

STATE OF WISCONSIN

Town of Silver Cliff

Special Town Board Meeting

Thursday January 8th, 2026 at 10:30 a.m., located at the Silver Cliff Town Hall, Marinette County WI

Minutes

1. Call to order by Chair Dee Farley at 10:35 p.m. followed by the Pledge of Allegiance
2. Roll call- Chair Dee Farley, Supervisor Jim Fencl, Supervisor Scott Volkman (via phone), Treasurer Carol Kitchmaster and Clerk Lisa Weinrich. Also in attendance per the Clerk's request was the Planning Commission Chair Sabin Rosenbaum, Dan Simmer, Jim Summers, Sue Victoreen; Verification of Meeting Notice was posted on the Town Website, Town Hall, Red Pine BP and the Community Center
3. Approval of Agenda - Supervisor Jim Fencl requested a change in verbiage regarding the lowest bid and wants the wording to be as follows: "The Town reserves the right to accept all or deny or reject all bids whichever is the most advantageous to the Town, with license and proof of insurance required." the reason being that if we take the lowest bid and they are not covered and do an unacceptable job we have no recourse. It was agreed to change the wording as suggested by Supervisor Jim Fencl. Supervisor Jim Fencl then made a motion to accept the amended agenda, Supervisor Scott Volkman seconded, the motion carried.

Consider for discussion, approval, or other actionable items:

4. Discussion and possible action to address necessary repairs to the Silver Cliff Town Hall (Repair block, replace siding, repair other damaged footings, etc.) - Supervisor Scott Volkman asked if we were going to plan on doing an insurance claim? Chair Dee Farley agreed that it will be submitted to insurance however she made a correction about the claim, it has to be under \$25,000.00 not \$10,000.00 and Dee did not feel it would go over \$25,000 so it does not have to go out for bids which will save time in getting the repairs done. Supervisor Jim Fencl stated that if we are to turn this into insurance then we should have 2 or 3 estimates/ bids which they usually require. Chair Dee Farley stated that the Board may inquire to multiple contractors such as JJ Builders, Kazenbach, Supervisor Jim Fencl stated that Timmy Mueller could do the mason work and Jeff DeBauche suggested DW3 Construction and Kawaterski (sp?). At this point Chair Dee Farley stated that our insurance has officially sent us a letter terminating our insurance coverage as of March 10th, 2026, initially she was going to suggest we take on the cost of repair instead of turning it into insurance but since they plan on terminating our policy we might as well turn it in because they won't be able to increase our rates. When getting estimates/ bids we need to compare apples to apples so the estimates/ bids are all uniform in what they propose to do. The final decision was to have the insurance adjuster come out to give us an idea of what we need to have done. According to Jeff DeBauche the slates containing asbestos was painted and sealed so there should not be any issues there; however, it is noted that the insurance adjuster would be able to recognize it. Supervisor Jim Fencl made a motion to contact our insurance adjuster before proceeding with anything else on this project. Supervisor Scott Volkman seconded, motion carried.
5. Prepare a write -up for the Peshtigo Times for bids for the project - It was determined that the board will make inquiries for repairs instead of going through the Times for formal bidding.
6. Needs to be run for two consecutive weeks per ordinances - This was changed due to change of strategy.
7. Set date to open bids. Will be awarded to the lowest eligible bidder- this changed due to the change of strategy.

Respectfully Submitted by Lisa K. Weinrich, Silver Cliff Town Clerk

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 advance notice is recommended.

This agenda was posted at least 24 hours prior to the meeting as outlined by Wisconsin State Law in a minimum of 2 places. These meetings may be recorded as stated by Wisconsin state law. CC: Chairperson, Supervisors, Treasurer, Constable, Planning Chair, Cemetery Chair, Recycling Chair. Posted Red Pine BP, Community Center, Rustic, Town of Silver Cliff Website, Silver Cliff Town Hall

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8. Address needs for temporary office space. Expect downtime to be approx. two months - Clerk stated that she can work from home for the most part, using her own internet. However, as keeper of the Town of Silver Cliff's documents/ records that according to State law it is mandatory to have these documents locked up and stored in a secure facility. It was suggested that this could be on a temporary basis. After further discussion Supervisor Jim Fencl suggested we take over the entire basement as an Archive for the Town of Silver Cliff's documents. It was also stated that the American Legion may need to get into the basement to retrieve their guns for Funeral or Military Celebrations. The American Legion will contact the Clerk to get their guns if need be. It was suggested that we put a padlock on for the time being and can be utilized right now, Chair Dee Farley requested a copy of the key be given to her. It was determined that we would move the records on to tables that are already down there. Once all the files are moved we can use that as an Archive/ Storage and secure the basement with a lock, keys to go to the Clerk and Chair. Supervisor Jim Fencl made a motion to use the lower basement as the storage facility for the Town of Silver Cliff on a permanent basis for archiving under lock and key, with a single key going to our Clerk and Chair, Supervisor Scott Volkmann seconded, motion carried.
9. Any meetings scheduled during actual construction times can be moved to the Community Center; Since we don't have repairs/ construction in play we will have to make that determination once we have hired a contractor and learned dates of construction. It was suggested that we need to be aware that primary elections are on February 17th so we would have to schedule construction either before or after. Jim Summers then suggested that we should look at moving the polling place to the community center which is much more encompassing for ADA access than what we have at the town hall. Sue Victoreen stated that she thought that it would take too much to make those changes, however it was pointed out that all we really need to do is have the State come in and approve the facility. Then it was suggested that we move the polling place to the fire department or town shop
10. Exact down time for construction is estimated to be four to five days; This will be confirmed once we get the contractor established. Chair Dee said she would contact our insurance adjuster to come in and give us an idea of what needs to be done so we can get the ball rolling on the construction/ repairs. Jim, Al, Jeff, Steve, will work on securing the area to make it as weatherproof as possible.

11. Public Participation at Town Board Meetings - Welcome

a. **Guidelines for Public Comments** –

- i. Time limit of 5 minutes maximum per person; Maximum time allowed for this session is 30 minutes total
- ii. **PLEASE STATE YOUR NAME AND THEN STATE YOUR COMMENT**
- iii. This is a listening session for the community to address the Town Board
- iv. This is a listening session **ONLY!** The purpose of this session is for the Town Board to listen to the views of the community;

b. **NO Actions will be taken-Please be courteous and respectful to ALL**

Respectfully Submitted by Lisa K. Weinrich, Silver Cliff Town Clerk

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- c. Roberta Knier suggested that we put all of our documents on hard drives or flash drives for storage. The Clerk explained that many of our most current files have been uploaded into the "cloud" for storage unfortunately we are required by law until we adopt an ordinance to have the Historical Society come in and have them go through our documents to determine what needs to be saved and what can be disposed of and what some documents can be put onto a schedule for being discarded.

12. Motion to Adjourn - Supervisor Jim Fencl made the motion, Supervisor Scott Volkmann seconded, motion carried at 11:18 a.m.

NOTE: THE AGENDA IS SUBJECT TO CHANGE AS ALLOWED BY WISCONSIN STATE LAW

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