

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, March 2, 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. February 9, 2026 Monthly Meeting.
5. Announcement of next meeting.
 - a. April 6, 2026 Monthly Meeting.
6.
General public comment.
7. Others Wishing to Address the Board.
 - a. Delmore Consulting Presentation
8. Treasurers Report: Current financials and report of last month's financial activity.
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.
 - ii. General roads condition and needs and budget status.
 - b. New Business - all items may be considered for approval or other action.
 - i. Delmore Consulting Recommendations.
 - ii. Rustic Road Western Hill.
 - iii. DNR Parking Lot on 11th Rd at Bridge.
 - iv. Set Date for Road Review.
 - v. Operator License(s) if available.
 - vi. Waushara County Zoning Amendments.
10. Review and approve monthly expenditures.
11. Chairperson Report.
12. Supervisor Reports.
 - a. Additional Bids Sought for Building Electric.

13. Clerks Report

- a. Banking Security Measures.
- b. RCA Pancake Breakfast cancelled. Raffle will be held.
- c. WTA Town Road School scheduled for April 2026 (2-day).
- d. Alcohol Regulations as they pertain to community center rental.
- e. "Class C" Wine license application forthcoming.

14. Announcements of upcoming events: Blood Drive March 4, 2026 from Noon to 5:30PM. Open Book March 23, 2026 from 1-3PM. Plan Commission Meeting April 6, 2026 @ 5PM. Spring Election April 7, 2026. Annual Meeting April 21, 2026 @ 6PM.

15. Items for future meetings: April: accept appointments and recommendations from Plan Commission, RCA Board, annual meeting draft financial report. "Class C" Wine license application.

16. Adjourn

Dated this 25th day of February 2026 @ 5PM 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 FEBRUARY 9, 2026 MONTHLY MEETING

The Town of Richford Town Board met on Monday, February 9, 2026 in the Richford Town Hall. Board members present: Ryan Heil, Dave Paulus Jr., Steve Johannes, Kristen Anderson, and Julia Staehler. Also present was Mona Zelienka and Jack Zelienka.

1. Call to order and Roll call. Heil called the meeting to order at 6:03PM. 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 with one correction, Johann's Annual Pool Tourney will be held March 27-29, 2026. Second by Johannes. Motion carried by voice vote.
4. Approval of previous meeting minutes
 - a. MOTION by Johannes to approve the January 5, 2026 Monthly Meeting Minutes as presented. Second by Paulus. Motion carried voice vote.
5. Announcement of next meetings
 - a. March 2, 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 January balance of \$1,097,433.59. Basic checking shows an ending December balance of \$5,676.10 with \$344,341.94 in credits and \$346,284.02 in debts. Because tax payments are being deposited in the money market interest for the past month has doubled.
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. Steve indicated it is in good shape.
 - ii. General roads condition and needs and budget status. Roads in good driving order. The bump issue on Cumberland Rd is back. \$10,000 has been spent on tree services on Cumberland Rd alone per the invoice received. Paulus shared information received from Adam. Julia indicated a proposal was provided at the last meeting, but not yet signed by Adam. Ryan asked that Adam hold off on tree services until additional information is received.
 - iii. Business Insurance Coverage Update. Coverage was lowered on the shed and contents. The cemetery shed was added. The town received a \$20 refund.

