

**MINUTES**  
**TOWN OF MARSHALL**  
**MONTHLY BOARD MEETING**  
**January 14, 2025**

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, January 14, 2025, in the Town Hall. Chair Durst called the meeting to order at 7:00 pm.

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

**Minutes:** Supervisor Sebranek moved to approve the meeting minutes from the Monthly Board Meeting held on December 10, 2024. Supervisor Buroker seconded. Motion passed.

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

The mowing contract from Jeff Oler Caretaking and the 2024 mowing expenses were reviewed. The Clerk was instructed to put the mowing contract out for bid.

The 2025 Town Advocacy Council letter and membership invoice were reviewed. A motion was made by Supervisor Sebranek to participate in the advocacy council for 6 months. Supervisor Buroker seconded. Motion passed.

The revision to the Records Management Policy was reviewed by the Board. A motion was made by Supervisor Buroker to accept the updated policy. Supervisor Sebranek seconded. Motion passed.

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

A copy of the Rezoning Request Form was mailed to Patricia Turnipseed and emailed to Zoning along with the meeting minutes approving the request.

Clerk Schweiger, with the Town of Bloom, was notified by email that our Board gave their permission for Bloom to use our town hall as a back-up site on election day, if they have an emergency. She also said that we could use Bloom's town hall as a back-up site on election day in an emergency. Our current back-up site will remain Beulah Wesleyan Church.

Wendy Layer was contacted with the ideas for community service for the Syresville Starlets 4-H club.

The Clerk attended Election Training at the County Board Room on 12/12/24 and 12/16/24.

Internet was installed at the town hall on Friday, 12/13/24, by Genuine Telecom.

Southwest Wisconsin Technical College sent the township a check for \$156.55. This is related to the 2024 Correction of Errors on the (3) parcels we had to send refunds to.

Rhonda Louis was contacted regarding her inquiry into a liquor license. I let her know that if she does purchase property in the township for the purposes of opening a wedding venue the Board would look further into drafting an ordinance for issuing a liquor license.

The ad for the caucus ran in the Observer on 1/2/25. A notice was posted online and at the town hall on 12/26/24.

The Caucus was held on Tuesday, January 7, 2025, at 1:00 PM at the Town Hall. Those nominated and running for office are:

Town Board Chairperson	Jerome Durst, Larry Marshall
Town Board Supervisor	Calvin Sebranek, Daniel Buroker, Eric Rynes
Town Clerk	Katherine Berner
Town Treasurer	Kimberly Spencer

All signed nomination forms were turned into the County Clerk's office on January 8, 2025. All those running for office in April received a copy of the Notice of Nomination at Caucus form.

Richland County Comprehensive Plan public hearing was held today at 5:00 pm in the Richland County boardroom. Supervisor Sebranek attended the meeting. Both Supervisor Sebranek and Chair Durst spoke regarding the future plan for Fancy Creek.

The letter for unclaimed funds was signed and emailed back to the County Treasurer. We have no unclaimed funds to report. This was also mailed to the Department of Financial Institutions on 12/16/24.

The 2024 Statement of Taxes, Form PA-632A, was completed and submitted to the DOR on 12/16/24. The Tax Roll Certificate for Taxes Levied was also completed. A copy of both forms was given to Treasurer Spencer and the County Treasurer.

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

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

The 4th Quarter 2024 Unemployment Insurance Tax and Wage Reporting was filed online.

4th Quarter 2024 Employer's Federal Tax Return 941 was completed and will be mailed out tomorrow.

The 2024-25 Synar Tobacco License Report request from the WI Department of Health Services was completed online.

In the bills tonight are the January Settlement checks to Richland County, Richland School District and Southwest Tech, totaling \$390,666.13.

Also included is another bill from Richland County Highway Department for \$618.84 for gravel for the Merry Hill Road project.

On 12/19/24, I responded to an open records request from Julie Marquardt. She asked for the Merry Hill Road grant application and any related documents. She also asked for any notes from the Spring Road Check. Lastly, she wanted the contact info for Josh Elder.

On 12/26/24, I responded to an email inquiry from Alene Wanless regarding property taxes.

On 1/13/25, I responded to an email inquiry from Lu'Anne Tate regarding a founding member of the township.

On 1/13/25, I responded to an open records request from Leslie Hubert, Republican Party of Wisconsin. She wanted a list of confirmed candidates running for the town board in April.

Our next town board meeting is Tuesday, February 11, 2025, at 7:00 pm.

Future town board meeting dates: Mar 11, Apr 8, Apr 15, May 13, June 10, July 8, Sept 9, Oct 14, Nov 11 and Dec 9.

Elections: 2/18/25 Spring Primary, 4/1/25 Spring Election

The list of dates and times for the WTA District Meetings was discussed. The Clerk was instructed to register Supervisor Sebranek for the virtual session.

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

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

Revenue and balances were reviewed. The total amount of taxes collected thus far, and dog license fees collected were reviewed. Supervisor Sebranek moved to accept the report. Supervisor Buroker seconded. Motion passed.

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

Ditch mowing is completed. Supervisor Buroker moved to approve the Road Supervisor's Report. Supervisor Sebranek seconded. Motion passed.

**Richland County Fire/EMT/Ambulance/911:** Fire District Meeting was discussed.

**Correspondence:** 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 8:09 PM.

Katherine Berner, Clerk