

## **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 a special town meeting of the town board on **Monday August 4, 2025 at 5PM** 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.

### **SPECIAL MEETING AGENDA**

1. Call to order and Roll call
2. Certify compliance with open meetings law
3. Approval of the agenda
4. Meet with Richford Community Association to discuss buildings and grounds

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 August 4, 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**

5. Call to order and Roll call
6. Certify compliance with open meetings law
7. Approval of the agenda
8. Approval of previous meeting minutes
  - a. July 14, 2025 Monthly Meeting
9. Announcement of next meetings
  - a. September 8, 2025 Monthly Meeting (second Monday due to Labor Day Holiday)
10. Other's wishing to appear before the Board regarding agenda items
11. General public comment
12. Treasurers Report: Current financials and report of last month's financial activity
13. 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 and budget status
  - ii. General roads condition and needs and budget status
  - i. Encroachment Letters available for final review
  - ii. Delmore Consulting Road Review Service and Paser Rating Proposals
  - iii. Status of Urgent Signage Replacements
  - iv. Blader Excavating Hourly Rates
  - v. Set Firm Date and to-do list for building/grounds clean-up day
  - vi. Determine placement of new cemetery shed
- b. New Business - all items may be considered for approval or other action
  - i. 11<sup>th</sup> Drive Washout Proposal
  - ii. Memorial Naming Procedure
  - i. Operator License Applications if available

14. Review and approve monthly expenditures

15. Chairperson Report

- a. Waushara County Highway Emergency Letter
- b. WASD Fire District Meeting

16. Supervisor Reports

17. Clerks Report

- a. WTA Fall Workshops September
- b. WTA Convention October 12-14
- c. WTA Legal Opinion Article Key Takeaways from the 2025–27 State Budget
- d. Town Web Costings

18. Announcements of upcoming events

19. Items for future meetings

20. Adjourn

Dated this 31<sup>st</sup> day of July 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)

---

Julia Staehler, Clerk

## STATE OF WISCONSIN

Town of Richford; Waushara County

---

### TOWN OF RICHFORD – MINUTES FROM JULY 14, 2025 MONTHLY MEETING

The Town of Richford Town Board met on Monday, July 14, 2025 in the Richford Town Hall. Board members present: Ryan Heil, Dave Paulus Jr., Steve Johannes, Kristen Anderson, and Julia Staehler. Also present was Daniel Fenske.

1. Call to order and Roll call. Heil called the meeting to order at 6:01PM. Staehler called the roll: Heil-yes, Paulus-yes, Johannes-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 Johannes to approve the agenda as presented. Second by Paulus. Motion carried by voice vote.
4. Approval of previous meeting minutes
  - a. MOTION by Paulus to approve the June 19, 2025 Monthly Meeting Minutes as corrected. Second by Johannes Discussion. Motion carried by voice vote.
  - b. MOTION by Paulus to approve the June 22, 2025 Special Meeting Minutes as corrected. Second by Johannes. Motion carried by voice vote.
5. Announcement of next meetings
  - a. August 4, 2025 @6PM.
6. Other's wishing to appear before the Board regarding Agenda Items. None.
7. General 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. Review Attorney Opinion for Articles of Incorporation and By-Laws of Richford Community Association. Paulus suggested a special meeting with the RCA Board of Directors to review the articles of incorporation and by-laws and how the documents indicate responsibilities between the RCA and the town board. Staehler will acquire county level records relative ownership and deeds. Paulus also questioned why the by-laws do not indicate a town board member as a member of the board. MOTION by Paulus to hold a special meeting with the RCA Board of Directors, Monday August 4 at 5PM. Second by Johannes. Discussion. A phone call will be made to each member with a follow up invite sent in the mail. Motion carried by voice vote.
    - ii. Rustic road condition and needs. No complaints received. Paulus indicated Hartling needs to make a check. Staehler indicated a new COI is required. Johannes noted a shoulder issue on the west end.

