

**STATE OF WISCONSIN**

Town of Richford; Waushara County

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**TOWN OF RICHFORD – MINUTES FROM DECEMBER 9, 2024 MONTHLY MEETING**

The Town of Richford Town Board met on Monday, December 9, 2024 in the Richford Town Hall. Board members present: Robert Wedell, Ryan Heil, Dave Paulus Jr, Kristen Anderson, and Julia Staehler. Also present were Delmore Consulting representatives for a presentation.

1. Call to order and Roll call. Wedell called the meeting to order at 6PM. Staehler called the roll: Heil, yes; Wedell, yes; Paulus, yes; Anderson, yes; Staehler, yes.
2. Certify compliance with open meetings law. Staehler certified compliance with open meetings law. The meeting notice was posted at three locations, uploaded to the website, and emailed to the contact group.
3. Approval of the agenda
  - a. MOTION by Heil to approve the agenda as presented. Second by Paulus. Motion carried by voice vote.
4. Approval of previous meeting minutes
  - a. November 4, 2024 Public Hearing on Proposed 2025 Budget. MOTION by Heil to approve the November 4, 2024 Public Hearing on Proposed 2025 Budget minutes. Second by Paulus. Discussion. Motion carried by voice vote.
  - b. November 4, 2024 Special Town Meeting on Proposed 2025 Town Tax Levy. MOTION by Heil to approve the November 4, 2024 Special Town Meeting on Proposed 2025 Town Tax Levy minutes. Second by Paulus. Discussion. Motion carried by voice vote.
  - c. November 4, 2024 Monthly Meeting, MOTION by Wedell to approve the November 4, 2024 Monthly Meeting minutes. Second by Paulus. Discussion. Motion carried by voice vote.
5. Announcement of next meetings
  - a. January 6, 2025 @6PM.
6. Other's wishing to appear before the Board. Delmore Consulting provided the board with information as to why the company was created and services offered. They are a comprehensive road management and services firm. Recognized as a preferred provider by the Wisconsin Towns Association, their goal is to assist towns with the numerous road related needs to include planning, bidding, and funding assistance. The firm has worked with 401 towns in 60 counties. Should the town accept the proposal for traffic sign services, each sign would receive two ratings; one for the sign and one for the post. Each is then rated on a 5-point scale with one (1) indicating new. This would then lead to what repairs, adjustments, or replacements would be needed. An online map with associated information is made available to the board via an online app and/or hardcopy. The board can make direct updates to the app for an annual app fee of \$1500 or provide that information to Delmore. Annual review of signage is available for a service cost of \$4,000.
7. Public comment. None.
8. Specific matters for discussion and possible action by town board in open session
  - a. Old Business- all items may be considered for approval or other action
    - i. Homeowner flooding issues-ditches/culverts corner of Cty Rd B/Cumberland Rd. Culvert installed and blacktopped under Cumberland Rd. County will take care of the Cty Rd B

culvert in 2025. Landowner is working with a contractor to address sloping issues. For now, the town has completed their end of the project.

