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# TOWN OF RICHFIELD

8478 Richfield Drive  
Marshfield, WI 54449

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## Monthly Board Minutes April 16, 2023

Dave Steinmetz called the meeting to order at 7:00 pm

### Pledge of Allegiance

### Roll call

The following persons were present: Dave Steinmetz (Chairperson), Chris McDaniel (Supervisor #1), Jack Pernsteiner (Supervisor #2), Tammi Pernsteiner (Treasurer & Interim Clerk), Josh Sabo, Keith Albright, Bob Tomkowiak, Tanille Frankwick, Jon Hagler

### Minutes from March 12, 2023 Monthly Board Meeting

Chris McDaniel made a motion to approve the March 12th monthly board meeting minutes. Jack Pernsteiner 2<sup>nd</sup> the motion. Motion carried.

### Treasurer's Report

Jack Pernsteiner made a motion to approve March's Treasurer Report. Chris McDaniel 2<sup>nd</sup> the motion. Motion carried.

### Bid openings

One bid was received from American Asphalt.

Chris McDaniel made a motion to approve American Asphalt for Arpin-Richfield Road, Spruce to County Road N. Jack Pernsteiner 2<sup>nd</sup> the motion. Motion carried.

### 2023 bids for publication

Roadside mowing - approximately 40 miles. 1 swath early July and a complete mowing of 3 swaths in late August.

Decomposed granite – 1,000 yards more or less to be delivered anywhere in the township. The price is to be the same for residents. Bidding is to be by the yard. Billing to Town Residents to be done by done by winner of the bid.

Underlayment crushed aggregate base course to state spec. Bid 3/4 inch and 1 1/4 inch to be delivered anywhere in the township and the price to be the same for residents. Bidding is to be by the ton. Billing to Town Residents to be done by winner of the bid.

Dust Proofing - 1/2 load more or less to be delivered anywhere in the township. Bidding is to be by the gallon.

Chris McDaniel made a motion to approve the 2023 bid publication with changes. Jack Pernsteiner 2<sup>nd</sup> the motion. Motion carried.

### **Road maintenance**

Continuing to fill potholes in township once weather permits.

Ditch cleaning was discussed. Puff Creek was discussed relating to culverts and pulverizing road.

### **Annual road review**

Will be done at a later date.

### **Building maintenance**

Door was fixed due to the rollers popping out. A brace was used to fix the issue. Furnace and water filters were changed.

### **Cemetery update**

Dave Steinmetz is now in charge of the cemetery. The cemetery book is now up to date.

### **ARPA funds update**

Form needs to be filed by April 30, 2023. Chris McDaniel will take care of submitting what is necessary.

### **Lawyer update**

No update.

### **Chairperson vacancy**

We currently have no chairperson. A Town Resident needs to be appointed by the Board to fill this position.

### **Clerk position**

Tanille Frankwick came to meeting to introduce herself as an interested candidate to fill the Clerks position. A closed meeting will occur sometime in May to interview qualified candidates.

### **Liquor license**

The Trap & Skeet club contacted Board wanting to put a bar in the club. This will be discussed further at our May monthly meeting.

### **Recycling service update**

Northwest Recycling Board is having a meeting after the tire collection date. The majority of the Town Board does not want recycling every other week. Dave will take this decision to the Northwest Recycling Board as other townships opinions are involved. Depending on how their votes go will determine if we have it every other week. The cost would be approx. \$8/month.

### **Sanitation Code ordinance**

The Recycling Sanitation code was discussed and will be reviewed by the Town Board.

### **Meeting date/time change**

Our monthly meeting for May has been rescheduled to May 7<sup>th</sup> at 6:30pm.

### **Open records request/charges/ordinance/resolution ordinance**

Tabled until May.

## **Board of Review**

Training will arrive mid-April

Chris McDaniel made a motion to approve Keith Albright to the Town Board of Review. Jack Pernsteiner 2<sup>nd</sup> the motion. Motion carried.

## **Annual meeting**

Annual meeting information was given to the Board for review. Also, an email summary from Kurt Moeller was also given to the Board seeing as Kurt will not be at the Annual Meeting.

## **Cyber Security**

Fraud emails are coming in and the Board has been instructed to look at email detail for the email address that is the sender. If you do not recognize the email address, it is fraud and the Board will not be responsible if any transactions are completed due to these fraud emails. No money should be leaving the general fund unless it's approved by the board or a check with three signatures is issued.

## **Fire Ordinance**

Tabled until May meeting.

## **Fire Chief's report**

Fire calls for service since last meeting = 8 (3 in Richfield, 5 automatic/mutual aid)

Replacement gear has arrived and been put in service from insurance claim

Planning an MCI shooting training this summer

Will be installing driveway length markers on April 29<sup>th</sup>

Calendar raffle preparation to start in May

Open House and Vendor event will be October 14<sup>th</sup>

## **First Responder report**

First Responder calls since last meeting = 10

## **Invoicing**

In the process of billing for fire numbers.

## **Items intended for future meetings**

Annual road review, bid openings, clerk position, liquor license, recycling service, open records request, Board of Review, Fire Ordinance,

## **Accounts Payable**

Chris McDaniel made a motion to pay bills. Jack Pernsteiner 2<sup>nd</sup> the motion. Motion carried.

## **Adjournment**

Jack Pernsteiner made a motion to adjourn at 9:20pm. Chris McDaniel 2<sup>nd</sup> the motion. Motion carried.