

TOWN OF RICHMOND
Board of Supervisor's Meeting
Tuesday, August 18, 2026, 7pm
Town Hall, W9046 County Road A, Delavan, WI 53115

MINUTES - DRAFT

1. Call to Order

Chair Donna Jones called the meeting to order at 7pm. Chair Donna Jones, Supervisors Joe Staller, Rob Chelminiak, Tim Baker, Mike Bergman, Town Clerk Abby Papcke and Treasurer Emmily Taylor were present. The meeting was held in the Shop building as there were approximately 115-120 attendees.

2. Pledge of Allegiance

The Pledge of Allegiance was recited by all attendees.

3. Approval of Agenda

Donna made a motion to move agenda item #32: Review draft resolution to oppose the proposed high voltage transmission lines to follow #6. Joe seconded. Motion passed unanimously.

4. Approval of Minutes:

7/21 Special Board Meeting

Joe made a motion to approve the minutes. Mike seconded. Motion passed unanimously.

7/21 Board Meeting

Mike made a motion to approve the minutes. Tim seconded. Motion passed unanimously.

7/25 Special Board Meeting

Joe made a motion to approve the minutes. Rob seconded. Motion passed unanimously.

5. Reports

a. Sheriff's Liaison Report

Deputy Jake Hintz reported there has been 137 calls year-to-date which is slightly more than last year.

b. Treasurer's Report

Treasurer Emmily Taylor reported that there is a new bank system with updated passwords that she is now using as well as a new life insurance system from Securian. Interest rates are holding steady. The Treasurer's report was published.

c. Roadman Report

Roadman AJ Booth reported that brush chipping has taken place. In addition to pickups at 9 resident properties, a lot of other chipping was done using another demonstration chipper. 4 loads were completed. Chip Sealing was performed. The new pressure washer arrived and has been used.

6. Whitewater Fire Report – Asst. Chief Ryan Dion

Asst. Chief Ryan Dion reported that there have been 39 runs year-to-date which is as expected compared to prior years. He reminded us that Fire Numbers need to be readable. Finalized contracts and equalized values are in process and they are trying to move to a multi-year contract (3 years).

32. Review draft resolution to oppose the proposed high-voltage transmission line

Joe presented information about the proposed 765-kV transmission lines.

Joe encouraged ALL to attend the Open House to be held Thursday, August 27th from 10am – 1pm at Lake Lawn Resort 2400 E Geneva St. in Delavan. He considers the Open House to be testing the waters and seeing what kind of reaction they will get. A strong show of force will make it clear that our township does NOT want these lines. This is everyone's problem because we don't know the final route. Could be an opening for solar farms and data centers. Strongly encourages residents to scan the sheet and join the no line 765.

Message Joe about being on this committee.

Rachel Catlett spoke and encouraged EVERY resident, not just those who received letters from MISO to submit a letter to the PSC using their Parcel Number as their Pin Number.

Mike stated that we also need to get our lawyer's help to effectively put an ordinance in place addressing road bonds so that if the lines do go forward, we can protect our roads.

Joe made a motion that we send the draft resolution opposing the lines to our lawyer for review. Tim seconded. Motion passed unanimously.

7. Public Comment: Limited to 2 minutes per person

Public Comments were heard from numerous residents on the transmission lines and other topics.

State Senator Mark Spreitzer commented that both he and State Representative Brienne Brown (also attending) were very concerned about the transmission lines. Both are digging into this at the state level. Mark encouraged landowners to file paperwork. Also said that this could be data center related. With the current opposition to data centers is this transmission line really needed.

OLD Business

8. Respond to public comments from 7/21 Board Meeting

N/A

9. Discuss potential garbage billing/payment investigation

Joe presented a Garbage Billing Investigation and his research showed that when garbage service began in the 1980's, the township charged the project cost for the coming year's garbage collection on the previous year's tax bill.

Discussion ensued about whether future billing should be done as it is now: the current year's garbage expenses are billed on the tax bill, essentially reimbursing the township for what was already spent.

Donna made a motion to continue to bill as we do now: the charge put on the tax bills that are prepared and sent in Oct/Nov will include the current year's garbage expenses. Rob seconded the motion. Donna, Rob, Tim, and Mike voted Y. Joe voted N. Motion passed.

10. Fire Billing and review of potential fire billing ordinance

The draft ordinance that was introduced in April was discussed. This supports billing the involved party. The actual amount to be billed will be on a schedule to be discussed at the next Board meeting.

Joe made a motion to approve the Fire Billing Ordinance. Rob seconded. Motion passed unanimously.

11. Discuss moving fire protection service fees to property tax bills

Donna brought up putting fire protection service fees as a special charge on resident's tax bills instead of including it with our regular budgeted expenses. While all agreed that due to the large cost, it would be desirable for residents to see the charge broken out, the work involved in actually calculating the amounts, getting it on the individual bills, and answering questions about the process outweighed the advantages.

