

**AGENDA FOR REGULAR COMMON COUNCIL MEETING  
SUPERIOR, WISCONSIN  
Tuesday, January 17, 2017  
6:30 p.m. - Government Center, Board Room 201**

- 1. PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PROCLAMATIONS AND COMMENDATIONS**
- 4. APPROVAL OF MINUTES** December 20, 2016 - Regular Council meeting.
- 5. PUBLIC HEARINGS**
- 6. CONSENT AGENDA** *The following items may be received and filed (r/f), referred, or approved as noted, by the Council utilizing a single vote. All licenses approved are contingent upon meeting City Code requirements. There will be no separate action on these items unless a Council member requests, and the Council approves. Communications are on file in the City Clerk's office, and may be viewed in their entirety during regular office hours.*

**Communications and Reports to be Received and Filed:**

- 6.1** Duluth-Superior MIC Policy Board meeting summary, October 19, 2016.
- 6.2** Parks and Recreation Commission minutes, January 5, 2017.
- 6.3** City Clerk Kalan submitting Public Records Official Notice update.

**Matters to be Referred:**

Liability Claims Committee

- 6.4** Claim #16-23, Luke Lehman
- 6.5** Claim #17-01, Karen Ansell

License & Fees Committee

- 6.6** Councilor Sweeney requesting review of outdoor music regulations/requirements.

Plan Commission

- 6.7** Planning Director Serck suggesting allowing "Interior unit self-service storage facilities" as a permitted use in C2-Highway Commercial District.

**Standing Committee Reports to be Approved:**

- 6.8** Plan Commission, December 21, 2016 *recommendations for approval*
  - 1) To approve Jeff Dorfman request to vacate Winter Street in the vicinity of Fisher Avenue.

**Licenses to be Approved:**

- 6.9** Indianhead Oil Co., Inc, appointing Joan R. Quam as agent to Holiday Stationstore #229, 4827 E 2<sup>nd</sup> Street.

6.10 Approve miscellaneous licenses.

**7. BUSINESS BY DEPARTMENT HEADS**

7.1 Public Works Director Janigo recommending approval to amend the agreement with Twin Ports Mailing to provide utility billing service for a term of one year.

7.2 Finance Director Vito to provide an overview of the annual General Fund budget creation and adoption process.

**8. BUSINESS BY THE MAYOR**

8.1 Mayor Hagen appointing Dennis Dalbec to the Finance Committee.

8.2 Recommending approval of the two year, Legislative Affairs Consultant Agreement between the City of Superior and Capitol Consultants for the period, January 1, 2017 to December 31, 2018.

**9. BUSINESS BY COUNCILORS**

**10. RESOLUTIONS**

10.1 R17-13320 Resolution introduced by the Plan Commission setting a public hearing on March 7, 2017, at 6:30 p.m. in Room 201 of the Government Center to vacate a portion of Winter Street located in the vicinity of Fisher Avenue and Winter Street.

10.2 R17-13321 Resolution introduced by the Community Development Division setting a public hearing on March 7, 2017, to request comments on community development needs and fair housing choice.

**11. ORDINANCES**

**12. BUSINESS BY PUBLIC**

If you would like to speak before the Council, please sign your name on the sign-up sheet prior to the Council meeting. Due to requirements of the Wisconsin Open Meetings laws, only matters placed on this agenda may be approved by the Council at this meeting, however, citizens may address the Council regarding items which require no action. No personal attacks on individuals will be allowed, and all comments by members of the public shall be limited to three (3) minutes in length, and must not include endorsements of any candidates or other electioneering.

Citizens should contact the Mayor, a Councilor, or the City Clerk to have a matter placed on a future Council agenda for consideration.

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*Pursuant to the Americans with Disabilities Act of 1990, if you are in need of an accommodation to participate in the public meeting process, please contact the City Clerk's Office at (715) 395-7200 prior to the scheduled meeting. The City will attempt to accommodate any request depending on the amount of notice received. TDD (715) 395-7521.*  
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In compliance with Wisconsin Open Meetings Law, this agenda was:  
Posted: Government Center, Court House, & Public Library,  
Faxed to: Daily Telegram, Public Library, January 11, 2017 \*\*\*\*

**PROCEEDINGS OF THE REGULAR COMMON COUNCIL MEETING  
SUPERIOR, WISCONSIN  
December 20, 2016**

**1. PLEDGE OF ALLEGIANCE**

- 2. ROLL CALL** Tom Fennessey, Warren Bender, Jack Sweeney, Keith Kern,  
Graham Garfield, Ruth Ludwig, Mike Herrick, Brent Fennessey, Esther Dalbec – 9  
Excused: Dan Olson – 1  
Youth Councilors: Madison Hale, Adam Lavine  
Also Present: Mayor Hagen, City Attorney Prell, City Clerk Kalan

**3. PROCLAMATIONS AND COMMENDATIONS**

- 4. APPROVAL OF MINUTES** December 6, 2016 - Regular Council meeting  
**MOTION by Councilor Bender, seconded by Garfield and carried, to approve.**

**5. PUBLIC HEARINGS**

**6. CONSENT AGENDA**

**MOTION by Councilor T. Fennessey, seconded by Ludwig and carried, to approve the Consent Agenda.**

**Communications and Reports to be Received and Filed:**

- 6.1** Superior Business Improvement District 2017 Operating Plan and 2017 Proposed Budget.

**Matters to be Referred:**

Plan Commission

- 6.2** Special Use Permit request by Superior Business Improvement District for outdoor sales (agricultural use).

Liability Claims Committee

- 6.3** Claim #16-19, Krista E. Pascoe  
**6.4** Claim #16-20, Joseph Paxton  
**6.5** Claim #16-21, Mark Librande

**Standing Committee Reports to be Approved:**

**6.6 Finance Committee, December 8, 2016 *recommendations for approval***

- 4) To hold in committee the discussion and review of agreement between the City of Superior and the Visitors Bureau of Superior and Douglas County for the distribution and allocation of Rooms Tax until the financial information is received.
- 5) To approve lowering the 2017 annual transfer to the Police Grant Fund by \$102,195.00 and increasing the Police Department salary and benefits accounts by \$102,195.00 to accommodate early hiring of officers for those officers who are retiring in 2017 and 2018.
- 6) To approve the 2017 Recreational Grant Application form based on the recommended changes to the application.
- 7) To hold in committee the Golf Course consultant findings and recommendations.
- 8) To hold Long Range Planning in committee and move Appropriate Level of Unrestricted Fund Balance up in priority to the next topic to review.
- 9) To receive and file the October, 2016 check register.
- 10) To receive and file the November, 2016 check register.
- 11) To receive and file the November, 2016 financial statements.
- 12) To receive and file the General Financial Overview.

**6.7 Finance Committee, December 13, 2016 *recommendations for approval***

- 1) a. Regarding distribution and allocation of rooms tax: To add to the Reporting Requirements section of the agreement a provision that an Annual Review of the Superior Chamber of Commerce financial statements be conducted by a CPA.  
b. To change the term of the agreement to one year with an end date of December 31, 2017.  
c. to accept the following changes to the draft agreement recommended by Finance Director Vito:
  - i. Change the name on the agreement from "Visitors Bureau for Superior and Douglas County" to "Superior Chamber of Commerce".
  - ii. Delete the "Purpose" section of the agreement.
  - iii. Delete the third paragraph under the "Background and Objective" section of the agreement.
- 2) To approve all sections of the proposed ordinance changes.

**Licenses to be Approved:**

- 6.8** Application for a "Class B" Liquor & Class "B" Beer by Brian Noel, Palace Bar LLC, Trade Name: Palace Bar, 1108-1110 Tower Avenue, for the license period ending June 30, 2017.
- 6.9** Approve miscellaneous licenses.

## 7. BUSINESS BY DEPARTMENT HEADS

### Finance Director Vito

7.1 General Fund Reserves – Discussion and Recommendation.

**No action.**

7.2 Requesting approval of the agreement between the City of Superior and Chamber of Commerce for the distribution and allocation of Hotel Rooms Tax.

Councilor Sweeney recommended amendment to contract to include language stating “in the event of termination of the agreement between the City of Superior and the Superior Chamber of Commerce, the Superior Chamber of Commerce shall forward all monies not spent or encumbered by December 31, 2017. The balance shall be forwarded to the City of Superior by February 28, 2018. All monies shall then be forwarded to the new tourism entity.”

**MOTION by Councilor Herrick, seconded by Bender and carried, to amend the agreement to include the language as stated above.**

**MOTION by Councilor Herrick, seconded by Bender and carried, to approve as amended.**

### Assistant Finance Director Bronson and Chief Alexander

7.3 Assistant Finance Director Bronson and Chief Alexander requesting approval to reallocate \$102,195.00 from the 2017 General Fund Budget and transfer to Police Grant Fund.

**MOTION by Councilor Dalbec, seconded by Ludwig and carried, to approve.**

### Public Works Director Janigo

7.4 Requesting approval of the State Municipal Agreement (SMA) with WisDot for the construction portion of the Belknap Reconstruction Project.

**MOTION by Councilor Garfield, seconded by Dalbec and carried, to approve.**

7.5 Requesting approval of the Cathedral School Parking Lot Reconstruction Agreement to be done under the WISDOT Contract for the Belknap reconstruction project.

