

**MINUTES**  
**Town of Northfield, Wisconsin**  
**Monthly Town Board Meeting**

**Date:** Monday, August 10th, 2026

**Time:** 7:00 PM CDT

**Location:** Northfield Town Hall, N10752 School House Road, Hixton, WI 54635

**Purpose:** Regular monthly meeting of the Northfield Town Board.

**Status:** Approved by the Town Board on September 14, 2026, as written. This is the web copy: members of the public are shown by count, not by name. The signed original is on file with the Town Clerk.

**1. Call to Order**

- The meeting was called to order at approximately 7:00 PM CDT by Nate Graham, Town Chairman.

**2. Pledge of Allegiance**

- The Pledge of Allegiance was recited.

**3. Roll Call**

- Present (Town Board and officials): Nate Graham (Town Chairman), Ed Johnson (Supervisor 1), Benjamin Kissinger (Supervisor 2), Jess Lind (Town Clerk), and Lori Greenwold (Town Treasurer).  
- Also present: Don Hart (Town Patrolman); Shelly Severson, Superintendent, and Brandon Jarr, Director of Business Services, School District of Black River Falls; and four members of the public.

**4. Approval of Minutes**

- The minutes of the July 13, 2026 monthly meeting were read aloud by the Clerk.  
- A motion was made and seconded to approve the minutes as read. Motion carried.

**5. Financial Report**

- The Clerk presented the financial report for the month of July for the main operating account.

| <b>Main Operating Account – July 2026</b> | <b>Amount</b>      |
|-------------------------------------------|--------------------|
| Previous balance                          | \$55,140.05        |
| Deposits and credits (6)                  | \$54,263.93        |
| Checks (24)                               | \$13,685.23        |
| <b>Ending balance</b>                     | <b>\$95,718.75</b> |

- August activity through August 9, 2026 consisted of two checks totaling \$1,221.89, with no deposits. Withholding for June wages was paid in July.  
- The 2% fire dues of \$3,901.55 were received on June 22, 2026 and are being held in the account. These funds belong to the two fire departments, are to be divided between them, and are included in the checks issued at this meeting.  
- A motion was made and seconded to approve the financial report as read. Motion carried.  
- Monthly bills were reviewed and checks were signed during the meeting. It was confirmed that the Town Treasurer must sign all Town checks, together with a second authorized signer. Supervisor Ed Johnson signed as the additional signer for this month.

**6. Roads and Brush**

**Grant Funding and Culvert Reimbursement**

- The Chairman reported that the Town has been awarded grant funding for roads. Additional information remains to be reviewed before the funds can be applied.

- No response has been received on the 50/50 culvert reimbursement application. The County indicated that Northfield was among the few towns that met the application deadline.

### **Contractor Work and Quote Practices**

- It was reported that Scott Construction applied a sand and oil-suppressant material to a Town road during a period of extreme heat. The work had not been requested or authorized in advance by the Town, and no bill has been received to date.

- The Board discussed establishing a consistent practice of obtaining quotes and authorizing work in advance, noting that doing so keeps pricing competitive and the process transparent for the Town and for contractors.

### **Chip Sealing and Road Condition Planning**

- Chip sealing was discussed at length. Scott Construction and Farner were identified as the primary providers performing chip seal work in the area; other local contractors were understood to perform blacktop work rather than chip sealing.

- The Board discussed the importance of maintaining a regular chip seal cycle of approximately five to seven years. It was noted that roads previously chip sealed were then left without treatment for extended periods, resulting in loss of base material to the shoulders and ditches and substantially higher restoration costs.

- Roads already prepared — a section of Hogan Road and the section of Gilbertson Road running north — were identified as priorities for chip sealing this year in order to preserve the gravel and preparation work already paid for.

- The southeast end of Gilbertson Road and West May Coulee Road from Larson Road to May Coulee Road were discussed as candidates for grinding, in which the existing blacktop is ground into the gravel base, allowed to pack, and later sealed. It was noted that a ground road generally requires roughly a year to pack down before further treatment.

- The Board discussed obtaining written quotes rather than formal sealed bids, which allows the Town to select among providers.

**Action:** Prepare and mail a written request for quotes for chip seal work, and drive and rate Town road conditions before winter in order to identify and prioritize the roads to be included.

### **Patrolman Report**

- Potholes have been marked with spray paint and are being filled. The Patrolman reported using the salt sander to place gravel in potholes on gravel roads, which has worked well.

- The power steering reservoir on the truck began leaking; a replacement has been ordered and is expected within a few days, after which blacktop patching and additional pothole work will resume.

- Fire number signs are installed or in process at a cost of \$100 each, including post. Signs and posts for one area were provided to a resident to install as landscaping there is completed, with placement guidance of approximately twelve feet off the driveway and three feet back from the ditch line.

- Plowing coordination with Garden Valley was discussed for the Winger Road and Section One area. The Patrolman and the Garden Valley operator agreed to work back and forth on turnarounds and to plow through when either party reaches an area first, so that the roads are covered either way.

### **Local Labor and Road Status**

- The Board confirmed a standard local labor rate of \$15.00 per hour for approved Town work, consistent with the rate paid at the recycling center and to the former janitor. This item, carried since the May 11, 2026 meeting, is considered resolved.

- Coulee Crest Lane was confirmed to be a Town road. The Patrolman will drive and inspect it, noting it had not previously been identified to him. Residents noted concern regarding snow conditions on that road. This item is considered resolved and closed.

## **7. Facilities, Equipment, and Operations**

- Water tower locks: the locksmith reported availability to come out this week. The Clerk will confirm the appointment in writing.
- Sanitary District No. 1: Brian Peters of the Department of Natural Resources and a representative of the Wisconsin Rural Water Association are scheduled to visit on Wednesday. The Clerk and the Patrolman will discuss the Well No. 2 pump and a possible rate increase at that time, to obtain guidance before the Town commits to a full Public Service Commission rate study. The Chairman continues to contact state legislators regarding possible grant funding, and responses remain pending. It was noted that if the well fails first, the Town would be subject to emergency repair rates. No formal action was taken.
- The bucket truck was discussed; the legs operate but power is not reaching the bucket. The Chairman and the Patrolman will inspect it.

### **Truck Sale and Replacement**

- The Board discussed disposing of two trucks. The older orange truck has not been out of the shop in approximately six years; comparable listings reviewed online indicate a value near \$2,500. The blue truck is in better condition and would bring more, though it is a manual transmission and fewer operators can drive it.
- A possible replacement was identified by the Patrolman: a comparable truck available from Fairchild, approximately two years newer with about 70,000 miles, in good condition, including sander, blade, and wing. The asking price is \$22,000, and the seller indicated a willingness to accept less; a price near \$20,000 was discussed. Fairchild is replacing the truck with a newer unit.
- The Clerk advised that Town funds are currently tight and that a purchase of this size should wait until proceeds from the sale of the existing trucks are received.
- A motion was made and seconded to sell the blue truck and the older orange truck, and to reserve the proceeds toward the purchase of an upgraded truck for the Town. Motion carried.
- The Board agreed to advertise on Facebook Marketplace before considering paid newspaper advertising, as Marketplace is free and reaches a larger audience.

**Action:** Conduct market research to establish asking prices, list both trucks for sale before the next meeting, and have the Patrolman contact the seller to confirm availability and express the Town's interest.

**Action:** Prepare a financial workup showing anticipated proceeds from the sale of the orange and blue trucks and the amount the Town can commit toward a replacement truck.

### **Security and Banking**

- A motion was made and seconded to spend no more than \$500 on security cameras for the Town Hall. Motion carried. The Clerk confirmed that amount is available.
- Town debit card: the Clerk reported that the Town Patrolman is not a signer on the account. It was noted that Security Financial has a form that the account signers must complete and return, and that cards can be issued at the bank once the form is processed. No motion was required.

