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# TOWN OF RICHFIELD

8478 Richfield Drive  
Marshfield, WI 54449

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## Monthly Board Minutes September 11, 2023

Dave Steinmetz called the meeting to order at 6:30 pm

### Pledge of Allegiance

### Roll call

The following persons were present: Dave Steinmetz (Chairperson), Chris McDaniel (Supervisor #1), Andrew Woltmann (Supervisor #2), Tammi Pernsteiner (Treasurer), Paula Rustad (Clerk), Josh Sabo, Keith Albright, Bob Tomkowiak, Chad Fox

### Minutes from August 16, 2023, Monthly Board Meeting

Chris McDaniel made a motion to approve the August 16<sup>th</sup>, 2023 monthly board meeting minutes. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### Treasurer's Report

Andrew Woltmann made a motion to approve the August 2023 Treasurer's report. Chris McDaniel 2<sup>nd</sup> motion. Motion carried.

### Town Insurance

Discussion was had about different insurance companies. Dave went to Marshfield Insurance (he will be in contact with Cory) & Burns Insurance. Rural Insurance will not do workman's compensation for fire department. Regardless where we go, if we do separate policies, we will have to pay twice for workman's comp. If it's the same policy, it would only be once and save us cost. Chief Josh Sabo requested that we make sure to talk to and get a quote from VFIS/Horton Group which is who the fire department currently has insurance through.

### Road Maintenance

Dave received a call from Hahn regarding a dip in the road on Heggland. Had it looked at and suggestion was made to pave and smooth over dip. Quoted \$2500.00 from Randy from Wood County Hwy Dept.

Dave received a call from Wood County Sheriff's Dept. about burnouts on EE and Stadt. Not much we can do about it at this point without it happening over and over again. We would not get paid for it. The suspect was cited.

Road Mileage Certification Map was presented & discussed. Dave needs to sign & mail it in.

Thompson Road needs some spots filled in.

### **Building Maintenance**

House of Heating will be coming at some point soon to put in new AC Unit.

Fire Department walk in door needs to be looked at by Nikolay as it is not shutting properly.

### **Cemetery Update**

No new updates.

### **ARPA Funds Update**

American Asphalt's bills have been starting to come in over 100% bid amount. Dave will be looking at the original bid for amount before next payment is sent out.

Tammi provided more of a breakdown on what the ARPA funds have been spent on. This will help us determine where to allocate the rest of the funds.

### **Propane Contract**

Received propane contract from Cooper Propane LLC. Chris McDaniel made a motion to purchase 2000 gallons at \$1.48/gal for a total of \$2960.00. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### **LRIP**

Received a checklist on what needs to be gathered for final payment. Clerk will work on obtaining these items & present at the next monthly meeting.

### **Lawyer Update**

This will be going in front of Judge Potter on Monday, September 25, 2023. Dave plans to attend.

### **Meeting Date/Time Change**

The monthly meeting for October was already set for Sunday, October 15, 2023. November's meeting will be Monday, November 13, 2023, at 6:30pm. Future meeting dates and times will be discussed at the next meeting.

### **Recycling Service**

No new updates.

### **Recycling & Sanitation Code**

Dave Steinmetz updated the Recycling & Sanitation Code. A special meeting is scheduled for Sunday, October 1, 2023 at 6:30pm to discuss further. It will be added to next month's agenda to be reviewed and adopted.

### **Wisconsin Dept of Natural Resources-Managed Forest Law Application List**

Application list was looked at. No reason to believe land discussed is not eligible so no comments to submit.

### **Shared Revenue**

No new updates.

### **Wisconsin Surplus Auction**

Chris McDaniel read emails sent back & forth between him and Wisconsin Surplus bidder that drove here to pick up item without an appointment. No further contact has been made since last email, so items are considered abandoned.

One bidder stated that his check was in the mail, but we have not received it. Some other items still have not been picked up yet. Chris will reach out to all the other bidders on last time. They will have until September 30<sup>th</sup>. After that, the items will also be considered abandoned.

### **Component Plan Received**

Dave will look into what type of inspection needs to be done for Bluff View Church.

### **Set Budget Meeting**

Chris McDaniel made a motion to set the budget meeting for October 25, 2023 at 6:30pm. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### **Set Budget Hearing**

Andrew Woltmann made a motion to set the budget hearing for November 13, 2023 at 6:30pm. Chris McDaniel 2<sup>nd</sup> the motion. Motion carried.

### **Snow Plowing**

Snow plowing is covered for the town. Chad Fox will be added to the insurance.

### **Open Records Requests -Letter/Email from Assessor**

This open records request is no longer valid.

### **Open Records Justice Society Public Records Response-ES&S**

Dave will reach out to Bonnie on what she knows about it, what needs to be done and what it will cost.

### **Open Records SmartProcure Public Records Request**

Clerk will complete this request & submit.

### **Virtual Workshops/Trainings for Clerk**

Chris McDaniel made a motion for the Clerk to be reimbursed for mileage & time for virtual workshops/trainings attended. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### **Fire Chief's report**

Chief Josh Sabo reported the following for July and August 2023:

#### **Fire Calls for service July – 6**

- 1 in Richfield – Bethel Place
- 5 automatic/mutual aid (3 cancelled before enroute/on scene)

#### **Fire Calls for service August – 4**

- 3 in Richfield; fuel leak, burning complaint, skid steer fire
- 1 automatic/mutual aid

1. The October Calendar Raffle is in full swing. Selling tickets until October 1.
2. Fire Prevention Open House - Saturday, October 14 - 10am-3pm

### **First Responder report**

Chief Josh Sabo reported the following for July and August 2023:

First Responder Calls July – 5

First Responder Calls August – 2

### **Invoicing**

Tammi is getting payments for fire numbers. Everything is up to date.

### **Items intended for future meetings**

None at this time.

### **Accounts Payable**

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

### **Adjournment**

Andrew Woltmann made a motion to adjourn at 8:38pm. Chris McDaniel 2<sup>nd</sup> motion. Motion carried.

Paula Rustad, Clerk