

MINUTES
TOWN OF MARSHALL
MONTHLY BOARD MEETING
October 8, 2024

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, October 8, 2024, in the Town Hall. Chair Durst called the meeting to order at 7:00 pm.

Present: Chair Durst, Supervisor Buroker, Clerk Berner, Patrolman Paasch and 4 citizens. Treasurer Spencer arrived later. Supervisor Sebranek was absent. Supervisor Buroker moved to approve the posting and agenda. Chair Durst seconded. Motion passed.

Minutes: Supervisor Buroker moved to approve the meeting minutes from the Monthly Board Meeting held on September 10, 2024. Chair Durst seconded. Motion passed.

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

All monthly bills from our September Town Board meeting were mailed out on 9/11/24.

Supervisor Sebranek attended both Richland County Unit Meetings on 9/11 and 9/25, held in the County Board room. He will give a report of the meetings in November.

Thirty-one (31) absentee ballots for indefinitely confined and regular requests were sent out on Thursday, 9/19/24, by the deadline. As of today, a total of (42) absentee ballots have been sent out.

The 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 is complete. Refund checks were issued to the correct parcel owners. Form PC-201, 2024 Request for Chargeback of Rescinded or Refunded Taxes, was submitted to the DOR on all three parcels before the October 1st due date. DOR will make and send their final determination letters to all taxing jurisdictions involved, (county, school district, and tech college) by November 15. Taxing jurisdictions have until February 15, 2025, to pay the Township back.

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

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

3rd Quarter 2024 Employer's Federal Tax Return 941 was completed and was mailed out on 10/2/24.

The UCB-16 Separation Notice from the Department of Workforce Development regarding a former employee was mailed out on 10-2-24.

The 3rd Quarter 2024 Unemployment Insurance Tax and Wage Reporting was filed online on 10/2/24.

The Type E Notice (Absentee Voting Instructions) was posted at the Town Hall and online on 10/7/24.

Fall Clean-up Day will be held on Saturday, October 19, 2024, from 8:00 AM to noon. Dumpsters were reserved already.

The ad for Fall Clean-up Day will run in the Observer on 10/10/24 and the Shopping News on 10/15/24. A copy of the ad was posted on the town hall bulletin board.

Supervisor Sebranek is working on completing the WISLR Local Road Certification packet. The packet should be returned to WisDOT by 10/18/24.

We received an Annual Holding Tank Pumping Report from Richland County Zoning. The holding tank for the town hall needs to be pumped yearly and the paperwork returned before January 31, 2025. Boaz Sunrise Septic Service is scheduled to pump the holding tank tomorrow, 10/9/24.

I'm in the process of drafting a revision to our Open Records Management Policy.

The Board reviewed the preliminary 2024 Municipal Levy Limit Worksheet. Section A, line item 10, shows our allowable levy for 2024 payable 2025 to be \$111,728. Last year's allowable levy was \$111,057. This is an increase of \$671.

The budget meeting will be held at the town hall on Thursday, October 17, 2024, at 9:00 am.

The public voting machine test is scheduled for Monday, 10/28/24 at 2:00 pm. This test is open to the public.

Voting an absentee ballot in person (early voting) will be done by appointment only with the Clerk, starting on Tuesday, 10/22/24, until 5:00 pm on Saturday, 11/2/24.

Upcoming Elections: 11/5/24 (General Election), Town Caucus (January 2025), 2/18/25 Spring Primary (if required), 4/1/25 Spring Election

Our next meeting is Tuesday, November 12, 2024, at 7:00 pm. This meeting will be a special meeting to include the Public Budget Hearing, Open Meeting of Electors, and the regular Town Board meeting.

Upcoming regular town board meeting dates: Dec 10, Jan 14, Feb 11, Mar 11, Apr 8, Apr 15.

The Clerk was instructed to have the ballpark lights turned off by November 1st.

Town Hall Project Update:

- a) The Board reviewed a spreadsheet of costs to build the town hall. The project total to-date is \$116,420.20.
- b) The exterior bulletin board and Town of Marshall sign have been mounted on the building.
- c) The door/wall signs still need to be hung up.
- d) The results of the well test taken in July were discussed. Results: Total Coliform-Colisure: Absent/100ml; Interpretation: Bacteriologically Safe. Some discussion took place regarding the discoloration of the well water. Larry Marshall suggested Chair Durst call Kouba Well Drilling for a suggestion.
- e) Internet status – Genuine Telecom will be our provider. Internet should be hooked up in a few weeks.

A motion for a data package of 60 Mb/30Mb for \$73/month was made by Chair Durst. Supervisor Buroker seconded the motion. Motion passed at 7:30 pm.

The Application for Service was completed along with a check for \$100.00 security deposit. Treasurer Spencer and Supervisor Buroker are also authorized to make changes to this account.

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

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

Patrolman Paasch has been working on fall mowing. He's been struggling with the hoses on the backhoe and ditch mower. The largest pile of dirt/debris on Merry Hill Road was picked up.

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

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

Revenue and balances were reviewed.

Supervisor Buroker moved to accept the report. Chair Durst seconded. Motion passed.

Richland County Fire/EMT/Ambulance/911: No report for the Fire District Meeting. Chair Durst reviewed the Ambulance Meeting.

Correspondence: Correspondence was reviewed.

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

Supervisor Buroker moved to adjourn. Chair Durst seconded. The meeting adjourned at 8:05 pm.

Katherine Berner, Clerk