

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, January 5, 2026 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. December 8, 2025 Monthly Meeting.
5. Announcement of next meeting.
6. General public comment.
7. Treasurers Report: Current financials and report of last month's financial activity.
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. 2026 Road Proposals (Ditch Mowing, Patching, Trimming).
 - ii. Rustic road condition and needs and budget status.
 - iii. General roads condition and needs and budget status.
 - b. New Business - all items may be considered for approval or other action.
 - i. 2026 Electronic Recycling Event.
 - ii. Venue Alcohol License.
 - iii. Business Insurance Coverage.
 - iv. Operator License Application(s) if available.
9. Review and approve monthly expenditures.
10. Chairperson Report.
11. Supervisor Reports.
12. Clerks Report
 - a. Expired COI's.
 - b. Working with Town Web on the new site design.
 - c. Election Inspector Training January 29 as offered by the County.
 - d. Reminder BOR WTA Training Registration.

13. Announcements of upcoming events: February meeting Monday, February 9, this is the second Monday.

14. Items for future meetings: Ordinance and Resolution Needs. March 2 Delmore presentation.

15. Adjourn

Dated this 31st day of December 2025 @ 3PM and posted at the Richford Town Hall, Johann's Bar and Grill LLC, The Rusty Nail LLC, www.townofrichfordwi.gov

Julia A. Staehler, Clerk

STATE OF WISCONSIN

Town of Richford; Waushara County

TOWN OF RICHFORD – MINUTES FROM DECEMBER 8, 2025 MONTHLY MEETING

The Town of Richford Town Board met on Monday, December 8, 2025 in the Richford Town Hall. Board members present: Ryan Heil, Dave Paulus Jr., Steve Johannes, Kristen Anderson, and Julia Staehler.

1. Call to order and Roll call. Heil called the meeting to order at 6:09PM. 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 November 10, 2025 Budget Hearing Minutes as presented. Second by Johannes. Motion carried by voice vote
 - b. MOTION by Johannes to approve the November 10, 2025 Special Town Meeting Minutes as presented. Second by Paulus. Motion carried by voice vote.
 - c. MOTION by Johannes to approve the November 10, 2025 Monthly Meeting Minutes as corrected. Second by Paulus. Motion carried voice vote.
5. Announcement of next meetings
 - a. January 5, 2026 Monthly Meeting.
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 November balance of \$ \$455,623.67. Basic checking shows an ending November balance of \$22,550.61 with \$45,248.12 in credits and \$45,653.21 in debts. Property tax bills are mailed. The tax letter was updated to reflect USPS mailing rules and an additional dog license comment.
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. Total expenditures for the Rustic Road came to \$2,321 although more was budgeted to continue general shouldering to correct drainage purposes. ARPA expenditures in 2024 totaled \$22,202 to correct drainage issues. Overall the road did survive 2025 in better shape after the 2024 shouldering fixes. Questions for Delmore should include Rustic Road drainage issues and posting weight limits to qualify for ARIP.

- ii. General roads condition and needs and budget status: Adam Blader has been keeping the roads up nicely. He is ensuring the roads are sanded/salted and has permission to order ice melt product as needed so there is plenty on hand. Will continue with snow fences where needed and where permission has been received from the landowner. To date expenditures are \$202,298.39 and includes the street lighting costs. The budget was set at \$205,964. Any invoices received in 2025 relative to snow removal and/or ice control products will be paid in 2025.
- b. New Business - all items may be considered for approval or other action.
 - i. Sand/Salt Deliveries. Adam has ordered one load from Kelley's and two orders from Fenners.
 - ii. Resident Complaints on Snowplowing Procedure. Two complaints were received by Ryan and have been addressed. Cemetery snow removal has been taken care of. The town board will be invoiced.
 - iii. 2026 Road Proposals (Ditch Mowing, Patching, Trimming). At the previous meeting Dave indicated he spoke with Adam relative to 2026 plans and the budget. Ditch mowing: 7ft spring/15ft fall cuts. Dave suggested 10ft spring/15ft fall cuts. \$3000 to patch roads to prevent narrowing. \$10,000 tree trimming primarily on Cottonville and Cumberland with Amish assistance. This item will be addressed in July.
 - iv. 2026 Electronic Recycling Event. The company reached out to Dave to set up a date for 2026. Dave would like to see a perishable item donation to run concurrently. Julia has reached out to the Community Blood Center to set a 2026 schedule in hopes of having the recycling event on the same day of a blood drive. Once that information is received Dave will reach out to the recycling vendor.
 - v. Chair Appointment of Election Inspectors. Julia is asking Ryan to appoint Charlene Budny, Mary Johnson, Jeri Ann Martin, and Joyce Steenbock along with Genie Metoyer, Kristen Anderson, and Maureen Wist. Charlene, Mary, Jeri and Joyce are our regularly scheduled officials with Genie, Kristen, and Maureen as backups.
 - vi. Operator License Application(s) if available. MOTION by Johannes to issue a 2024-2025 Operator License to Denise A. Schutte as presented. Second by Paulus. Motion carried by voice vote. Johannes recused himself. MOTION by Paulus to issue a 2024-2025 Operator License to Amanda J. Bintz pending receipt of a satisfactory background report and payment. Second by Heil. Motion carried by voice vote.
 - vii. Future of Safe. Julia is asking permission to have someone come in an 'crack' the safe so to speak. Apparently, we have no combination. Julia will reach out for a cost and get back to the board.
 - viii. WTA Preliminary Dues Notice. Historically WTA sent separate invoices for the WTA Membership and the TAC Membership. New for 2026-27 is a combination invoice. TAC is the Town Advocacy Council which is the WTA's lobbying organization. They have secured 300 million over the past 5 years in additional funding for towns. The preliminary notice for 2026-27 is \$186.50 for TAC dues and \$1,079.74 for the WTA Membership. We have been a TAC member since 2018. A proper invoice will be received in May as this was a draft invoice only.
 - ix. Status of PASER Rating. Delmore has completed and submitted the PASER rating. A copy of that report, verification of submittal to the state, and their working copy for the full road service which was provided to the board. Delmore is scheduled for our March meeting to provide a final report that that will summarize all the data. Included will be recommendations and planning for the future.

