

STATE OF WISCONSIN

Town of Silver Cliff

Working Town Board Meeting

Tuesday, February 10th, 2026, at 6:00 p.m. located at the Silver Cliff Town Hall, Marinette County WI

Minutes

1. Call to order by Chair Dee Farley followed by the Pledge of Allegiance
2. Roll call - Chair Dee Farley, Supervisor Jim Fencil, Supervisor Scott Volkmann, Treasurer Carol Kitchmaster, Clerk Lisa Weinrich - Verification of Meeting Notice posted at the Red Pine BP, Town Hall, Community Center and Town Website
3. Approval of Agenda - Supervisor Scott Volkmann made the motion, Supervisor Jim Fencil seconded, motion carried.

**Consider for discussion, approval, or other actionable items:**

1. Review and suggested Amendments to the Employee Handbook - Chair Dee Farley asked if everyone had a chance to review the employee handbook since the last time it was amended was 07/2014 and she is certain that some things need to be updated.
2. Retirement - Supervisor Jim Fencil stated that they use to be contributions only if they were full time employees and he does remember Larry Jonet contributed his whole income to his retirement so not sure if part time employees can contribute to their retirement and that should be looked into or is it only Full time employees may have the Town of Silver Cliff contribute to their retirement. Contact with Great Trust retirement to find out how it should be set up.
  - i. full time - Is defined as working 40 hours or more per week
  - ii. part time - is defined as working 36 hours or less per week
  - iii. Can employees contribute without the town contributing as a payroll deduction - Clerk Lisa Weinrich stated that we should probably contact DWD to find out the legalities of that kind of contribution.
3. Addition of who gets reimbursed for what
  - a. Acknowledgement of receiving the employee handbook should have two copies, one that stays with the handbook and the other signed copy needs to be put in the employees personal file.
  - b. Date of Employment Review and rule of compensation; ie 2% increase with good performance and attendance - Due to time constraints these items will have to be tabled for another working session to be determined at a future time.
  - c. Add full time employees are entitled to vacation only, not part time f. Who is entitled to sick pay, when does it start and how much is received
  - d. Time cards are to be either sent to payroll@silvercliffwi.com or dropped off for the clerk on or before the Friday/Saturday before payday, technically it would be Saturday but if no snow storms are expected Friday or even Thursday if on a 10 work week
  - e. Other Employee Handbook topics needing to be addressed not mentioned above

**Meeting Adjourned** - Supervisor Scott Volkmann made the motion, Supervisor Jim Fencil seconded, motion carried.

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