
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes April 12, 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), Chase Brockman, Paul Haebig, Josh Haebig, Keith Albright

Minutes from March 8, 2026 Monthly Board Meeting

Bob Tomkowiak made a motion to approve the March 8, 2026 Monthly Board Meeting minutes with corrections noted. Chris Christiansen 2nd motion. Motion carried.

Minutes from March 31, 2026 Special Meeting

Chris Christiansen made a motion to approve the March 31, 2026 Special Meeting minutes. Bob Tomkowiak 2nd motion. Motion carried.

Public Comment Period

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

None

Treasurer's Report

Deposits for the month were slightly higher than average, due to an increase in garbage-related delinquencies collected and the earlier-than-anticipated receipt of bridge aid funds.

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

Treasurer's Update

The QuickBooks subscription must be updated by the end of May. Jonathan and Paula will coordinate to complete this work. Jonathan may need a new computer in the near future.

Appointed Offices-Reappointment

No action is required at this time. The Clerk reappointment is scheduled for June, and the Treasurer reappointment is scheduled for April of next year.

Meeting Date/Time (Monthly & Special Meetings)

The monthly meeting for May is May 10, 2026, at 7:00pm. Board of Review meeting will be held right before the monthly meeting. No special meetings are scheduled at this time. Residents are encouraged to check the Town website for updates, agendas, and minutes.

Town Insurance

Paula will contact Rural Insurance to determine the procedure for submitting a towing coverage claim & also the damage on the plow truck on the front driver side quarter panel.

Garbage & Recycling

No complaints have been received since the last meeting. Josh and Chris attended the most recent recycling meeting and plan to attend again this month. The contract with Waste Management expires this year; bids will be solicited from Waste Management, Harters, and GFL on behalf of all six townships. Should the townships choose to change providers, a 90-day notice must be given to Waste Management.

The Tire Collection is scheduled for Saturday, April 25, 2026. Residents in need of red cards should be directed to the Clerk. Bob will assume responsibility for the town's tire collection but waiting on the new form.

Road Maintenance

- A few inquiries were received regarding exceeding seasonal road weight limits. Individuals will need to wait until those restrictions are lifted. For travel to Ward Blvd during this period, the designated route is County Road A to County Road N to Ward Blvd.
- Driveway applications were received for the replacement of culverts for two driveways on Klondike Drive. The application form may need to be reviewed and updated.
- The Town did not meet the eligibility requirements for reimbursement related to the March blizzard.
- Brush Cutting and Ditch Mowing
 - We received quotes from Wood County & JJ's Brush Cutting Service LLC.
 - Bob Tomkowiak made a motion to approve the bid from JJ's Brush Cutting Service, LLC to mow roadside grass at \$75 per hour and for cutting roadside brush at \$90.00 an hour. Chris Christiansen 2nd motion. Motion carried.
- Dust Proofing
 - We received quotes from Wood County & Kafka Dustbuster Plus, LLC. It was rejected by the board.
 - Chris Christiansen made a motion that the town continue to go with the County for dust control. Bob Tomkowiak 2nd motion. Motion carried.
- Local Small Structures Improvement Program (LSSIP)
Discussion was had about this program. Bob Tomkowiak made a motion that we do not apply for the LSSIP program. Chris Christiansen 2nd motion. Motion carried.
- Annual Road Review
 - Bob Tomkowiak made a motion to petition for the 50/50 road aid with the county. Chris Christiansen 2nd motion. Motion carried.
 - Puff Creek can be crack filled with foam stuff for now but then we will plan to add to the 50/50.
 - Bob Tomkowiak made a motion to petition for the county aid on bridges for culvert on Puff Creek to be replaced. Chris Christiansen 2nd motion. Motion carried.
- 2026 Road Plan
 - Josh presented the 2026 road maintenance plan, which was discussed by the board.
 - Chase from Scott Construction attended the discussion and will provide detailed estimates for chip sealing and crack filling.
 - Josh and Paula will work together to prepare bid specifications for blacktopping & quotes for maintenance.
 - Bob completed some pothole patching; Josh has a list of additional potholes and shouldering work to provide to Bob.
 - Several speed limit signs were knocked down; the County will be contacted for replacement.
 - The stop sign on Washington Ave also requires replacement.

Building Maintenance

The door to the highway side needs to be repaired.

Lawn Mowing

Nothing new- Josh reached out to Beaver Creek but no response. Paula will try to reach out as well

Cemetery Update

Requirements for opening a grave

-There is no required depth for placement of an urn; however, a depth of approximately two feet is recommended. It was also suggested that a rod be used to ensure the urn is not placed directly in areas designated for casket burials.

-Chris Christiansen made a motion that the town charge \$100 to open the grave for a cremation. Bob Tomkowiak 2nd motion. Motion carried.

Elections

-We had a 42% (based on the number of registered voters in our township) turn out in the town of Richfield which is high for a Spring Election. There were 426 voters. All the paperwork has been completed.

-Next Election - August 11 - Partisan Primary

Revaluation Notice

The revaluation notice will be posted soon. Paula will contact Kurt to clarify the required contents of the notice.

Annual Meeting Agenda

Josh and Paula both attended training on annual meeting procedures. Recommended changes to the agenda based on that training were discussed and implemented.

Fire Department/EMR Report

Fire Calls for service since 3/8/26 – 5

2 in Richfield; 1 vehicle rollover on Cth N/Bethel Rd and 2 motorcycle crash on Cth N/Polish Rd

3 - automatic/mutual aid; residential structure fire-City of Pittsville, fire alarm at school-canceled-City of Pittsville, wildland fire-Town of Wood

Emergency Medical Responder Calls since 3/8/26 – 3

1. The FD along with students from WI Rapids Lincoln High School Student Council, National honor Society and DECA performed the annual Wisconsin Fire & EMS Memorial Spring Clean-up on April 11.
2. Hosting a multi-department Project Lifesaver training at Richfield on May 9
3. Keep the Forest Green campaign (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 – 4 red trees so far

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

Chris Christiansen made a motion to adjourn at 10:05pm. Bob Tomkowiak 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk