

MINUTES
TOWN OF MARSHALL
MONTHLY BOARD MEETING
July 9, 2024

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, July 9, 2024, in the Town Hall. Chair Durst called the meeting to order at 7:00 pm.

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

Minutes: Supervisor Sebranek moved to approve the meeting minutes from the Monthly Board Meeting held on June 11, 2024. Supervisor Buroker 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.

The Taxation District Exemption Summary Report, PC-226, was filed online at WI DOR on 6/11/24.

All monthly bills from our June Town Board meeting were mailed out on 6/12/24.

The 2024 Municipal Official Contact Information Form, SL-302M, was filed online at WI DOR on 6/12/24.

The 2023 Personal Property Value Report, Form PA-551, was filed online at WI DOR on 6/14/24.

The Rural Mutual Insurance Audit for the period of 5/3/23 – 5/3/24 was completed and submitted online 6/24/24.

Twenty-five (25) absentee ballots for indefinitely confined and regular requests were mailed out on Thursday, 6/27/24.

The WEC Polling Place Accessibility Self-Assessment Survey was completed by me, Jason Paasch and Jerome Durst. This was emailed to WEC on 7/1/24. The following supplies were ordered and are free to municipalities: (1) Van Accessible parking sign, (1) Curbside Voting Please Call sign, (1) 6" x 6" Accessible Entrance Sticker for the front door, (1) 12" x 18" Ring Bell for Assistance Sign and (1) Wireless Doorbell. All materials arrived today.

A motion was made by Supervisor Sebranek to approve the town hall as the official polling place for the Town of Marshall. Supervisor Buroker seconded the motion. Motion passed at 7:08 PM.

The clerk was given permission to hire someone to clean the town hall before our next meeting.

The Town Board completed a survey from Southwestern WI Regional Planning Commission. The survey was specific to our Comprehensive Plan.

A list of webinar topics from UW Madison Extension and The Center for Land Use Education was provided to the Board for further training in Comprehensive Planning.

The Clerk was given a 2024 Correction of Errors Report from the Assessor on (3) parcels in the township that were taxed incorrectly due to a recent land use change. I'm working with various people at the County, DOR and Kim Spencer to figure out the procedures I need to follow to fix this. In the bills tonight are (3) refund of taxes checks to Greg Shireman. We are refunding the first installment of taxes less the actual amount he should have paid. I might also have to pay the 2nd installment of the original tax bill on (2) of the parcels to the County. I won't know this until August. This oversight by the Assessor affects our Statement of Assessment report, the Statement of Taxes Report, the Levy Limit Worksheet, and the Municipal Financial Report. I also have another report to file with the DOR for each parcel affected, the Request for Chargeback of Rescinded or Refunded Taxes, PC-201. DOR will make and send their final determination letters to all tax jurisdictions involved – county, school district and tech college by November 15, 2024. These taxing jurisdictions have until February 15, 2025, to pay the municipality back.

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

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

Premier Co-op sent the Town a patronage and equity redemption check for \$567.76.

Voting an in-person absentee ballot (early voting) will be done by appointment only with the clerk, starting on 7/30/24, until 5:00 pm on 8/11/24.

The Public Voting Machine test is scheduled for Thursday, August 8, 2024, at 2:00 PM. Barbara Duerksen and I will conduct the test. This is open to the public.

Future Election Dates for 2024: 8/13/24 (Fall Primary) & 11/5/24 (General Election)

The culvert inventory and assessment program are on HOLD until the Board has confirmation of future fees involved in this program. Chair Durst was referred to the WTA website for more information.

The ballpark is reserved for 8/7/24. Discussion took place regarding power washing the ballpark shelter before the event.

This past Saturday was trash day. Due to the heavy rains the area in front of the dumpsters had standing water and mud. Gravel will be added to the area to help mitigate pooling and mud.

The next regular Town Board meeting is Thursday, August 15, 2024, at 7:00 pm.

Future 2024 regular town board meeting dates are as follows: Sep 10, Oct 8, Nov 12, and Dec 10

Town Hall Project Update:

- a. Electrical, plumbing and HVAC are done. Waiting for an invoice from Wertz.
- b. Furniture was purchased for the office: desk, filing cabinet, chair and lamp from UW SWAP online auction for \$230.52.
- c. Shelving for the closet was purchased.
- d. The wood trim work, the front sidewalk, and other items to purchase were briefly discussed.

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. A hydraulic line was blown on the backhoe. Most culverts are cleaned out from the flooding. Discussion took place regarding removal of debris from the clean-up. The Patrolman has also been working on mowing, as well as ditch work on Triggs Dr and Quarry Hill Rd. The Merry Hill project is ongoing. Supervisor Buroker moved to approve the Road Supervisor's Report. Supervisor Sebranek seconded. Motion passed.

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

Correspondence: No correspondence to review.

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

Supervisor Buroker moved to adjourn. Supervisor Sebranek seconded. The meeting adjourned at 8:25 pm.

Katherine Berner, Clerk