

**Town of Silver Cliff Meeting Minutes**  
**N11929 County Road I**  
**Silver Cliff, WI 54104**  
**Town Board Meeting, Tuesday, July 11, 2023**

Minutes

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

**Roll Call:** Present board members: Chairman Bruce Weber, Supervisor Jay Van Frachen, and Supervisor Dee Farley.

**Others Present:** Carol Kitchmaster Treasurer, Cory Gagne Code Enforcement Officer, Amy Vann, Clerk and 18 citizens

**Verification of proper public notice:** Verified Agendas were posted on Silver Cliff Website, Silver Cliff Town Hall, Town Shop Building, and Red Pine BP on Wednesday August 2, 2023 at approximately 12:00 pm

**Motion to Approve Agenda Items:** Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen. Motion Carried.

**Approval of the meeting minutes for June 13, 2023 Town Board Meeting.** Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen. Motion Carried.

Discussion and possible action regarding approval to add a second deputy clerk. Motioned by Supervisor Van Frachen, seconded by Supervisor Dee Farley, motion carried.

Discussion and possible action regarding approval to pay a second deputy clerk, \$2250.00 annually. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried. Funds to be reallocated from the general fund.

Discussion and possible action regarding the purchase of a laptop for the second deputy clerk, not to exceed \$1500.00. The Town has an additional laptop, used by the Chief Election Inspector. The deputy clerk can use the laptop until such time it interferes with election duties. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion denied.

Appointment of second deputy clerk (if approved). Cindy Jonet appointed as the second deputy clerk for the Town of Silver Cliff.

Discussion and possible action regarding the painting contract for the Town Hall & color selection. 3 bids have been received and 1 more is expected to be submitted. There is a roof leak in the men's bathroom. The work and repair may change the bid amount. Item tabled until more information is obtained. Motioned by Supervisor Jay Van Frachen, seconded by Supervisor Dee Farley.

Discussion and possible action for approval to repair the fuel injection on the Town truck; \$5000.00 . Discussion to get a few quotes to fix the fuel injection. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried.

Discussion and possible action to approve the variance for Robert Peterson for a wheelchair ramp, per the Planning Commission's recommendation. The variance was revised to reflect the lining up of the garage with the ramp. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried.

**Town of Silver Cliff Meeting Minutes**  
**N11929 County Road I**  
**Silver Cliff, WI 54104**  
**Town Board Meeting, Tuesday, July 11, 2023**

Discussion and possible action to approve the lot division map for Daniel Vanbeek, per the Planning Commission's recommendation. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried.

Discussion and possible action regarding denial of the variance for Jeffrey Vohwinkel per the Planning Commission's recommendation. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried.

Discussion and possible action to approve the Town taking over issuance of all building permits except dwelling permits, which would stay with Jane Meissner. Jane would still issue residential permits. Motioned by Supervisor Jay Van Frachen, seconded by Supervisor Dee Farley, motion carried.

Discussion and possible action to increase the non-dwelling building permit fee to \$75.00. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, revised to increase the fee to \$75.00, motion carried.

**Reports / Updates presented:**

- a. Treasurer's report: Balances; \$25226.55 in checking; \$123391.69 in money market; \$1,205942.50 in the CD; \$50373.22 in the fire department and shop CD.
- b. Clerk's report: None
- c. Chairman report: The town received a large open records request related to voter information; the town is researching responses from the Wisconsin Town Association. The cold storage building concrete work should begin soon. 1 million dollars for the fire department building was passed in the Governor's budget. Shared revenue is going from \$9,000.00 to \$47,983.00. The third GTA payment should be coming as well. The Wausaukee School Board will hold their July board meeting at the Silver Cliff Town Hall on July 12, 2023 at 5 pm, the public is welcome. Representatives from Mike Gallagher's office held an open forum meeting at the Silver Cliff Town Hall on July 11, 2023 from 1 – 3 pm. The remaining claim for insurance reimbursement was submitted and approved by the insurance company. Lawsuit update, the lawsuit is in the discovery phase. There was a question of how close the constable is to meeting the \$15,000.00 limit in wages. The town is keeping an eye on this and will add the item to an upcoming agenda. The CDBG grant awardees are expected to be released, soon.
- d. Cemetery Committee; The Supervisors will arrange a meeting to learn cemetery responsibilities.
- e. Planning Commission: It is anticipated a CSM map for a new sub division will be forthcoming. The commission is considering developing an ordinance to address keyhole lots.
- f. Road Committee-Roadwork; looking at clearance for clearing L rip on old J.
- g. Code Enforcement Officer: None
- h. Recycling/garbage; Recycling has been very busy. A new fee sign was posted as the other one was deteriorating.
- i. Fire Department: Beginning balance \$56162.71, receipts \$450.00; expenses \$8752.23; checking balance \$9048.35, savings balance \$13842.12; CD \$25,000.00; ending balance; \$47860.48. The June 19<sup>th</sup> banquet resulted in approximately \$17,000.00 in profit. 5 calls were received in the past month.
- j. Rescue Squad; busy month
- k. Parks Committee; mowed and brush cut on June 17<sup>th</sup>. Some trimming and clean up was done in preparation for a June 23 rental and the upcoming Fire & Rescue picnic.

**Town of Silver Cliff Meeting Minutes**  
**N11929 County Road I**  
**Silver Cliff, WI 54104**  
**Town Board Meeting, Tuesday, July 11, 2023**

Vouchers & Payment of Bills Check# 9240 to Check# 9276. Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried.

Items intended for future meetings: Dwelling permit fee increase

Public Comment: Riana Ventura is volunteering to provide training how to maintain the town website and the use of Google teams. Mid-year audit will be scheduled in August. Jim Fencil had questions on the leak in the town hall and possible fixes.

Marinette County Supervisor: Shared revenue is less than expected.

Closed Session: None

Motion to Adjourn; Motioned by Supervisor Dee Farley, seconded by Supervisor Jay Van Frachen, motion carried, 8:16 pm.

Respectfully,

Amy Vannieuwenhoven, Clerk-Town of Silver Cliff