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# **TOWN OF RICHFIELD**

8478 Richfield Drive  
Marshfield, WI 54449

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## **Monthly Board Minutes**

### **December 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), Carl Stoflet, Bonnie Sabo

#### **Minutes from November 9, 2025 Budget Hearing**

Bob Tomkowiak made a motion to approve the November 9, 2025 Budget Hearing minutes. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

#### **Minutes from November 9, 2025 Special Town Meeting of Electors**

Bob Tomkowiak made a motion to approve the November 9, 2025 Special Town Meeting of Electors minutes. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

#### **Minutes from November 9, 2025 Monthly Board Meeting**

Bob Tomkowiak made a motion to approve the November 9, 2025 Monthly Board Meeting minutes. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

#### **Minutes from November 13, 2025 Special Meeting**

Chris Christiansen made a motion to approve the November 13, 2025 Special Meeting minutes. Bob Tomkowiak 2<sup>nd</sup> motion. Motion carried.

#### **Minutes from December 2, 2025 Special Meeting**

Chris Christiansen made a motion to approve the December 2, 2025 Special Meeting minutes. Bob Tomkowiak 2<sup>nd</sup> motion. Motion carried.

#### **Treasurer's Report**

Bob Tomkowiak made a motion to approve the November 2025 Treasurer's report. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

#### **Treasurer's Update**

The first batch of taxes were mailed on December 9th & the second were mailed on December 12<sup>th</sup>. The new software seems to be going well.

#### **Meeting Date/Time (Monthly & Special Meetings)**

The monthly meeting for January is Sunday, January 11, 2026, at 7:00pm immediately following the Caucus Meeting.

## **Set Caucus Meeting Date- between January 2<sup>nd</sup> and January 21<sup>st</sup>**

The Caucus Meeting will be on Sunday, January 11, 2026, at 7:00pm prior to our monthly meeting.

## **Town Insurance**

No new updates.

## **Town Loan**

The loan for the town has been processed. \$200 was deducted for the loan fee. The first payment will be due in May, 2026 with the second being in November, 2026.

## **Road Maintenance**

-The county will be replacing the bridge on Arpin/Richfield on Monday, December 15<sup>th</sup>. It will be shut down all week. Also, the bridges will be replaced on Bluff and Meidl in the near future.

-There is a stop sign that needs to be replaced on Richfield Wood. The county will be taking care of this.

-The permapatch has been received so we'll be all set for the spring.

-A dead-end sign needs to get put up on Woehrle Lane.

-There is a tree on the end of Richfield Drive that is dead. Josh will look at it to see if the town needs to take care of it or if the property owner needs to.

-Bob also asked about looking at Washington between Thompson and County Road EE for some repair.

-Josh got the PACER ratings all submitted.

## **Snow Plowing**

Carl has been driving the plow truck so is new and learning. We did have some complaints about mailboxes that were hit and a driveway that was plowed in so those were discussed.

## **Building Maintenance**

### **Hall Light Replacement and Oven Replacement**

-A few lights are burnt out in the hall. Chris McDaniel will be taking care of these after the first of the year.

-The town hall oven needs replacement. Josh did some looking around with Mittens and Menards. He shared quotes on the three different brand names. Bob Tomkowiak made a motion to not exceed \$850 in replacing the oven at the town hall. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

## **Cemetery Update**

We do not plow the cemetery but in the past if somebody wanted to have it plowed, the town gave their permission to have it plowed. Paula will work with Pat to get the price updated on the website from the \$250.00 to the \$450.00 which was effective September 1, 2025.

## **Elections**

Discussion was had about increasing the wages for our election workers. This will be added to next month's agenda.

A list of Chief Inspectors and poll workers was presented to be approved. That list consisted of Chief Inspectors Bonnie Sabo, Sandi Schill & Tirzah Draeger and poll workers Linda Heeg, Kim Fieweger, Mary Lou Herman, Carmen Reis, Kathy Meidl and Tammy Hardinger.

Chris Christiansen made a motion to approve the list presented for 2026-2027. Bob Tomkowiak 2<sup>nd</sup> motion. Motion carried.

## **Town Website**

Josh is working on getting things updated on the website. Josh shared a complaint that he received from a town resident about multiple items with the website. The clerk will work to be timelier with getting the unapproved minutes submitted.

## **Fire Department/EMR Report**

Fire Calls for service since 11/9/25 – 9

2 in Richfield; 1 vehicle rollover at Cth N & Arpin-Richfield Rd, stove pipe service call  
7 - automatic/mutual aid; structure fire-Town of Remington(cancelled), fire alarm-Town of Marshfield, structure fire x 2-Town of Lincoln, fire alarm x 2-City of Pittsville, RIT  
request for structure fire-City of Marshfield

First Responder Calls since 11/9/25 – 5

1. ISO Public Protection Classification (PPC) results: 6
2. FY26 EMS FAP award - \$16,688.70
3. February 8, 2026 is the Annual Soup Dinner

## **Invoicing**

Nothing New

## **Items Intended for Future Meetings.**

Election Worker Wages

## **Accounts Payable**

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

## **Adjournment**

Bob Tomkowiak made a motion to adjourn at 8:29pm. Chris Christiansen 2<sup>nd</sup> motion. Motion carried.

Paula Rustad, Town of Richfield Clerk