

## **STATE OF WISCONSIN - Town of Richford; Waushara County**

The town board of the Town of Richford, Waushara County, Wisconsin, hereby provides its written notice and an agenda of the monthly town meeting of the town board on **Monday, April 7, 2025 at 6PM** in the Richford Town Hall; W11127 Cumberland Road, Coloma, WI 54930. The Town Chairperson, or a designee, has provided communication of this public meeting as required. The public may provide comments to the town board if the presiding officer notes on the agenda and upon recognition a period for public comment.

### **MONTHLY MEETING AGENDA**

1. Call to order and Roll call
2. Certify compliance with open meetings law
3. Approval of the agenda
4. Approval of previous meeting minutes
  - a. March 3, 2025 Monthly Meeting
5. Announcement of next meetings
  - a. May 5, 2025 Monthly Meeting
6. Other's wishing to appear before the Board
7. Public comment
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. Rustic road condition and needs
    - ii. General roads condition and needs
    - iii. COM2 Recycling Solutions LLC for Free Recycling of Electronics
    - iv. Encroachment List (if available)
  - b. New Business - all items may be considered for approval or other action
    - i. Recommendations from Planning Commission
    - ii. 2024-2025 Operator License Application(s) if available
    - iii. Review 2024 Annual Meeting Minutes
    - iv. Review 2024 Annual Report
    - v. Cemetery Maintenance Proposal
    - vi. Shoulder/Ditch Mowing Proposal (if available)
    - vii. Delmore Consulting Signage Results (if available)
    - viii. Highway Landscapers Costing for Bridge Guard Rails (if available)
    - ix. Use of Town Roads by Overweight Vehicles
9. Treasurers Report: Current financials and report of last month's financial activity
10. Review and approve monthly expenditures

11. Chairperson Report

12. Supervisor Reports

13. Clerks Report

- a. Worker's Compensation Audit complete
- b. State Annual Report complete
- c. Licensed Establishments have received renewal forms
- d. Officials attending BOR Training need to submit certification
- e. Letter from Wautoma Public Library

14. Announcements of upcoming events

- a. Board Member Terms Begin Tuesday, April 15, 2025
- b. Annual Meeting Tuesday, April 15, 2025 @ 6PM
- c. Road Review Saturday, May 3, 2025 @ 9AM
- d. WTA Spring Workshops Announced in WTA Magazine

15. Items for future meetings: 2025 Road Projects

16. Adjourn

17. Following Adjournment, the 2025-2027 Elected Town Board Officials will take the oath of office

Dated this 3<sup>rd</sup> day of April 2025 @ 6:30PM and posted at the Richford Town Hall, Johann's Bar and Grill LLC, The Rusty Nail LLC, [www.townofrichfordwi.gov](http://www.townofrichfordwi.gov)

  
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Julia Staehler, Clerk

**STATE OF WISCONSIN**

Town of Richford; Waushara County

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**TOWN OF RICHFORD – MINUTES FROM MARCH 3, 2025 MONTHLY MEETING**

The Town of Richford Town Board met on Monday, March 3, 2025 in the Richford Town Hall. Board members present: Robert Wedell, Ryan Heil, Kristen Anderson, and Julia Staehler. Dave Paulus Jr called in by telephone.

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, Staehler-yes. Anderson-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. February, 2025 Monthly Meeting. MOTION by Heil to approve the February 3, 2025 Monthly Meeting minutes as corrected. Second by Paulus. Discussion. Motion carried by voice vote.
5. Announcement of next meetings
  - a. April 7, 2025 @6PM.
6. Other's wishing to appear before the Board. None.
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. Rustic road condition and needs. Wedell noted is in good condition. No major potholes. Some ice in shaded spots but with the warmth coming those should clear up.
    - ii. General roads condition and needs. Paulus and Gary Blader discussed brush and tree trimming on Dakota Av. Julia indicated, per the agreement with Newton, what area of Dakota Av we are responsible for.
    - iii. COM2 Recycling Solutions LLC for Free Recycling of Electronics. Tentative dates in June were determined. We need to be sure the event is staffed by the recycling company. Paulus will provide the tentative dates to the company.
    - iv. Purchase of Signage for Vendor. Wedell indicated other vendors supply their own signage and he does not believe it is the town's responsibility to purchase signage. Heil and Paulus concurred. Wedell added there is brush on Cottonville Av not yet picked up. Paulus will contact Adam Blader.
    - v. Encroachment List if available. Not available.