10. Review and approve monthly expenditures: MOTION by Paulus to approve the December 2025 expenditures consisting of check numbers 2295-2297 with four (4) ACH payments in the amount of \$1,851.08 and quarter 4 payroll ACH payments in the amount of \$4,422.03. Second by Paulus. Discussion. There is one outstanding invoice for the monthly bank fee. Invoices will continue to be paid prior to the close of the 2025 year. Motion carried by voice vote. November 2025 expenditures finalized \$2,905.37 consisting of check numbers 2290-2294 and four (4) ACH transfers. Julia noted that check number 2293 was voided.

11. Chairperson Report

- a. Wautoma Area Fire District. There will be an end of year appreciation dinner for the fire fighters.

12. Supervisor Reports

- a. Dave received a call from a property owner regarding permitting procedures and land use conservation.

13. Clerks Report:

- a. District Meetings for Board of Review Training have been announced. We need one person to attend.
- b. Venue Alcohol Licensing. Julia attended a DAB webinar on the new venue licensing. The procedure has a 2-step process. One of our venues qualifies for the Qualifying Event Venue license. Step 1 involves the town clerk affirming there is no "Class B" license available for the venue. The venue completes the appropriate form for the state and forwards that along with the affirmation to the state. The state will review. If approved, the venue will receive a certification letter, a copy of which, will be provided to the board. Step 2 involves the venue completing the appropriate "Class B" license application and provides the application to the board along with the certification letter. The board can then act on the license. To act on the "Class B" license as soon as possible, the venue has been forwarded the appropriate license application. The webinar is available on YouTube. <https://www.youtube.com/watch?v=SzzGaOv1OFQ>. As of today, Step 1 is complete.
- c. 11th Drive Washout Reimbursement Status. The 11th Drive Washout expenses came to \$10,851.64. The state approved \$10,794.64. We should be receiving \$7,556.25 in emergency aid this year via ACH. The aide does not affect our total spending on roads for general transportation aid.
- d. School District of Westfield Population Study. This study is available on our website as a courtesy to our School District of Westfield property owners.
- e. Point Redemption on Credit Card. We are receiving \$100 off our credit card invoice due to point accumulation.
- f. Bank Transfer Between Accounts. \$43,000 in state aid was transferred from the checking to the savings for interest accumulation purposes.
- g. Clerks Request for List of Updated Signage. As time permits Julia would like to get the list to Delmore for updating. Dave indicated this list will be provided end of December.
- h. Ordinance and Resolution Needs. Julia is working on our list of ordinances and resolutions to ensure we have what is recommended and rescind what is no longer needed. The spreadsheet shared with the board indicates what we currently have and the date approved. She may need to reach out to our attorney and or the county relative to a handful of ordinances. Julia hopes to have recommendations early next year. Resources used include Wisconsin Towns Association, League of Wisconsin Municipalities, and the Wisconsin Association of Municipal Clerks.

- i. Election Official Manual. Julia has begun work on an Election Official Manual which will indicate general procedure and references to where more information can be obtained.
- j. Wisconsin Tax Update Seminar. Julia attended the Wisconsin Tax Update Seminar. Topics covered included tax law changes, updates and reminders, tax processing forms, and DOR initiatives. <https://www.revenue.wi.gov/Pages/Training/FallTaxUpdates.aspx> contains PowerPoint slides for anyone interested as it did also cover personal taxes including implications of the 'One Big Beautiful Bill'. Of special interest was no tax on utilities. So, check your utility bill to be sure no Wisconsin tax is being listed.
- k. Due to an issue with the branded email vendor, email is down. Julia has been keeping the community updated via the website.

14. Announcements of upcoming events: None.

15. Items for future meetings: January: Ditch mowing, tree trimming, patching proposals. Possible January meeting with RCA @5PM. Move February meeting Monday, February 9 the second Monday. March: March 2 Delmore presentation.

16. Adjourn: MOTION by Paulus to adjourn. Second by Johannes. Meeting adjourned at 7:57PM.

Submitted by Julia A. Staehler, Clerk