
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

UNAPPROVED

Monthly Board Minutes July 20, 2025

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), Ralph Aschebrook

Minutes from June 8, 2025, Monthly Board Meeting

Chris Christiansen made a motion to approve the June 8th, 2025 Monthly Board Meeting minutes. Bob Tomkowiak 2nd motion. Motion carried.

Minutes from June 12, 2025, Special Board Meeting

Bob Tomkowiak made a motion to approve the June 12th, 2025 Special Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Treasurer's Report

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

Meeting Date/Time

The monthly meeting for August is Sunday, August 10th, 2025, at 7:00pm. A Special Meeting is scheduled for Thursday, July 24th, 2025 at 7:00pm to discuss Town's legal matters.

Town Insurance

No new updates.

Easement on Land Owned by Town of Richfield on Heggelund Ln

Everything has been taken care of, and the town was paid \$1000.00 for the easement. Josh let Joel know to reach out to us anytime he is doing anything just so we are aware in case we receive any questions or complaints as we have already received an inquiry about it.

Road Maintenance

Enbridge will be starting next week (7/28) to work one to two weeks on the pipe on Bluff Rd. The length of time will depend on what is found with the pipe.

Richfield Wood bridge does have a sinkhole which Chris and Josh both looked at. The bridge is good, but it took quite a bit of fill to put in it. Chris reached out to Randy with the county to look at it and see what they could do to fix it.

At the most recent Wisconsin Towns Association meeting, it was discussed that we should receive more state highway aid so we should see that when the payment comes in.

Most of the potholes in the town have been filled but Bob asked about the smaller ones popping up. Josh will try again to get some more perma patch.

Brush needs to be cut on Thompson and Klondike/Washington so Bob will go out to cut it.

Ader Lane Gravel- We are not seeing any issues with the road needing gravel so there will be no more discussion on it at this time.

Washed Out Culvert on Richfield Wood Rd. West of 80-Dead End- We have not had a chance to look at the washed-out culvert. Bob will go out and take a look to decide if something needs to be done.

Ward Blvd. Driveway- the driveway by Nieman's was discussed. Chris spoke with Randy & it was determined that we should speak with Gary or Donnie Nieman as the county plans to work on that road next week (7/28). Josh will reach out to Donnie to discuss what needs to be done.

Bethel Rd. Update-Bethel Rd has been pulverized. Possibly black topping this week (7/21) as it all depends on the weather. We may have to wait until middle of August then. There is a resident concerned about the culvert on Bethel Rd. Josh spoke with him and the culvert angle is not the issue. Also in the future we need to get an "Alteration to County Highway Access" permit from the county when having road work done by someone other than the county.

Lincoln Ave. South of County Road N-Josh received a call last Tuesday about water draining and washing out. We need to get something in the ditch to help prevent it from happening again.

Arpin-Richfield Rd Ditching- Josh and John both received a call regarding this. The section that the request has been made for is not ours so the resident has been instructed to reach out to Arpin.

Building Maintenance

Front Entrance Tile- Chris redid the tile to the front entrance. It is sealed and good for now. The door no longer catches but we will have to look into getting it permanently fixed.

Townhall Rental Contract- contact updates were discussed, and changes will be made.

Klondike Drive Junkyard Complaint

We have had some complaints, and Josh received a message from the DNR about a complaint they received regarding junk at 7675 Klondike Drive. The DNR does not handle these types of complaints nor does the county, so it falls on the town, if the town is zoned, which we are not. We are not sure we can do anything except meet with him to discuss cleaning up. The biggest concern the town board has is that the ditch is being dug up.

Cemetery Update

We are still sorting through the plot inquiry in the east section, Row 7.

Cemetery Plot Cost-It was discussed to align our cemetery plot cost with other cemeteries in the area so we will be increasing the cost of our burial plots. Bob Tomkowiak made a motion to increase the cost of a burial plot in the Richfield Cemetery from \$250.00 to \$450.00 effective September 1st, 2025. Chris Christiansen 2nd motion. Motion carried.

Elections

Josh shared an update from most recent Wisconsin Towns Association meeting regarding a hold that was put on the Wisconsin Senate Bill 304 (SB 304) which addresses the hours for voting absentee in person at municipal clerk's offices or alternate sites.

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

Paula spoke with Trent regarding this procedure, and the board just needs to adopt it. Bob Tomkowiak made a motion to adopt the "Board of Review Policy on the Procedure for Waiver of Board of Review Hearing Request." Chris Christensen 2nd motion. Motion carried.

Certified Maps

The certified map that was received was reviewed and approved by the board. Because this was received after our last meeting, discussion was had about possibly considering an ordinance to approve that the chairperson is able to sign off alone on it. This is not something we are interested in doing at this time.

Fire Department/EMR Report

Fire Calls for service since 6/8/25 – 1

- 1 in Richfield; accident on Cth A & Richfield-Wood Rd
- 0 - automatic/mutual aid

First Responder Calls since 6/8/25 – 3

- 1. Calendar Raffle Fundraiser tickets will soon be available
- 2. ISO audit on August 12

Invoicing

Nothing new.

Items Intended for Future Meetings.

None

Accounts Payable

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

Adjournment

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

Paula Rustad, Town of Richfield Clerk