

## **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, December 8, 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. November 10, 2025 Budget Hearing
  - b. November 10, 2025 Special Town Meeting
  - c. November 10, 2025 Monthly Meeting
5. Announcement of next meeting
  - a. January 5, 2026 Monthly Meeting
6. General public comment
7. Treasurers Report: Current financials and report of last month's financial activity
  - a. Dog License Collections
  - b. USPS Processing Relative to Property Tax Payments
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 and budget status
    - ii. General roads condition and needs and budget status
  - b. New Business - all items may be considered for approval or other action
    - i. Sand/Salt Deliveries
    - ii. Resident Complaints on Snowplowing Procedure
    - iii. 2026 Road Proposals (Ditch Mowing, Patching, Trimming)
    - iv. 2026 Electronic Recycling Event
    - v. Chair Appointment of Election Inspectors
    - vi. Operator License Application(s) if available
    - vii. Future of Safe
    - viii. WTA Preliminary Dues Notice
    - ix. Status of PASER Rating
9. Review and approve monthly expenditures

10. Chairperson Report

- a. Fire District Meeting

11. Supervisor Reports

- a. WTA Local Meeting

12. Clerks Report


- a. District Meetings for Board of Review Training
- b. Venue Alcohol Licensing
- c. 11<sup>th</sup> Drive Washout Reimbursement Status
- d. School District of Westfield Population Study
- e. Point Redemption on Credit Card
- f. Bank Transfer Between Accounts
- g. Clerks Request for List of Updated Signage
- h. Ordinance and Resolution Needs

13. Announcements of upcoming events

14. Items for future meetings: Venue Alcohol License, Ordinance and Resolution Needs

15. Adjourn

Dated this 3<sup>rd</sup> day of December 2025 @ 12PM 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 A. Staehler, Clerk

**STATE OF WISCONSIN**

Town of Richford; Waushara County

**TOWN OF RICHFORD MINUTES FROM NOVEMBER 10, 2025 BUDGET HEARING & SPECIAL TOWN MEETING**

---

**BUDGET HEARING**

Chair Heil called the Budget Hearing to order at 5:30PM. Present was Chair Ryan Heil and Clerk Julia Staehler. Also present David Paulus Jr. and Steve Johannes.

Verification of public notice and approve agenda: MOTION by Steven Johannes to approve the agenda as presented. Second by David Paulus Jr. Motion carried by voice vote.

Presentation FY2026 Budget, comments and discussion: No action will be taken. The allowable levy used for the budget is \$113,227. New net construction is at 1.777%. Although the budget is based on the maximum levy allowed, the town is in good shape financially. A lower levy could be approved at the Special Town Meeting. No major changes have been made in the budget over previous years other than the addition of Delmore Consulting to assist the town with road related issues. David Paulus Jr. requested clarification on how the percentage increase/decrease is calculated from the previous year. Staehler indicated it the yearly budget to budget increase/decrease as recommended. She further added a good way to compare is to look at the estimated ending year spending/expenditures to the next year's proposed. Paulus also asked about miscellaneous revenues. Staehler explained this is where property tax overpayments are recorded, Adams Colombia Coop Credits, and other revenues such as refunds for returned purchases or cancelled workshop registrations.

Finding no further discussion. MOTION by David Paulus, Jr to adjourn the hearing. Second by Steven Johannes. The hearing adjourned at 5:52PM.

---

Submitted by Julia A. Staehler, Clerk

---

**SPECIAL TOWN MEETING**

Chair Heil called the Town Electors Meeting to order at 5:52PM. Present was Chair Ryan Heil and Clerk Julia Staehler. Also present was David Paulus Jr and Steven Johannes.

Verification of public notice and approve agenda: MOTION by David Paulus Jr. to approve the agenda as presented. Second by Steven Johannes. Motion carried by voice vote.

Resolution to Approve 2025 Tax Levy payable 2026. Discussion. Julia Staehler distributed a 5-year history of levies and mill rates.

MOTION by David Paulus Jr. to approve the 2025 Tax Levy payable 2026 to the amount allowed by the state in the amount of \$113,227.00. Second by Steven Johannes. Aye: 4. Nay: 0. Abstain or no vote: 0. Motion carried by voice vote.

MOTION by Steven Johannes to adjourn. Second by David Paulus Jr. Meeting adjourned at 6:01PM.

---

Submitted by Julia A. Staehler, Clerk

**STATE OF WISCONSIN**

Town of Richford; Waushara County

---

**TOWN OF RICHFORD – MINUTES FROM NOVEMBER 10, 2025 MONTHLY MEETING**

The Town of Richford Town Board met on Monday, November 10, 2025 in the Richford Town Hall. Board members present: Ryan Heil, Dave Paulus Jr., Steve Johannes, Kristen Anderson, and Julia Staehler. Also present Gary Blader.

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 Paulus to approve the agenda as presented. Second by Johannes. Motion carried by voice vote.
4. Approval of previous meeting minutes
  - a. MOTION by Johannes to approve the October 6, 2025 Monthly Meeting Minutes as presented. Second by Paulus. Discussion. Motion carried by voice vote.
5. Announcement of next meetings
  - a. December 8, 2025 Monthly Meeting (second Monday)
6. Other's wishing to appear before the Board regarding Agenda Items. None
7. General public comment. None.
8. Treasurers Report: Current financials and report of last month's financial activity: Money Market shows an ending October balance of \$411,320.12. Basic checking shows an ending September balance of \$ \$22,955.70 with \$ 27,462.54 in credits and \$ 40,963.37 in debts.
9. 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: No recent complaints. The road has been recently graded and holes filled.
    - ii. General roads condition and needs and budget status: No recent complaints. Gary Blader indicated the northeast corner of 11<sup>th</sup> Ct needs shoulder work due to driver's cutting the corner.
  - b. New Business - all items may be considered for approval or other action.
    - i. Approve 2026 Budget. MOTION by Paulus to approve the 2026 Town of Richford Budget as presented. Second by Johannes. Discussion. Motion carried by voice vote.
    - ii. Annual Tax Letter Final. MOTION by Johannes to approve the Tax Letter as presented. Second by Paulus. Discussion. A separate document from the county will be included with the tax bills explaining the new dog licensing procedure. Motion carried by voice vote.

- iii. Operator License Applications. Johannes recused himself. MOTION by Paulus to issue a 2025-26 Operator License to Becky Soper as presented pending payment. Second by Heil. Motion carried by voice vote.
  - iv. Preliminary Major Class Comparison Report. The town is out of compliance in all major classes. The most recent reassessment was in 2023 for residential. Prior to 2023, a reassessment was completed in 2020 in all classes except residential and commercial. Discussion relative to succession planning.
10. Review and approve monthly expenditures: MOTION by Johannes to approve the November 2025 expenditures consisting of check number 2289-2291 with three (3) ACH payments in the amount of \$1,952.01. Second by Paulus. Discussion. There is one outstanding invoice for the monthly bank fee. Motion carried by voice vote. October 2025 expenditures finalized \$9,633.37 consisting of check numbers 2286-2288 and eight (8) ACH transfers.
11. Chairperson Report
- a. Curtis Lake Rd property septic issue.
  - b. Wautoma Area Fire District updates relative to budget and equipment.
12. Supervisor Reports
- a. Cemetery shed needs chicken wire at the base to prevent critters from building nests.
  - b. Paulus still plans on building racks for signage in the storage building.
  - c. Adam Blader proposed ideas for 2026 shoulder mowing for one year only to get control of certain brushing areas. Cost would be an additional \$3000 for 2026 only. Adam Blader also provided patching and tree trimming proposals and questioned where sand/salt deliveries would come from. Heil indicated he was contacted by Kelley Sand & Gravel and a decision for orders is forthcoming. Gary Blader indicated Adam has plenty of product currently stored which should hold us for beginning of the season. The priority signage list was reviewed with signage installed to date. Discussion on how to proceed. The list will be shared with the county as there are signs they are responsible for. Staehler will update the online list as appropriate.
13. Clerks Report:
- a. Clerk and Treasurer attended software training for tax collections.
  - b. Update on Waukesha County Circuit Court order requiring additional steps to verify citizenship for all new voter registration requests and a review of all currently registered voters. A stay suspending enforcement was issued meaning there are no changes to voter registration at this time.
  - c. AB 312 / SB 304 - Mandating Minimum in-person absentee voting hours. If passed would force the clerk to hold 20-hours of in-person absentee voting for every election.
  - d. SB 215 / AB 214 – Town Law Reform. If passed would allow town board to combine the office of the clerk and treasurer upon a vacancy of either office.
  - e. Bank First is making digital banking upgrades resulting in unavailability of some services until November 10.
  - f. Reminder to board members to read the WTA article on municipal liability.
14. Announcements of upcoming events: None.
15. Items for future meetings: appoint election inspectors, cemetery ordinance review, review ordinance related to alcohol licensing to ensure compliance with Act 73, review financial

ordinances and resolutions, 2026 ditch mowing proposal, patching proposal, trimming proposal, sand/salt deliveries.

16. Adjourn: MOTION by Johannes to adjourn. Second by Paulus. Meeting adjourned at 8PM.

---

Submitted by Julia A. Staehler, Clerk

draft