**MOTION by Councilor Herrick, seconded by B. Fennessey and carried, to approve.**

7.6 Approval of contract extension with SEH for Landfill Environmental Sampling and Reporting in 2017 for an amount not-to-exceed \$34,600.

**MOTION by Councilor Dalbec, seconded by T. Fennessey and carried, to approve.**

7.7 Approval of Landfill Consultant contract with SEH for 2017; not-to-exceed \$8,000.00 per month.

**MOTION by Councilor Dalbec, seconded by Herrick and carried, to approve.**

Assistant Public Works Director Carlson

**7.8** Assistant Public Works Director Carlson recommending entering into a State Municipal Agreement (SMA) with the Wisconsin Department of Transportation for the development of a City of Superior Active Transportation Plan.

**MOTION by Councilor Bender, seconded by Ludwig and carried, to approve.**

Parks, Recreation and Forestry Director Cadotte

**7.9** Recommending approval to award the services for the 2017 Barker's Island Marina dock upgrades to AMI Consulting Engineers for the proposed, not to exceed, amount of \$29,200.00.

**MOTION by Councilor Kern, seconded by Bender and carried, to approve.**

**8. BUSINESS BY THE MAYOR**

**8.1** Re-appoint Brian Lammi, Amsoil, Inc, 925 Tower Avenue, Donald Nummi, Jr., NCB, 1127 Tower avenue, Nick Korhonen, Korhonen Agency, 902 Belknap Street and Gary Banker, 1107 E 3<sup>rd</sup> Street, to the Business Improvement District Board of Directors (BID) for a three (3) year term expiring December, 2019; also appoint Shawnu Ksicinski, 2002 Maryland Avenue, to the Community Development Block Grant Advisory Board (CDBG) for a three (3) year term expiring December, 2019.

**MOTION by Councilor Herrick, seconded by Bender and carried, to approve.**

**9. BUSINESS BY COUNCILORS**

**10. RESOLUTIONS**

**11. ORDINANCES**

**11.1 O16-3993** An ordinance introduced by the Finance Committee repealing and recreating Chapter 74, Article III, Hotel-Motel Room Tax.

Councilor Sweeney recommended amendment to language at the end of the ordinance to state: "funds must be spent or encumbered annually by December 31<sup>st</sup>".

**MOTION by Councilor Kern, seconded by Garfield and carried, to amend the Ordinance to include the language as stated above.**

**MOTION by Councilor Kern, seconded by Garfield and carried, to adopt the Ordinance as amendment.**

**12. BUSINESS BY PUBLIC**

**Meeting adjourned at 6:51 p.m.**

Respectfully submitted,  
Terri Kalan, City Clerk  
Superior, Wisconsin

Approved this 17<sup>th</sup> day of January, 2017.

Attest:

\_\_\_\_\_

Mayor

\_\_\_\_\_

City Clerk



## MIC Policy Board Meeting October 19, 2016 Meeting Summary

<b>Meeting Location</b>	Hampton Inn	
<b>Meeting Chair</b>	Dave Montgomery	
<b>Note Taker(s)</b>	Barb Peterson	
<b>Members Present</b>		
<b>Co-Chair</b>	Dave Montgomery	City of Duluth
<b>Co-Chair</b>	Nick Baker	Douglas County Board of Supervisors
	Ed Anderson	City of Superior – Citizen Rep
	Broc Allen	Douglas County Suburban Townships
	Wayne Boucher	City of Hermantown
	David Brenna	City of Proctor
	Earl Elde	St. Louis County Suburban Townships
	Graham Garfield	Superior Common Council
	Noah Hobbs	Duluth City Council
	Rosemary Lear	Douglas County Board of Supervisors
	Wayne Nelson	Duluth Transit Authority
	Jim Paine	Douglas County Board of Supervisors
	Sam Pomush	Douglas County Board of Supervisors
	Barb Russ	Duluth City Council
<b>Members Absent</b>		* Excused Absence
	Warren Bender*	Superior Common Council
	Frank Jewell*	St Louis County Board
	Dewey Johnson	St Louis County Suburban Townships
	Dan Olson*	Superior Common Council
<b>Others Present</b>		
	Ron Chicka	ARDC/MIC Director
	Chris Belden	ARDC/MIC Planner
	James Gittemeier	ARDC/MIC Senior Planner
	Clem Larson	NWRPC
	Barb Peterson	ARDC/MIC Administrative Assistant
	John Werner	City of Rice Lake





## MIC Policy Board Meeting October 19, 2016 Meeting Summary

### 1. Introductions

Chair Dave Montgomery called the meeting to order at 6:30 pm. All meeting attendees introduced themselves.

### 2. Committee Business

- **Meeting Summary of 9.21.16**

Chair Montgomery asked for any changes or corrections to the previous month's meeting summary. Hearing no objections, he asked for a motion to approve.

<b>Motion Discussion and Vote</b>	Earl Elde/Sam Pomush moved to approve the 9.21.16 meeting summary as presented. There was no discussion and the motion was approved unanimously.
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- **2017 Meeting Calendar** – handed out and it was suggested that we might look to hold a meeting in Rice Lake at some point this year.
- **2017 Officer Nominations** – Ron Chicka asked for a volunteer from each state to make some phone calls to see if anyone was interested in this position for the next 2 years. Warren Bender volunteered for WI and Ron will talk to someone for the MN side.
- **Review Bylaws** – seat on the MIC Board for City of Rice Lake

Ron presented the following changes to the bylaws for approval:

Article IV: Membership from Minnesota will be as follows:

The St Louis County Suburban Township would go from 2 representatives to 1 and add the City of Rice Lake with 1 representative

Article VI: Officers - the second paragraph would now read:

The Council will elect as its officers a Minnesota Co-Chair, A Wisconsin Co-

Chair and a Secretary to serve for a term of two years. Officers will be elected at the December meeting of the Council in even numbered years. Should a vacancy occur...

Article XI: Advisory Committees would now read:

The MIC hereby establishes a Transportation Advisory Committee (TAC), a Harbor Technical Advisory Committee (HTAC) and a Bicycle and Pedestrian Technical Advisory Committee (BPAC) , made up of technical transportation, harbor, bicycle and pedestrian representatives to advise the MIC on these matters

There were also some minor clerical changes noted.



## MIC Policy Board Meeting October 19, 2016 Meeting Summary

With no questions or discussion Ron asked for a motion to approve the updates to the MIC Bylaws.

<b>Motion Discussion and Vote</b>	Nick Baker/Earl Elde moved to approve the revised bylaws as presented. There was no discussion and the motion was approved unanimously.
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- **MIC Director Report:**

Ron Chicka asked that most of the information is included in the "Agenda Item Description" in the meeting materials that were sent out. He also reported that he had met with the WI Freight Plan folks who were discussing the "1<sup>st</sup> mile last mile" issues and that more information would be coming.

National MPO Conference is coming up next month. James, Rondi and himself would be attending and that we had been chosen to give presentations on the Grand Ave project and the HTAC as a model.

Ron will also be participating in an Asset Management Peer Exchange the following week.

### 3. 2017-2018 Work Program and Budget

Ron gave a very brief review of the contents of the 2017-2018 Work Program and Budget.

Dave Montgomery asked if 5th Ave W might be an additional project

Ron responded that it was not included in this year's but will may be added next year (2018) along with the "Can of Worms".

With no further questions or comments Ron as for a motion to approve the 2017-2018 Work Program and Budget.

<b>Motion Discussion and Vote</b>	Broc Allen/Ed Anderson moved to approve the 2017-2018 Work Program and Budget as presented. There was no discussion and the motion was approved unanimously.
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### 4. 2017-2020 Superior Urbanized Area TIP, *Ron Chicka*

In the absence of Sheldon Johnson, Ron Chicka gave a brief overview of 2017-2020 Superior Area TIP. There were no formal public comments received during the Public Comment period. There is an addition to this TIP – the City of Superior was awarded TAP funding \$120,000 federal, matched by \$30,000 City, for a Superior Active Transportation Plan. This project is being requested to be included in the approval action.

Ron continued by quickly reviewing several of the projects and then asked if there were any questions or comments.



## MIC Policy Board Meeting October 19, 2016 Meeting Summary

A question raised concerning the match amount coming from the City of Superior and one concerning why N 28<sup>th</sup> St continues to get pushed out each year. Ron did not have the answers but said he would check into and get back to the group.

With no further questions or comments Ron asked for motion to approve the 2017-2020 Superior Urbanized Area TIP.

<b>Motion Discussion and Vote</b>	Nick Baker/Sam Pomush moved to approve the 2017-2020 Superior Urbanized Area TIP as presented. There was no discussion and the motion was approved by 13 members and opposed by 1.
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### 5. Duluth-Superior Truck Study – Scope of Work, *Chris Belden*

Chris Belden reported that the MIC staff will be working on an update to the 2001 Truck Route Study. There have been many changes over the last 15 years including the roadway network, traffic patterns, locations of freight-generating businesses and federal & state laws and plans regarding truck routing to name the big ones.

MIC staff will be:

- Initiate Study
- Data Collection
- Public Input
- Data Analysis

To start with. We are hoping for a completion date of July, 2017.