**Action:** A Board member to obtain the signature form from Security Financial and return it for signatures this week.

## **8. General Town Board Business**

### **Presentation — Black River Falls School District**

- Superintendent Shelly Severson and Brandon Jarr, Director of Business Services, School District of Black River Falls, addressed the Board with district updates and information on an upcoming referendum question. Printed materials were provided.
- District updates: the first day of school is September 1. The District employs approximately 310 full- and part-time staff and will add about 27 new staff this year, a relatively low turnover rate. Fall sports participation has increased.

- Attendance and truancy: District habitual truancy rates are near double the state average and have not recovered since 2020. A new county-wide approach developed with both judges, Health and Human Services, the Sheriff, the Corporation Counsel, and all three Jackson County school districts will address truancy by citation with a required court appearance. Students age 12 and older are cited directly; for students under 12 the parent is held accountable. The state report card factors in attendance. It was also reported that 101 Advanced Placement tests were taken by 81 students last year, with an approximate 70% pass rate.

- Referendum information: the District explained the difference between facility referendums, which issue debt for construction, and operational referendums, which fund ongoing operating costs. The community approved facility referendums in 2014 and 2020, and District facilities are reported to be in good condition. The District has never held an operational referendum and is among the approximately 17% of Wisconsin districts that have not. Each district operates under a state revenue limit funded by state aid and local property taxes and cannot increase that limit without an operational referendum; approximately 71% of District funding is state aid and 29% local property tax.

- Cost pressures identified included salaries and benefits, which received a 2% increase against inflation of approximately 2.67%; health insurance, up approximately 8.9%; and transportation across a district covering over 466 square miles. A school bus rose from approximately \$88,000 in 2020 to approximately \$134,000 last year, and bus replacement was reduced from two per year to one. The District annually transfers between \$2.5 million and \$3 million from its general fund to its special education fund.

- A community survey conducted in spring 2026 indicated support for \$1 million per year for four years. The question appears on the November 3, 2026 ballot and asks whether the District may exceed the revenue limit under Wis. Stat. § 121.91 by \$1,000,000 per year for four years, beginning with the 2026-2027 school year and ending with the 2029-2030 school year, for non-recurring purposes consisting of operational expenses, including maintaining class sizes and educational programs, transportation costs, and staff salaries and benefits.

- The estimated cost to a taxpayer is \$45 per year for each \$100,000 of property value. The District reported a current mill rate of 5.69, estimated at 6.14 with a successful referendum, which would remain second lowest among the regional districts compared. The District's revenue limit per pupil for 2025-2026 is \$11,909, compared with \$16,503 at the highest regional district and \$11,870 at the lowest.

- It was noted that 19 municipalities lie within the District boundaries, including the Town of Northfield. District representatives offered to provide further information to interested residents. No action was requested of the Board and none was taken.

### **Town Website**

- The Clerk reported that the Town website is complete and current, including the meeting agenda and all section tabs. The site was built by the Clerk at no cost to the Town and can be updated as needed. A service request has been submitted to the state service desk to complete the domain records so that the Town's .gov address directs to the site.

- A motion was made and seconded to make the Town website live at the .gov address once the service request is completed. Motion carried.

### **Welcome to Northfield Sign**

- The question of ownership carried from the July meeting was resolved: the signs at both ends of the Town were originally paid for by the Northfield Booster Club. A resident reported that he intends to rebuild the platform with assistance from the Booster Club, which retains funds for the purpose, and will empty and rebuild the structure in late summer once temperatures cool.

- The use of Town equipment, including the loader, and volunteer labor were offered. The Sportsman's Club and the American Legion were identified as possible additional sources of support. Questions regarding whether the sign sits within the road right-of-way were raised and remain to be confirmed. No formal action was taken.

### **Wisconsin Towns Association 2026 Transportation Resolution**

- The Clerk explained that the resolution expresses the Town's support for the Association's legislative efforts to obtain additional transportation funding for towns, and is used by the Association in its legislative advocacy. The resolution had previously been presented to the Board on March 9, 2026.
- The Board reviewed the resolution and expressed no objection. Resolution No. 2026-01, a Town Board Resolution Supporting a Comprehensive and Sustainable Transportation Funding Solution, was adopted this 10th day of August, 2026, and signed by Nathan Graham, Chairman; Ed Johnson, Supervisor; and Benjamin A. Kissinger, Supervisor 2; attested by Jessica M. Lind, Clerk.

