TOWN BOARD MEETING MINUTES

September 14, 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. Fifteen (15) 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, September 14, 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 Damveld to approve the August Town Board Meeting minutes and Special Town Board Meeting minutes, second by Supervisor Hietpas. No discussion. Motion carried by voice vote. 3:0

5. APPROVE EXPENDITURES. Motion by Supervisor Hietpas to approve expenditures for check numbers 12236 through 12283, in the amount of $139,568.71, second by Supervisor Damveld. No discussion. Motion carried by voice vote. 3:0

6. PUBLIC COMMENTS.

   a. Jean Brockman, W9120 Oak Avenue, reminded the community of the Melissa's Pride 5K Walk, September 19th, at the Mountain Bay Trail entrance on Cypress Road. Registration begins at 9:30 a.m.

   b. Eric Wright, N5192 County Road MM, addressed the Board regarding ongoing concerns with noise and other activities at a neighboring property, including late-night disturbances.

   c. Maria Watters, W9051 County Road A, inquired about the pending contract with the humane society. She offered animal holding services to the Town if needed.

7. REPORTS AND DISCUSSIONS.

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

   b. Clerk Davel noted the upcoming General Election, November 3, 2026. She also stated she was working on the DNR Recycling Grant and the renewal of the Town's insurance.

   c. Chairman Gueths stated road work for the current year was substantially complete. The Town is still seeking a primary snowplow driver. He asked the Clerk to determine if a resident had trash and recycling bins and, if not, to request them. Chairman Gueths also advised residents that the Town

would be seeking elector approval for a $100,000.00 increase to the levy limit, primarily to support ongoing road maintenance.

d. Supervisor Hietpas advised the Board that he had received emails regarding disturbances at the previously discussed property, as well as complaints regarding the no-parking zone, specifically the sign placement, on Cypress Road. Chairman Gueths reminded residents that moving or tampering with Town signage is subject to a $250 fine. He requested that any complaints be submitted to the Clerk. Supervisor Hietpas also stated that tree cutting would be conducted along Wolf River Road. Supervisor Damveld advised the Board that there were still outstanding dog licenses. The Clerk stated that she would contact the County for guidance regarding the proper procedure for addressing the outstanding licenses.

e. Building Inspector Boivin stated he continues to work on Town permit matters and noted there have been several inquiries regarding fencing.

8. CORRESPONDENCE RECEIVED.

a. A citizen's complaint was received regarding the no-parking zone on Cypress Road.

b. An email was received regarding the public access road to the river in Forest Haven.

9. OLD BUSINESS.

a. Cypress Road parking ordinance. Motion by Supervisor Hietpas to table discussion of the ordinance until after the Board reviewed sign placement on Cypress Road, second by Supervisor Damveld. Motion carried by voice vote. 3:0

b. Short-term rental ordinance – consideration of amendment. No action was taken. The Planning & Zoning Commission determined that it would not reconsider the 35-mile radius requirement. It was also noted that the 45-day requirement for renewal applications is consistent with the ordinance as currently written.

c. Follow-up property maintenance concerns.

- N5188 Poplar Road
- W8090 County Road M

The Board will conduct follow-up inspections of both properties on Monday, September 21, 2026. The Clerk was instructed to provide the required public notice.

10. NEW BUSINESS. None.

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA.

a. Cypress Road ordinance and signage

b. Follow-up on property maintenance concerns at N5188 Poplar Road and W8098 County Road M

c. Humane Society contract – review information from Wisconsin Towns Association Meeting

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

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

Meeting adjourned at 8:08 p.m.

RECORDED BY: Erica Davel, Clerk
APPROVED ON: October 12, 2026