
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

UNAPPROVED

Monthly Board Minutes March 8, 2026

Josh Sabo called the meeting to order at 7:00pm.

Pledge of Allegiance

Roll call

The following persons were present: Josh Sabo (Chairperson), Bob Tomkowiak (Supervisor #1), Chris Christiansen (Supervisor #2), Paula Rustad (Clerk), Johnathan Dickinson (Treasurer)
Visitors: Mason Gukenberger, Mark Borchardt, Faith Meyers, Scott Jirschele

Minutes from February 10, 2026 Monthly Board Meeting

Chris Christiansen made a motion to approve the February 10, 2026 Monthly Board Meeting minutes. Josh Sabo 2nd motion. Motion carried. Note: Bob Tomkowiak arrived after the monthly minutes were approved.

Public Comment Period (Limit: 3 minutes per speaker. State your name and address. Comments should be addressed to the Board, not individuals)

We welcomed three guest speakers who are visiting all local board meetings as part of their campaigns for the Marshfield School Board. Mark Borchardt, Faith Meyers, and Mason Gukenberger each addressed the town board and shared their reasons for seeking a seat on the school board.

Treasurer's Report

Chris Christiansen made a motion to approve the February 2026 Treasurer's report. Bob Tomkowiak 2nd motion. Motion carried.

Treasurer's Update

We will be starting the process to switch from Partners Bank to Forward Bank.

Meeting Date/Time (Monthly & Special Meetings)

The monthly meeting for April is April 12, 2026, at 7:00pm. No special meetings are scheduled at this time. Residents are encouraged to check the Town website for updates, agendas, and minutes.

Bid Openings

Three bids were received and opened for jobs listed in our publication for bids.

**Roadside mowing - approximately 40 miles. 1 swath early July and a complete mowing of 3 swaths in late August.*

No bids were presented for this at this time.

**Decomposed granite - 1,000 yards more or less to be delivered anywhere in the township. The price is to be the same for residents. Bidding is to be by the yard. Billing to Town Residents to be done by the winner of the bid.*

Worden Enterprises

We will supply 1,000 yards more or less of decomposed granite delivered anywhere in the Town of Richfield for the Town of Richfield and the town residents for the below price up to 12 months from the date of bid:

Delivered Decomposed Granite.....\$15.15/Cubic Yard

Phoenix Express LLC

Decomposed Granite
Delivered anywhere in the Town of Richfield for the 2026 season at a rate of \$15.25 per yrd Or \$12.00 per ton. This price is also good for the residents of the township.

Bob Tomkowiak made a motion to accept the Worden Enterprises LLC bid of \$15.15 per cubic yard of decomposed granite. Chris Christiansen 2nd motion. Motion carried.

**Underlayment crushed aggregate base course to state spec. Bid 3/4 inch and 1 1/4 inch to be delivered anywhere in the township and the price to be the same for residents. The bidding is to be by the ton. Billing to Town Residents to be done by winner of the bid.*

Worden Enterprises

We will supply any amount of 3/4" and/or 1 1/4" crushed aggregate base course to state spec. delivered anywhere in the Town of Richfield and the town residents for the below price up to 12 months from the date of bid:

Delivered 3/4" DOT Crushed Aggregate Base Course.....\$15.92/Ton
Delivered 1 1/4" DOT Crushed Aggregate Base Course.....\$15.92/Ton

Phoenix Express LLC

Road Base
Delivered anywhere in the Town of Richfield for the 2026 season, 3/4 Dense base or 1 1/4 dense base For the price of \$14.25 per ton. This price is also good for the residents of the township.

Bob Tomkowiak made a motion to accept the Phoenix Express LLC bid of \$15.92 per ton for crushed aggregate base. Chris Christiansen 2nd motion. Motion carried.

**Mowing for the Richfield Cemetery & Town Hall-Mowing at cemetery to include leveling & seeding when needed.*

No bids were presented for this at this time.

Town Insurance

The Board will be exploring alternative options next year. Current Workman's Comp Claim was also discussed.

Garbage & Recycling

Josh and Chris attended the February garbage and recycling meeting and will be participating again on March 25.

-We continue to experience issues with Waste Management replacing damaged garbage cans, so the town has received three spare cans of each type to use as replacements. This prevents us from waiting up to two weeks for Waste Management to deliver new ones. Our current contract is nearing its end, so we will be reviewing options with GFL and Harter's as potential new service providers.

Road Maintenance

-Chris will be visiting Farrell this week & will see whether they have any pricing deals available for permapatch. The board has approved the purchase of a pallet, depending on what discounts he is able to find.

-The board also discussed the upcoming road review and what that process will involve. As part of that discussion, we may explore the use of rock granite as an alternative to traditional gravel.

We currently have six small structures, including three bridges, that will require attention:

- Bluff Drive west of Highway 80
- Klondike Road at the curve
- Richfield Drive east of Stadt Road

-Set Road Inspection Date

Dates are set for March 28th & March 29th from 10:00am-5:00pm.

-Local Small Structures Improvement Program (LSSIP)

This program has \$30 million available, and the application deadline is May 1, with awards to be announced in July. Because no work can begin before we apply, Josh will be reaching out to Brandon at the county to discuss next steps. We will revisit this item at next month's meeting.

Building Maintenance

-Custodian Wages -Wage increase was discussed for the custodian. Chris Christiansen made a motion to approve the change in custodian wages from \$50.00/month + \$40.00/rented event + labor rate (\$12.50) to \$50.00/month + \$15/hr. Bob Tomkowiak 2nd motion. Motion carried. Job description for this role will be reviewed & updated at a later date.

-Town Hall Rental Fee -When we rent out the hall, a signed contract should be received with the check along with a security deposit when keys are received. We are not looking into increasing our fees for the hall rent but we'll be looking at changing our contract to better our hall rental procedures.

Cemetery Update

Requirements for reopening a grave.

We will be looking into what needs to be done to open a grave. Paula will reach out to Brian at Marshfield Monument to see what he says suggests.

Elections

- Public test for the Spring Election will be held prior to Election.
- The Spring Election will be held Tuesday, April 7th, 2026.
- The joint election training session with the Town of Arpin was canceled as training will be provided through the county on March 25th & March 28th.
- Election Tabulation Equipment & Update Provider Agreement was reviewed & discussed. Chris Christiansen made a motion to approve and sign the provider agreement to pay the \$1000.00 share of the municipality of the \$7000.00 cost of the tabulator. Bob Tomkowiak 2nd motion. Motion carried.

Open Book Date

Chris Christiansen made a motion to have Open Book on Tuesday, September 22, 2026 from 3pm-5pm and Wednesday, September 23, 2026 from 5pm-6pm. Bob Tomkowiak 2nd motion. Motion carried.

Board of Review Date

Chris Christiansen made a motion to have the Board of Review on May 10, 2026 at 7:00pm just prior to our monthly meeting to move to Tuesday, September 29, 2026 from 5pm-7pm due to our reevaluation. Bob Tomkowiak 2nd motion. Motion carried.

Annual Meeting Agenda

The board reviewed the draft agenda for the Annual Meeting. Additional review will be conducted to ensure all required items are included. The agenda will be revisited at the April monthly board meeting.

Certified Map

The certified map that was received was reviewed and approved by the board.

Fire Department/EMR Report

Fire Calls for service since 2/10/26 – 1

0 in Richfield

1 - automatic/mutual aid; possible fire-Town of Wood-cancelled, controlled burn

Emergency Medical Responder Calls since 2/10/26 – 0

1. Pump on UTV was replaced
2. Received Mutual of Wausau Ins. grant for \$1,000 to purchase two 4-gas monitors
3. Keep the Forest Green campaign has started (3/1/26 to 5/31/26)-any time there is a wildland/grass fire in Wood County a red tree is placed on the sign

We will not be purchasing the Lucas device that we had originally planned to use our fundraiser money for. Recent findings indicate that the device does not significantly improve patient outcomes, and our medical director recommended reallocating the fundraiser funds toward equipment better suited to our service as Marshfield ambulances have Lucas devices on their rigs.

Invoicing

Nothing New

Items Intended for Future Meetings

No additional items beyond those already noted.

Accounts Payable

Chris Christiansen made a motion to pay the bills. Bob Tomkowiak 2nd motion. Motion carried.

Adjournment

Bob Tomkowiak made a motion to adjourn at 9:25pm. Chris Christiansen 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk