling the Supervisor vacancy on Town Board – deadline to submit cover letters and resume for inclusion in the Town Board packet is May 25th*
- *Borrowing resolution*
- *CORP recommendation from Parks & Recreation Committee*
- *Update on Wake Manipulating Devices mailing/survey*
- *Update on Urban and Nuisance Deer Management*
- *Discussion on brush/timber piles still in road right-of-way*
- *Feedback on Strategic Planning public survey*
- *Bandshell/Pavilion change orders*
- *Closed Session*

30. Next meeting date and time

    June 1, 2023 at 5:00 p.m.

ADJOURNMENT

Chairwoman Djumadi adjourned the meeting at 8:18 p.m.

Respectfully submitted,

Wendy Newsom
Deputy Clerk/Treasurer