
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

UNAPPROVED

Monthly Board Minutes September 14, 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)

Minutes from August 10, 2025, Monthly Board Meeting

Bob Tomkowiak made a motion to approve the August 10th, 2025 Monthly Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Minutes from August 27, 2025, Special Board Meeting

Chris Christiansen made a motion to approve the August 27th, 2025 Special Board Meeting minutes. Bob Tomkowiak 2nd motion. Motion carried.

Minutes from September 9, 2025, Special Board Meeting

Bob Tomkowiak made a motion to approve the September 9th, 2025 Special Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Treasurer's Report

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

Treasurer's Update

John gave an update on what is going on with the new program for taxes. It looks like it will be ready to be used in October.

Meeting Date/Time

The monthly meeting for October is Sunday, October 12th, 2025, immediately following our budget meeting.

Set Budget Meeting Date

Budget Meeting is set for Sunday, October 12th, 2025 at 5:30pm.

Set Budget Hearing Date

Budget Hearing is set for Sunday, November 9th, 2025 at 7:00pm.

Town Insurance

No new updates.

Road Maintenance

Bethel Rd. is complete. There was a car that went into the ditch, but no damage was done. Chris will meet with county to address issues found on Ward Blvd. Josh received a call from Mike Krohn regarding gravel on Ader Lane. He is looking for the town to deliver some gravel so Josh will reach out to him to have further discussion. Josh called Farrell regarding permapatch but was only able to leave a message and has not heard back. The board plans to do a road review before winter in order to get some potholes filled before winter comes.

Snow Plowing

We are looking to fill the snowplow driver's position. Josh will reach out to a few possible prospects. If anyone is interested, they should come to express interest at our next monthly meeting in October.

Annual Road Certification

Road certification was reviewed. Josh signed off and it will be mailed back. Online reporting will be looked at shortly.

Town Loan

The board received quotes from both Partner's Bank and Forward Financial Bank for quotes on a 1yr loan for \$135,000.00, semi-annual payments. Partner's Bank offered 5.25% and Forward Financial Bank offered 5.75% unless the town commits to switching accounts at the annual meeting. Then they will offer 4.50%. John will be having someone from Forward Financial Bank to come talk to the town board at our next monthly meeting.

Building Maintenance

Chris looked at the lights in the town hall. The driver needs to be replaced so he will take care of purchasing the needed parts and fixing them. Bob cleaned out the drains in the back of the building to help with the heaving in the front end of the building. Gutters will need to be cleaned out.

Propane Contract- The board reviewed the 2025-2026 winter propane contract that was provided by Cooper Propane, LLC. Bob Tomkowiak made a motion to purchase 2000 gallons at \$1.39/gal for a total of \$2780.00. Chris Christiansen 2nd motion. Motion carried.

Fees/Salary/Pay Rates

Updated pay rate schedules was reviewed by the board. Chris Christiansen made a motion to approve the updated schedule. Bob Tomkowiak 2nd motion. Motion carried.

Cemetery Update

Paula has been playing phone tag with Nate from Marshfield Monument regarding measuring out a couple cemetery plots. Josh and Paula will go to the cemetery to measure & stake it out. There was an inquiry regarding placing items on gravesites. The family is responsible for what is placed so if it is removed or damaged, the town is not responsible. No trees or shrubs are allowed.

Elections

Upcoming training for Clerk, Deputy Election Clerk & Chief Inspectors will be offered on October 22nd & October 25th.

Fire Department/EMR Report

Fire Calls for service since 8/10/25 – 6

2 in Richfield; 2 vehicle accident on Cth A & Richfield Dr and motorcycle accident on Cth A south of Cth EE

4 - automatic/mutual aid; 2 RIT request to Stratford - cancelled for both, barn fire call to Pittsville - cancelled, Project Lifesaver request to City of Marshfield – cancelled, child was found.

First Responder Calls since 8/10/25 – 4

1. Calendar Raffle Fundraiser tickets are available
2. Public Protection Classification (ISO) audit on August 12 went well, won't know results for 2 months
3. Ladder truck aerial testing was on September 6 and it passed

Invoicing

Nothing new.

Items Intended for Future Meetings.

Increasing number of Town Board members.

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 8:59pm. Bob Tomkowiak 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk