



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 Monday, August 15, 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, Supervisors Dalbec and Zimmerman, Treasurer Theien and Clerk Stalvig.

Keup motioned and Dalbec seconded to approve the July 6th, 2016, Regular Board meeting minutes. Motion passed unanimously. Keup motioned and Dalbec seconded to approve the July 13, 2016 Emergency Board meeting minutes. Dalbec questioned if a resolution needs to be drawn up to declare the emergency. Clerk will research. Motion passed unanimously. Keup motioned and Zimmerman seconded to approve the August 4, 2016 Special Board meeting minutes. Motion passed unanimously.

Clerk reported the bills paid under the Alternative Claims Procedure. Vouchers presented for payment were processed with check numbers 4657 through 4685 and three ACH transactions for a total of \$42,871.63. Going forward, all ACH transactions will be reported under Alternative Claims Procedure. Keup motioned and Zimmerman seconded to approve payment of bills. Vouchers presented for payment were reviewed prior to the board meeting and processed with check numbers 4686 through 4715 and two ACH payments totaling \$32,737.41. Motion passed unanimously.

Fire Department Report

Clerk read the Fire Department (TSFD) Report. There were 13 response calls in July; eight in the Town of Superior and one in the Village of Oliver. The Oliver Days Picnic was a success with much support for the fire department in the Village. The Oliver Tavern and TSFD hold a meat raffle with gun board drawing as a fundraiser on the 15th of each month. TSFD applied for \$2500 in grant funding with no matching funds required. This month's prevention message is on heat related illnesses. Symptoms of heat exhaustion include feeling lightheaded fatigued, headache, and sweating. Signs of heat stroke are hot and flushed skin, incoherent, possible stopped perspiration and progression to unresponsiveness and seizures. Treat by getting out of the warm environment or cooling with a tent or sheet, fan with ^{towels} towels, use COOL water and towels and place under arm pits and on head. Stay hydrated. The full report is on file with the clerk.

Treasurer Report

Treasurer Theien reported the cash summary report indicates a balance of \$528,893.17 as of 7/31/16 after deposits, interest and disbursements are recorded. These numbers are reconciled with the clerk's books on a monthly basis. Receipts for this month were primarily for garbage collections, shared revenue, and general transportation aids. Total receipts were \$67,032.11 plus \$14.13 interest. Theien also reported on the TSFD two CD's, two savings accounts, and checking account. Balance as of 7/31/16 was \$60,997.12.

Resident Dale Johnson requested a copy of auditor's reports. The reports have been available at two previous meetings, but clerk will provide it again at the conclusion of the board meeting.

Plan Commission Report

Dalbec indicated the Plan Commission did not meet this month.

Stony Brook Committee Report

The committee met August 8th and designed a new logo with "Stony Brook Park" and is in the process of designing a letterhead. Roger Letourneau met with Christine Ostern of UW-Extension to get approvals for the pathway and possible funding. The contractor ^{may} will offer a 50% match of funds. The path, once complete, will be handicap accessible.

Thursday evening, September 15th will be the first Music in the Park at Stony Brook. The band "Maintenance Free" will be playing at 7pm. Three Boy Scout Troops will be managing concessions and the proceeds will be shared 50/50. Guests are encouraged to bring a chair or blanket for seating. The Stony Brook Flea Market and Vendor Sale will be held on Saturday, September 17th. A flyer is available on the website. October 29 will be a Trunk or Treat party and December 3 will be the Christmas tree lighting. Stony Brook Committee wants to get set up with a checking account to purchase items for the Park.

Chairman Report

The July storm damaged several roads; Hilpiper was hit hard and Barnes Road was washed out. FEMA has indicated a presidential declaration of emergency was made. Highway staff have been busy removing trees and taking care of storm damage.

Resident Dale Johnson asked about the ditching by his house. Keup will talk with the staff about it.

Correspondence

Clerk reviewed the correspondence received:

- a. Inspection Services processed five building permits in July – two for new dwellings, one for an accessory building, one for a deck and one for a remodel.
- b. Douglas County Zoning sent a letter to a resident on the Twin Creek Road advising them to either apply for an annual camper permit or remove the camper on their property.
- c. Emergency Management provided an email notifying the Town of the Presidential Disaster Declaration and a recovery meeting.
- d. Douglas County Zoning sent a letter offering assistance to a flood affected resident
- e. WI DoA informed the Town of contracts negotiated by the state for supplies and services that can be used by local governments.
- f. Public Service Commission of WI provided a Notice of Proceedings for SWL&P, who is applying to adjust rates for electric (increase 3.46%), water (increase 7.83%), and gas (decrease 1.34%).

Old Business

- a. A draft of the garbage ordinance was provided by Attorney Johanna Kirk shortly before the board meeting; board members did not have time to review it. Keup motioned and Dalbec seconded to table it until the September meeting so board can review and bring questions. Motion passed.
- b. Keup provided three options of website ordinance wording. After discussion Dalbec motioned to use option 2 and include option 3 with some adjustments. Motion passed unanimously.
- c. TSPD requests authorization to charge for emergency responses on state highways. TSPD would bill for actual costs, and if unable to collect, could recoup up to \$500 from the state. Keup motioned and Zimmerman seconded to authorize the fire department to charge for emergency responses on state highways. Clerk will research to see if a resolution or ordinance is required. Motion passed unanimously.

New Business

- a. Dalbec motioned and Zimmerman seconded to proceed with the 2015 audit with Anderson, Hager & Moe. Motion passed unanimously.
- b. Friends of Stony Brook requested a financial accounting and authorization for a checking account to be set up to have access to donated and fundraised funds. Cindy Theien researched and Carol Doran, retired from the WI Dept of Revenue and trainer for the WI Towns Association, recommended a total of only two to three accounts. The Town currently has seven, with five additional for the fire department. Cindy will check with the Towns

Association and the Municipal Treasurers Association to find ways the committee may have access to funds when needed, along with transparent accounting.

- c. Treasurer and Clerk will meet September 7th to try to finalize accounting software transition. Once completed, the board and fire department will be contacted to set up the next budget workshop meeting.
- d. Keup motioned and Zimmerman seconded to advertise for gravel bids. Keup amended the motion and Zimmerman seconded to include specifications of gravel from Bill Conner and Rob Gronski. Motion passed unanimously. Award should be good for two years.
- e. Keup motioned and Zimmerman seconded to advertise for fuel bids. Motion passed unanimously. Award should be good for two years.
- f. Clerk caught an error in payment to election inspectors, resulting in a total overpayment of \$59.50. The Board has the authority to request repayment or to leave the overpayment as is. Zimmerman motioned and Keup seconded to leave it as is. Motion passed unanimously.
- g. Keup motioned to appoint the clerk position. Dalbec seconded. Motion failed unanimously.
- h. Board reviewed the quotes for the repair of Barnes Road without identifying who bid or what each bid amount was. Bids were numbered one, two and three. In the event FEMA requires a different process, we did not want to give anyone a competitive advantage by advertising prices. Dalbec motioned and Keup seconded to go with quote number three if it meets the requirements we learn about at the FEMA meeting tomorrow. Motion passed unanimously.
- i. The Wisconsin Towns Association provided a sample resolution in support of transportation funding changes. Dalbec motioned and Keup seconded to support the resolution. Motion passed unanimously.

OTHER INFORMATION OF PUBLIC INTEREST

The WI Dept of Administration estimates our Town's population at 2,212 as of 1/1/16.

The Village of Oliver and the Town of Superior officials will meet to review the Fire Support Agreement at the Village of Oliver Hall on Tuesday, September 27, 2016 at 5:00 pm.

A letter arrived from Douglas County Zoning after agenda was posted informing owner of property on Mertes Rd that an annual camper permit is required, as well as a fire address number and a non-plumbing sanitary system permit.

Resident Bill Britton asked that the blading on the Polish Road be done in such a manner to allow the water to drain off the road. Keup will talk with highway staff.

There being no further business, meeting was adjourned at 8:54 pm.

Respectfully submitted by Patrice Stalvig, Clerk
DRAFT MINUTES 08-18-16

MINUTES APPROVED ON THIS 14 DAY OF Sept, 2016

^{SUN}
CHAIR SIGNATURE 

CLERK SIGNATURE 