



Town of Superior

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Chair: Sheila Keup
Supervisor: Janet Dalbec
Supervisor: Bob "Zimm" Zimmerman
Clerk: Patrice Stalvig
Treasurer: Cindy Theien

MINUTES OF THE TOWN BOARD OF SUPERVISORS MEETING Wednesday, July 6, 2016

Meeting called to order by Chairman Keup at 7:00 PM.

The Pledge of Allegiance was recited and Compliance with the Open Meeting Law was met with postings at Vine Body Shop, Superior Meats, Bartley's, Four Corners Store, the Town Hall and the website. Present: Chairman Keup, Supervisor Dalbec, Treasurer Theien and Clerk Stalvig. Supervisor Zimmerman was excused absent.

Dalbec motioned and Keup seconded to approve the June 8th, 2016, Regular Board meeting minutes. Motion passed unanimously.

Keup motioned and Dalbec seconded to accept the report of the bills paid under the Alternative Claims Procedure. Vouchers presented for payment were processed with check numbers 4613 through 4631 and three ACH transactions for a total of \$14,529.60. Motion passed unanimously. Keup motioned and Dalbec seconded to approve payment of our bills. Vouchers presented for payment were processed with check numbers 4632 through 4656 totaling \$37,989.07. Motion passed unanimously.

Fire Department Report

Chief Fiegle reported 15 response calls in June; 13 in the Town of Superior and two in the Village of Oliver. Finances changed in June with deposits from a donation and the Oliver meat raffle, and expenditures for supplies and training. Two members recently returned from rail car emergency training with emphasis on crude oil; the training, lodging and travel was provided by BNSF with no cost to the fire department.

A DNR Forest Fire Protection Grant application was submitted requesting items to upgrade the UTV fire suppression equipment, a portable radio, and protective clothing. If awarded, we would be reimbursed 50% of the total project cost of \$8530. When asked where the 50% funds would come from; Fiegle indicated they would come from the fire department checking account.

Another meeting will be set up to discuss the length of service award program for fire department volunteers, due to a family emergency of the representative.

The safety message for this month emphasizes pool safety. Make sure drains have proper covers or screens; remove ladders away from pools when not in use; store chemicals in a secure location; enroll kids in swimming lessons; learn CPR and have an action plan in case of emergency. The full report is on file with the clerk.

Keup motioned and Dalbec seconded to move the Fire Department Retention Program up to the Fire Department Report on the agenda. Motion passed unanimously.

Chief Fiegle reported the Fire Department is looking at a length of service award program to help with volunteer retention. The 2% fire dues is eligible to be used for this program. Concerns were raised about short-term and long-

term funding of the program. Another meeting is being scheduled with the representative and concerns can be addressed at that time.

Treasurer Report

Treasurer Theien provided copies of the Cash Summary Report, Receipts Breakdown, Balance Sheet and Income Statement. Theien reported a total cash balance at month end of \$514,452.46. Receipts were primarily from garbage collections, fire dues and managed forest land payments. The full report is on file with the clerk.

Plan Commission Report

Dalbec indicated the Plan Commission did not meet this month.

Stony Brook Committee Report

The committee is designing letterhead and planning to plant hedges where the trees have been removed. The pathway route will be walked to ensure there are no potential issues with the route. The committee discussed advertising and setting up Stony Brook financial accounts.

Chairman Report

Baumgartner Road was graveled, dust control has been applied, road mowing is ongoing, and ditching on During Road is almost complete. All equipment is currently in good shape. Trees downed from the recent storm were removed from roadways. The reimbursement request for the 2013 LRIP project has been submitted and we recently received a letter notifying us of approval for an LRIP project to finish the repaving of Tuff Rd between Leggate and Zachau Roads.

The office will be closed next week due to the Clerk and Treasurer attending training. Contact information for the supervisors and chair will be provided in their absence.

Correspondence

An email was received from the WI DNR about 2016 Emerald Ash Borer mitigation funding available because the town is within the Lake Superior watershed and an EAB quarantined county.

