

MINUTES
TOWN OF MARSHALL
MONTHLY BOARD MEETING
March 12, 2024

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, March 12, 2024. Chair Durst called the meeting to order at 7:00 pm.

Present: Chair Durst, Supervisor Sebranek, Supervisor Buroker, Treasurer Spencer, Clerk Berner, Patrolman Paasch, 3 corporate representatives and 5 citizens. Supervisor Sebranek moved to approve the posting and agenda. Supervisor Buroker seconded. Passed.

Minutes: Supervisor Buroker moved to approve the meeting minutes from the Monthly Board Meeting held on February 13, 2024. Supervisor Sebranek seconded. Motion passed.

Treasurer's Report: Treasurer Spencer presented the Treasurer's Report.

Revenue and balances were reviewed. Supervisor Sebranek moved to accept the report. Supervisor Buroker seconded. Motion passed.

Clerk's Report: Clerk Berner presented the Clerk's Report.

All monthly bills from our February Town Board meeting were mailed out on 2/14/24. February Settlement checks to Richland County Treasurer, SWTC, and Richland School District were mailed out on 2/16/24.

The ad for gravel and seal-coat bids were published in the Richland Observer on 2/22/24 and 2/29/24.

Gravel and seal-coat bids have been received. Board members opened the bids. They are as follows:

Gravel delivered and spread

Milestone Materials	\$11.85/Ton or \$16.00/Cubic Yard
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Sealcoat, per mile 20' wide

	<u>single</u>	<u>double</u>
Fahrner Asphalt Sealers	\$24,873	\$49,746
Scott Construction	\$24,486	\$48,972

Supervisor Sebranek moved to approve the Milestone gravel bid. Supervisor Buroker seconded. Passed.

Supervisor Buroker moved to approve the Scott Construction bid. Supervisor Sebranek seconded. Passed.

Representatives from Milestone Materials and Scott Construction were at the meeting and they took signed copies of the contracts with them.

The Annual Report for Actual Costs for 2023 for the Recycling Grant was emailed to Josh Elder at Richland County Recycling on 2/19/24.

Federal diesel and gas exemption certificates for 2024 were emailed to Premier Cooperative on 2/22/24.

The housing survey for WI Dept of Administration was filed on 2/22/24. We have added 1 new single-family home to the Town of Marshall inventory in 2023.

I received an email from the DOT that our WISLR Pavement Ratings have not been received. I confirmed this with Isaac Park who emailed me the spreadsheet and instructions. Patrolman Paasch completed the ratings spreadsheet before the close of tonight's meeting.

The Motor Fuel Tax Refund Claim form, MF-001, was filed online through the DOR on 2/22/24. This will cover July through December 2023 purchases. We have already received the refund check for \$222.48.

I responded to two emails from Knight Barry Title about properties in the township on 2/22/24. The 2023 Room Tax Report, Form SL-304, was filed online with the Wisconsin DOR on 2/22/24. Dumpsters from L&M and Town & Country were ordered on 2/23/24 for Spring Clean-up Day which is May 4th.

Richland County Recycling will be holding their Tire & Electronic Recycling Event on Saturday, May 4, 8am-11am at the Richland County Highway Shop located at 102 Bowen Circle.

Chair Durst and Supervisor Buroker attended the WTA District Meeting held on Saturday, 2/24/24 in the Wisconsin Dells. Training included Board of Review Certification.

The Local Government Inventory Collection Indication Form was signed. This tells WTA and the highway commissioner how we intend to complete the small bridge/culvert inventory for our town.

The February 941 Federal Tax Withholding was paid timely, online.

The February WT-6 State Income Tax Withholding was paid timely, online.

Twenty-eight (28) absentee ballots for indefinitely confined and regular requests were mailed out on Monday, 3/11/24.

Voting an absentee ballot in person (early voting) will be done by appointment only with the Clerk, starting on 3/19/24 until 5:00 pm on 3/31/24.

Julie Durst, Barbara Duerksen, and I attended an Election Review Session at the Courthouse on 3/11/24 from 5:00 to 8:00 pm.

The annual spring road check by the Town Board will be held at 8:00 AM on Friday, 3/15/24.

The PreLat Voting Machine test, to test the media cartridges, will be done on Friday, 3/15/24.

The Public Voting Machine test is scheduled for Tuesday, 3/26/24 at 2:00 pm. Barbara Duerksen and I will conduct the test. This is open to the public.

The WTA Richland County Unit Meeting will be held on Wednesday, 3/27/24 at 7:00 PM at the Courthouse. The presentation will be by John Edgerly on the Small Bridge/Culvert Program.

Election Dates for 2024: April 2 (Spring Election & Presidential Preference Primary), August 13 (Fall Primary), November 5 (General Election)

The next regular Town Board meeting is Tuesday, April 9, 2024, at 7:00 pm.

The Annual Town Meeting of Electors is Tuesday, April 16, 2024, at 7:00 pm.

Future 2024 regular town board meeting dates are as follows:

May 14, June 11, July 9, August 15 (Thursday), September 10, October 8, November 12, December 10

Jason Paasch will be attending the Mine Training class on Wednesday, 4/3/24 at the Phoenix Center. A check for \$95.00 to CRS is included in tonight's bills to be paid.

Annual salary and expense payments will be made at next month's regular monthly meeting. In each Town Board folder is a copy of the Town Officer Expense Log.

Chair Durst discussed the town hall building project. Wertz finished installing ductwork and roughed-in some plumbing fixtures. The drywall and insulation work can be completed. Interior doors and hardware were purchased on 2/24/24.

I was given the following contractor names drywall work:

- a. John Jelle, 608-574-3337, JKAJPC@yahoo.com (drywall hanging, finishing & painting)
- b. Jerry Stockdale, 608-479-1275

Mary Bard from the Town Hall Committee was concerned about the cut vapor barrier in the ceiling and the hanging of the drywall. She asked if there was a schedule to complete construction. She asked if the committee could start looking into donations for the kitchenette and if they could use salvaged boards from the old town hall to create a plaque (no decisions were made by the Town Board).

Supervisor Sebranek moved to approve the Clerk's Report. Supervisor Buroker seconded. Motion passed.

Road Supervisor's Report: Patrolman Paasch presented the Road Supervisor's Report.

Supervisor Sebranek moved to approve the Road Supervisor's Report. Supervisor Buroker seconded. Motion passed.

Richland County Fire/EMT/Ambulance/911: Supervisor Sebranek reviewed the Fire District meeting.

Correspondence: Current correspondence was reviewed.

Payment of Bills: Monthly bills were reviewed. Supervisor Buroker moved to pay all bills in full. Supervisor Sebranek seconded. Motion passed.

Supervisor Sebranek moved to adjourn. Supervisor Buroker seconded. The meeting adjourned at 8:20 pm.

Katherine Berner, Clerk