
TOWN OF RICHFIELD

8478 Richfield Drive
Marshfield, WI 54449

Monthly Board Minutes February 19, 2023

Call to Order

Dave Steinmetz called the meeting to order at 5:01 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, Bonnie Sabo

Minutes from January 19, 2023 Monthly Board Meeting

Chris McDaniel made a motion to approve the January 19th monthly board meeting minutes. Jack Pernsteiner 2nd the motion. Motion carried.

Minutes from January 19, 2023 Caucus Meeting

Jack Pernsteiner made a motion to approve the January 19th caucus meeting minutes. Chris McDaniel 2nd the motion. Motion carried.

Treasurer's Report

Chris McDaniel made a motion to approve January's Treasurer Report. Jack Pernsteiner 2nd the motion. Motion carried.

Rural Insurance

Discussed policy.

Road maintenance

50/50 road aid paperwork will be filled out and sent to Wood County.

LRIP – Chris McDaniel contacted Roland from Wood County to talk about our plans & LRIP funds. If we don't use funds by 2025 we will lose the funds. This LRIP project is only for one mile of road. Chris McDaniel recommends to do a 2 mile project on Puff Creek and use LRIP funds for Arpin-Richfield. Dave will contact Roland to get more information.

Building maintenance

New faucets are installed in bathrooms in Town hall. The men's toilet keeps running and will be looked at by Reigels Plumbing. There was a vehicle parked in the town hall parking lot for a few days and Wood County was contacted. Vehicles are not to be parked in the town hall parking lot overnight without prior permission or they will be towed.

Cemetery update

The sale on a couple of plots is in process. Paperwork needs to be filed with Wood County.

ARPA funds update

Nothing new to report.

Lawyer update

Open records request was received, and the party was notified of our process to provide the information.

Clerk position

Chris McDaniel made a motion to advertise for clerks position on indeed.com and in buyers guide for 2 weeks. Jack Pernsteiner 2nd the motion. Motion carried.

Recycling

Discussion pertained to charging for recycling on tax bill. It's a required service that is billable as a special charge. Recycling is currently once a month but could be going to twice month so that would approximately be \$7 per month per resident.

Voting Update

Election inspectors now have training complete for 2023. New Express Vote for ADA compliance now replaces the AutoMark. Bonnie Sabo gave the Board a demonstration on how the Express Vote machine works.

Open book date

Chris McDaniel made a motion to have Open Book on May 17, 2023 from 4:00pm to 6:00pm. Jack Pernsteiner 2nd the motion. Motion carried.

Board of review date

Board members need training for Board of Review.

Jack Pernsteiner made a motion to have Board of Review on May 24, 2023 from 6:30pm to 8:30pm. Chris McDaniel 2nd the motion. Motion carried.

March Towns Association meeting

The Towns Association meeting will be held at the Town of Richfield Hall on March 17th, 2023 from 6pm-9pm.

Quick Books upgrade

Chris McDaniel made a motion to upgrade QuickBooks not to exceed \$800. Jack Pernsteiner 2nd the motion. Motion carried.

Open records request/charges

We need an ordinance in place to charge for open records requests.

Fire Ordinance

Table to March meeting

Fire Chief's report

Fire calls in January = 4 (three automatic aid & one Richfield)

- Soup Dinner – made 48 nescos of soup (323 quarts pre-ordered, 247 quarts through the door), notable donations: API - \$2,000, Thrivent Financial – 3 x \$250
- Gear damage insurance claim – paid \$14,530 of the \$14,780 claim (we have \$250 deductible), replacement gear should arrive in about a month.
- Did SCBA bottle hydrotesting on February 7 – this needs to be done every five years.
- Our PFAS foam was picked up to be disposed of at no cost to us through state program.
- Our new helmets are in service.
- \$1,000 donation was received from Bluff View Church.

First Responder report

First Responder calls in January = 8 (two we had no one available to respond)

Invoicing update

In the process of billing for fire numbers.

Items intended for future meetings

ARPA update, Clerk position, Fire Ordinance, Annual meeting agenda

Accounts Payable

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

Board audit of records

Chris McDaniel made a motion to approve the Town audit of records. Jack Pernsteiner 2nd the motion. Motion carried.

Adjournment

Chris McDaniel made a motion to adjourn at 7:53pm. Jack Pernsteiner 2nd the motion. Motion carried.

Tammi Pernsteiner, Town of Richfield Interim Clerk