
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes June 8, 2025

Josh Sabo called the meeting to order at 7:01pm.

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), Keith Albright

Minutes from May 11, 2025, Monthly Board Meeting

Bob Tomkowiak made a motion to approve the May 11th, 2025 Monthly Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Minutes from May 13, 2025, Special Board Meeting

Bob Tomkowiak made a motion to approve the May 13th, 2025 Special Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Minutes from May 14, 2025, Board of Review Meeting

Bob Tomkowiak made a motion to approve the May 14th, 2025 Board of Review Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Treasurer's Report

Chris Christiansen made a motion to approve the May 2025 Treasurer's report. Bob Tomkowiak 2nd motion. Motion carried.

John also updated the board on the new system that is coming for taxes and dog licensing in 2026.

Meeting Date/Time

The monthly meeting for July is Sunday, July 20th, 2025, at 7:00pm. A Special Meeting is scheduled for Thursday, June 12th, 2025 at 7:00pm to discuss Animal Control & Town's legal matters.

Town Insurance

No new updates.

Easement on Land Owned by Town of Richfield on Heggelund Ln

A new easement for the land on Heggelund Lane was presented to replace the last one that was previously approved. Bob Tomkowiak made a motion to approve new easement as presented on Heggelund Lane & for Josh to proceed with completing the necessary paperwork. Chris Christiansen 2nd motion. Motion carried.

Road Maintenance

Ader Lane Gravel- No update- will be tabled until next month so that Josh has a chance to talk to Mike Krohn.

Bethel Rd. black-topping- We received a quote from American Asphalt to black top Bethel Road from Bluff Road (Drive) to County Road N. Currently what we have budgeted for highway maintenance is not enough for this project, so the board discussed the option of taking out a loan. Bob Tomkowiak made a motion to accept the American Asphalt bid of \$175,386.40. Chris Christiansen 2nd motion. Motion carried.

Future road projects discussed would be Bluff Dr from Bethel Rd to Ward Blvd., Klondike Dr from Day Rd to County Rd T and Richfield-Wood Rd. Possibly put gravel in the holes for now on these roads.

There was a resident on Klondike Dr that inquired about potholes being filled and about ditching. The potholes will be filled soon but Josh has not been over there so he will need to take a look at the ditching request.

Josh has not been able to get in contact with Farrell Equipment regarding permapatch so Chris will try to reach out and get a hold of them.

There was a complaint from a resident on Puff Creek Blvd about damage that was done from a truck pulling a boat & a tire that was lost that made some gouges in the road. Josh will reach out to the County to take a look and will also reach out to the Sheriff's Department to see if a police report was done.

Bob and Chris both removed trees on Bluff Dr. between Polish Road and Hwy 80.

Keith Albright and Bob Tomkowiak will be unavailable to do any highway maintenance until further notice.

Building Maintenance

Front Door Tile Issue- the tile is buckling up and the front door sticks, so it is difficult to get open. It will get looked at.

Lawn Repairs- Bob completed the lawn repairs & he will also spray the weeds. There was discussion about removing the bushes around the building and just having rocks.

Doorworks was here to fix the door on the highway side. They state that it does need to be replaced at some point.

The 4H donated a new vacuum for the town hall.

Cemetery Update

Paula spoke with Adam from Rembs Funeral Home regarding the funeral plots in the cemetery in the Northeast section, Row 7, Lot 5. They do not keep records of the actual burial so at this point we are only showing one available plot. Paula will reach out to the family to discuss what options they would like to take going forward.

Cemetery Plot Cost will be added to next month's agenda.

Elections

No new updates.

Adoption of policy regarding the procedure for waiver of BOR hearing requests

We need to find out more information on this procedure or if it has to be an ordinance. Paula will look into it and we will discuss at next month's meeting.

Wisconsin Towns Association Training Recap

Josh gave a report on things that were learned at the Wisconsin Towns Association training. Key topics were appointee terms in writing, retention records, service bids, designation of newspaper, expanding board, town loans & posting rules. One thing that was decided upon was that the town clerk no longer has to post at all three physical locations so going forward we will only be posting our meeting agendas and notices on the town's website and at the town hall.

Garbage/Recycling Meeting Recap

Chris gave an update on what was discussed at the garbage & recycling meeting. He will be representing our township at these meetings going forward.

Town Website

This will be discussed more in depth at our September meeting but Josh did speak with Pat about changing our website to a .gov.

Fire Department/EMR Report

Fire Calls for service since 5/11/25 – 0

0 in Richfield

0 - automatic/mutual aid

First Responder Calls since 5/11/25 – 3

1. Keep the Forest Green campaign ended with 10 red trees on it
2. Hose testing – 4 hoses failed, mostly LDH
3. Scholarship recipients: Jonathan Klumb & Gwyneth Kumm
4. Calendar Raffle Fundraiser planning has begun

Invoicing

Nothing new.

Items Intended for Future Meetings.

Town Loan to be discussed in August and Town Website to be discussed in September.

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 9:32pm. Chris Christiansen 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk