

MINUTES
Town of Northfield, Wisconsin
Monthly Town Board Meeting

Date: Monday, September 14th, 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: DRAFT. These minutes have not yet been approved by the Town Board and are subject to correction. They are scheduled for consideration at the October 12, 2026 monthly meeting.

1. Call to Order

- The meeting was called to order at approximately 7:16 PM CDT by Nate Graham, Town Chairman. The start was delayed pending the arrival of a Board member.

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), Jess Lind (Town Clerk), and Lori Greenwold (Town Treasurer).
- Absent: Benjamin Kissinger (Supervisor 2); Don Hart (Town Patrolman).
- Also present: five members of the public.

4. Approval of Minutes

- The minutes of the August 10, 2026 monthly meeting were distributed and are posted on the Town website. The minutes were not read aloud.
- A motion was made and seconded to approve the minutes as written. Motion carried.

5. Financial Report

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

Main Operating Account – August 2026	Amount
Previous balance	\$95,718.75
Deposits and credits (1) — August 21	\$39,115.08
Checks and electronic payments (29)	\$13,790.36
Ending balance	\$121,043.47

- September activity through September 14, 2026 consisted of six deposits totaling \$601.35 and two checks cleared totaling \$204.24, plus an Xcel Energy payment of \$82.59 posting today.
- Withholding for July wages was paid in August: two payments to the IRS of \$358.90 and \$1,460.22, and \$381.68 to the Wisconsin Department of Revenue.
- Bills presented for payment total \$10,300.03 on 13 checks, covering recycling wages, election workers and the County Clerk for the August election, fire number signs, truck fuel and repair, sanitation, maintenance employee wages, and the 2026 assessment contract with Kleven Property Assessment for \$7,000. The Clerk noted for the record that the assessor's invoice was dated June 22, 2026 with net-30 terms and is past due, and that she has spoken with the assessor regarding the delay.
- A motion was made and seconded to approve the financial report as read. Motion carried.

- Checks were signed during the meeting. The Treasurer noted a credit on the Town's account with Allied of \$971.29. The Board directed that the credit be applied to the current bill, leaving a remaining credit of \$738.08; no check was issued.

6. Roads and Brush

Paving of Storm-Damage Culvert Sites

- The Chairman reported that he had spoken with Kevin at the Jackson County Highway Department regarding the paving required at the storm-damage culvert sites. The State reimbursement for that work is being held until the paving is complete.
- The County advised that if each site is handled as a separate project, each falls below the dollar threshold that requires a formal bid process, allowing the Town to proceed directly with a contractor and obtain reimbursement sooner. The Board noted that larger road improvement projects would continue to go through the full bid or quote process.
- A motion was made and seconded to have Scott Construction perform the paving at the five storm-damage culvert sites, with each site handled and billed as a separate job, so that the Town can submit for reimbursement. Motion carried.
- **Action:** Contact Scott Construction to schedule the five culvert-site patches and request separate invoices for each site.

Chip Seal

- Quotes for chip sealing the previously prepared sections of Hogan Road and Gilbertson Road (to the top of the hill) still need to be requested. The Board noted that measurements were taken earlier this year and are in the record, and that the work should proceed as soon as practical so the preparation already completed does not have to be redone.
- **Action:** Locate the road measurements in the record and send written requests for chip seal quotes.

Designation of Town Official for Bids and Quotes

- The Board discussed that no official is currently designated to solicit bids and quotes. Supervisor Ed Johnson agreed to take on that responsibility once contractor contact information and project details are assembled. It was noted that much of that information is in the former Chairman's files, which still need to be reviewed.
- **Action:** Assemble contractor contact information and project details from the former Chairman's files for Supervisor Johnson.

Burton Road / Town of Garden Valley

- The Chairman reported that he has not yet spoken with the Town of Garden Valley regarding the Burton Road section; the Patrolman had been handling that contact. Carried to the next meeting.

Town Septic Systems and Maintenance Plan

- The Board discussed the Town's septic systems, with filter rinsing scheduled for later this month. The Board noted that it does not have a documented maintenance plan for the system and that Semingson, the installer, is best positioned to walk the Town through what routine maintenance is required.
- A motion was made and seconded to contact Semingson and schedule a date to go through the system and set up a maintenance plan. Motion carried. The Chairman will make the contact.
- The maintenance plan will be added to the annual maintenance calendar for the Town Patrolman. The annual maintenance calendar was continued to the next meeting.
- **Action:** Contact Semingson to schedule a system walkthrough and establish a written maintenance plan.

Other

- The Chairman reported that the Sheriff's Department called regarding a tree down on Hilltop Road near May Coulee Road. The area was checked and the tree had already been cleared; the location was on the Town of Curran side of the road.
- No Patrolman report was given this month. Sign posts and road sign replacement, patch material, and winter preparation were not discussed and are carried forward.

7. Facilities, Equipment, and Operations

- Water tower locks: the locksmith work is complete and keys have been distributed to the water system operator. The Board discussed ensuring that anyone performing work at the site has current keys.

Truck Sale

- The Chairman reported that comparable online listings for the orange truck in similar condition range from approximately \$2,500 to \$3,000. No research has yet been done on the blue truck.
- A motion was made and seconded to table the sale of the blue and orange trucks to the next meeting so that the Patrolman can be consulted on pricing and condition. Motion carried.

Sanitary District No. 1

- The Clerk reported that the quote obtained for repair of the Well No. 2 pump is approximately \$10,000, and that the Sanitary District No. 1 account holds approximately \$7,000, leaving a shortfall of about \$3,000. A PSC rate study was also estimated at approximately \$10,000.
- The Board discussed that the district's water rates have not changed since the 2014 tariff, that the district serves approximately 44 accounts, and that the district has operated at a deficit for a number of years with the Town covering the difference. The Clerk estimated district billing at roughly \$6,700 per quarter, or about \$26,850 per year, noting the figure varies by quarter.
- The Board agreed that getting Well No. 2 back in operation should come before a rate study. The Chairman will contact state legislators regarding possible grant funding for small-community water system repairs.
- A motion was made and seconded for the Town to supply the shortfall of funds so that Sanitary District No. 1 can have Well No. 2 repaired, with the district to reimburse the Town on terms to be worked out at a later date. Motion carried.
- **Action:** Authorize the Well No. 2 repair with the contractor, and record the Town's advance to Sanitary District No. 1 for later repayment.
- **Action:** Chairman to email state legislators regarding grant funding for the well repair and rate study.

Town Debit Card

- The bank signer form has not yet been obtained. Continued to the next meeting.
- Security cameras and lock boxes were not discussed and are carried forward.

8. General Town Board Business

2027 Budget Preparation

- The Board set the budget workshop for Thursday, November 5, 2026 at 7:00 PM at the Northfield Town Hall.
- The public budget hearing, Board adoption of the 2027 budget, and the special town meeting of the electors to approve the 2027 levy will be held Monday, November 9, 2026, following the regular monthly meeting, beginning at 8:00 PM at the Northfield Town Hall. It was noted that the November 3 general election ruled out that date.
- 2027 fire protection and contract costs, the staffing cost compilation, and levy limits were not discussed and are carried forward.

- **Action:** Publish notice of the budget hearing and the special town meeting of electors within the required notice period.

Town Website

- Board members reported that the Town website (townofnorthfield.wi.gov) is up and running and has been helpful, and confirmed that it has been adopted as the official Town website. The Chairman noted that the website was built entirely by the Clerk.

Town Hall Rental Policy

- The Treasurer, who handles Town Hall rentals, asked for direction on alcohol at rentals, noting an inquiry about serving beer at a rental and the availability of a picnic license for sales.
- The Board discussed that alcohol brought in and consumed at a private event such as a reception or graduation party is acceptable, but that the Town Hall should not be used as premises for the sale of alcohol.
- A motion was made and seconded that the Northfield Town Hall may not be used as licensed premises for a picnic license to sell alcohol, with the sole exception of a fundraising event held by the Town itself. Motion carried.
- Insurance requirements and the approval process for rental requests were not addressed.
- **Action:** Add the alcohol provision to the written Town Hall rental policy.

Welcome to Northfield Sign

- A representative of the Northfield Booster Club reported that the Club has approved a budget for lumber and materials and is lining up help. The plan is to remove the sign panels so a backhoe can access the base. Board members and residents offered volunteer labor, generally evenings and weekends, and the Town loader is available if needed. No action was required.

Northfield Booster Club Committee Request

- The Booster Club representative indicated that the Club would prefer to wait and see whether it remains active before pursuing committee status. The Board noted that any such committee would serve at the pleasure of the Town Board. The item was tabled.

ATV/UTV Route Ordinance

- The Board discussed opening Town roads to ATV/UTV use, noting that the Town of Curran allows ATV/UTV use on its roads, that Jackson County roads are open, and that route signs would be required at each end of each Town road, at a cost to the Town. State highways are not affected.
- A motion was made and seconded to open the roads in the Town of Northfield as an ATV/UTV route, with the Clerk to bring the ordinance to the next meeting for adoption. Motion carried.
- **Action:** Clerk to prepare the ATV/UTV route ordinance and sign cost estimate for the October 12, 2026 meeting.

Announcements

- The Whitehall School District will hold a meeting on Tuesday, October 6, 2026 at 5:00 PM at the Northfield Town Hall. The meeting is open to all residents.
- The Northfield Booster Club will meet Tuesday, September 15, 2026 at 6:30 PM at the Northfield Town Hall to plan a fall community event, likely a soup supper and possibly bingo, and to discuss the Welcome sign repair.

LSSIP 2026-2027 Award — Structure V270199

- The Clerk presented the LSSIP project agreement, showing the project funding and the Town's cost share under the 90/10 program. The Chairman reviewed and signed the agreement. The Clerk will return the executed agreement to the County.

9. Public Comment / Community Concerns

- A resident discussed data centers, including recent county-level discussion of related rules and the experience of other areas, and suggested that if a data center were proposed in the Town, the Board consider a moratorium similar to the one previously used for sand mines.
- Residents expressed appreciation for the Town website and the transparency it provides.

10. Items Carried to the Next Meeting

- Chip seal quotes for Hogan Road and Gilbertson Road; road condition ratings and road work priorities; patch material, sign posts and road sign replacement; winter preparation; maintenance of the Burton Road section in the Town of Garden Valley; and the annual maintenance calendar for the Town Patrolman.
- Sale of the blue and orange trucks, financial workup, and purchase of a replacement truck (tabled).
- Security cameras and lock boxes; Town debit card and bank signer form.
- 2027 fire protection and contract costs, the staffing cost compilation, and levy limits.
- Northfield Booster Club request to become a committee of the Town Board (tabled).

11. Future Agenda

- Adoption of the ATV/UTV route ordinance and signage costs.
- Sanitary District No. 1 — Well No. 2 repair status, repayment terms, grant funding responses, and rate study.
- Town septic system maintenance plan following the Semingson walkthrough.
- Reimbursement submission for the storm-damage culvert sites once paving is complete; LSSIP structure V270199 next steps.
- Town Hall rental policy — insurance and approval of rental requests.
- 2027 budget: workshop November 5, 2026, 7:00 PM; public hearing and special town meeting of electors November 9, 2026, 8:00 PM.

12. Adjournment

- A motion was made and seconded to adjourn at 8:31 PM CDT. Motion carried. Bills were signed following adjournment.

JESSICA M. LIND, CLERK

X DATE _____

NATHAN GRAHAM, TOWN CHAIRMAN

X DATE _____