There was some discussion including coordinating this study with the City of Duluth Comp Plan; looking at how to work with the differences in weight restrictions between MN and WI; land use changes may play a part and the increase of technology which is beneficial to truckers.

With no more questions or discussion, Chris asked for a motion to approve the Scope of Work for the Duluth-Superior Truck Study.

<b>Motion Discussion and Vote</b>	Graham Garfield/Jim Paine moved to approve the Scope of Work for the Duluth-Superior Truck Study as presented. There was no discussion and the motion was approved unanimously.
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## MIC Policy Board Meeting October 19, 2016 Meeting Summary

### 6. Douglas Cnty Parking Study Update, *Clem Larson*

Clem Larson, NWRPC reported the findings of their study into the parking situation around the Douglas County Government Center in preparation of the Belknap St reconstruction. They first took an inventory of the spaces and restrictions using a high accuracy GPS unit and ESRI ArcGIS software. After the data was collected and surveys were done they came to the conclusions:

- The Government Center parking lot is at, or near, optimal or maximum utilization throughout most of the day.
- The vast majority of lot users are parked for 1 hour or less. The next largest user segment are parked for 7+ hours (indicating likely County/City Staff). Not a lot in-between.
- There is plenty of available parking, on the blocks surrounding the courthouse, if people are willing and able to walk a bit. Utilization of parking, greater than a block face, or two, away from entrance struggled to break 35%.
- There are configuration modifications that could be made, regarding County/City owned vehicles, that would free up additional staff parking. In turn this would create additional customer space, in the lot.
- During the imminent construction on Belknap some parking will be lost (including 27% of accessible spaces for the Government Center), increasing demand. Therefore, more accessible spaces are needed in close proximity to building entrance.

NWRPC will be providing their findings and recommendation into a final study document for the county's review.

### 7. 2017 TIP Application Review, *Chris Belden*

Chris reviewed the calendar for the development of the 2018-2021 Duluth Area TIP. He also showed that the available funds were not changing much. Chris then reviewed the current scoring criteria for the applications that will be submitted and the FAST Act planning factors that also needed to be considered. He then brought up a possibly new scoring for the next cycle that would more closely follow the planning factors and make the application itself easier to complete with the help of check boxes for instance. Chris also touched on the Transportation Alternatives (TA) solicitation process.

### 8. Bike & Ped Update, *James Gittemeier*

James Gittemeier reported that the fall bike counts are underway and will now give us 5 years of data. From this data some theories and educated conclusions can be made to create a traffic model for the City of Duluth.

James also shared that ARDC and MIC staff are assisting UMD collect counts at peak hours in 60 other locations across the city.



## MIC Policy Board Meeting October 19, 2016 Meeting Summary

### 9. Michigan Street Protected Bike Lane Demonstration, *James Gittemeier*

Michigan Street Protected Bike Lane Demonstration – James stated that this demonstration will take place from mid-May through July and will cover a 3 block area due to continuing utility work by Mn Power. He also shared that we had received the approval from BCBS to extend this project to 2017.

### 10. MnDOT Manufactures/Shippers Interviews, *Ron Chicka*

Ron Chicka briefly reviewed the objective of these interviews and John McDonald added that MnDOT has contacted 90-95 companies to interview. More details to come.

### 11. Round Table Discussions

### 12. Project Updates – (please see agenda item descriptions included in the meeting materials)

- DTA Transit Development Plan (TDP), Ron Chicka, Chris Belden
- Canosia Township Trails Plan, James Gittemeier, Chris Belden
- Superior/S Tower, Ron Chicka

### 13. Adjournment

With no further agenda items, discussions or announcements, Chair Montgomery adjourned the meeting at 8:20 pm

**PARKS AND RECREATION COMMISSION  
Thursday, January 5, 2017  
Room 204, Government Center**

Members Present: Brittany Berrens Markgren, Keith Kern, Gene Rosburg, Geof Wendorf, Tom Wondolkowski (arrived @ 5:45 p.m.)

Excused: Graham Garfield, Steve Olson

Also Present: Linda Cadotte

Rosburg called the meeting to order at 5:10 p.m.

- 1. Approval of the October 27, 2016 meeting minutes

**MOTION by Wendorf, seconded by Kern, and carried to approve the Parks and Recreation Commission minutes of October 27, 2016.**

2. Recreational Grants and Donations - new application and recommended procedure  
Cadotte reviewed the new grant application and distributed a draft letter that will be sent to grant recipients. She indicated that the finance committee approved the application with a few recommended changes including adding a line for the EIN number for non-profits, making sure that it is delineated that priority will be given to those groups that have received grants in the past and those applying must list other grants and amount of funds received on page two of the application. Commissioners felt that although the application asked how many participants were served in the last year, it should also ask how many participants will be served in the coming year. As far as the deadline for groups to submit their application, after discussion it was agreed that date should be the end of February, so that in the future the committee can review these at the March meeting. For 2017, the same groups will receive the grants (the same monetary amount as well), but there was discussion about opening the process up to other groups in 2018. Cadotte will plan to bring back a general draft of some criteria at an upcoming meeting, so that by next year the commission will have the new process ready.

**MOTION by Kern, seconded by Wendorf, and carried to approve the grant application and procedure, with the changes recommended in the discussion.**

3. Summer Playground program – proposed changes  
Cadotte reported that two playground program sites that are non-city park/playground sites are being considered for elimination; Cooper School and Bartley Manor. The principal of the school and the district administrator are not opposed to the elimination of the Cooper site. Also, the school district now offers full day summer school which did affect playground attendance (decrease) this past summer. Bartley Manor staff was not in favor of the change and were concerned that the children at their complex would not receive free meals. However, Bartley Manor can still be a school district free meal site whether there is a playground program there or not. Wade Bowl will be added back as a site, since there has been an increase in vandalism at the park. It was felt that an increased presence there will likely help with this issue. Other items discussed were changing the focus from arts and crafts to recreation programming, considering having grant recipients offer some rec programming along with the playground staff. Cadotte

indicated that the playground program was started many, many years ago and that no other communities in the state continue to offer such a program. After lengthy discussion commissioners asked to look at the attendance numbers at the various sites and these will be brought to the next meeting.

**MOTION by Rosburg, seconded by Berrens-Markgren, and carried to hold in committee the Summer Playground program proposed changes.**

4. Winter Skating program 2016-17

Cadotte gave an update on the winter skating program. This is the first year in many that the weather cooperated and we were able to open the rinks during the winter school break. She indicated the south end rink was updated this year at a cost of about \$15,000. A limestone base was added along with other improvements and staff report conditions there are excellent this year and it floods very easily. The poorest ice conditions are at the Billings Park and Red Barn sites. Two furnaces have been replaced. This year, rink attendants will be helping with maintenance and patch flooding and hoses will be purchased for all rinks. There is an upcoming meeting with city staff to discuss how to use social media to promote the rinks and offer updates on rink conditions. Kern suggested offering something like a DJ with a light show at rinks to promote increased attendance and offered to try this in his district at the Billings Park rink. Cadotte also updated the commission on the possibility of a slow roll out of the Adopt-A-Rink Program. (Commissioner Tom Wondolkowski arrived at 5:45 p.m.).

5. Superior Days – table display for the Best of Wisconsin’s northwest

Cadotte indicated that she will be attending Superior Days and has been asked to design a tri-fold display showcasing the best of Wisconsin’s northwest. She asked commissioners for suggestions and these included: the municipal forest and the specific activities that one can do, Tri-County Trail, SUP (stand up paddle boarding), Barker’s Island Marina, Sailboats Inc. and Charter fishing, Bayside Sounds and the Dragon Boat Festival.

**MOTION by Rosburg, seconded by Wendorf, and the meeting adjourned at 6 p.m.**

**The next Parks & Recreation Commission meeting will be held Thursday, March 16<sup>th</sup> at 5:00 p.m.**

Minutes submitted to the Council Meeting of January 17, 2017.



**SUPERIOR**

W I S C O N S I N

Living up to our name.

*City Clerk's Office*

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*1316 N. 14<sup>th</sup> St. Suite 200  
Superior, WI 54880*

*Phone: (715) 395-7200  
[www.ci.superior.wi.us](http://www.ci.superior.wi.us)*

January 5, 2016

TO: Mayor Hagen and Members of the Common Council

FROM: Terri Kalan, City Clerk

RE: Update to Public Records Official Notice

Pursuant to State Statutes, the Common Council adopted a Public Records Official Notice on December 16, 2003. Attached is the notice updated to reflect changes to Appendix A and Appendix B. No action is required by the Council.



**CITY OF SUPERIOR**  
**PUBLIC RECORDS OFFICIAL NOTICE**

PURSUANT TO SECTION 19.34(1) Wis. Stats., this Notice was adopted by the Common Council of the City of Superior on December 16, 2003, which is a City organized and existing pursuant to Chapter 62, Wis. Stats.

The Common Council of the City of Superior has directed that this Notice be placed in prominent and conspicuous locations throughout the City so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the City Clerk.

THE CITY OF SUPERIOR IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE CITY OF SUPERIOR.

**LEGAL CUSTODIAN**

The City has designated the department head of each City department and the chairperson of each City board, committee or commission as the official legal custodian of the records of their respective department, board, committee or commission. A City department head may designate an employee within their department, such as a division head, to act as the legal custodian of their respective division. Similarly, a chairperson of a City board, committee or commission may designate another to act as the legal custodian.

