
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

UNAPPROVED

Monthly Board Minutes October 12, 2025

Josh Sabo called the meeting to order at 7:21pm.

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 September 14, 2025 Monthly Board Meeting

Bob Tomkowiak made a motion to approve the September 14, 2025 Monthly Board Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Treasurer's Report

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

Treasurer's Update

John will be going in this week to do some testing on the new tax collection program. We also talked about setting aside a date and time in December to stuff property tax envelopes.

Meeting Date/Time

The monthly meeting for November is Sunday, November 9th, 2025, immediately following the Public Hearing on the Proposed 2026 Budget and Special Town Meeting of the Electors. We will also be having a special meeting on Sunday, October 19th, 2025 at 7:00pm.

Town Insurance

No new updates.

Forward Financial Bank Presentation

Chris Damerell from Forward Bank came to speak to the board about what they benefits to the town they can offer us including higher interest rates on our deposit account. They gave us a proposed rate of 4.50% on a 1 year loan if we make the decision in April to switch from Partners Bank to Forward Bank.

Township Loan

We are still deciding on a loan. We must take it out by December 1st, 2025 in order to adjust our Levy Limit so this will be discussed at our next meeting.

Road Maintenance

Chris spoke with the County about paving the bridge on Richfield Wood. JJ's Brush Cutting did brushing in the ditches, but it doesn't look like the cut real deep. The town may look into possibly renting a machine and doing it ourselves. Ader Lane was discussed again. The turnaround was put in for the snow plow and grader so the agreement in the past was to add gravel. Josh will speak with Mike Krohn and then we will have Doine deliver gravel and grade it. Josh will be looking at possibly applying for LRIP, the shared program through the County & also look at ARIP for more information.

Ward Blvd. Chris spoke with Randy who referred him to the engineer about the spots on the new road. There is nothing right now they can do until spring.

Snow Plowing

We are still looking to fill the snowplow driver's position. We have had a few conversations with potential hires. No CDL is needed for plowing if an emergency, but that person cannot leave the township with the truck. The plow truck also needs to be put back together.

Contract for Town of Wood-The contract for snow plowing between the Town of Richfield and the Town of Wood was discussed.

Bob Tomkowiak made a motion to approve the 2025-2026 proposed snow plowing of \$85.00/hr per plow between the Town of Richfield and Town of Wood. Chris Christiansen 2nd motion. Motion carried. Paula will send out to Town of Wood Chairman to sign.

Building Maintenance

Chris fixed the light in the hall. The roof covers on the air conditioning need something done with them as they are rotting out. We need to redo it in tin so it doesn't rot in the future. Chris will be looking at it. The air freshener style that we have been using in our bathrooms are now discontinued. Josh will see if we can still get some but we will need to look into getting something different for the future.

Cemetery Update

Josh and Paula along with Chris McDaniel went out & measured the cemetery plots on Wednesday, October 1st, 2025 that were requested by Marshfield Monument.

Elections

Clerk, Deputy Election Clerk & Chief Inspectors (for our township this will be Paula, Bonnie, Sandi and Tirzah) will be attending election training on Wednesday, October 22nd.

Adding Additional Board Members

The board is looking at adding 2 more supervisors to the Town Board. We need to adopt and publish an ordinance to do so. The Chair, Supervisor 1 & Supervisor 2 would be elected on odd years and Supervisor 3 & Supervisor 4 would be on even years. This will be discussed at the next town board meeting.

USAgNet Website Contract

No new contract to review. Josh will be talking with Pat about updating the town's website.

South Wood County Humane Society Contract

Contract received was reviewed. Bob Tomkowiak made a motion to sign the annual contract with the South Wood County Humane Society for animal control for 2026. Chris Christiansen 2nd motion. Motion carried. Also, there were a few dogs dropped or traveled into our township. Both have been taken care of.

Marshfield Ambulance Contract

This will be tabled until next month's meeting. Chris Christiansen made a motion to send an "Ambulance Aid Contract" from us to the City of Marshfield for us helping them out with driving the ambulance. Bob Tomkowiak 2nd motion. Motion carried. We also received a bill from the city for unpaid balances from 2017, 2018, 2021 & 2023 so that was discussed..

Fire Department/EMR Report

Fire Calls for service since 9/14/25 – 6

0 in Richfield

6 - automatic/mutual aid; City of Marshfield-2, Town of Hiles, Village of Arpin, Town of Wood, Town of McMillan

First Responder Calls since 9/14/25 – 3

1. Calendar Raffle Fundraiser raised \$15,341
2. No results for our Public Protection Classification (ISO) audit
3. Engine and Ladder truck passed pump testing

Invoicing

Nothing new.

Items Intended for Future Meetings.

Nothing New

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 9:06pm. Chris Christiansen 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk