

Town of Silver Cliff Meeting Minutes

N11929 County Road I

Silver Cliff, WI 54104

Monthly Town Board Meeting Tuesday, August 13, 2019

Call to order: The meeting was called to order by Chairman Bruce Weber at 7 p.m. The Pledge of Allegiance was recited.

Roll call: Present board members: Chairman Bruce Weber, Supervisor Sue Victoreen, and Supervisor Riana Ventura

Others Present: Dana L. Weber, town of Silver Cliff Clerk; Carol Kitchmaster, town of Silver Cliff Treasurer; and Steffanie Bishop, town of Silver Cliff Deputy Clerk

Verification of proper public notice: Agendas were posted at Silver Cliff Town Hall, Fire Department, Red Pine BP, Jungle Jim's, Rustic Inn and Rapids Resort.

Motion to approve the agenda: A motion to approve the agenda was made by Supervisor Sue Victoreen, seconded by Supervisor Riana Ventura. Motion carried.

Consider for approval or other action:

1. Minutes from July 9, 2019, Town Board meeting, after any corrections have been rectified.

The minutes from July 9, 2019 need to be amended to reflect that the town board requested Deputy Clerk Steffanie Bishop be placed on the Laona State Bank checking account to sign checks in the event that the Clerk, Dana Weber is unavailable.

Under the cemetery report Supervisor Sue Victoreen requested a change be made that she gave the cemetery report, not Chairman Bruce Weber. A motion was made by Supervisor Riana Ventura, seconded by Supervisor Sue Victoreen to amend the July 9, 2019 meeting minutes. Motion carried.

2. Reports / updates presented:

A request was made by Richard Steinhaus to speak to the town board about making some improvements to the shrine located on Benson Lake Road. Chairman Bruce Weber requested Richard contact Marinette County about the improvements, request permission, and present a copy of the improvements being proposed. The planning commission will have to review and approve the improvements.

a. Treasurer's report: Carol Kitchmaster reported a balance in checking of \$19,702.34 and a balance in the money market of \$432,630.51. No change in the cd totals. A motion to accept the treasurer's report was made by Supervisor Riana Ventura, seconded by Supervisor Sue Victoreen. Motion carried.

LGIP Local Government Investment Pool: Chairman Bruce Weber reported on the local government investment pool - vs- a CD account. In an investment pool, the funds are liquid if the town needs them, no minimum balance is required, and the town can make deposits with checks or wire transfers. Chairman Bruce Weber made a motion to sign a resolution to open an account with the local government investment pool, seconded by Supervisor Riana Ventura. Motion carried.

b. Clerk's report: Attorney update: Dana Weber reported she contacted 7 attorneys for legal services quote. Kim Coggins emailed back a rate of \$195 per hour. The Law Group out of Lakewood called back with a rate of \$200 per hour. The town will use Kim Coggins on any legal matters.

Last month Supervisor Riana Ventura requested the clerk do some research on having 2 signatures on town checks instead of 3. The Wisconsin Towns Association does not recommend the town do that. Having 3 signatures is a good check and balance. The issue came up due to conflicts with monthly meetings and payroll. The clerk will do further research on direct deposit for employees so, if meetings need to be rescheduled, the payroll for employees will not be a concern.

c. Chairman's report: Chairman Bruce Weber reported the Silver Cliff fire and rescue auxiliary picnic was a success. Thank you to all the volunteers.

The Smoky the Bear sign is up on the corner of County I and Hwy C. The website is live and we are currently working on the pages. The address is silvercliffwi.com.

The salt and sand order has been placed for this winter; we doubled the order from last year.

Bruce and Cindy attended the WISLR/PASER training at the end of July. The program assists with future planning on the road projects based on the ratings and conditions of roads. It will give us reporting for budgeting purposes for future road improvements.

