



# 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, April 12, 2017

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, and the Town Hall. Present: Chairman Keup, Supervisors Dalbec and Zimmerman, Treasurer Theien, and Clerk Stalvig.

Keup motioned and Zimmerman seconded to approve the March 8, 2017 board meeting minutes. Motion passed unanimously. Keup motioned and Zimmerman seconded to approve the minutes of the March 22 and March 27 meetings as corrected to show Zimmerman present. Motion passed unanimously.

Clerk reported the bills paid under the Alternative Claims Procedure. Vouchers presented for payment were processed with check numbers 5131-5161 and four ACH transactions totaling \$54,525.27. Dalbec motioned and Keup seconded to accept the alternative claims procedure report. Motion passed unanimously.

Vouchers presented for payment were reviewed prior to the board meeting and processed with check numbers 5162-5192 for a total of \$51,351.69. Keup motioned and Zimmerman seconded to approve the payment of the bills. Motion passed unanimously.

### Fire Department Report

Chief Fiegler reported the department responded to 12 calls in March. The New UTV is in service and will be available for the public to view during the pancake breakfast on April 23 from 7-1 at the Town Hall. Fire Department staff met with Five Bugles for a Q&A session on department needs (i.e., what apparatus & equipment we have, storage and office spaces, restrooms, parking and training areas, decontamination area, etc.) to begin to get a size estimate for a building that will meet the needs of the department for them to most efficiently serve the needs of the community. The new fire engine should be delivered in July. There was a delay due to new exhaust emission laws. The Town should receive a check in the near future for \$2575.90 from the DNR grant. This amount is 50% of the total \$5151.59 expenditures. Full report is on file with the clerk.

### Treasurer Report

Treasurer Theien provided a cash summary report and the treasurer's and clerk's separate reconciliations. The ending balance for March 2017 was \$554,679.19. The full report is on file with the clerk. Treasurer reported the Fire Department balance at month end of \$36,532.95. Resident asked about a \$2.00 service charge and Chief Fiegler explained it was for closing out a savings account.

### Plan Commission Report

Dalbec reported the Plan Commission reviewed the Willoughby zone change that the board approved last month.

### Stony Brook Report

Easter Egg Hunt is scheduled for Saturday, April 15<sup>th</sup>. Anyone who wants to help hide eggs, please show up at 10:30am. Future meeting dates will be determined.

### Chairperson Report

Keup reported the garage staff has been steaming culverts, and doing some grading. The spring thaw has revealed couches, mattresses, refrigerators and other large items left along the side of Town roads. The plow wings have been removed from the equipment.

### Inspection Services Report

One building permit was issued for a remodel on Highway 35.

### Correspondence

- a. Douglas County Zoning reported an accumulation of vehicles on property in the Town. Owner must be in compliance with zoning ordinance by May 1<sup>st</sup> or the case will be turned over to the County Attorney for prosecution in the Circuit Court.
- b. Douglas County Zoning informed the town of a property on Baumgartner Road that may not be in compliance with its zone, commercial building code, DNR standards and WI Department of Safety and Professional Services requirements. Zoning will be following up with the property owner.
- c. The WI Department of Revenue advised the Town of an error in the calculation used to determine the railroad terminal distribution payments for the years 2011 through 2016. Treasurer Theien reported the Town was overpaid a total of \$126,042 and was verbally informed the Town will not be required to pay that money back. Theien is still waiting for confirmation in writing.
- d. State of Wisconsin Department of Corrections informed the Town of an offender who was ordered to pay restitution and is now approaching discharge from supervision. Within the next 90 days, the town will either receive restitution in full; probation will be extended, terminated or revoked; or the court will order a judgement against the offender in favor of the Town.
- e. Douglas County Highway Department notified the Town of the June 30, 2017 deadline for 2018 requests for County Aid to Bridges.
- f. Northern Interstate is interested in purchasing property owned by the Town of Superior near the Dump Road to use as a sand pit for construction purposes and requests the town put the property up for bid.
- g. Notification was received from Douglas County Department of Health and Human Services that the sampling tap installed on the water system has been completed and complies with Wisconsin Administrative Code.

### Old Business

- a. Discussion took place regarding the Fire Department Length of Service Award. There were still several questions to be answered. Keup motioned and Dalbec seconded to postpone any decisions until next month. Motion passed unanimously.

### New Business

- a. Resident Witthoft requested waiver of garbage/recycling fee for property he owns on Lagro Road for this billing cycle. He pays garbage/recycle fees at property he owns on E Cty Rd B. Resident has unique circumstances in that both properties are in the Town of Superior, and the same two people spend time in both houses. Resident also requests refund of payment from 2016. After much discussion, Keup motioned and Dalbec seconded to approve the request to waive the garbage collection fee for this year for Witthoft. Motion carried.
- b. Discussion took place on how to clearly define which individuals may have hall rental fees waived for funerals. Zimmerman motioned and Keup seconded that hall rental fees for funerals shall be paid up front and a waiver request may be submitted to the Town Board. Waiver requests will be viewed on a case-by-case basis. Motion passed unanimously.
- c. Keup appointed the following individuals to the Plan Commission for the corresponding term lengths: Jan Dalbec – Chair – 2 years; Jim Nelson – 2 years; Linda Meysman – 2 years; Diane Zimmerman – 3 years; Patty

Ziburski – 3 years. There is still room for two additional people on the Plan Commission. If anyone is interested, please contact the Town Board, Town Clerk, or Plan Commission member.

- d. Wisconsin Independent Assessing Officers Association is a new organization and has asked the Town of Superior to join their non-profit organization. Dalbec motioned and Zimmerman seconded to put the topic on hold until the Town knows more about it. Motion passed unanimously.
- e. County Zoning informed the Town that three properties exist on a single driveway off of Highway 35, and a fourth address is pending. Per County Ordinance 4.28, once a driveway has more than two addresses on it, it must be redesignated as either a private road or a Town Road. Keup will check ask garage staff to view the road to see if it would meet the requirements of a Town Road. Clerk will email County Zoning for process involved if designating as a private road and report findings to the Board.

Meeting adjourned at 8:30 pm.

Dalbec reminded attendees of the Annual Meeting next Tuesday, April 18<sup>th</sup> at 7 pm.

DRAFT MINUTES 4-13-17

MINUTES APPROVED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

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

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