STATE OF WISCONSIN
Town of Silver Cliff
Working Town Board Meeting
Tuesday, September 22nd, 2026, at 10 a.m. located at the *Silver Cliff Community Center*, Marinette County, WI

Minutes

1. Call to order at 10:12 a.m. by Chair Dee Farley; followed by the Pledge of Allegiance
2. Roll call Chair Dee Farley, Supervisor 1 Jay Van Frachen, Supervisor 2 Scott Volkmann, Treasurer Carol Kitchmaster, Clerk Henry Stirk, Deputy Clerk Lisa Weinrich, Roadcrew Foreman Jeff DeBauche was also present. Verification of Meeting Notice - Posted at the Red Pine BP, Community Center, Town Hall and Town Website.
3. Approval of Agenda - Supervisor Scott Volkmann made the motion, Supervisor Jay Van Frachen second, motion carried.

To be considered, discussed, reviewed, or other non-actionable items:

4. Review, discuss and consider options to finish the Employee Handbook so it can be presented at the Special Meeting for a vote - Due to the changes in personnel it was unclear what changes had been made. Reviewing notes from previous meetings allowed us to catch up the rest of the new board members. Supervisor Scott Volkmann stated his discouragement with the way the whole turn over of employees was handled, disappointment in previous employees quitting their job without notice and requested to have his statement a matter of record. We established a most current copy of the revised employee handbook and extra copies were made. Supervisor 2 Scott Volkmann at this time stated that he had received a call from former Supervisor 1 Jim Fencl regarding the LRIP program, Eric Burmeister called him and said the payment was being processed. Treasurer Carol Kitchmaster stated that we had already received the payment. A copy of the Athelstane Employee Handbook was made available as a reference if we had questions about what another similar municipality would include or exclude. We then were able to review the retirement contributions and discussed how the 600 hour accumulated yearly contribution cap when Athelstane is only 75 hours. Sue Victoreen recalled that when she was Supervisor with then Supervisor Dee Farley that the amount was way too much. Also, carrying over sick time was too much and Athelstane has only 72 hours to be carried over to the next year. Referencing page 9 and possible changes where it states that employees may carry up to 600 hours sick time over to the next year. Roadcrew Foreman Jeff DeBauche stated that he thought the changes were submitted so that they could not get paid out their sick time at the time of retirement so it would have to be used before then. Jeff DeBauche also said that it worked out for him to have had that accumulated sick time when he had his hip replaced. Currently we offer one paid sick day per month which is 12 (8 hour increments) sick days per year! Roberta Knier said that it would take a long time to accumulate that 600 hours. Supervisor 2 Scott Volkmann then shared his notes that he

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.

had taken from previous employee handbook meetings beginning with page 5 "Town of Silver Cliff has an introductory period of 90 days for new employees" so changing it from 6 months in the first and third paragraphs. Turning to page 9 we will be keeping the 600 hours for their employment that was clarified by Chair Dee Farley, additional discussion about FMLA and how it impacts families today. Page 15, second line, "submitted to the town clerk by monthly is changed to biweekly. The second line should be monthly or quarterly. Page 16, change from township to town and organization to town. Scratch Town. Change to town owned vehicles not employers. Leading to damage of town owned property. Page 24 takes the word "board" off. Random drug tests are given for the CDL holders. Random drug testing discussion was reviewed, all drug testing for roadcrew, Deputy Clerk Lisa Weinrich will be contacting Bellin how to set it up. Page 30 change from 1-9 is I-9. Supervisor Scott Volkmann stated that any page that was changed we should note the revision and Sue Victoreen stated that we should just make a new Employees Handbook. Jeff DeBauche said we were going to add something about volunteerism and how we handle them volunteering for town work. Jeff DeBauche also expressed his desire to have the money owed him from the town start to be added to his retirement account which has been screwed up since he was hired. It was suggested that we do not include any retirement information. Insert "full time" when referencing drug testing. Jeff DeBauche said he would love to have all roadcrew employees to have a CDL. Jeff also stated that it worked better having two part time guys instead of how it is set up now so there were no issues with scheduling and not paying more in wages. Add on page 5 that "the Town will be sending a letter after 90 days that will outline any benefit programs that may be applicable."

5. Review, discuss and consider the options that we have for the cameras and their contract - Supervisor Scott Volkmann stated that he did not feel that the previous clerks had the right to make purchases and enter into a contract without board knowledge or approval. The previous clerks obtained an additional phone, purchased 2 surveillance cameras and entered into a contract with Cellcom for those cameras, along with the purchase of 5 computers also without approval. The contract has a monthly charge and will continue for the next 3 years. Carol Kitchmaster asked if we could possibly get out of the contract? Lisa Weinrich stated that an attempt to return the deputy clerks cell phone to cut the phone bill back by $45 per month but found out it has to be returned to a corporate office, the closest one is in Marinette and the previous clerks information has to be removed before that can be done. The monthly cost for the cameras is $22.82 so by cancelling the contract and returning the phone it would save us almost $70/month. According to Jeff DeBauche the camera cost over the 3 years would be $2861.00 for the 2 cameras and the cost of the phone over the next 3 years would be

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.

over $1600.00. It was pointed out that we could get 2 "Blink" cameras from Amazon for a one time cost of $80! Supervisor Scott Volkmann said that he would talk to Mike Brooks who has a relationship with one of the Cellcom board members and he will talk to him to see if Mike can resolve this issue and cancel this unauthorized contract. Sue Victoreen stated that she received one of the computers and was trained on it once but doesn't know what to do with it, she doesn't know what programs are on there or what needs to be entered into where and no one is showing her, she never got any additional information since that one time. The Deputy Clerk asked Sue if she wants to get together and try to figure it out. Sue said that someday we will get together and figure it out but not right now because we have so many other things going on right now.

6. Discuss and consider an action to secure the community center due to complaints that there is unauthorized activity - Deputy Clerk expressed concerns related to her by folks that have used the community center for some meetings and they are finding that the heat has been left on from others, however, the number of keys handed out were limited so not sure what is going on. Jeff DeBauche said that he tries to stop in every couple weeks just to do a security check and discovered that the doors have not been locked. Roberta Knier asked if the thermostat was programmable? She was told that it is an older thermostat and that it was not a priority. Jeff DeBauche offered to pick up a couple locks and change out the door locks to secure the building again.
7. Discuss, consider and review other non-actionable items - Chair Dee Farley asked if there was anything else that needed to be discussed. Supervisor 1 Jay Van Frachen stated that he had a couple inquiries about a bill from Amazon Mexico and they want to know who did that? Supervisor 2 Scott Volkmann stated that he thought it was Riana Ventura which Treasurer Carol Kitchmaster confirmed. Carol also stated that she spoke to Riana and she is being reimbursed. Chair Dee Farley asked about the Jeff DeBauche's pay issue and Deputy Clerk stated that she and the Treasurer Carol Kitchmaster will work on it to bring it to a resolution, then it will have to go into a closed session as is our protocol when discussing wages and benefits. Chair Dee Farley then stated that she had just received notice that Charter Communications/ Cellcom did not receive their signed copies of the easement agreement which were sent out registered mail. Supervisor Scott Volkmann and Treasurer Carol Kitchmaster both stated that we got the confirmation cards from the post office and it was indeed received.

Motion to Adjourn - Chair Dee Farley made the motion, Supervisor Scott Volkmann second, motion carried.

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

Respectfully Submitted by Lisa K. Weinrich, Town of Silver Cliff Deputy 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