Bruce Weber, Dana Weber and Carol Kitchmaster attended the quarterly WTA meeting held at Wausaukee Town Hall. They reviewed the LRIP program funding; the DOT (Department of Transportation) is now in charge of where the funds go. The WTA is working to help represent the townships to keep more funds for rural communities. Marinette County has hired a full-time Recreation Deputy, Zak Albrecht. He is hired to monitor boating, snowmobiling, timber land and ATVs/UTVs. The County is addressing concerns with ATVs/UTVs with an education program to help inform riders of the rules and laws for trail riding.

Discussion regarding moving monthly town board meeting start time from 7 pm to 6 pm: Bruce did a show of hands in the audience asking for vote for a 7pm start for board meetings or a 6 pm start. The majority wanted to keep the 7pm start time for the monthly town board meetings.

Silver Cliff 100 year anniversary: Chairman Bruce Weber has requested the town form a centennial committee, Supervisor Riana Ventura requested they report back to board with any ideas. Updates can be posted on the website. Dee Farley has volunteered to chair the committee.

d. Cemetery committee report: Supervisor Sue Victoreen reported the committee met on July 24th. The resurveying of the cemetery has not been completed yet. The pins need to be located. The committee will work on color coating sections for easy identification. The paperwork needs to be organized along with consideration of making family plots from 8 to 4. The planning commission needs to review the ordinance and check with the county to make sure they are ok with changing the plots. Going forward the cemetery committee will have a two-person verification for any sales of cemetery plots. The committee does not plan to meet monthly. Supervisor Sue Victoreen would like to discuss the mowing contract for the town at a future meeting. Deputy Clerk Steffanie Bishop reported the town has not had a contract for mowing in the past.

e. Planning commission report

Gary Badem Variance: Michelle Baldwin reported the planning commission recommends the variance for Gary Badem be approved. Gary needs to do repairs due to damage from the severe winter and has no other options. A motion to approve the variance was made by Supervisor Sue Victoreen, seconded by Chairman Bruce Weber. Motion carried. The board requested a list of criteria so they can be consistent with future variance decisions.

Secluded Land final plat development approval: Paul Gerouz with Secluded Land Company presented the new subdivision Harper Woods II. The planning commission is requesting approval to move forward with plat. A motion to approve the plat was made by Supervisor Sue Victoreen, seconded by Supervisor Riana Ventura. Motion carried.

Discussion and possible action regarding citation fine schedule and raising fees for building without permit: Michelle stated at joint meeting with Athelstane and Amberg that they have a \$250 fee for people that start building without a permit and a \$250 fee for building a residence on a garage permit. Chairman Bruce Weber made a motion to have a \$250 fee for building without a permit and a \$250 fee for incorrect use of a permit (using a garage permit as a residence), Supervisor Sue Victoreen seconded. Motion carried. The planning commission will amend the fee schedule.

The 7 member commission was discussed. Supervisor Riana Ventura reviewed the costs if 2 additional members were added. Chairman Bruce Weber explained that the 2 additional members he wanted to add were to review the comprehensive plan that had been prepared for the town years ago; however, that is not the roll of the planning commission, so Bruce is fine with the 5 member commission at this time.

f. Road committee report: Chairman Bruce Weber reported the county commissioner has been very busy with the disaster issues from the storms over the past few weeks. He will try to contact him regarding our

road projects and see if the county can still get some items that were recommended by the road committee completed yet this fall. The LRIP program paperwork will be filed by the clerk after the invoice is paid in this month's vouchers.

g Road work: Paul Whiting reported they are working on hauling gravel for road wash outs. He is getting a quote from Pumps for snow tires for plow trucks for winter. Carbide scraper blades have been ordered for the trucks. Led lights need to be installed on trucks and better headlights for plow trucks. Supervisor Riana Ventura reported a contractor did some damage to chip seal on Finch Lane that needs to be fixed.

h. Constable: Michelle Baldwin reported the constable had 1 lost dog, checked on 6 setbacks, assisted with 1 flat tire, 8 phone calls made and 2 letters or email were sent out for a total of 10 hours and 49 minutes of patrolling.