The names and contact information of the individuals presently holding these positions is attached hereto as Exhibit "A."

**RECORDS DEFINED**

A "record" is defined as "any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. . ." (Sec. 19.32 (2)).

"Record" includes, but is not limited to, handwritten, typed or printed documents, maps and charts, photographs, films and tape recordings, computer tapes and printouts, and optical discs. (Sec. 19.32(2)).

"Record" does not include drafts, notes, preliminary computations, personal notes, personal property materials protected by copyright, patent or bequest, published materials available for sale or inspection. (Sec. 19.32(2)).

## RIGHT TO INSPECT & COPY RECORDS

### Inspection

Subject to the exceptions and restrictions set forth in Section 19.35(1)(a) Wis. Stats., any requestor has a right to inspect any record and to make or receive a copy of any such information.

*Personally Identifiable Information* - Subject to the exceptions and restrictions set forth in Sec. 19.35(1)(am) any requestor who is an individual, or person authorized by the individual, has a right to inspect any record containing personally identifiable information pertaining to the individual that is maintained by the City and to make or receive a copy of any such information.

*Records Pertaining to Local Public Officials and City Employees* - Subject to the exceptions and restrictions set forth in Secs. 19.36(10)-(12) and in accordance with Sec. 19.35 (1) a requestor may inspect records regarding local public officials and city employees. Those individuals holding a local public office are set forth in Exhibit "B" attached hereto.

### Right to Copy Records

In addition to the right to inspect any record, a requestor has the right to make or receive a copy of a record which appears in written form, to receive a copy of an audio tape recording, video tape recording and to receive a copy of a record which is not in a readily comprehensible form, a copy of which shall be assembled and reduced to written form on paper. (Sec. 19.35(1)(b)-(e)). In addition, the material used as input for a compute program or the material produced as a product of the computer program is subject to inspection and copying, except as otherwise provided (Sec. 19.36(4)).

However, a requestor does not have the right to request that a new record be created by extracting information from existing records and compiling the information in a new format. (Sec. 19.35(1)(L))

## LIMITATIONS ON THE RIGHT TO INSPECT

While the general presumption is that public records are open to the public, certain limitations exist on the public's right to access.

Access to records may be denied if a clear statutory exception exists, there exists a limitation under the common law or the harm to the public interest from inspection outweighs the public interest in inspection. (*Mayfair Chrysler-Plymouth v. Baldarotta*, 162 Wis.2d 142, 469 N.W.2d 6381 643 (1991))

## **Statutory Exemptions**

***Income and Expense Information*** (Sec. 70.47(7)(af))

***Personal Property Tax Returns*** (Sec. 70.35(3))

***Real Estate Transfer Returns*** (Sec. 77.23(2))

***Identities of Law Enforcement Informants*** (Sec. 13.36(8))

***Trade Secrets*** (Secs. 134.90(1)(c) & 193.36(5))

***Public Library Records*** indicating identity of borrowers. (Sec. 46.30(1))

***Information Reported as Required by New Hire Reporting Program***

***Job Applications*** (if applicant has indicated in writing not to disclose their identity)

***Computer Programs*** except for material used as input or material produced as a product of the program. (Sec. 19.36(4))

***Peace Officers' Records of Children, Juveniles, Adult Expectant Mothers of Unborn Children*** (Secs. 48.396(1) & 938.396(1))

***Records relating to ambulance calls.*** Information contained on a record of an ambulance run relating to medical history, condition or emergency treatment of any patient is confidential information such as date of call, identity of EMTs involved, reason for dispatch and location, and name, age and gender of patient is subject to disclosure. (Sec. 146.50(12)(b))

***Personally Identifiable Information*** (Secs. 19.35(1)(am)(1)-(3)) as follows:

- any record collected or maintained with a complaint, investigation or other circumstances that may lead to an enforcement action, administrative proceeding, arbitration proceeding or court proceeding, or any such record that is collected or maintained in connection with such an action or proceeding.
- any record containing personally identifiable information that, if disclosed, would do any of the following:
  - endanger an individual's life or safety;
  - identify a confidential informant;
  - endanger the security, including the security of the population or staff, of any state prison, jail, secured correctional facility, secured child caring institution, secured group home, mental health institute, center for the developmentally disabled or facility specified under Sec. 980.065, for the institutional care of sexually violent persons; or
  - comprise the rehabilitation of a person in the custody of the department of corrections or detained in a jail or facility identified above.
- any record that is part of a records series, as defined in Sec. 19.62(7), that is not indexed, arranged or automated in a way that the record can be retrieved by the authority maintaining the record series by use of an individual's name, address or other identifier.

***Records of an Individual Holding a Local Public Office*** Unless access is specifically authorized or required by statute, the City shall not provide access under Sec. 19.35(1) to records, except to an individual to the extent required under Sec. 103.13 containing information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number or social security number of an individual who holds a public office, unless the individual authorizes the City to provide access to such information. This exemption does not apply to an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location. (Sec. 19.36(11))

***Information Relating to Certain Employees*** Unless access is specifically authorized or required by statute, an authority shall not provide access to a record prepared or provided by an employer performing work on a project to which s. 66.0903, 103.49, or 103.50 applies, or on which the employer is otherwise required to pay prevailing wages, if that record contains the name or other personally identifiable information relating to an employee of that employer, unless the employee authorizes the City to provide access to that information. In this subsection, "personally identifiable information" does not include an employee's work classification, hours of work, or benefit payments received for work on such a project. (Sec. 19.36(12))

***Employee Personnel Records*** (Sec. 19.36(10)) Unless access is specifically authorized or required by statute, the City shall not provide access under Sec. 19.35(1) to records containing the following information, except to an employee or the employee's representative to the extent required under Sec. 103.13 or to a recognized or certified collective bargaining representative to the extent required to fulfill a duty to bargain under ch. 111 or pursuant to a collective bargaining agreement under ch. 111:

- information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an employee, unless the employee authorizes the City to provide access to such information.
- information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.
- information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise provided.
- information relating to one or more specific employees that is used by the City or by the employer of the employees for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference, or other comments or ratings relating to employees.

### **Common Law Limitations**

Under common law (court decisions), public records may be withheld only when the harm to the public interest from inspection outweighs the public interest in inspection. (*State ex rel. Youmans v. Ownes*, 28 Wis.2d 672, 137 N.W.2d 470 (1965)).

### **Separation of Information**

In accordance with Sec. 19.36(6), if a record contains information that is subject to disclosure under Sec. 19.35(1)(a) or (am) and information that is not subject to such disclosure, the legal custodian shall provide the information that is subject to disclosure and delete all the information that is not subject to disclosure from the record before inspection and/or copying.

## **HOW TO MAKE A REQUEST**

It is recommended that requests for inspection and/or reproduction of records be made in writing to the legal custodian. If a request is mailed, the requestor is entitled to receive a response by mail.

A request may be made orally, but a request must be in writing before an action to enforce the request may be commenced under Sec. 19.37.

Subject to the exceptions and restrictions set forth in Sec. 19.35(1)(h), a request is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to the subject matter or length of time represented by the record does not constitute a sufficient request.

## **REVIEW OF REQUEST**

The City, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's determination to deny the request in whole or in part and reasons therefor. (Sec. 19.35(4)(a)).

### **Denial of Requests**

Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied and the reason for the denial shall be stated.

If the legal custodian denies a written request in whole or in part, the requestor shall receive from the legal custodian a written statement of the reasons for denying the written request. Every written denial of a request by a legal custodian shall inform the requestor that if the request for the record was made in writing then the determination is subject to review by mandamus under Sec. 19.37(1) or upon application to the attorney general or district attorney.

If a request is made orally, the legal custodian may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five (5) business days of the oral denial. (Sec. 19.35(4)(b)).

## **HOURS OF INSPECTION & COPYING**

In accordance with Sec. 19.34(2)(a) a requestor is permitted to inspect and/or reproduce records during the normal, regular business hours of the City which are from 8:00 AM to 4:30 PM, Monday through Friday (holidays excepted).

## **FACILITIES**

A requestor shall be provided with facilities comparable to those used by employees of the City to inspect, copy and abstract the record during established office hours. The City is not required to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records. (Sec. 19.35(2)). No original public records of the City shall be removed from the possession of the official legal custodian.

If any records of the City are requested which are necessary for the day-to-day operations of the City, then the official legal custodian may arrange for the records to be inspected after normal working hours.

Some records of City boards, commissions and committees are not kept at locations with regular officers. In such cases, the legal custodian may request at least 48 hours notice of intent to inspect or copy such records.

## **FEE SCHEDULE**

### **Document Retrieval**

Most of the City of Superior's records are readily available, or can be located in relatively short period of time. Some of the records of the City are in off-site storage, archived, not on-line on the City of Superior's computer network or otherwise not immediately available. A retrieval fee will be imposed upon any person who requests a record if the cost of locating that record exceeds \$50.00. (Sec. 19.35(3)(c)).

Where it appears that the cost of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record. The City will determine the cost of locating a record by using the searching employee's hourly rate of pay, including fringe benefits.

