



# Town of Superior

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

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## MINUTES OF THE TOWN BOARD OF SUPERVISORS MEETING Wednesday, October 12, 2016

Meeting called to order by Chair Sheila Keup at 7:00 pm.

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, Supervisors Dalbec, and Zimmerman, Treasurer Theien, and Clerk Stalvig.

Zimmerman motioned and Dalbec seconded to approve the minutes of September 14, 2016 regular board meeting. Motion passed unanimously. Dalbec Motioned and Zimmerman seconded to approve minutes of the meeting of September 29th, 2016. Motion passed unanimously.

Clerk reported the bills paid under the Alternative Claims Procedure. Vouchers presented for payment were processed with check numbers 4764 through 4781 and three ACH transactions for a total of \$12,212.71. Zimmerman motioned and Dalbec seconded to approve payment of bills. Vouchers presented for payment were reviewed prior to the board meeting and processed with check numbers 4782 through 4802 for a total of \$27,000.38. Motion passed unanimously.

### Fire Department Report

Herb Walsburg reported the department responded to 12 calls in September; 11 in the Town of Superior, and one in the Village of Oliver. The DNR awarded a grant to the department that, if accepted by the board, will be used for pump, tank, & hose for a new skid unit for the ATV and a portable radio. Total project amount is \$8,530, our share is 50%. Four members attended firefighter training. Fire hall committee is being assembled. Complete report is on file with the clerk.

### Treasurer Report

Treasurer Theien reported the Fire Department account balances \$62,077.95; and town accounts total \$493,816.90 as of September 30, 2016. Complete report is on file with the clerk.

### Plan Commission Report

Plan commission did not need to meet this month.

### Stony Brook Report

Dalbec reported finances were reviewed as well as the planning for Music in the Park. October 29<sup>th</sup> is a Halloween event from 1-3pm. Flyers will be sent out to the schools next week. Activities will include a parade of costumes, games, and trunk or treat. The committee prioritized needs for sign, working with Milestone to put in a path, and the skating rink. Hockey volunteers need to come forward to get the hockey rink in place. Future meetings will be held on the last Wednesday of each month at 5:30. If members becoming involved require a different meeting time, it can be changed.

### Chairman Report

Keup reported on ditching and pipe repairs on Mansky and Point of Rocks roads. Barnes Road is waiting on permits. Zimmerman asked if the town would ever put up culvert markers on the sides of the road like was done years ago. Keup will check into it.

### Correspondence

Notice of boiler inspection due was received September 12. Since that time, boiler inspection was scheduled by state and completed. New permits to operate have also been received. A managed forest law transfer order was received for the transfer of ownership of 311 acres from Larry Levenger to Eric Raygor. A renewal or continuation certificate was received from Enbridge Energy for a road crossing bond in the amount of \$50,000. The renewal extends the bond to July 10, 2017.

### Old Business

- a. The garbage ordinance was finalized. Clerk will type up new ordinance and have ready for approval at the next regular or special board meeting.
- b. No report was provided on Turnout for Transportation as no board members attended.

### New Business

- a. Keup indicated the installation of fire signs is a high priority item and will work with the garage staff to ensure they are installed this fall or next spring.
- b. The boards and fire departments of the Town of Superior and the Village of Oliver met and reviewed the fire agreement between the two municipalities. Zimmerman moved and Keup seconded to extend the agreement for three years with the same fees. Motion passed unanimously.
- c. Keup motioned and Zimmerman seconded to accept the DNR fire grant. Motion unanimously approved. Grant amount is \$8,350. Matching funds of \$4,175 will come from the fire department budget dollars.
- d. Custodian provided a quote from Morin's to install a gutter above the garbage dumpster. Zimmerman will work with custodian to get additional quotes and provide clear explanation of where the drainage will flow.
- e. Dalbec will contact insurance company to get renewal prices and find out if the fire department officers have umbrella coverage. Information will be brought back to November board meeting.
- f. The Town needs to hire a full-time and a part-time highway equipment operator since two members will be leaving in the upcoming months. We'll get a job description posted to the website and advertise on Indeed.com, in the Superior Telegram and the Duluth News Tribune, and on the website. Ads will run starting about the 19<sup>th</sup> and run through the 30<sup>th</sup>. We'll accept applications until November 4<sup>th</sup> and the board will review them in closed session on November 9<sup>th</sup> at 5:30 pm. The board meeting will still take place at 7:00 pm that day. Keup will get a job description ready. When asked, the Towns Associated informed the Town it is not legal to give any type of hiring preference based on where a person lives.
- g. Board reviewed several credit card policies. Each board member is to draft a credit card policy and email to the Clerk by October 21. All policies will then be distributed to all board members for review prior to November meeting and discussion and finalization at the November meeting.
- h. The Clerk will be appointing a Deputy Clerk, in part because she has recently taken a full-time position elsewhere and wants to ensure the duties of the office are still carried out appropriately. Dalbec indicated the electors have previously voted recognizing the need for additional compensation for the position, but that doesn't go into effect until after the next election. As such, the board feels the clerk salary is too low to expect compensation for a deputy from the clerk's salary. Dalbec motioned and Keup seconded that clerk hire a deputy and the board guarantee 16 hours per month at \$10.00 per hour paid from the budget and review in April. Motion passed unanimously.
- i. Waste Management requested the Board review a possible extension of the current garbage contract. The contract expires December 31, 2017. The board prefers to keep their options open when looking at the garbage contract next year.

Resident asked if the Town had hired a Constable. Keup stated since the electors did not vote to hire a constable, the Town cannot do so. If animals are feral, residents should contact Critter Harbor. If animals can be caught, they should be taken to the Humane Society.

DRAFT MINUTES 10-15-16

MINUTES APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2016.

CHAIR SIGNATURE \_\_\_\_\_

CLERK SIGNATURE \_\_\_\_\_