- b. New Business - all items may be considered for approval or other action
- i. Information Only: Delmore Update on Signage Inventory. Staehler followed up and was told end of February or beginning of March. Richford is first on their list.
  - ii. Set Date for Road Review. May 3, 2025 with a start time of 9AM.
  - iii. Approve Picnic License – RCA/Richford Game Club Annual Banquet March 8, 2025. MOTION by Wedell to approve the RCA Temporary Class “B” and Temporary “Class B” license on behalf of the Richford Game Club for their Annual Banquet March 8, 2025. Second by Heil. Discussion. Motion carried by voice vote.
  - iv. Approve Picnic License – RCA/Johann’s Bar & Grill Annual Pool Tournament March 21-23, 2025. MOTION by Paulus to approve the RCA Temporary Class “B” and Temporary “Class B” license on behalf of Johann’s Bar & Grill for the Annual Pool Tournament March 21-23, 2025. Second by Wedell. Discussion. Motion carried by voice vote.
  - v. Approve ACEC Blanket Permit. MOTION by Heil to approve the 2025 ACEC Blanket Permit for Construction along the town roads. Second by Paulus. Discussion. Motion carried by voice vote.
  - vi. Appoint Land Use Planning Commission Member. Paulus recused himself. MOTION by Wedell to appoint David N Paulus Jr as a Land Use Planning Commission Member to fulfil the term left vacant by the passing of Mike McLay. Second by Heil. Discussion. Motion carried by voice vote.
  - vii. Discuss Land Use Planning Commission Agenda Items. Items on the agenda are member appointments and presentation from Tim Borud of UW-Extension.
  - viii. Discuss and Possible Update of Website Policy. Kelley Sand & Gravel asked if we would post a link to his business from our links page. Currently, policy indicates we post local businesses only. No action taken to update the policy.
  - ix. Discuss and Adopt Resolution 2025-01 Authorizing the Town Clerk to Convert Election Related Records to Electronic Format. MOTION by Heil to adopt Resolution 2025-01 Authorizing the Town Clerk to Convert Election Related Records to Electronic Format. Second by Paulus. Discussion. Staehler indicated we do have the ordinance relative to municipal records retention. When it comes to certain election records there is an additional recommendation from the Wisconsin Elections Commission due to lack of state statute guidance. The resolution indicate records can be converted, but hard copies be retained for 2-years. This covers records not listed in the municipal records retention schedule. Staehler called the roll for a voice vote - Heil-yes, Wedell-yes, Paulus-yes. Motion carried by roll call vote.
  - x. 2024-2025 Operator License Application(s) if available. None

9. Treasurers Report: Current financials and report of last month’s financial activity: Money Market shows an ending February balance of \$400,201.11. Basic checking shows an ending February balance of 126,841.47 with \$144,331.13 in credits and \$540,128.43 in debts.

10. Review and approve monthly expenditures: MOTION by Heil to approve the March 2025 expenditures in the amount of \$8,580.34 consisting of check numbers 2242-2244 and five (5) ACH transfers with outstanding checks for 2% fire dues (turned over to the fire districts). US Treasury for payroll taxes estimated to be \$726.26, and invoices from Fenner Excavating for ice control product; and quarterly payroll estimated to be \$3601.21 pending receipt of mileage reimbursement from Anderson. Second by Paulus. Discussion. Motion carried by voice vote. February expenditures totaled \$531,684.05 and

consisted of check numbers 2222-2238 and eight (8) ACH transfers. February election payroll totaled \$648.50 consisting of check numbers 2239-2241 and one (1) ACH payment.

11. Chairperson Report: Roads are in good shape. Possible purchase of a fireproof safe. Consensus is to purchase a fireproof safe. Staehler indicated she has spent about 30-hours scanning documents for electronic retention. To date the only item found that should be provided to the State Historical Society are the quit claim deeds for the Curtis Lake Park property, of which, have been scanned for our retention. Old assessment records in cardboard boxes were found, which are marked permanent for retention, are contaminated. Staehler will do her best to clean up and store in plastic containers.
12. Supervisor Reports: Wedell and Paulus will attend Board of Review training at the end of the month in Stevens Point.
13. Clerks Report
  - a. Market Drive Assessment Software. This is the software used by the assessor to determine property assessments. Market Drive is being phased out and may be replaced by CAMA. Both Market Drive and CAMA are owned by the same company. We may see a price increase but it is too early to tell.
  - b. DNR Fire Sign Number
  - c. s Ordered from Lange. There is a total of 24 signs. The DNR will reimburse the town and self-install.
  - d. Highway Landscapers Update. Costing information is forthcoming for bridge guardrails on 11<sup>th</sup> Rd north of the County Rd JJ intersection. They have been informed we will look at replacing rails on 9<sup>th</sup> Av next year.
14. Announcements of upcoming events.
  - a. Richford Pancake Breakfast Sunday, March 16, 2025.
  - b. Open Book Tuesday, March 24, 2025 from 1-3PM.
  - c. Spring Election Tuesday, April 1, 2025.
15. Items for future meetings:
  - a. Costings from Highway Landscapers for bridge guard rails. Follow-up from Delmore Consulting. Recycling dates.
16. Adjourn: MOTION by Ryan to adjourn. Second by Paulus. Meeting adjourned at 6:57PM

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Submitted by Julia Staehler, Clerk