### **Reproduction Costs**

As provided in Sec. 19.35(3)(a) the City may impose a fee upon the requestor of a copy of a record which may not exceed the actual, necessary and direct costs of reproduction.

- Photocopies:* \$1.00 per page for the first page and \$.25 per page thereafter for the copying of written records.
- Transcription:* The fee for typing or transcribing any record shall be the employee's hourly rate of pay, including fringe benefits per hour.
- Audio/Video:* The actual cost for the reproduction of audio or video tapes shall be paid by the requestor.
- Other:* A requestor shall pay the actual costs (cost paid by the City to a third party vendor) of reproduction of records where equipment is not available within the City.

### **Payment of Fees**

Payment is due at the time the record is reproduced. However, if the cost of reproduction of a record exceeds \$5.00, the requestor may be required to pre-pay for the record. (Sec. 19.35(3)(f)).

If a requestor asks for a record to be returned via mail the requestor will be charged actual postage fees. (Sec. 19.35(3)(e)).

The legal custodian may, in his or her sole discretion, elect to waive the imposition of the costs provided for herein. (Sec. 19.35(3)(e)).

## EXHIBIT "A" - LEGAL CUSTODIANS

(As defined in Wis. Stats. § 19.33)

Unless otherwise specified, the address for each legal custodian is:

1316 North 14<sup>th</sup> Street

Superior, Wisconsin 54880

Department	Legal Custodian
Engineering	Asst Public Works Director 395-7334
City Attorney	City Attorney 395-7214
City Clerk	City Clerk 395-7200
Information Services	IS Manager Director 395-7367
Finance	Finance Director 395-7291
Fire Department	Fire Chief 3326 Tower Avenue, 394-0227
Human Resources	Human Resources Director 395-7210
Library	Library Director 1530 Tower Avenue, 394-8877
Mayor	Mayor 395-7212
Parks & Recreation	Parks, Recreation & Forestry Director 395-7270
Planning	Planning, Economic Development & Port Director 395-7335
Police	Police Chief 395-7234
Public Works	Public Works Director 395-7334
Environmental Services Division of Public Works	Environmental Services Director 51 E. 1 <sup>st</sup> Street, 394-0392

Committee	Chairperson or Designee
Assessment Board of Review	City Clerk 395-7200
Barker's Island Redevelopment Committee	Planning, Economic Development & Port Director 395-7335
Board of Building Appeals	Chief Building Inspector 395-7258
Board of Estimates	Finance Director 395-7291
Civil Service Commission	Human Resources Director 395-7210
Community Development Block Grant Advisory Board	Planning, Economic Development & Port Director 395-7335
Deer Committee	Asst Public Works Director 395-7539
Finance Committee	Finance Director 395-7291
Historical Preservation Committee	Planning, Economic Development & Port Director 395-7335
Human Resources Committee	Human Resources Director 395-7210
Liability Claims Committee	City Attorney 395-7214
Library Board	Library Director 1530 Tower Avenue, 395-8860
License and Fees Committee	City Clerk 395-7200
Mayor's Commission on Disabilities	Mayor 395-7212



Committee	Chairperson or Designee
Parks and Recreation Committee	Parks,-Recreation & Forestry Director 395-7270
Plan Commission	Planning, Economic Development & Port Director 395-7335
Police & Fire Commission	Police & Fire Commission President Contact City Attorney's Office, 394-7214
Public, Education and Government Access	City Clerk 395-7200
Public Safety Committee	Police Chief 395-7234
Public Works Committee	Public Works Director 395-7333
Redevelopment Authority of the City of Superior	Planning, Economic Development & Port Director 395-7335
Storm Water Flood Control Pilot Project	Environmental Services Director 51 E. 1 <sup>st</sup> Street, 394-0392
Superior Sisters Cities Commission	Mayor 395-7212
Urban Forestry Tree Board	Parks, Recreation & Forestry Director 395-7270
Vehicle Ad-Hoc Committee	Asst Public Works Director 395-7334
Zoning Board of Appeals	Planning, Economic Development & Port Director 395-7335

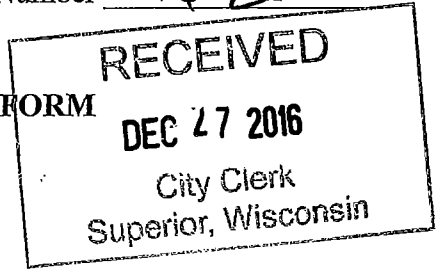
## EXHIBIT "B" - LOCAL PUBLIC OFFICES

(As defined in Wis. Stats. §§ 19.32(1dm) and 19.42(7w))

Office	Officer
Assistant Finance Director	Chris Bronson
City Attorney	Frog Prell
City Clerk	Terri Kalan
Information Services Director	Dan Shea
Finance Director	Jean Vito
Fire Chief	Steve Panger
Human Resources Director	Cammi Koneczny
Library Director	Susan Heskin
Mayor	Bruce Hagen
Parks, Recreation & Forestry Director	Linda Cadotte
Planning, Economic Development, & Port Director	Jason Serck
Police Chief	Nicholas Alexander
Public Works Director	Todd Janigo
Assistant Public Works Director	Chris Carlson
Public Works Superintendent	Nathan Johnstad
Environmental Services Director	Steve Roberts

Date Submitted 12/27/16  
Liability Claims Cmt info given

Dept Claim Number 16-23 6.4



CITY OF SUPERIOR NOTICE OF CLAIM FORM

RETURN FORM TO: CITY CLERK'S OFFICE  
1316 N. 14<sup>th</sup> STREET  
SUPERIOR, WI 54880  
(715) 395-7200

(PLEASE PRINT)

NAME Luke Lehman

ADDRESS 8281 East state hwy South Range WI 54874  
City State Zip

TELEPHONE (home) 218-591-5748 (work) \_\_\_\_\_

INCIDENT: DATE AND TIME: 12-19-16 8:00AM

LOCATION: 58th & hammond

WAS POLICE REPORT FILED? 16SP21219 INJURED?(name) N/A

WHERE TREATED? TYPE OF INJURY? N/A

(TYPE OF DAMAGE - circle one below)

Vehicle-Property-Personal-Injury(specify) 2000 chevy silverado

ESTIMATE OF DAMAGE: \$ 3,286.11

PROPERTY OWNER NAME: Luke Lehman

(IF DIFFERENT than above)

ADDRESS: \_\_\_\_\_

STATE BRIEFLY WHAT HAPPENED: I was driving 58th going to town when a plow truck driver didn't stay stopped at a stop sign and pulled out he tried to stop but ended up hitting the side of my truck. plow truck driver was on hammond street

Signature: [Signature] Date: 12-27-16

cc: City Attorney; Tom Mann, Cities & Villages Municipal Insurance Co.;  
Public Works  Street Dept.  Planning  C.D.  Police Chief   
Other \_\_\_\_\_

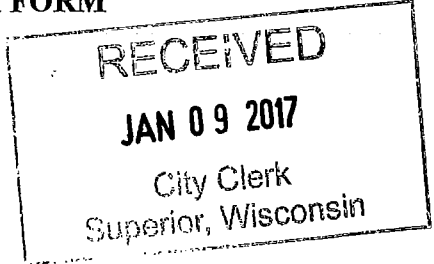
Council 1/17/17

Date Submitted 1/9/17  
Liability Claims Cmt info given

Dept Claim Number 17-01 6.5

**CITY OF SUPERIOR NOTICE OF CLAIM FORM**

**RETURN FORM TO:** CITY CLERK'S OFFICE  
1316 N. 14<sup>th</sup> STREET  
SUPERIOR, WI 54880  
(715) 395-7200



(PLEASE PRINT)  
NAME Karen Ansell  
ADDRESS 1001 Clough Ave. # 227 Superior, WI 54880  
TELEPHONE (home) 715-969-7090 (work) \_\_\_\_\_

INCIDENT: DATE AND TIME: 01-09-2017 9:38 AM

LOCATION: Banks Ave & N-18th St. headed south

WAS POLICE REPORT FILED? no INJURED?(name) none

WHERE TREATED? TYPE OF INJURY? N/A

(TYPE OF DAMAGE - circle one below)  
Vehicle-Property-Personal-Injury(specify) Crack in windshield/r-lower side

ESTIMATE OF DAMAGE: \$ \$264.09

PROPERTY OWNER NAME: Karen R. Ansell  
(IF DIFFERENT than above)

ADDRESS: 1001 Clough Ave- # 227 Superior, WI 54880

STATE BRIEFLY WHAT HAPPENED: Driving South on Banks Ave behind snow plow - poor judge of distance but think 35-40 ft. behind him - He swerved left/right to plow closer to left curb - I saw something fly towards us & both my daughter & I heard a snap & crack which we saw immediately. Sped up to get into off of city vehicle: Lic. # 78646. Also number 336 on back of truck/plow. 9:38am

Signature: Karen R. Ansell Date: 1/9/17

cc: City Attorney; Tom Mann, Cities & Villages Municipal Insurance Co.;  
Public Works  Street Dept.  Planning \_\_\_\_\_ C.D. \_\_\_\_\_ Police Chief \_\_\_\_\_  
Other \_\_\_\_\_

Council 1/17/17

Date Submitted: January 20, 2017

Council Date: February 7, 2017

***COUNCILOR'S BUSINESS***

Presented by Councilor: Sweeney

District: 4<sup>th</sup>

I am requesting review of outdoor music regulations/requirements.