**Action:** Per the resolution, the Clerk is directed to transmit a copy to the Governor's office and to all members of the Wisconsin State Senate and Assembly representing districts within the Town of Northfield, Jackson County.

### **Setback / Variance Application**

- The Board reviewed the setback measurements previously taken by the Chairman and reported in the July 13, 2026 minutes, and determined that the setback is adequate, that no further action is required, and that a separate written statement of measurements is not necessary. This item is closed.

### **Town Levy Limits**

- Discussion of Town levy limits and a possible meeting of electors was tabled to the next meeting. The Board is awaiting step-by-step written guidance on the process before proceeding.

### **Town of Northfield Emergency Operations Plan**

- The Clerk reported that current contact information was obtained from Cindy Jeffson of Emergency Management and has been incorporated, and that the plan maps were confirmed current with no updates required.
- The Emergency Operations Plan was adopted and signed by the Board, replacing the prior plan last updated in 2014, which had existed only in draft form. The plan includes a line of succession for Town officials.
- Two entries remain to be amended through the amendment section of the plan: one contact telephone number, and the Health and Human Services director once that position is filled on a permanent basis.

### **Annual Maintenance Calendar and Road Expertise**

- The annual maintenance calendar for the Town Patrolman remains in progress. The Chairman and the Patrolman will meet to complete the schedule of when specific maintenance tasks are to be performed.
- The Patrolman reported that a former Town patrolman with many years of experience maintaining Town roads is willing to address the Board regarding grading and road needs if formally invited.

**Action:** Extend an invitation and schedule a time for him to attend a Board meeting.

## **9. Public Comment / Community Concerns**

- Recycling center access and pickup scheduling were discussed. Pickups are now scheduled by email with the hauler, which has resolved prior scheduling mix-ups.
- Residents discussed communication regarding snow plowing for the upper part of the Town. The Patrolman's contact information was provided and residents were encouraged to call.
- A resident raised a concern regarding potholes, including one on West May Coulee Road near Larson Road. The Patrolman reported that the pothole had been filled and that pothole work is ongoing.

## **10. Items Carried to the Next Meeting**

- The following agenda items were not reached and are carried forward: the LSSIP 2026-2027 award for structure V270199, including acceptance, Town cost share, and next steps; paving and restoration of storm-damage culvert sites, including quotes and any applicable deadlines; designation of the Town official responsible for soliciting bids and quotes; patch material; sign posts and road sign replacement;

maintenance of the Burton Road section located in the Town of Garden Valley; and purchase of lock boxes and related security hardware.

- The Town website item was addressed in part. The Board approved making the site live at the .gov address; adoption as the official Town website, hosting and domain costs, responsibility for content, and use of the site for posting notices, agendas, and minutes in addition to the three physical posting locations remain for a future meeting.

#### **11. Future Agenda**

- Chip seal quotes, road condition ratings, and prioritization of road work.
- Truck sale listings and pricing, and purchase of a replacement truck.
- LSSIP 2026-2027 award for structure V270199 — acceptance, Town cost share, and next steps.
- Culvert reimbursement applications, road grant funding, and paving of storm-damage culvert sites required before the State releases Town funds.
- Designation of responsibility for contacting contractors and soliciting quotes and bids on behalf of the Town, carried from the July 13, 2026 meeting.
- Sanitary District No. 1 — Well No. 2 repair, rate study, and testing compliance.
- Town levy limits and a possible meeting of electors.
- Annual maintenance calendar, and presentation by former Town patrolman on grading and road needs.
- Adoption of the Town website as the official Town website, including hosting and domain costs, responsibility for content, and use for posting notices, agendas, and minutes.
- Security cameras; Welcome to Northfield sign repair.

#### **12. Adjournment**

- A motion was made and seconded to adjourn at approximately 8:37 PM CDT. Motion carried.

**JESSICA M. LIND, CLERK**

X

DATE 08/10/2026

**NATHAN GRAHAM, TOWN CHAIRMAN**

X

DATE 08/10/2026