Old Business

- a. Liz Jacobson from Anderson, Hager & Moe presented the 2014 audit findings. The 2013 findings were not presented because issues were already remedied or reported in the 2014 findings. The qualified opinion of the auditors is that "the financial statements present fairly, in all material respects..." which is the highest level of findings. One area of concern is that the town spent more than it took in that year, and more than was budgeted to be spent. The unassigned fund balance is sufficient for just under 3 months of expenses. This falls within the target of 2-4 months.
Recommendations include setting up the Manitou Falls Sanitation District account as a DUE TO/FROM account since income and expenses will zero out each time. Backup documentation should be provided for general journal entries; a board member should be reviewing and initialing this documentation on a regular basis. When asked about the Wisconsin Retirement Fund unfunded liability, Jacobson indicated the entire system was under funded and the liability was dispersed proportionally to all municipalities, etc. The Town of Superior has since paid off this liability.
A proposal for a 2015 audit will be provided to the Town prior to the next board meeting.
- b. Attorney Johanna Kirk presented a revised draft of the garbage ordinance. Discussion brought about recommended changes and Kirk will bring another draft to the next meeting. As far as a waiver situation, the fee is assessed for ordinary collection and removal. If there is something that is not ordinary, it can be addressed in the fee schedule.
- c. Attorney Johanna Kirk presented a revised draft of the building permit ordinance. After review, Keup motioned and Dalbec seconded to approve the new building permit ordinance after changing Section III, bullet one from "is" to "if". Roll call vote was taken. Keup aye; Dalbec aye; Zimmerman absent. Motion passed unanimously.
- d. Doug Dalager from Cool Town Connect presented the preliminary website upgrade. The next step is to get wording for pages and contact information and assign authorization. After discussion, Keup motioned and Dalbec seconded to add four additional pages to the website for \$300 – board meetings, plan commission

meetings, friends of stony brook meetings, and electors meetings. This would be a one-time charge for set-up of the pages. Motion passed unanimously.

After discussion of maintenance options, Keup motioned and Dalbec seconded to approve the maintenance agreement with Doug of two hours per month at the rate of \$100 per month for the first year. The first year's hosting is included in the original setup charge, the fee is \$200/year after that. Motion passed unanimously. Doug will send a letter outlining and totaling all costs.

Dalbec motioned and Keup seconded to authorize the clerk to work with Doug to upload information. Motion passed unanimously.

New Business

- a. Keup motioned and Dalbec seconded to table discussion about enrollment in auto pay for ECE and Waste Management. Dalbec would like to include a policy regarding town credit card usage. Motion passed unanimously.
- b. Dalbec moved and Keup seconded that the town purchase the Online Audiostream with PDF version of the UW-Extension course "Developing the Annual Budget."
- c. Keup motioned and Dalbec second to approve the operator's application for Cherie Letourneau. Motion passed unanimously.
- d. Keup motioned and Dalbec seconded to table the budget amendment for the 2015 audit until the board meeting after the proposal is received from the auditor. Motion passed unanimously.
- e. Stony Brook financial accounting will be discussed after the next budget workshop when the new QuickBooks budget format will be used.
- f. Keup motioned and Dalbec seconded to assign the website ordinance responsibility to Keup. She will bring a draft website ordinance to the next meeting. Motion passed unanimously.
- g. Possible initial budget workshop dates were selected; meeting will be scheduled after communication with Supervisor Zimmerman.

OTHER INFORMATION OF PUBLIC INTEREST

The inspection services report was received in the office after the agenda was posted. Four permits were issued this month.

There being no further business, meeting was adjourned at 9:30 pm.

Respectfully submitted by Patrice Stalvig, Clerk
DRAFT MINUTES 07-07-16

MINUTES APPROVED ON THIS _____ DAY OF _____, 2016

CHAIR SIGNATURE _____

CLERK SIGNATURE _____