- ii. Gutter installation community center kitchen door. Ryan will circle back with Roman again to get this taken care of.
  - iii. Rustic road condition and needs. Dave recently checked and sees no issues that need to be addressed at this time.
  - iv. General roads condition and needs. Nothing to note other than continuation of pothole filling as needed. The delivery of ice control product from Fenner Excavating was very satisfactory. Dave tried for two months to contact the Town of Newton with no response. The county, however, is working on highway maintenance on the Town of Newton's areas of Dakota Ave.
  - v. Right-of-way encroachments. Dave contacted the 10<sup>th</sup> Ct landowner and indicated shoulder mowing will be 10' in from the should edge with no issues.
  - vi. Bridges Long Range Plan Determination. Discussion concerning appropriate guard rails. The board determined a plan covering 2025-2026 budget years. Additional planning will be discussed in 2026 for the 2027 budget. Highway Landscapers will be contacted to start the process by requesting a proposal.
    - 2025: 11<sup>th</sup> Rd bridge guard rails.
    - 2026: 9<sup>th</sup> Ave bridge guard rails.
- b. New Business - all items may be considered for approval or other action
- i. Delmore Consulting Proposal for Traffic Sign Inventory Assessment and Mapping. MOTION by Paulus to accept the Delmore Consulting Proposal for Traffic Sign Inventory Assessment and Mapping in the amount of \$10,920 as presented. Second by Heil. Discussion. This will give the town a good starting point to ensure road warning signs are up to standard. This will also make future needs more easily managed in a time efficient manner. Motion carried by voice vote.
  - ii. ARPA Designation of Funds to Delmore Consulting Proposal for Traffic Sign Inventory Assessment and Mapping. No action required.
  - iii. Rescind and Re-designate ARPA Designation of Funds for Scott Construction Projects. No action required. Following research Julia has determined that items will be and/or have been appropriately taken care of in ensure the town does not need to surrender any ARPA funding.
  - iv. Set January 2025 Caucus Date (between January 2-21). MOTION by Wedell to set January 6, 2025 @5:30PM for the Caucus. Second by Heil. Discussion. This is the evening of the regular monthly board meeting. Motion carried by voice vote.
  - v. Resolution 2024-01 to Adopt the Waushara County Hazard Mitigation Plan. MOTION by Heil to approve Resolution 2024-01 to Adopt the Waushara County Hazard Mitigation Plan as presented. Second by Wedell. Discussion. This plan provides for hazard mitigation actions before a disaster occurs to reduce the potential for harm to people and property. Approval of this plan is required as a condition of future grant funding for mitigation projects. Motion carried by voice vote.
  - vi. Flyte Family Farm Too LLC Zone Change. Wedell recused himself due to a possible conflict of interest. MOTION by Paulus to approve the Flyte Family Farm Too LLC Zone Change as presented. Second by Heil. Discussion. This is the final piece of the request. The zone change has been approved by the county. It now comes to the town for an up or down vote. Should the town not respond, the zone change would be approved automatically. Julia will ensure the Land Use Plan zoning map is updated. Motion carried by voice vote.
  - vii. Kelley Sand & Gravel Proposal Ice Control Product. MOTION by Heil to accept the Kelley Sand & Gravel Proposal for Ice Control Product as presented. Second by Paulus. Discussion. Product will be ordered from Fenner Excavating as well. Adam will take care of the ordering as needed. Motion carried by voice vote.

- viii. Overdose Emergency Kit and Stop the Bleed along with Training. Discussion. With use of the community center and town board meeting room Julia feels the town board may wish to be further prepared for an emergency. Currently an AED is located in the community center and is kept in check by the RCA. Additional items for consideration include an overdose emergency kit (Narcan), Stop the Bleed kit, choking rescue device such as LifeVac, and a fire blanket for the kitchen. Added to that list was a general first aid kit. The discussion concerning Narcan was lengthy but agreed as needed. Julia will continue the discussion with the county for cost options and training.
  - ix. 2024-2025 Operator License Application(s) if available. No applications received.
- 9. Treasurers Report: Current financials and report of last month's financial activity: Money Market shows an ending November balance of \$395,764.63. Basic checking shows an ending November balance of \$78,110.59 with \$44,222.14 in credits and \$2,419.26 in debts.
  - 10. Review and approve monthly expenditures: MOTION by Heil to approve the December 2024 expenditures consisting of check #2205-2208, four (4) vendor ACH payments in the amount of \$5527.35; five (5) payroll and reimbursement ACH payments in the amount of \$4,550.00 as presented. Second by Paulus. Discussion. Additional vendor payments will be made throughout the month to close out the year. The board will be notified of all payments. Motion carried by voice vote. November vendor expenditures totaled \$ 1,983.76; election inspector payroll totaled \$675.50.
  - 11. Chairperson Report: Adam was sent out to prepare roads for the snow squalls.
  - 12. Supervisor Reports: Nothing in addition to what was previously discussed.
  - 13. Clerks Report
    - a. Hyper Reach replaces Code Red. Information has been posted on the website. Residents can also call 920-647-8700 or text 'alerts' to 920-647-8700.
    - b. WTA District Meetings (Spring 2025) available. Board members were asked to check the recent WTA magazine. District meetings include the mandatory annual Board of Review training for one board member.
  - 14. Announcements of upcoming events. Blood drives have been scheduled for 2025. All times are 12 Noon to 5:30PM. Wed, Feb 26, Wed, July 2, Wed, Oct 29
  - 15. Items for future meetings: None.
  - 16. Adjourn: MOTION by Heil to adjourn. Second by Paulus. Meeting adjourned at 7:50PM

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Submitted by Julia Staehler, Clerk