
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes November 9, 2025

Josh Sabo called the meeting to order at 7:08pm.

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), Elizabeth Gebert

Approval of the 2026 Budget

Chris Christiansen made a motion to approve the 2026 Budget as adopted at the Budget Hearing which was held before the monthly board meeting. Bob Tomkowiak 2nd motion. Motion carried.

Minutes from October 12, 2025 Budget Meeting

Bob Tomkowiak made a motion to approve the October 12, 2025 Budget Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Minutes from October 12, 2025 Monthly Board Meeting

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

Minutes from October 19, 2025 Special Meeting

Bob Tomkowiak made a motion to approve the October 19, 2025 Special Meeting minutes. Chris Christiansen 2nd motion. Motion carried.

Treasurer's Report

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

Treasurer's Update

John and Paula will get needed information to the County for taxes to get printed. We will meet either December 8th or December 10th at 6:00 PM to stuff envelopes, notice will be posted. Tax bills have to be mailed out by December 15th.

Elections

Wood County Circuit Court Branch 3 Judge Candidate-Elizabeth Gebert

Elizabeth came to share her experience as a DA and explain to us why she is running for office on April 7th, 2026.

We will also be holding a caucus if we proceed with adopting the ordinance for adding more board members.

Meeting Date/Time

The monthly meeting for December is Sunday, December 14th, 2025, at 7:00pm. We will also be having a special meeting on Thursday, November 13th, 2025 at 7:00pm.

Town Insurance

Workers Compensation and Employers Liability Policy

This policy was given and reviewed by the board. Chris Christiansen made a motion to approve the EMC Insurance Workman's Comp policy for the Town of Richfield for 2026. Bob Tomkowiak 2nd the motion. Motion carried.

Township Loan

John will be providing the additional information needed to Forward Bank. The loan is set to close on Friday, November 21st, 2025.

Road Maintenance

The maps have not been right as some roads are showing as half ours and half another municipality. We are looking into getting that fixed. Bridge estimates from Wood County were discussed. These bridges qualified for the 50/50 bridge aid. Arpin Richfield will be done yet this year. Next year we will look into having ditch cutting done more deeply because they are starting to get more brush. There is garbage on Bluff Dr. so Bob will go out this week to clean it up. We have an account set up with Farrell Equipment now & we finally got our supply of perma-patch so Chris will take care of reimbursing the City of Marshfield for what we used.

CTRI Award \$22,974.22.

We did receive the CTRI Award through the County. Richfield Wood project qualified so that is what we were awarded for. We would receive reimbursement in 2027. Richfield Drive would need to be separated as we would also do the parking lot at that time. Josh did not apply for LRIP.

Snow Plowing

The wing is back on the plow truck. We are still looking for somebody to snowplow. We do have a few potential candidates.

Building Maintenance

Josh ordered air fresheners for both bathrooms. He will check with Chris McDaniel regarding lights in the hall that need to be replaced. The air drop is leaking on the highway side so Chris will be capping it off.

Cemetery Update

No new updates.

Adoption of Ordinance #14-Increasing Town Board to Additional Board Members

The board reviewed and discussed the ordinance to increase the town board. Chris Christiansen made a motion to adopt Ordinance #14-Increasing Town Board to 5 Members. Bob Tomkowiak 2nd motion. Roll call vote was taken: Bob "I" Chris "I" Josh "I" Motion carried.

Statement of Assessment-Second Notice of Non-Compliance

This was discussed. We will probably be hearing from our Assessor in the next year regarding next steps.

Marshfield Ambulance Contract

The contract was discussed. Josh and other area fire departments met with the City of Marshfield to discuss some of the items in the contract. Josh shared with the board what was discussed & stated there will be more meetings with the city to come.

Bob Tomkowiak made a motion to approve the 2026 Ambulance contract with the City of Marshfield for \$65,251.00. Chris Christiansen 2nd motion. Motion carried.

Tax Collection Letter

The letter being sent out with tax bills was shared with the board and approved.

Tax Collection Bond

Chris Christiansen made a motion to approve a tax collection bond in the amount of the township tax apportionment from Wood County. Bob Tomkowiak 2nd the motion. Motion carried.

Tax Collection Sites

There are two options for tax payments to be collected, (1) Partners Bank in Marshfield, or (2) Mail to Treasurer. They are listed on the letter that will be sent with all tax bills.

Fire Department/EMR Report

Fire Calls for service since 10/12/25 – 3

0 in Richfield;

3 - automatic/mutual aid; feed cart on fire in barn-Town of Marshfield-cancelled; skid steer on fire in shop-Town of Hansen; baler and field fire-Town of Wood

First Responder Calls since 10/12/25 – 3

1. Engine 2 had AC and muffler repaired
2. No results yet on our Public Protection Classification (ISO) audit
3. Did Fire Prevention talk at Trinity Lutheran School on October 23

Invoicing

Treasurer's licensing bill from 2024 was explained.

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 9:15pm. Chris Christiansen 2nd motion. Motion carried.

Paula Rustad, Town of Richfield Clerk