Refer to License & Fees Committee

Date: January 9, 2017

Common Council Date: January 17, 2017

# MEMORANDUM

TO: Honorable Mayor Hagen and Members of the Common Council

FROM: Jason Serck,  
Planning, Economic Development & Port Director *JS/AS*

RE: Permitted use amendments in C2- Highway Commercial District

INTRODUCTION – The Planning Department is proposing to amend the City Code of Ordinances, Chapter 122, Zoning.

BACKGROUND – Currently, the City Code of Ordinances, Chapter 122, Zoning does not address interior unit self-service storage facilities.

The Planning Department is suggesting allowing “Interior unit self-service storage facilities” as a permitted use in C2- Highway Commercial District, with the additional requirements of a retail storefront and separate, secure entrance to interior units.

CONCLUSION – Please refer this ordinance to the February Plan Commission Meeting.

Recommend: *Bruce Hagen*  
Mayor Bruce G. Hagen

**ORDINANCE #O17-**

**AN ORDINANCE INTRODUCED BY THE DEPARTMENT OF PLANNING AND DEVELOPMENT TO AMEND THE CITY CODE, CHAPTER 122, ZONING, ARTICLE IV. DISTRICT REGULATIONS.**

The Common Council of the City of Superior, Wisconsin, does ordain as follows:

**SECTION 1:** Chapter 122, Zoning, Article IV. District Regulations, of the City Code of Ordinances of the City of Superior, Wisconsin, is hereby amended to read as follows:

Sec. 122-450. Permitted uses.

(18) **Truck and** trailer display lot and sales **and/or leasing** room.

Sec. 122-450. Permitted uses.

(26) **Interior unit self-service storage facility consisting of a building with all units contained within that building and all units having an access door from an interior hallway. There shall be a separate, secure, 24 hour access entrance to interior units. Operations shall include a retail storefront of related commercial activity.**

**SECTION 2:** All ordinances and parts of ordinance in conflict herewith are hereby repealed.

**SECTION 3:** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, clause or phrase or portion thereof.

**SECTION 4:** This ordinance shall take effect and be in force from and after its passage and publication, as provided by law.

Passed and adopted this 7<sup>th</sup> day of March, 2017.

Approved this 7<sup>th</sup> day of March, 2017.

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

**PLAN COMMISSION MEETING  
CITY OF SUPERIOR  
Wednesday, December 21, 2016**

The Plan Commission Meeting for the City of Superior was called to order by Economic Development, Planning & Port Director Serck at 3:00 p.m. in Board Room 201.

**ROLL CALL**

Members present: Jack Sweeney, Tom Fennessey, Esther Dalbec, John DeVinck, Dave Strum, Dennis Dalbec, Anne Porter

Members excused: Kalee Hermanson, Mayor Bruce Hagen

Staff present: Jason Serck, Allison Johnson

Others present: Jarred Kenville

There being a quorum present, the meeting was in order.

**APPROVAL OF MINUTES**

**MOTION by Commissioner D. Dalbec, seconded by E. Dalbec, and carried to approve the minutes of November 16, 2016.**

**NEW BUSINESS**

1. Jeff Dorfman's request to vacate Winter Street in the vicinity of Fisher Avenue. (VAC 16-05)

Serck explained that there were currently some setback issues in the area with buildings being constructed on the right of way and also that Dorfman would like to construct an addition and wanted setback relief when doing so. The vacation would clear up both concerns.

**MOTION by Commissioner D. Dalbec, seconded by Sweeney, and carried, to approve Jeff Dorfman's request to vacate Winter Street in the vicinity of Fisher Avenue.**

**OTHER BUSINESS**

**ADJOURNMENT**

**The meeting adjourned at 3:03 p.m.**

Respectfully Submitted by:  
Allison Johnson  
Staff Assistant  
City of Superior



**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of:  Town  Village of Superior County of Douglas  
 City

The undersigned duly authorized officer(s)/members/managers of Indianhead Oil Co., Inc.  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as Holiday Stationstore #229  
(trade name)

located at 4827 E 2nd Street Superior WI 54880

appoints Joan R. Quam  
(name of appointed agent)  
1211 N 6<sup>th</sup> St. Superior, WI  
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Holiday Stationstore #111 Superior, WI

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No completed

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 10 years

Place of residence last year 1211 N 6<sup>th</sup> St. Superior, WI

For: Indianhead Oil Co., Inc.  
(name of corporation/organization/limited liability company)

By: \_\_\_\_\_  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, Joan R. Quam  
(print/type agent's name), hereby accept this appointment as agent for the

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Joan R. Quam 11/17/16  
(signature of agent) (date)

Agent's age 49

1211 N 6<sup>th</sup> St Superior, WI  
(home address of agent)

Date of birth 12/17/1966

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY  
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on \_\_\_\_\_ by \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

## City Clerk's Office - Miscellaneous License Applications

### 2016-2018 Tavern Operators (12 total)

Bradley, Samuel M.	Edman, LeRone R.	Kot, Aaron
Bullyan, Korisha N.	Janusiak, Amy M.	Runions, Jeredt G.
Collier, Courtney B.	Johnson, Kenneth R.	Toppings, Delaine B.
Dibble, Maxwell D. J.	Juel-Krueger, Olivia G.	Morgen, Makenzie B.

### 2016-2018 Taxicab Operators (1 total)

McLish, Todd M.		
-----------------	--	--

### 2017 Miscellaneous Licenses (16 total)

License Type	Trade/Business Name	Mgr/Oper
Animal Drawn Vehicle	Country Carriage	Cathy Carlson
Salvage/Junk Dealer/Yard	Twin Ports Auto Parts, Inc.	David Penney
Salvage/Junk Dealer/Yard	Budget Towing Co.	Raymond Ross
Salvage/Junk Dealer/Yard	Simko Acquisitions LLC	Michael Zweigbaum
Secondhand Article Dealer	Allouez Antiques	Beth Zamzow
Secondhand Article Dealer	Take 2 Consignments	Diane McGinnis
Secondhand Article Dealer	Earth Exchange	Cara James
Secondhand Article Dealer	Antiques on Belknap	Janet Sobolik
Secondhand Jewelry Dealer	Take 2 Consignments	Diane McGinnis
Secondhand Jewelry Dealer	Earth Exchange	Cara James
Secondhand Jewelry Dealer	Antiques on Belknap	Janet Sobolik
Store Non-Operating Vehicles	Lake City Towing	Chad Thompson
Store Non-Operating Vehicles	Stadium Towing	Mark J. Androsky
Store Non-Operating Vehicles	Budget Towing Co.	Raymond Ross
Towing/Wrecker Service	Stadium Towing	Mark J. Androsky
Towing/Wrecker Service	Budget Towing Co.	Raymond Ross



Memorandum of Recommendation

DATE: December 21, 2016 Council Date: January 17<sup>th</sup>, 2017  
TO: Mayor Hagen and the Common Council  
FROM: Todd Janigo, Public Works Director  
RE: Recommendation for Utility Billing Services

It is requested that the Common Council approve a one-year extension of the agreement with Twin Port Mailing to provide utility billing printing and mailing services on a quarterly basis for the City of Superior.

- 1. Introduction: Proposals were solicited in 2015 for providing billing services. Twin Port Mailing was awarded the contract with an option to extend the agreement in one year increments.
- 2. Background/Analysis/Discussion: The City of Superior generates utility bills for sewage, stormwater, garbage collection and recycling fees on a quarterly basis. Bills are mailed out in the middle of January, April, July, and October. Included with each bill is a courtesy return envelope, a newsletter, and up to three additional inserts. The mailing services including printing the quarterly utility bills, arrears notices, envelopes, and billing inserts. Once printed, they are folded and inserted into mailing envelopes, first class postage is applied, and they are delivered to the Post Office. Bills range from two pages to hundreds of pages depending on the number of parcels owned, requiring manual handling of bills over four pages.

Twin Ports Mailing provided an updated unit cost for providing the various printing and mailing costs (attached). They also provided a copy of the most recent October invoice using the new values to demonstrate how the unit costs will impact the overall quarterly costs. The October 2016 invoice was for \$9,258.79. The new costs given these same quantities of invoices and inserts in 2017 would be \$10,067.86. This represents an 8.7 percent increase due to increases in both labor and postage rates.

Twin Port Mailing has been easy to work with and has provided good service. They barcode and presort the mail which saves us over \$2,000 in postage costs annually.

- 3. Budget Source/Fiscal Impact: The budget source is the Landfill, Stormwater and Wastewater Division Enterprise Funds.
- 4. Conclusions: It is the recommendation of the Public Works Department to amend the agreement with Twin Port Mailing to provide utility billing services for a term of one year.

Recommendation Approved: Bruce Hagen Date: 12/21/16  
Mayor Bruce Hagen

# City of Superior Utility Billing Costs

		<b>B</b>
	<b>Price/piece</b>	
Color Pages	\$	0.140
Black Pages	\$	0.075
Total for invoices		
Newsletter 8.5x14 (1 per envelope) full color 2-sided no bleed	\$	0.195
Insert #1 3.5x8.5 ( 1 per envelope) full color 2-sided no bleed	\$	0.120
**Addtl Bill Pages over 1- Match, Collate, Fold & Insert by Hand	\$	0.100
	\$	-
#9 Left Window Envelopes	\$	0.040
#10 Left Window Envelopes with Color Return Address Printed	\$	0.050
9x12 envelopes 1 window - printed with return address	\$	0.300
** Some Mail Preparation has been grouped which was otherwise listed individually in previous bid.		
**Machine Insert (2-4), meter, seal,sort, tranport to USPS	\$	0.090
**Additional Inserts over 4 must be hand inserted-combined		
**sealing- combined		
**delivery-combined		
Additional Postage for Read Rejects, over 2 oz., foreign, flats and priority mail		
Postage Rates are subject to increases by USPS and will be updated with customer	\$	0.450



# SUPERIOR

W I S C O N S I N

Living up to our name.

Finance Department  
Jean Vito, Finance Director | Senior Administrative Officer

Phone: (715) 395-7260  
Fax: (715) 395-7292

1316 North 14<sup>th</sup> Street, #235  
Superior, WI 54880  
Website: [www.ci.superior.wi.us](http://www.ci.superior.wi.us)

E-mail: [finance@ci.superior.wi.us](mailto:finance@ci.superior.wi.us)

January 10, 2017

Council Meeting Date: 1/17/17

TO: Mayor Bruce C. Hagen and Members of the City Council  
FROM: Jean D. Vito, Finance Director | Senior Administrative Officer *JDV*  
RE: Budget Process Presentation

Introduction/Background

I would like to provide an overview of the annual General Fund budget creation and adoption process the city has used at the January 17, 2017 council meeting. This is informational and no action is required.

Recommendation

n/a

Recommended: Bruce Hagen /rg Date: 1/11/17  
Bruce C. Hagen, Mayor



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**Office of the Mayor**  
**Bruce C. Hagen, Mayor**  
**Rani Gill, Chief of Staff to the Mayor**

Phone: (715) 395-7212  
Fax: (715) 395-7590  
TDD: (715) 395-7521  
E-mail: [mayor@ci.superior.wi.us](mailto:mayor@ci.superior.wi.us)

1316 North 14<sup>th</sup> Street, #301  
Superior, WI 54880  
Website: [www.ci.superior.wi.us](http://www.ci.superior.wi.us)

January 4, 2017

Council Meeting: 1/17/17

**MEMORANDUM**

TO: Members of the Common Council  
FROM: Bruce C. Hagen, Mayor *BCH/g*  
RE: *Committee Appointments*

**Finance Committee**

The Finance Committee has always had citizen representation, but has been acting without one for several years now.

Former Councilor Dennis Dalbec, 3620 North 18<sup>th</sup> Street, Superior, WI, has requested to be appointed to this committee and it gives me great pleasure to do so. Mr. Dalbec has a thorough knowledge of the workings of the City and its finances.

There is no term allocated to this appointment.

Thank you.

rg



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Website: www.ci.superior.wi.us

January 9, 2017

Council: 1/17/17

**MEMORANDUM**

TO: Members of the Common Council  
FROM: Mayor Bruce C. Hagen *BCH*  
RE: ***Review and Approve the City of Superior's Contract with Capitol Consultants – Bill McCoshen***

Per your request, I am providing additional information to you relating to the contract with Capitol Consultants.

Capitol Consultants' and specifically Bill McCoshen's assistance at the State level cannot be overstated. Mr. McCoshen was instrumental in garnering a legislative change in 2005 that allowed the proper return of funding to the City of Superior related to the Oil Pipeline Terminal Tax. This source of funding started at \$600,000 in 2006 and has grown to over \$4 million dollars annually to help the City fund capital improvements and economic development. In 2015, Mr. McCoshen helped resolve the Landfill issue. Without solutions to these two items the City would undoubtedly have much higher annual financial gaps in funding. In 2017, we will be seeking assistance to discuss Shared Revenue with appropriate State leaders and guidance from this firm is deemed crucial to a successful resolution of this important source of annual funding.

In addition to the above issues mentioned, Capitol Consultants has led the lobby team over the last two budget sessions to maintain funding for the State of Wisconsin's Harbor Assistance Grant Program. Without their assistance, we would have not been able to meet with key legislative leaders to explain the importance of the program and its impact to the Ports of Wisconsin. As you may recall, the Port of Superior has seen over \$30 million in investment due to this very important grant program. Capitol Consultants also played a key role helping the City and our Port partners to craft Ballast Water regulation that has kept Wisconsin a competitive State for domestic and international commerce.

Finally, Capitol Consultants has been at the forefront of the Exposition District effort as it pertains to Better Cities. Bill has been advising the team that has been working with State leaders, including the Governor, to change legislation to allow for a separate district to fund economic development projects.

Members of the Common Council  
January 9, 2017  
Page Two

As you can see, having the ability to work with Bill McCoshen and Capitol Consultants has been extremely valuable. The work that is requested of them is almost always spur of the moment and is usually pursued in order to react to actions that the City deems harmful to our community.

And other times, like in the case of the Oil Pipeline Terminal Tax issue, it is a hard fought battle to reclaim something that is rightfully ours. I hope that you can see the benefits of having Bill and Capitol Consultants on our side.

I am requesting that you review and approve the attached contract. Thank you for your consideration.

js/bh

Attachment – Contract



## **LEGISLATIVE AFFAIRS CONSULTANT AGREEMENT**

This Legislative and Regulatory Consultant Agreement (the "Agreement") is entered into on this 1st day of January, 2017 (the "Effective Date") by and between CAPITOL CONSULTANTS, (the "Consultant") and THE CITY OF SUPERIOR (the Client").

### **1. SERVICES PROVIDED:**

The Consultant shall undertake professional representation of the governmental and public affairs interests of the Client in the state of Wisconsin (the "State"). The Consultant agrees that this representation shall include, without limitation, monitoring and advocating the Client's position on legislative and regulatory developments before the state legislature, the executive branch, as well as any other associated entities which the Client and/or the Consultant deem appropriate. Such services shall include, without limitation, monitoring proposed and pending legislation, including hearings, working with the Client to formulate a lobbying strategy, arranging for the Client to meet with appropriate public officials and their staffs, attending meetings and participating in telephone conferences with the Client. The Consultant shall notify the Client via the telephone or facsimile promptly upon the occurrence of any material event affecting the Client's interests in the State.

### **2. CONTACT PERSONS:**

The following, or their designees, are the contact persons for this Agreement:

William J. McCoshen, Capitol Consultants, Inc.  
Bruce C. Hagen, Mayor, City of Superior

### **3. TERM AND TERMINATION:**

Said services shall commence on January 1, 2017 (The effective date) and continue until December 31<sup>st</sup>, 2018. After sixty (60) days, this Agreement may be terminated by the Client or by the Consultant upon thirty (30) days written notice to the other party. Upon termination, any fees and expenses owed to the Consultant by the Client through the effective date of termination will be due and payable within thirty (30) days thereafter.

### **4. PERFORMANCE**

It is understood by the parties hereto that the Consultant shall be solely responsible for the performance of this Agreement and that such professional representation shall be performed after consultation and in accordance with the directives of the Client. The Consultant will provide the service of Bill McCoshen, as well as the staff of the Consultant including Tony Langenohl, Nick Probst and Jenny Krueger in order to meet this requirement.

**5. CONFLICT OF INTEREST STATEMENT:**

As of the Effective Date, the Consultant is not aware of any situation that would pose a conflict of interest with respect to the services provided by the Consultant to the Client. The Consultant agrees to immediately inform the Client upon becoming aware of any situation that poses a conflict of interest with respect to the services provided by the Consultant to the Client. In no event will any partner or employee of the Consultant engage in any activity related to the business activity of the Client which is either explicitly or implicitly in conflict with the position of the Client.

**6. COMPENSATION AND EXPENSES:**

Client agrees to pay the Consultant a monthly retainer of one thousand, four hundred sixteen dollars and 67 cents (\$1,416.67) per month for services provided by the Consultant beginning on January 1<sup>st</sup>, 2017 and ending on December 31<sup>st</sup>, 2018. This Agreement will include, without limitation, all ordinary office expenses including in-state travel. In the event that out-of-state travel is required of the Consultant by the Client, the Client shall pay the Consultant's reasonable travel, lodging and meal expenses.

**7. INVOICE:**

The Consultant will provide an invoice for its services to the Client on a monthly basis. The Client agrees to be responsible for paying their invoices promptly. Itemized bills submitted for expenses or incurred for travel undertaken at the direction of the Client shall be separate from and in addition to the Consultant's monthly bill.

**8. NON EXCLUSIVITY:**

The Client and the Consultant agree that this Agreement is not exclusive. The Consultant may perform professional lobbying and consulting services for other clients, so long as such other interests are not in conflict with, or adverse to the Client's interests for which the Consultant is providing services hereunder. The Client may also employ other consultants to perform similar services for the Client.

**9. DISCLOSURE OF TERMS:**

Except as required by law, the Consultant and its employees or agents shall not disclose the nature of the effort undertaken for the Client or the terms of this Agreement to any other person or entity without the prior written consent of the Client, except as required by law.