- iii. General roads condition and needs. No recent pothole complaints. Shoulder mowing is complete. Crackfilling has fulfilled their contract which was 8<sup>th</sup> LN from the town line to 9<sup>th</sup> Ave and then 9<sup>th</sup> Ave to State Rd 21. Heil provided Scott Construction with a signed proposal of projects approved at the last meeting. Discussion concerning tree removal/brush cutting. Cottonville Ave from County Rd GG to the Gaatz Property needs to be checked for trimming following the request of a combine harvester user. Johannes will review the route and report back. The second driveway on Cumberland Rd will be removed once the home is built.
- iv. Encroachment list update and next steps. Staehler needed clarification on three parcels and the locations on the map. Clarification was received on one. It stands that if a landowner takes care mowing the 'encroachment' no letter will be provided. Letters will send certified return receipt. A copy of the letter will be provided to the board prior to mailing. Each mailing will have a map showing location of the encroachment.
- v. Review of Electronic Recycling Event. The board agreed it was quite successful and will be annual event for now. Heil suggested a community rummage sale in conjunction. Also suggested was a perishable food donation for the county food bank.
- b. New Business - all items may be considered for approval or other action.
  - i. Designate Alternative Check Signer. MOTION by Paulus to designate Steve Johannes as an alternative check signer. Second Heil. Discussion. Although the bank indicated no need for a third signer, this is a town check and balance procedure. Motion carried by voice vote.
  - ii. Delmore Consulting Road Review Service and Paser Rating Proposals. While this was not a 2025 budgetary item, Staehler indicated we would see where we stand at the end of year and, by resolution, transfer unused funds to this project and/or indicate the need to transfer funds from the money market. MOTION by Johannes to table any proposal at this time. Second by Paulus. Discussion. All agreed such services are grant advantageous. Small municipalities are at a disadvantage due to a lack of detailed road and bridge conditions and grant writing staff Motion carried by voice vote.
  - III. MOTION by Paulus to Amend Ordinance 2018-01 Town Board Meeting and Parliamentary Procedure as presented. Second by Johannes. Discussion. The ordinance was updated to align with current practice but still retains the requirements provided by statute. The treasurer had also request to be moved up on the agenda. The option of arriving after the meeting start time was offered. Johannes suggested the report be placed following General Public Comments making it number 8 on the agenda. Motion carried by voice vote.
  - IV. MOTION by Johannes to Amend Ordinance 2015-01 Ordinance Establishing Schedule of Fees for Alcohol and Tobacco-Related Licenses and Permits as presented. Second by Paulus. Discussion. At the discretion of the clerk a \$20 lost license fee and \$20 per trip charge was added. Over the years the clerk has been too heavily relied upon to care of issues that are actually the responsibility of the establishment owners. Instructions are provided in a letter to the establishments outlining their responsibilities and a timeline. Too often this timeline is ignored and applications not completed in full by some of the establishments. The clerk

does not want to see an establishment closed down so perhaps adding a charge may remedy the situation. Motion carried by voice vote.

v. Operator License Applications if available. None.

9. Treasurers Report: Current financials and report of last month's financial activity: Money Market shows an ending June balance of \$ \$405,763.84. Basic checking shows an ending June balance of \$ \$121,124.50 with \$ 1,149.44 in credits and \$ 19,595.43 in debts.
10. Review and approve monthly expenditures: MOTION by Johannes to approve the July 2025 expenditures consisting of check number 2264-2266 with six (6) ACH payments in the amount of \$7,488.02 as presented. Second by Paulus. Discussion. There will be a monthly bank charge forthcoming relative to secure business banking set up and payment of 2% fire dues to the respective departments once the distribution is calculated. Motion carried by voice vote. June expenditures finalized: total \$16,192.06 consisting of check numbers 2258-2261 and nine (9) ACH transfers.
11. Chairperson Report: Cemetery well. Wagner plumbing decommissioned and removed the well. All proper documentation is complete. Wagner thanked the board for making this decision because this kind of well contaminates the ground water. In addition, there should have been a special permit filed when the well was dug because it was within 500' of a cemetery. No permit was ever filed. While there was excavating involved, no will be no additional charge. Paulus will talk to Gary about removing the old cemetery shed so the new one can be placed. Contact will be made to order the new shed.
12. Supervisor Reports:
  - a. Paulus continues to pursue the Dakota Ave issue, now with the Marquette County Highway Commissioner. Staehler asked if we should place a rough road sign on our portion as some type of warning. In addition, a call directly to the state could be made. The Town of Newton receives transportation aide for that road and if they are not going to fix it, perhaps the state can transfer it over to Richford so we can receive the aid. Discussion relative to 11<sup>th</sup> Ave guard rail and timeline along with a request to keep the guardrail for the town hall parking lot and cost to remove. Staehler will contact Highway Landscapers and provided the board with a breakdown of the removal and installation of the guardrails.
13. Clerks Report
  - a. Emergency Response Plan contact list has been updated with a copy forwarded to the county. Board members are able to access the document on the Town of Richford shared drive.
14. Announcements of upcoming events. The date set for cleanup date is only two weeks away. The board feels the need to be better organized. The date will be changed to a day in September.
15. Items for future meetings: Delmore Proposal. Firm up list of items for cleanup day with date to be determined in September.
16. Adjourn: MOTION by Johannes to adjourn. Second by Paulus. Meeting adjourned at 7:47PM.

---

Submitted by Julia Staehler, Clerk