TOWN BOARD MEETING MINUTES

August 10, 2026, at 7:00 p.m.
Richmond Town Hall
N5170 County Road MM, Shawano, Wisconsin

1. CALL MEETING TO ORDER. Town Chairman Steve Gueths called the Town Board meeting to order at 7:00 p.m. Eleven (11) citizens were in attendance along with Chairman Steve Gueths, Supervisor Matt Hieptas, Supervisor Ken Damveld, Clerk Erica Davel, Treasurer Noelle Buettner and Building Inspector Will Boivin.

2. PLEDGE OF ALLIGIANCE. Those in attendance were invited to recite the Pledge of Allegiance.

3. APPROVE AGENDA. The agenda was posted on Monday, August 3, 2026. Motion by Supervisor Damveld to approve the agenda, second by Supervisor Hietpas. Motion carried by voice vote. 3:0

4. APPROVE MEETING MINUTES. Motion by Supervisor Hietpas to approve the July Town Board Meeting, second by Supervisor Damveld. Supervisor Hietpas requested the clerk to change the wording in paragraph 7d from "receiving" to "matching." Motion carried by voice vote. 3:0

5. APPROVE EXPENDITURES. Motion by Supervisor Damveld to approve expenditures for check numbers 12198 through 12235, with check numbers 12215 through 12223 voided, in the amount of $71,746.90, second by Chairman Gueths. No discussion. Motion carried by voice vote. 3:0

6. PUBLIC COMMENTS. Joel Fenske, N7250 Ash Road, requested the Board review the Short-term Rental ordinance, specifically paragraphs relating to the 35-mile radius and filing time-frame requirements.

7. REPORTS AND DISCUSSIONS.

   a. The Treasurer's report for July 2026 was presented by Treasurer Buettner. There was no discussion.

   b. Clerk Davel noted the upcoming Partisan Primary Election, August 11, 2026. She also informed the Board that R & R Assessing has proposed the Open Book be held August 27, 2026, 2:00 p.m. to 4:00 p.m. with the Board of Review to follow on September 16, 2026, 6:00 p.m. to 8:00 p.m. There were no objections to those dates and times.

   c. Chairman Gueths stated the rental mower was delivered, and the Town would have it until the 25th. Chip seal has been completed on Birch Lane and Basswood Road.

   d. Supervisor Hietpas provided an update on the ARIP application, which was removed because the Town does not post roads, which is a program qualification. The Board discussed posting roads to qualify for future ARIP cycles. Supervisor Damveld raised concerns regarding an accumulation of garbage observed at W8098 County Highway M. The Board directed the clerk to send a letter to the property owner. Damveld also mentioned two

trees down on Broadway Road; Chairman Gueths said the trees would be removed tomorrow.

e. Building Inspector Boivin provided a list of current permits.

8. CORRESPONDENCE RECEIVED.

a. A citizen's complaint was received regarding the property at N6610 Ash Road.

b. Email was received from the Fenskes regarding short-term rentals and the ordinance governing them.

c. The Shawano County Humane Society emailed a letter regarding municipal contracts for 2027.

9. OLD BUSINESS.

a. Data Center Moratorium. Further action is deferred until after the Chairman and Clerk attend the Town Law Conference in October, which includes a session on data centers.

b. Winter road maintenance. Following up on actions from the August 4 meeting appointing Will Teetzen as Winter Road Supervisor, the Town is still seeking another primary plow driver and summer maintenance worker.

10. NEW BUSINESS.

a. No Parking Zone (Red River Tavern & Cypress Road). Motion by Supervisor Hietpas to establish a no-parking zone at the County Highway A stop sign, going south on the east side of Cypress Road, exact distance to be determined, second by Supervisor Damveld. Tavern parking is becoming an issue for farm vehicles turning onto Cypress Road. Motion carried by voice vote. 3:0

b. WTA Convention registration is due to the Clerk by September 14th.

c. Horsin' Around Picnic Permit. Motion by Chairman Gueths to approve the permit, second by Supervisor Damveld. No discussion. Motion carried by voice vote. 3:0

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA.

a. Parking ordinance for Cypress Road

b. Amend Short-term Rental Ordinance

12. NEXT MEETING. The next Town Board meeting will be held on September 14, 2026.

13. ADJOURNMENT. Motion by Supervisor Damveld to adjourn the meeting, second by Chairman Gueths. Motion carried by voice vote. 3:0.

Meeting adjourned at 7:55 p.m.

RECORDED BY: Erica Davel, Clerk
APPROVED ON: September 14, 2026