i. Recycling/garbage: Chairman Bruce Weber reported 10 tube TV's have been removed so far; the rest of them will be removed later this week. There is no fee for flat screen TV removal. The fee is \$20 for tube TV's. Supervisor Sue Victoreen will submit the grant application for the recycling.

j. Fire department: Al Walesh reported a quiet month. They assisted with 2 rescue calls, no fires, and one tree down. October 5 the fire department will hold an open house for fire prevention month and celebrate Smoky the Bear's 75th birthday. Smoky will be at fire house from noon until 3 pm. One of the fire trucks was in for a DOT inspection and needed repairs totaling \$21,000. Supervisor Sue Victoreen requested a list of fire department members and their certifications.

k. Parks committee: Lori Paulson reported the annual fire and rescue auxiliary picnic was a great success. A random inspection by the state inspector, Dan Seymour, will occur in the next 4 months; no date for the inspection was given.

l. Website update administrator: public emails: Supervisor Riana Ventura reviewed the website and the email addresses for each position that will be listed on website. Riana is working on setting up working sessions to train anyone that has a page on the website, how to update and maintain. Chairman Bruce Weber made a motion to go with the business plan for Google Suite for a total of \$60 per month, seconded by Supervisor Riana Ventura. Motion carried. Google Suite will assist with document and spreadsheet sharing for multiple users to access and work on.

3. August vouchers & payment of bills # 7110 to # 7157: A motion to approve check numbers 7110 to 7157 to include a check for fire truck invoice and Wisconsin Towns Association fall workshop was made by Supervisor Sue Victoreen, seconded by Supervisor Riana Ventura. Motion carried.

4. Operator License-Class B Beer & Liquor License and Cigarette & Tobacco Retail License for Edward Farrell and Victoria Farrell. Operator license for Nicholas Finnell: A motion to issue an operator license class B beer and liquor license along with a license for cigarette and tobacco retail for Edward and Victoria Farrell was made by Supervisor Sue Victoreen, seconded by Supervisor Riana Ventura. Motion carried. A motion to issue an operator license to Nicholas Finnell was made by Supervisor Riana Ventura, seconded by Supervisor Sue Victoreen. Motion carried.

5. MSA Engineering Contract: A motion to approve the contract with MSA engineering (\$16,350) to fix the culvert by Old J road over Otter Creek was made by Supervisor Riana Ventura, seconded by Supervisor Sue Victoreen. Motion carried. Supervisor Riana Ventura made a request for MSA engineering to review and address issues with the town shop. This will be discussed more in detail at the September board meeting.

6. Propane quotes for upcoming year: Supervisor Sue Victoreen made a motion to award the propane contract to Northwoods LP at .94 cents per gallon, seconded by Supervisor Riana Ventura. Motion carried. 5 propane bids were received. Northwoods LP was the lowest.

7. Diesel quotes for upcoming year: Yaeger Oil submitted a diesel quote for \$2.49 per gallon. The town does not have a price locked in for diesel fuel at this time. The town pays the going rate at the time the fuel is purchased. No action was taken on the one quote for diesel fuel.

8. WTA Fall Town Workshops: A motion to send Supervisor Riana Ventura, Clerk, Dana Weber and Treasurer Carol Kitchmaster to the Wisconsin Towns Association fall workshop was made by Chairman Bruce Weber, seconded by Supervisor Sue Victoreen. Motion carried.

9. Budget workshop dates for September: A special board meeting will be held on September 16, 2019 at 7 pm to review 2020 proposed budget.

10. Items intended for future meetings: Brush and yard recycling spot at the old town pit.

Public comment: Bob Klicka requested the board take a look at creating a recycling yard waste center at the old town pit.

Motion to adjourn: A motion to adjourn was made at 9:33 pm by Supervisor Riana Ventura, seconded by Supervisor Sue Victoreen. Motion carried.

Dana Weber
Clerk
Town of Silver Cliff

Request from individuals with disabilities who will need special accommodations to participate in this meeting or hearing should be made to the Town Clerk at 715-757-3163 with as much advance notice prior to the meeting as possible.