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# TOWN OF RICHFIELD

8478 Richfield Drive  
Marshfield, WI 54449

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## Monthly Board Minutes August 16, 2023

Dave Steinmetz called the meeting to order at 6:33 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), Keith Albright, Dave Patton

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

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

### Town Insurance

Discussion was had about different insurance companies. Rural Ins. would like us to complete paperwork regarding driving records. Need to look into what happens if we switch in the midst of a lawsuit. Dave will continue looking into insurance.

### Road Maintenance

Dave received a thank you from a resident for taking care of the road. The county patched up spots on Ward Blvd and will be checking Puff Creek & Bethel for other spots. Discussion was had regarding the items sold on Wisconsin Surplus which we are still waiting on buyers to pick up their items. Chris will be putting the old culverts & preowned plastic posts on Wisconsin Surplus. Keith Albright will help load with his skid steer for a minimum of \$120/hr.

Chris had a resident inquiry about the town picking up roadkill. We do not pick them up.

### Building Maintenance

Cameras were looked at and resolved. Highway Dept door will be looked at as soon as they can do it.

House of Heating came to look at the AC Unit. They recommend replacing the one that we have. Chris McDaniel made a motion to approve House of Heating's quote to replace AC Unit for \$3760.00 and allocate ARPA funds. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### **Cemetery Update**

There is a current issue with things not being aligned. Marshfield Monument came out to look and they recommended that we stake out certain areas (borders) so we can get exact placement. Chris McDaniel will put together some tools for measuring at the cemetery. Dave Steinmetz and Chris will then work together to rope off area & set stakes. Andrew Woltmann asked to join them. Dave will discuss with lawn mowing company to not pull the stakes. Notice needs to be posted 24 hours prior to their meeting at the cemetery in which Chris will take care of. Dave also had a resident upset that we did not sell her a plot sooner. Dave will work with her to get it done.

### **ARPA Funds Update**

We need to figure out what we were using for ARPA funds.

### **Lawyer Update**

No new updates

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

The monthly meetings for September & October we set. Next meeting will be Monday, September 11, 2023, at 6:30pm followed by Sunday, October 15, 2023, also at 6:30pm. Future meeting dates and times will be discussed at the next meeting.

### **Recycling Service**

Dave Steinmetz updated the Recycling & Sanitation Code. It will be added to next month's agenda to be reviewed and adopted.

### **Shared Revenue**

We have not received the funds yet but once we do, we can discuss how we want to spend the money.

### **Solus Renewal Agreement**

Chris McDaniel made a motion to continue with approved Solus IT Support contract with a direct payment of \$45.00/month. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

### **Open Records Request Letter/Email from Assessor**

This Records request was discussed.

### **Al Becker Jr family donation**

No update-will be removed from future agendas.

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

Chief Josh Sabo was not present at the meeting, so no report was given. Discussion was had regarding a resident burning items that should not have been burnt. The suggestion was made that if giving out a burn permit, we also provide guidelines to what can & can't be burned at the time permit is issued.

### **First Responder report**

Chief Josh Sabo was not present at the meeting, so no report was given.

### **Invoicing**

Everything is up to date.

**Items intended for future meetings**

Some items were discussed to be removed & agenda for previous September will be looked at for items discussed annually.

**Accounts Payable**

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

**Adjournment**

Chris McDaniel made a motion to adjourn at 8:17pm. Andrew Woltmann 2<sup>nd</sup> motion. Motion carried.

Paula Rustad, Clerk