Joe made a motion to NOT put fire protection as a special charge. Tim Seconded. Motion passed unanimously.

12. Fire service for the south side of the township

Donna wanted to finally resolve the question of whether or not we are shopping for new fire service for the south side of the township with a motion.

Mike made a motion that we NOT shop for new service. Joe seconded. Motion passed unanimously.

13. Enact Purchasing Policy

The previously agreed upon Purchasing Policy was signed and enacted.

14. Road Work

Tabled until next month when the bids for survey can be reviewed.

15. Cemetery Maintenance

Joe presented a proposed Town of Richmond Historic Cemetery Maintenance Assistance Policy that establishes guidelines to be met if the Board chooses to provide maintenance to private cemeteries. Georgia Kestol-Bauer stated that she was fine with the document.

Roberta Flanders, President of the Cemetery Association stated that she has been doing research to gather pertinent information and documents about the cemetery (EIN number found, still trying to get a determination letter, 501-3c status for the church, 501-13 status for the cemetery).

Donna opposed the policy because it opens up the door for the township to do work on private land.

Joe made a motion that we approve the policy. Tim seconded. Joe, Rob, and Tim voted Y. Donna and Mike voted N. Motion passed.

16. Road Agreements

Donna reported that the boundary road agreement with Johnstown is with their board for signature. Agreements with Darien and Sugar Creek need to be documented and signed. We need to schedule a meeting with the Whitewater Town Board to meet and discuss.

NEW Business

17. Board Reports

- Donna reported on the 8/11 Partisan Primary Election. She congratulated our new Town Clerk, Abby Papcke, on completing all the necessary training and become Certified and successfully running her first election. Thanks to Mary Oberst for assisting and working on the transition, Thanks to Larry Gard for setup work, and Thanks to Laura Myers and her team for a well-run, secure election. Of our approximately 1900 residents, there are 1317 registered voters. 433 (about 1/3) voted in this election. Of the 67 Absentee ballots mailed out, 38 (just over ½) were returned. The cost of the inner and outer envelopes and stamps for both is just under \$3 per Absentee ballot; approx. \$200. Two two-hour sessions of in-person Absentee Voting were offered, with the cost for election inspectors of \$204. Only 9 people used the service, so for the next election, arranging time for in-person absentee voting to occur in the clerk's office may be considered.

Donna reported that there were 4 Records Requests in July:

- 7/20/26: Paul Yakowenko requested timesheet and mileage log information for a drug test.
- 7/2/26: Carl Redenius for all LF George invoices from October 2025 & a specific/undated invoice, as well as a Quality Hydro invoices from July 2024 (still in process)
- 7/23/26: Stefanie Yakowenko-Adams for a list of all residents who are delinquent in property taxes
- 7/10/26: the Republican National Committee for all written communications for 2026 to individuals who may serve as election inspectors including assignments and schedules for any elections or in-person absentee voting events.

Residents want to know when road work is going to be done – especially when a cul-de-sac is blocked in and can't get out!

Numerous Transmission Lines calls and e-mails were received.

Calls on trees/storm damage at turtle lake boat launch

After specifically being asked not to, a person parked their truck directly next to a downed tree so work could not begin. The Sheriff had the truck towed.

A person MOVED the caution tape to launch their boat when it was clear that the launch was closed.

Asphalt being poured at Turtle Lake.

Chemicals being sprayed into Turtle Lake from the strip of land that belongs to the Crystal Bowl subdivision.

- Joe met with a resident about running meetings. Talked about seminars to help with training for both the board and the new clerk.
- Rob reported that he had a call about a tree on Island Rd and a call on mowing ditches.

- Tim reported that he solved an abandoned vehicle issue, sent a certified letter on a weed issue at Ethlyn Dr, and is going to reach out to the owner at a Wisc Parkway address.
- Mike reported that he's been working on tree issues with AJ. He asked Abby to send a letter to W9022 Lake Lorraine Rd about a car that got pulled into the right-of-way.

18. Operator Licenses

No applications this month.

19. Discuss potential new Administration/Committee Ordinance

Two versions of a new Committee ordinance were reviewed, and it was agreed to approve a combination of the two.

Joe made a motion to adopt the combined version. Mike seconded. Motion passed unanimously.

20. Committee Formation and Reports

The Plan Commission is established.

Rob made a motion to approve Bill Marquardt, Paul Yakowenko, Gail Taylor, and Pat Logterman onto the Safety Committee. One more open position remains. Mike seconded the motion. Joe, Rob, Tim, and Mike voted Y. Donna abstained. Motion passed.

Mike only has 1 application for the Buildings and Equipment Committee. There are 5 openings, so that will be addressed next month. AJ will also be on that committee.

21. Discuss potential new Driveway Ordinance

A new Driveway and Culverts ordinance was reviewed.

Donna made a motion to approve. Mike seconded. Donna, Rob, Tim, and Mike voted Y. Joe abstained. Motion passed. Fee schedules and fines will be put on the permit form.

22. Review Driveway Permit fees and fines

The permit fee for Driveways is \$50. The fine for doing driveway work without a permit will be \$2000. Donna made a motion to approve. Mike seconded. Donna, Rob, Tim, and Mike voted Y. Joe abstained. Motion passed. Fee schedules and fines will be put on the permit form.

23. Budget Amendments for Roads, Salaries, and Equipment

Budget Amendment #2026-02 for Road Construction was reviewed. \$100,000 will be moved from the 2026 Road Construction category (part of Public Works – Highway) into the **2027** Road Construction category of the 2027 budget. This will allow a bigger road repair project next year. Donna made a motion to approve. Joe seconded. Motion passed unanimously.

Budget Amendment #2026-03 for \$5,010 to be moved from the Sale of Equipment and Property category into the Highway Equipment Capital Outlay category. This reflects that

funds from the two equipment sales (Massey Ferguson tractor and the broom attachment) are to be used for current equipment purchase and maintenance. This budget amendment also moves \$2,611 from the Highway Equipment category of the Assigned Reserve Funds to the Highway Equipment Capital Outlay category. This reflects the \$7,621 purchase of the pressure washer less the \$5,010 is being moved. The final piece of this amendment is moving \$38,300 from the Town Buildings category of the Assigned Reserve Funds to the Town Buildings category for the repairs of the shop building. Mike made a motion to approve. Joe seconded. Motion passed unanimously.

Budget Amendment #2026-04 for \$7,234 to be moved from Undesignated Funds to the Clerk Salary category (part of General Government) of the 2026 budget. When a resident's violent assault against our Town Clerk resulted in her resignation, a new Town Clerk was appointed into the elected position. In order to support the transition process of the new Town Clerk in establishing her credentials and training to manage her first election, the Town Board approved advisory services from an outside expert on elections. The Town Board also approved part-time hours for the former clerk to help with the transition and initial training of the new Town Clerk. Donna made a motion to approve. Joe seconded. Motion passed unanimously.

Budget Amendment #2026-05 for \$50,345 to be moved from Undesignated Funds to the Highway Operations category (part of Public Works – Highway) and the Recycling Wages category (part of Public Works – Sanitation) of the 2026 budget. This reflects the different pay rate and benefits of the newly hired Roadman in 2026, plowing after snowstorms and tree cleanup after thunderstorms (mostly part-time roadmen work), and additional chipping activity. Joe made a motion to approve. Tim seconded. Motion passed unanimously.

24. Discuss campaign to maintain Fire Number signs

A new campaign to address fire number sign visibility was presented with a letter to residents reviewed. If a Fire Number sign needs replacing, there will be a \$100 fee to do that. Joe made a motion to approve. Mike seconded. Donna, Joe, Rob, and Mike voted Y. Tim voted N. Motion passed.

25. Office Security

A plan to install a new door in the Town Hall with a pass-thru communication window with a speaker in it was discussed. The door must swing out and should have a fire rating. Installing a doorbell and addressing security cameras was also raised. The Board will continue to work on this with help from the Safety Committee as it begins its work.

26. Schedule Budget Work Sessions

The first two budget work sessions will be held on Monday, Sept 14th at 5:30pm and Monday, Sept 21st at 5:30pm.

27. Schedule meeting with the City of Whitewater for Fire Discussion

The City of Whitewater will be asked for an evening meeting if possible. When we do set the meeting, we will discuss: fees, contract length, date the final fee amount is decided upon, getting the details we need to support our fire billing, and the notification timing of contract changes or cancellation.

28. Schedule meeting with the Town of Whitewater for Road Agreement

We will attempt to schedule this meeting for the 22nd or 24th of September.

29. Recycling Grant Funds Analysis

Since 1998, we have received \$186,559 in Recycling Grants. This should be noted when we need to budget for a new chipper.

30. Review year-to-date Budget to Actual Financials

Donna pointed out that the Budget to Actual Financials through 7/31/26 was produced.

31. Conditional Use Permit Amendment Request – Frank Pritzlaff

Frank Pritzlaff presented his revised request with the build box established as the board requested last month. Public comment for and against the request was allowed and addressed.

Joe made a motion to approve. Tim seconded. Motion passed unanimously.

32. Paying the Bills

Mike made a motion to pay the bills. Tim seconded. Motion passed unanimously.

33. Motion to Adjourn

Joe made a motion to adjourn. Mike seconded. Motion passed unanimously.

Reminders:

- 2026 Assessment: Board of Review will be Wednesday, August 19th, 3 to 5pm.
- Transmission Lines Open House to be held Thursday, August 27th from 10am to 1pm at Lake Lawn Resort