**10. INDEPENDENT CONTRACTOR:**

It is agreed that the Consultant, its employees or agents are not employees or agents of the Client. The Consultant accepts exclusive responsibility for compliance with federal and state health, old age benefit, and unemployment insurance or workers' compensation laws with respect to the performance of services by the Consultant, its employees or agents under this Agreement.

**11. PROPERTY OF CLIENT:**

Any information or documentation furnished to the Consultant by the Client shall remain the property of the Client and be used by the Consultant only in performing services hereunder, and shall be returned to the Client upon termination of this Agreement or by written request of the Client. Obligations of the parties set forth in Section eleven (11) shall survive any termination of this Agreement.

**12. THE CONSULTANT'S WARRANTY:**

The Consultant shall comply at its expense, with all applicable, federal, state and municipal laws and regulations, including, without limitation, the reporting requirement of a "contract lobbyist" pursuant to State statutes. The Consultant shall provide the Client such information as Client may request in order for Client to comply with the reporting requirements of a "principal" pursuant to the State statutes. As such, the Consultant will register on behalf of the Client, and Client will be responsible for payment of the appropriate principal registration fees and lobbyist registration fees.

**13. ENTIRE AGREEMENT:**

This Agreement constitutes the entire Agreement between the Consultant and the Client with respect to the subject matter hereof and shall not be amended or modified without prior written consent of the Consultant and the Client.

**14. ASSIGNMENT:**

The Consultant shall not assign, transfer, or subcontract this Agreement or any of its obligations without the prior written consent of the Client.

**15. GOVERNING LAW:**

This Agreement shall be governed and construed in all respects in accordance with the laws of the state of Wisconsin.

**16. REMEDIES:**

All remedies available to either party for one or more breaches by the other party are and shall be deemed cumulative and may be exercised separately or concurrently without waiver of any other remedies. Failure by either party to act on a breach of this Agreement by the other shall not be deemed a waiver of such breach or a waiver of future breaches, unless such waiver shall be in writing and signed by the party against whom enforcement is sought.

**17. SEVERABILITY:**

The invalidity, illegality or enforceability of this Agreement shall not effect the other provisions which shall remain in full force and effect.

**18. NOTICES:**

Any notice required or permitted to be given shall be deemed sufficient if made in writing and deposited in the United States mail, postage prepaid, registered or certified mail, and addressed to the applicable address/or facsimile transmission as specified below:

If to the Consultant:

CAPITOL CONSULTANTS  
22 N. Carroll Street, Suite 200  
Madison, WI 53703  
ATTN: William J. McCoshen  
Telephone: (608) 258-8411  
Fax: (608) 258-1578

If to the Client:

CITY OF SUPERIOR  
1316 North 14<sup>th</sup> Street  
Superior, WI 54880  
ATTN: Bruce C. Hagen, Mayor  
Telephone: (715) 395-7212  
Fax: 715-395-7590

*IN WITNESS WHEREOF, the parties have executed this agreement by their respective duly authorized representatives as of the above date.*

CAPITOL CONSULTANTS, INC.

  
\_\_\_\_\_  
William J. McCoshen, Managing Partner

THE CITY OF SUPERIOR

\_\_\_\_\_  
Bruce C. Hagen, Mayor

\_\_\_\_\_  
Terri Kalan, City Clerk

Date: January 6, 2017

City Council Date: January 17, 2017

# MEMORANDUM

**TO:** Mayor Hagen and Members of the Common Council

**FROM:** Jason Serck, Economic Development, Planning and Port Director JS/AT

**RE:** Jeff Dorfman's Request to Vacate a Street

**NUMBER:** VAC 16-05

INTRODUCTION – The City of Superior has received a vacation request from Jeff Dorfman, 723 Winter Street, to vacate a portion of Winter Street located in the vicinity of Fisher Avenue and Winter Street. The property is legally described as:

*The north 17 feet of Winter Street beginning at the southerly projection of the east right of way of Fisher Avenue, vacated, westerly 246 feet to the west lot line of Lot 12, Block 79, West Superior Fifth Division, abutting the west 17.5 feet of Lot 17 and the east 35 feet of Fisher Avenue, vacated except the north 60 feet thereof, Block 78 and Winter Street vacated, Lots 6 thru 12, except the north 60 feet thereof, Block 79, Fisher Avenue vacated, all in West Superior Fifth Division, City of Superior, Douglas County, Wisconsin. a/k/a Parcel # 03-803-00840-00, 03-803-00851-00, 03-803-00853-00.*

BACKGROUND – The property, and all abutting property, is currently zoned M1, Manufacturing District-Light. The vacation request is being made to allow for setback relief for an addition to the current building located on Mr. Dorfman's property and to make current structures conforming on the co-petitioner's properties. Mr. Dorfman obtained approval from abutting owners as well as the required signatures to continue with the vacation request.

The Plan Commission approved this item at its December 21, 2016 meeting.

RECOMMENDATION – Please set a public hearing for this vacation request.

**RESOLUTION # R17-13320**

**RESOLUTION INTRODUCED BY THE PLAN COMMISSION DETERMINING IT TO BE IN THE PUBLIC INTEREST TO VACATE AND DISCONTINUE THE CERTAIN STREET REFERRED TO IN THE RESOLVING CLAUSE OF THIS RESOLUTION AND PROVIDING FOR A PUBLIC HEARING THEREON.**

**WHEREAS**, the following described street in the City of Superior, Wisconsin is platted and it is deemed necessary and in the public interest to vacate said street pursuant to Section 66.1003 of the Wisconsin Statutes; and

**WHEREAS**, the City Plan Commission did heretofore approve and recommend said vacation at its meeting of December 21, 2016;

**NOW, THEREFORE, BE IT RESOLVED** that the public interest requires that the following described street be vacated and discontinued, subject to all utility and/or sewer easements existing thereon, future construction and maintenance rights and access, including access rights incidental to those easements:

*The north 17 feet of Winter Street beginning at the southerly projection of the east right of way of Fisher Avenue, vacated, westerly 246 feet to the west lot line of Lot 12, Block 79, West Superior Fifth Division, abutting the west 17.5 feet of Lot 17 and the east 35 feet of Fisher Avenue, vacated except the north 60 feet thereof, Block 78 and Winter Street vacated, Lots 6 thru 12, except the north 60 feet thereof, Block 79, Fisher Avenue vacated, all in West Superior Fifth Division, City of Superior, Douglas County, Wisconsin. a/k/a Parcel # 03-803-00840-00, 03-803-00851-00, 03-803-00853-00.*

**BE IT FURTHER RESOLVED** that a public hearing on this resolution be held by the Common Council of the City of Superior at 6:30 p.m. on the seventh day of March, 2017, in the Government Center Board Room 201, and that notice of said hearing be given to all interested persons in the manner provided by law.

Passed and adopted this 17<sup>th</sup> day of January, 2017.

---

Council President

Attest:

---

City Clerk

Date: January 9, 2017

City Council Date: January 17, 2017

# MEMORANDUM

TO: Mayor Hagen and Members of the Common Council

FROM: Krista Y. Anderson, Community Development Manager *LA*

RE: Public Hearings to Request Comments on Community Development Needs and Fair Housing Choice

INTRODUCTION – The Community Development Division is holding public hearings to request comments on Community Development Needs and Fair Housing Choice.

*Housing and Community Development Needs: The first public hearing will be for the purpose of receiving comments on the needs of Superior regarding housing and community development. Special consideration is given to the needs of persons with low and moderate incomes and those persons living in CDBG-eligible neighborhoods (Census tracts 203 and 211).*

*Fair Housing Choice: The second public hearing will be to take comments on fair housing choice from individuals, realtors, landlords, lenders, housing advocates, service providers and others concerned about or knowledgeable of fair housing practices in Superior. People are encouraged to testify regarding discriminatory housing practices and lack of opportunities for housing based on sex, color, disability, national origin, family status, lawful source of income, race, sexual orientation, religion, marital status, age and ancestry.*

CONCLUSION – Please set public hearings for March 7, 2017.

**RESOLUTION #R17-13321**

**RESOLUTION INTRODUCED BY THE COMMUNITY DEVELOPMENT DIVISION TO SET PUBLIC HEARINGS TO REQUEST COMMENTS ON COMMUNITY DEVELOPMENT NEEDS AND FAIR HOUSING CHOICE.**

**WHEREAS**, the City of Superior is designated by the U. S. Department of Housing and Urban Development (HUD) as an entitlement community for the receipt of direct funding under the Community Development Block Grant (CDBG) program;

**WHEREAS**, the US Department of Housing and Urban Development (HUD) requires local communities to hold public hearings to request comments on:

1. Community Development Needs
2. Fair Housing Choice

**NOW, THEREFORE, BE IT RESOLVED** that public hearings to request comments on community development needs and fair housing choice, be held by the Common Council of the City of Superior, at 6:30 p.m. on the 7<sup>th</sup> day of March, 2017, in room 201 of the Government Center, 1316 North 14<sup>th</sup> Street, and that notice of said hearings be given to all interested persons in the manner provided by law.

Passed and adopted this 17<sup>th</sup> day of January, 2017.

Attest:

\_\_\_\_\_  
Bruce C. Hagen, Mayor

\_\_\_\_\_  
Terri Kalan, City Clerk