TOWN OF RICHMOND
Board of Supervisor's Meeting
Tuesday, October 20, 2026, 7pm
Town Hall, W9046 County Road A, Delavan, WI 53115

MINUTES

1. **Call to Order**

   Supervisor Joe Staller called the meeting to order at 8:40pm. Chair Donna Jones, Supervisors Joe Staller, Rob Chelminiak, Tim Baker, Mike Bergman, Clerk Abby Papcke and Treasurer Emmily Taylor were present.

2. **Pledge of Allegiance**

   The Pledge of Allegiance was recited by all attendees.

3. **Approval of Agenda**

   Tim made a motion to approve the agenda as published. Mike seconded. Motion passed unanimously.

4. **Approval of Minutes:**

   9/15 Board Meeting

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

   9/21 Budget Session #2

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

   10/8 Special Board Meeting

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

5. **Reports**

   a. **Sheriff's Liaison Report**

   Deputy Caleb Broege reported that in September we had 160 calls for service 5.3 calls per day

   b. **Treasurer's Report**

   Treasurer Emmily Taylor reported

   - Remote Deposit Capture machine software access has been fixed!
   - Moving forward on Property tax prep.
   - Everything has been updated
   - Budget planning meetings are well underway

   c. **Roadman Report**

   Roadman AJ Booth reported

   - 7 Stops for Chipping
   - Did shouldering
   - New Chipper has been purchased and delivered
   - A lot of issues with stop signs this month. We have replaced 4

6. **Public Comment: Limited to 2 minutes per person**

Scott Moffatt- Hunters Ridge Road- Thanked the township for answering his calls and getting him the information quickly; just not the answer he was hoping for. Requests to have the contractor and or town remove the excess aggregate on Hunters Ridge Road.

Jacob Hintz- Town of Whitewater supervisor. Whitewater Lake Facebook post issue stating that the town will not pay for their portion of the safety patrol. Stated that last year we withhold the check for months. Also, that the Town chair was unprofessional by filing a complaint against him.

David Overbeek- Spoke in support for Bob Hansen's conditional use permit.

Carl Redenius- Wants to know where the town is at for 2026 Property tax collection. The 2026 budget to actual where are you planning on getting the rest of the money. The county already made you whole in July. Wants the board to look into this.

Paul Yakowenko- Wanted to clear up a couple things. First that he has been available for chipping. Donna was the one who decided chipping wasn't going to start until June. Wants the lying to stop. Second, he claims that Donna said at the last meeting that he made an open record request and he did not. Lastly, he worked for 8 hours chipping and then was sent to do a drug test. Called it harassment.

OLD Business

7. **Respond to public comments from 9/15 Board Meeting**
   -None

8. **Road Agreements**
   -Darien, Sugar Creek, and Johnstown are complete. Still waiting on Whitewater. Will need to have another meeting with them because there's some issues with the maps.

9. **Office Security**
   -Still holding current policy

10. **Driveway Permit Violations**
    -Heard from three of the four residents that we sent letters to about driveway violations.

11. **Right-of-Way Violations**
    -We need to send a letter to the property with the concrete step
    -Talked about Orchard Heights project. We Energies says might have to move electric services (not gas). They will move the electric for free. Mike needs to talk with Edge. Mike states that the house on the corner has two driveways. Our ordinance allows only one driveway. Joe said that we need to do two things. First

find out when the ordinance was written versus when the property was put in, and then we need to find out if there's a statute of limitations associated with this. Tim suggested that we simplify this - it's preexisting so as long as they agree to pay for the culvert they can keep the driveway. Going forward, since we have a new ordinance, you can say that it's preexisting to this new ordinance but, nobody else could add one now because now we have a new ordinance.

Motion: Joe made a motion that as long as the homeowner pays for the materials, we will allow the 2nd driveway as preexisting. Tim seconded. Motion passed unanimously.

12. Transmission Lines

-Another company wants to put in a 345 transmission line

-Joe, along with No765line.org, is trying to get intervenor status with three very clear objectives. If anyone wants any further information on this, email Joe.

13. Committee Reports

Building & Equipment

-Mike said we met and recommended the purchase of the new chipper. The board approved the purchase of the chipper. Tim met with Edge about security cameras, Holmes Carpentry about the two doors on the main shop, the sliding wooden door on the salt shed, and the man door on the salt shed. Tim does not have prices back yet. He did however get a price back on redoing the gutters.

Safety - Consider Safety Committee recommendation for first aid kits, Employee PPE policy, & Door and Teller window

- Safety committee met several times, and came up with some recommendation for the board.
    - First aid kits- stated that it is pretty much the same price whether we stock it ourselves or buy them from a supplier that would maintain them. Cintas would install and manage it for $8.00 a month.
    - Eye was station- would be $100 per month for 36 months.
    - AED machine on the wall that is over 20 years old. It has not been taken care of. Cintas recommends we take it off the wall, even if we don't replace it, it needs to come down.

  -The board would like the safety committee to find other quotes to maintain the AED. Remove the AED, look into 2 jugs for truck and shop for eye wash and table the first aid kits for now.

  - PPE-Safety committee wants to give more guidelines for PPE. Board wants them to move forward with high visibility clothing requirements. Donna will draft a policy.

  - Safety Door- the original idea of the safety door will be $7,500 because they only do ballistic. The safety committee has a different recommendation. They got two different quotes: one for a steel door with a side light in it and panic hardware from CDF. The other for a solid core door, which is a little bit less money with no light. Rob sent the board a rendering of the door.

Plan Commission

-Didn't meet this month

NEW Business

14. Board Reports

-Mike working on selling the old chipper

-Tim none

-Donna reported on records requests, building permits, and calls about the town meeting

-Joe went to the county board meeting about the transmission lines

-Rob covered everything already

15. Operator Licenses

-Discussion about the 4 operators licenses.

Motion: Joe made a motion to approve the 3 operator licenses: Delaney Hamock, Dylan Shimp, and Cadence Albrecht. Joe also made a motion to approve Timothy Berg along with sending a letter to Snug letting them know what we found and referencing the state guidelines. Seconded by: Rob. Motion passed unanimously

16. Budget Work Sessions

-7pm Thursday 10-22-26

17. Set fee amount for Fire call billing for 2027

-Whitewater and Delavan did send numbers still working on the 5-year call average. Should have Thursday for budget meeting.

18. Consider Insurance Renewal

-4% increase

Motion: Joe made a motion to approve the insurance renewal for 2026 for a price of $19,480.00. Seconded by Tim. Motion passed unanimously

19. Consider Blinds purchase

Table to next meeting

20. Consider portable restroom quotes

-Rob got quotes from Lon's Jon's $145, Pat's $130 and, McDonough $120.

Motion: Joe made a motion for two toilets from McDonough for the April- October season. Seconded by Tim. Motion passed unanimously

21. Orchard Heights Water Repair

Ground Works Plus will charge us $1750 a day with his machine working with AJ. We pay for materials. The Project should take 2-3 days.

Motion: Mike made a motion to use Ground Works Plus to complete the project in 2/3 days at $1750 a day. Seconded by Tim. Motion passed unanimously

22. Budget Amendment #6

Motion: Joe made a motion to table. Mike seconded the motion. Motion passed unanimously

23. Certified Survey Map – Gunnink CR 3000003

-Joe stated that after talking with Nick at the county, they're still going to have a 35-acre requirement, but it's going to be deed restricted. Balance of the two 35s that are deed restricted that can't be built on unless a conditional use is applied. Ultimately, what we're doing is we're looking at this map to see if it conforms with our subdivision ordinance. Property owners stated that is their intent that the property never gets sold. They are selling the property their son and his wife who just got married.

Joe made a motion to recommend the certified survey map for CR 3000003.
Seconded by: Donna. Motion passed unanimously

24. Conditional Use Permit – Hansen N4968 County Road M

-Bob Hansen spoke about his conditional use permit for his runway. His runway has been there for over 20 years. The transmission line could be going right through his runway. Hopefully this will stop the line. He applied to the FAA and the state of Wisconsin, and to have that runway chartered. Bob stated that this is for personal use; nothing commercial or compensated aviation. Neighbors only spoke in support of the conditional use permit.

Motion: Mike made a motion to recommend to the county to approve the conditional use permit for N4968 County Rd. M

Seconded by: Joe. Motion passed unanimously

25. Rezone Request – C R. 900009B Home Lumber Co Inc. Rezone from R-5 to R-1

Tabled. Letters were just delivered to the neighbors today. Posting was also not adequate time

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

27. Paying the Bills

Motion: Joe made a motion to pay the bills

Seconded by: Mike. Motion passed unanimously

28. **Motion to Adjourn**

    Motion: Joe made a motion to adjourn the meeting. Seconded by Tim. Motion passed unanimously. Meeting adjourned at 9:51pm.