- iv. COM2 Recycling Solutions LLC for Free Recycling of Electronics confirmed May 23, 2026 from 9AM-Noon.
- b. New Business - all items may be considered for approval or other action.
- i. Caribou Bay Retreat Alcohol Venue License. MOTION by Johannes to issue a 2025-2026 "Class B" Liquor/Class "B" Beer Alcohol Beverage License to Caribou Bay Retreat LLC and a qualifying event venue (QEV) effective February 10, 2026 as presented. Second by Paulus. Discussion. Motion carried by voice vote.
 - ii. Picnic License Richford Game Club March 14, 2026. MOTION by Paulus to issue a picnic license to the Richford Community Association for the Richford Game Club Annual Banquet March 14, 2026 as presented. Second by Johannes. Discussion. Motion carried by voice vote.
 - iii. Johannes recused himself. Picnic License Johann's Annual Pool Tourney License March 27-29, 2026. MOTION by Paulus to issue a picnic license to the Richford Community Association for Johann's Annual Pool Tournament March 27-29, 2026 as presented. Second by Heil. Discussion. Motion carried by voice vote.
 - iv. Electrical Proposal for Town Building. Discussion. The proposal included a 320-amp service upgrade, 4" LED wafer lights along East and West Side, replace two yard lights on North and South Ends to a wall pack with photo cell, 4" LED wafer lights in the South Covered Area and remove old keyless lights, replace parking lot pole and install a new LED flood lights in the amount of \$8140. Interior needs included retro fit bathroom exhaust fans and inspect and replace exhaust duct (if necessary) to outside wall and install new panasonic 110 CFM fan only with timer in the amount of 1,630. At least one additional quote will be received.
 - v. Operator License Application. Johannes recused himself. MOTION by Paulus to issue a 2025-26 operator license to Oliva Soper as presented. Second by Heil. Discussion. Motion carried by voice vote.
 - vi. Land Use Planning Commission Agenda Suggestions. The group is scheduled to meet in April. The Casa De Pride DSPS application for plumbing and drainage has been forwarded to the committee chair should that be applicable. At this time the group will review terms of office, recommend two members to the town board, elect officers, and make recommendations to the town board relative to any plan use amendments or updates.
 - vii. ACEC Consent Form. MOTION by Paulus to approve the 2026 consent with Adams Columbia Electrical Coop to allow ACEC to install and connect new services without delay. Second by Johannes. Discussion. Motion carried by voice vote.
10. Review and approve monthly expenditures: MOTION by Paulus to approve the February 2026 expenditures consisting of check numbers 2036-2038 and five (5) ACH payments in the amount of 57,891.63 plus and an election inspector training payroll and reimbursements consisting of check numbers 2034-2035 and one (1) ACH in the amount of \$144.75. Second by Johannes. Discussion. There is one outstanding invoice for the monthly bank fee. ACH property tax payments for the county, school districts, and tech college will be made by February 15. Motion carried by voice vote. January 2026 expenditures finalized \$347,704.02 consisting of check numbers 2300-2303 and eighteen (18) ACH transfers.
11. Chairperson Report
- a. Letter from DNR relative to MFL Noncompliance. The landowner is to pay the town \$750.
 - b. 125th Birthday Celebration for Wautoma Area Fire District. The Wautoma Area Fire Department will provide half the cost of a band. Ryan shared information on how loan

funding works for district and departments. He added information on mandatory state statute retirement of equipment and costs of new equipment.

12. Supervisor Reports

- a. Paulus indicated a 6-20 culvert grant program is available and asked whether or not we qualify. There is a deadline date of May. He added that he believes Delmore would assist with this. Julia added the grant is for those culverts rated 0-4. We have an inventory, but not a rating. The board will address with Delmore at the March meeting. Dave indicated the board still needs to address more fully the DNR parking lot on 11th at the bridge. Arrow signage was to be installed, but the frost level is interfering. Dave will contact Hartling relative to Rustic Road tapering. There was discussion on a double chipseal on the western hill. Ryan will contact Scotts Construction.

13. Clerks Report:

- a. 2% Fire Dues Certified.
- b. 2025 Housing Survey shows 3 new single-family homes.
- c. No February Primary.
- d. WTA Magazine addresses width of roads. Ryan added information relative to the statute concerning crops whereas state statutes prohibit individuals from plowing, cultivating, or working within the road right of way that affects drainage. Julia added the washout issue on Cumberland Rd a few years back was the direct result of crops planted almost right up to the road edge.
- e. Waushara/Waupaca County Election Training was completed by several inspectors and Julia.
- f. Contact made with Highway Landscapers for 9th Ave bridge, but no reply to date.
- g. 6'-20' Small Structure Grant Program announced. Assessment result needs to be 0-4. We have the inventory, but no assessment results to date.

14. Announcements of upcoming events. Blood Drive March 4, 2026 from Noon to 5:30PM; Open Book March 23, 2026 from 1-3PM.

15. Items for future meetings: March-March Delmore presentation, DNR parking lot on 11th Rd adjacent to the bridge, Rustic Rd western hill.

16. Adjourn: MOTION by Johannes to adjourn. Second by Paulus. Meeting adjourned at 7:20PM.

Submitted by Julia A. Staehler, Clerk