
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes June 9, 2024

Dave Steinmetz called the meeting to order at 6:30 pm.

Pledge of Allegiance

Roll call

The following persons were present: Dave Steinmetz (Chairperson), Chris McDaniel (Supervisor #1), Andrew Woltmann (Supervisor #2), Paula Rustad (Clerk), Johnathan Dickinson (Treasurer), Josh Sabo, Keith Albright

Minutes from May 13, 2024, Monthly Board Meeting

Andrew Woltmann made a motion to approve the May 13, 2024, Monthly Board Meeting minutes. Chris McDaniel 2nd motion. Motion carried.

Minutes from May 15, 2024, BOR Meeting

Chris McDaniel made a motion to approve the May 15, 2024, BOR Meeting minutes. Andrew Woltmann 2nd motion. Motion carried.

Treasurer's Report

Chris McDaniel made a motion to approve the May 2024 Treasurer's report. Andrew Woltmann 2nd motion. Motion carried.

Meeting Date/Time

The monthly meeting for July has been set for Sunday, July 7th, 2024, at 6:30pm and August has been set for Monday, August 12th, 2024, at 8:00pm. Future meeting dates and times will be discussed at the next meeting.

Town Insurance

The town received a refund check in the amount of \$204.00 from results of the Workman's Comp Audit.

Clear Cutting

No new updates. Possibility of signatures being collected.

Road Maintenance

Waiting on Haas-Fox Lane to be done on Tuesday and Weber on Wednesday. If there are issues with grader, we will need to check with county for grading. Bridge inspection report received on Klondike Rd was reviewed. Need to add Tyler Schill & Trevor Schill to town insurance so they are able to help out with road maintenance.

Hegglund Lane Estimate was received from the County & discussed.

Permits

Permit to protect the town's Right of Way was given to board members to look at and bring back ideas to the next meeting.

Act 12 Reporting

Act 12 & Maintenance of Effort reporting were discussed. Clerk received certifications from both Richfield Rural Fire Department & City of Marshfield. Filing is due July 1st.

Building Maintenance

Birds are building nests in the furnace, so we need to look into how to stop them from building. Someone will need to watch until something is figured out.

Certified Maps

Maps presented were reviewed & approved.

Cemetery Update

Paula received copies of all deeds recorded with the Register of Deeds. The cemetery map needs to be updated so Chris & Paula will plan a time to get to the cemetery, weather & wet grass permitting. Maintenance of cemetery was also discussed so Dave will reach out for mowing to be done weekly & trimming every other week.

Ordinances/Resolutions

Paula is working on getting ordinances organized and on the website.

Question came up as to if a mailbox is on a concrete base & sitting close to the road, whose responsibility is it if someone hits it. Dave will reach out to resident on Richfield Dr. about it. Also stop signs on Klondike, Washington, & EE are down. Dave will reach out to the Hwy Dept to replace.

Town Website & Email Addresses

Discussion was had regarding switching out website & email addresses from .com to .gov which will probably be a requirement soon. We are looking at making the switch in the 2nd Quarter of 2025.

Clerk Training

Paula is registered and the hotel is booked for Clerk Training in Green Bay July 14th, 2024 to July 19th, 2024. Unfortunately, did not receive a scholarship to attend.

Elections

Trent Miner will be doing Election training in Pittsville on Wednesday, June 12th & Saturday, June 15th. Paula, Bonnie, Sandi & Tirzah will all be attending between the two days.

Fire Department/EMR Report

Chief Josh Sabo reported the following for May 2024:

Fire Calls for service May – 4

- 1 in Richfield; 2 car accident on Sth 80
- 3 automatic/mutual aid; structure fire in Auburndale, lightning strike to house for Pittsville (Town of Sherwood), RIT request for structure fire to Marshfield

First Responder Calls May - 2

1. Calendar raffle planning is wrapping up
2. Attended to SCBA demo's
3. 2% Fire Dues Audit was completed on April 9

Invoicing

No new updates.

Items intended for future meetings.

None at this time.

Accounts Payable

Andrew Woltmann made a motion to pay the bills. Chris McDaniel 2nd motion. Motion carried.

Adjournment

Chris McDaniel made a motion to adjourn at 8:06pm. Andrew Woltmann 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk