
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes June 14, 2026

Josh Sabo called the meeting to order at 7:02pm.

Pledge of Allegiance

Roll call

The following persons were present: Josh Sabo (Chairperson), Bob Tomkowiak (Supervisor #1), Chris Christiansen (Supervisor #2), Josh Haebig (Supervisor #3), Paul Haebig (Supervisor #4), Paula Rustad (Clerk), Johnathan Dickinson (Treasurer)

Minutes from May 10, 2026 Board of Review Meeting

Bob Tomkowiak made a motion to approve the May 10, 2026 Board of Review Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Minutes from May 10, 2026 Monthly Board Meeting

Bob Tomkowiak made a motion to approve the May 10, 2026 Monthly Board Meeting minutes. Josh Haebig 2nd motion. Motion carried.

Minutes from May 26, 2026 Special Board Meeting

Bob Tomkowiak made a motion to approve the May 26, 2026 Special Board Meeting minutes. Chris Christiansen 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

Chris Christiansen made a motion to approve the May 2026 Treasurer's report. Josh Haebig 2nd motion. Motion carried.

Treasurer's Update

John met with Heather at the County to switch the current automatics with our new account information and update the address. We will review the process of beginning to transfer funds to Forward Bank, as this item will be included on next month's agenda for discussion.

Meeting Date/Time (Monthly & Special Meetings)

The monthly meeting for July for July 15, 2026, at 7:00pm. This is different than our normal 2nd Sunday of the month due to conflicts. No special meetings are scheduled at this time. Residents are encouraged to check the Town website for updates, agendas, and minutes.

Town Insurance

We have heard back from the insurance company regarding filing a claim for the damage to the plow truck. A claim can be submitted once we have the date of the incident, details of what occurred, the location of the damage, and whether law enforcement was contacted. We will work to gather this information and forward it to the Town's insurance for review.

Garbage & Recycling

Chris attended the most recent recycling meeting. During the discussion, they reviewed the use of the red cards and indicated they will continue using them, though with some modifications. They also emphasized the importance of ensuring that all municipal websites display accurate and up-to-date recycling information.

Road Maintenance

-Bethel Rd Culverts-Discussion was held regarding the culvert south of the Bluff on Bethel. The area had so the county was brought in to fix with rock and anchors.

-Washington Ave Hole-There is a hole that formed on Washington Ave. Although the culvert itself remains in good condition, a washout developed and the pavement surrounding the culvert gave out. Josh S. and Chris inspected the location and completed a temporary repair. The county will be asked to return and evaluate the area for a more permanent solution.

-Small Bridges Replaced-An update was provided on bridge projects throughout the township. Bridge replacements on Meidl, Richfield/Wood between Polish Road and Highway 80, and Arpin/Richfield have been completed. The south entrance to Richfield Park has not yet been blacktopped. It was also noted that the township will receive reimbursement funds on some of the completed bridge projects.

-Other road maintenance that was discussed.

- Josh S reported that he completed the road petition and bridge aid forms for the Puff Creek culvert.

- The repairs to the washout on Puff Creek has been completed. It was noted that the county's estimated repair costs were higher than the actual cost of the work performed.

- Several roads require additional fill material so Bob will get with the county to obtain material needed.

- Gravel that had previously been placed has washed out & we are unsure as to why. Also gravel roads throughout the township are also due for grading, so Bob will work on that.

- Bob will be working to get the grader and plow truck cleaned.

- Bob also reported removing a tree that had fallen along Bluff Drive.

- Power boxes near the wing path were discussed. They are being replaced as part of a fiber line installation project so should only be there temporarily.

- Brush on Stadt coming up to Richfield Drive has become overgrown. Josh S will contact landowner to discuss clearing the brush to improve visibility and access.

Building Maintenance

-The vacuum at Town Hall was not functioning properly, so Josh S. inspected it and found that it was clogged. After cleaning it out, the vacuum is now working properly and should be adequate for the time being.

-The middle door on the west side of Town Hall was not closing correctly. Josh was able to repair it, but it will need to be monitored to ensure the issue does not recur.

-One of the Town Hall tables requires repair, and several lights need to be replaced. Josh will coordinate with Chris McDaniel to get them replaced

-Highway Overhead Door Structure Fix & Replacement-Josh S. will be reaching out to Nikolai to obtain a quote for the repair of the overhead door and eventually an estimate for its replacement.

Cemetery

-Mapping and Marking Cemetery- was discussed. A quorum of board members will visit the cemetery on June 23, 2026 at 5:00 p.m. to stake and measure the area. A public notice will be posted prior to their meeting.

-Trees- The Board also discussed the planting of trees in the cemetery. While the matter will be researched further, the Board will explore installing a sign to clarify that no additional trees may be planted in the future.

Bob Tomkowiak made a motion to prohibit the planting of trees, shrubs, and bushes in the cemetery going forward. Josh Haebig 2nd motion. Motion carried.

Solus Managed Network Replacement

Josh S. has made attempts to coordinate a meeting with Solus but has not yet been successful. It will be discussed again at next month's meeting.

Certified Map

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

Reappointment of Clerk

Chris Christiansen made a motion to reappoint the current clerk, Paula Rustad to another three-year term. Paul Haebig 2nd motion. Motion carried.

Elections

Absentee ballots for the next election, which is scheduled for August 11, will be mailed on June 24. The upcoming election is a partisan primary election, during which voters will select the candidates who will represent their respective political parties in the general election. The town will have three election workers assigned for this election.

Fire Department/EMR Report

Fire Calls for service since 5/10/26 – 5

5 in Richfield; person search, truck fire, CO check, tree fire, possible person in the water
0 - automatic/mutual aid

Emergency Medical Responder Calls since 5/10/26 – 2

1. All vehicles passed DOT inspections
2. 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 – 10 trees

Invoicing

Fire number

Items Intended for Future Meetings

No additional items beyond those already noted.

Accounts Payable

Bob Tomkowiak made a motion to pay the bills. Paul Haebig 2nd motion. Motion carried.

Adjournment

Chris Christiansen made a motion to adjourn at 8:45pm. Josh Haebig 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk