
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes June 14, 2022

Call to Order

Dave Steinmetz called the meeting to order at 6:34 pm

Pledge of Allegiance

Roll call

The following persons were present: Dave Steinmetz (Chairperson), Chris McDaniel (Supervisor #1), Jack Pernsteiner (Supervisor #2), Tammi Pernsteiner (Treasurer & Interim Clerk), Keith Albright, Carl Stoflet, Ronald Jurkowski.

Minutes from April 18, 2022 Special Board Meeting

Chris McDaniel made a motion to approve the April 18th special board meeting minutes. Jack Pernsteiner 2nd the motion. Motion carried.

Minutes from May 9, 2022 Monthly Board Meeting

Jack Pernsteiner made a motion to approve May 9th monthly board meeting minutes with changes. Chris McDaniel 2nd the motion. Motion carried.

Minutes from May 17, 2022 Special Board Meeting

Jack Pernsteiner made a motion to approve May 17th special board meeting minutes with changes. Chris McDaniel 2nd the motion. Motion carried.

Minutes from May 25, 2022 Board of Review Meeting

Chris McDaniel made a motion to approve May 25th Board of Review meeting minutes. Jack Pernsteiner 2nd the motion. Motion carried.

Minutes from May 30, 2022 Special Board Meeting

Jack Pernsteiner made a motion to approve May 30th special board meeting minutes with changes. Chris McDaniel 2nd the motion. Motion carried.

Treasurer's Report

Chris McDaniel made a motion to approve the May 2022 Treasurer's Report. Jack Pernsteiner 2nd the motion. Motion carried.

Road Maintenance

Resident Carl Stoflet, Richfield Wood Rd, discussed his ditch drainage and opinion on Town roads. Supervisor McDaniel responded with the Board having a lot of change in the last five years and the Town Board is working on taking a better look at which roads need to be paved and the maintenance that is required to maintain that road.

Potholes are in the process of being filled, stop signs and street signs were stolen in the Township. LRIP is in process and was put in for Stadt to Arpin-Richfield. Looking at getting bids for blacktopping soon.

Partners Bank signature card update

Jack Pernsteiner made a motion to update the signature card with Dave Steinmetz, Tammi Pernsteiner & Chris McDaniel and to remove Sue Weister. Chris McDaniel 2nd the motion. Motion carried.

Office software for Clerks, Treasurers and Deputy Election Clerk computers

Chris McDaniel made a motion to purchase Microsoft Office 365 for Clerk, Treasurer and Deputy Election Clerks computers. Jack Pernsteiner 2nd the motion. Motion carried.

Clerk core training (6/16) – Deputy Election Clerk

Chris McDaniel made a motion to have Bonnie Sabo attend Clerk core training and be paid for time and mileage. Jack Pernsteiner 2nd the motion. Motion carried.

Chief Election Inspector training (7/30)

Jack Pernsteiner made a motion to have Tirzah Draeger attend Chief Election Inspector training and be paid for time and mileage. Chris McDaniel 2nd the motion. Motion carried.

Dog Ordinance

Tabled until July

Insurance Claims

Claim being processed for Fire Department door was put through Towns insurance instead of Fire Department insurance. Both insurance companies will work it out. Town will receive payment for damages.

Appointed Clerk & Treasurer ordinance

Sample ordinance and procedure was discussed. Interim Clerk Pernsteiner will check with Wood County Clerk to get proper steps and timeline to follow.

Cemetery update including Sexton & Headstones

Burying urns and what type of product can be used is determined by the Funeral Home. The township only sells plots and stakes it out. Anything to do with burying is done through the Funeral Home. The township cannot touch the headstones either. Sue Weister has offered to take care of organizing cemetery records.

Chris McDaniel made a motion to have Sue Weister bring cemetery records up to date as an unpaid Volunteer. Jack Pernsteiner 2nd the motion. Motion carried.

Hiring a county land surveyor was discussed to get an accurate measurement of the current posts and add additional markers to better measure for plots and headstones.

Lawyer update

Letter was sent to Jim Curtin and a return receipt was received.

ARPA funds update

Second payment of \$81,222.80 will be received on June 20th. Townhall improvements and Fire Department safety equipment using ARPA funds was discussed.

Chris McDaniel made a motion for ARPA funds to be used for the purchase of Deputy Election Clerk's computer and Microsoft Office 365 software. Jack Pernsteiner 2nd the motion. Motion carried.

Bipartisan Infrastructure Law (BIL)

Was submitted for Puff Creek – County Road N to Richfield-Wood & Bethel Road – County Road N to Richfield-Wood.

Town Hall Maintenance

Nikolai is getting quote together for storage area, door from hall to meeting room, potential office space, update bathrooms & townhall floor. Townhall switched to TDS for internet and Board discussed offering public WIFI to people who rent the Townhall.

Meeting time duration

Chris McDaniel made a motion to put a two-hour time limit to monthly board meetings prior to paying bills. Jack Pernsteiner 2nd motion. Motion carried.

Notary Information

Tabled until July

Invoicing update

Invoices were sent for two fire numbers. The town is no longer invoicing for gravel. Residents will be billed by the bid winner.

Fire Chief's report

No discussion

First Responder report

No discussion

Items intended for future meetings

LRIP, Dog ordinance, Appointed Clerk & Treasurer ordinance, Notary information, Bipartisan Infrastructure Law

Accounts Payable

Chris McDaniel made a motion to pay bills. Jack Pernsteiner 2nd the motion. Motion carried.

Adjournment

Jack Pernsteiner made a motion to adjourn at 9:06pm. Chris McDaniel 2nd the motion. Motion carried.

Tammi Pernsteiner, Town of Richfield Interim Clerk