

**MINUTES  
TOWN OF MARSHALL  
MONTHLY BOARD MEETING  
March 11, 2025**

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, March 11, 2025, in the Town Hall. Chair Durst called the meeting to order at 7:00 pm.

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

**Minutes:** Supervisor Buroker moved to approve the meeting minutes from the Monthly Board Meeting held on February 11, 2025. Supervisor Sebranek 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. Supervisor Sebranek 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 2/13/25. The driveway permit, and dog license fees were dropped off.

Settlement checks to Richland County Treasurer, SWTC, and Richland School District were mailed out or dropped off on 2/13/25. The checks totaled \$466,232.53.

The Type D Notice (Polling Place Location and Hours) ran in the Observer on 2/13/25.

The Spring Primary was held on Tuesday, 2/18/25. Those who worked in the election were:

1<sup>st</sup> shift (6:00 to 1:30) – Barbara Duerksen (Chief), Sheri Scott and Dillon Louis  
2<sup>nd</sup> shift (1:30 to 9:00) – Julie Durst (Chief), Mckenna Layer and Janis Marshall

We had a total of 69 ballots cast, which included (22) certified absentee ballots. We had a 20% turn-out. Election results for the Town of Marshall are listed below. Election results were posted at the Town Hall and on our website.

**State Superintendent of Public Instruction**

Jeff Wright	14
Brittany Kinser	28
Jill Underly	26
Doug Carlson (Registered Write-in)	0
Scattering	1

The ad for gravel and sealcoat bids ran in the Observer on 2/20/25 and 2/27/25.

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

<u>Gravel delivered and spread</u>		
Milestone Materials	\$12.50/Ton	
<u>Sealcoat, per mile 20' wide</u>		
Fahrner Asphalt Sealers	<u>single</u>	<u>double</u>
	\$22,991	\$45,982
Scott Construction	\$24,622	\$49,244

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

*Supervisor Sebranek moved to approve the Fahrner sealcoat bid. Supervisor Buroker seconded. Passed.*

Representatives from Milestone Materials and Fahrner Asphalt Sealers were at the meeting and they left with signed copies of their contracts.

The township received a check for \$388.14 from Rural Mutual Insurance company for a claim filed on the backhoe.

Dumpsters from L&M and Town & Country were ordered on 3/3/25 for Spring Clean-up Day, which is Saturday, May 3, 2025.

The Type E Notice (Absentee Voting Instructions) was posted at the Town Hall and online on 3/4/25.

(31) Absentee ballots for indefinitely confined and regular voters were mailed out on 3/10/25.

Mowing bids have been received. Board members reviewed the bids. They are as follows:

Jeff Oler Caretaking	\$98.00/mowing for English Ridge Cemetery \$30.00/mowing for Town Hall property
Scott Laage	\$130/mowing for English Ridge Cemetery \$15.00/mowing for Town Hall property

The Board decided to hold on hiring a contractor to mow the Gillingham ballpark.

*Supervisor Sebranek moved to approve the Jeff Oler Caretaking bid. Supervisor Buroker seconded. Passed.*

I was contacted by Linda Wanless, she asked if the Fancy Creek Cemetery Association could use the town hall for their annual meeting held in April. The Board agreed to the request.

I was contacted by Chuck Miller who oversees the Spring Hill Cemetery, he would like to turn it over to the township. Chair Durst and I have reached out to others for advice. Carol Nawrocki, WTA attorney, recommended working with an attorney to make sure the transfer paperwork is completed correctly. She also said the Board would need to accept the transfer by resolution.

Yesterday, I talked to Deb McCoy, Register of Deeds, she recommended we use a title company to handle the land transfer. She also pulled up all the paperwork she has on English Ridge Cemetery. I also spoke to Claire at Southwest Title. They can handle the land transfer. Clair did recommend we use an attorney for the cemetery assets.

I contacted the post office regarding mail delivery to the Town Hall. The delivery driver has marked the location for the new mailbox. The Oasis Classic mailbox was selected by the Board.

I had a resident call me about the list of property taxes paid by the owner, the list that previously came with the tax bills. Treasurer Spencer said the new tax software does not have the ability to provide this document.

#### FORMS AND REPORTS FILED

The 2024 housing survey for WI Dept of Administration was completed on 2/12/25. There were no houses added or deleted from the Town of Marshall inventory.

The Motor Fuel Refund claim form, MF-001, was filed online through WI DOR on 2/17/25. This will cover July 2024 through Dec 2024 purchases. The refund check for \$301.28 has already been received.

February 941 Federal Tax Withholding was paid timely, online.

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

The 2024 Room Tax Report, Form SL-304, was filed online with the DOR on 3/10/25.

Annual salary and expense payments will be made at next month's regular meeting. The Town Officer Expense Logs were completed and turned into the Clerk.

#### EMAIL INQUIRIES / OPEN RECORD REQUESTS

I responded to an open records request from John Marquardt regarding the Merry Hill Road project. I compiled your answers from our last town board meeting and sent those to him on 3/3/25.

#### UPCOMING DATES

Supervisor Sebranek has been registered for the virtual WTA District Meeting on 3/17 & 3/18. Materials will be sent to his house and a link to his rec.coop email. The agenda is in his Board folder.

The next Richland County Unit Meeting (WTA) is Wednesday, 3/19/25 at 6:00 PM at the Boaz Community Building. The presentation will be from Josh Elder – an update on current & future road projects. This is for all town elected officials.

A date for the annual spring road check will be picked after the upcoming election.

The Spring Election is Tuesday, 4/1/25.

The next town board meeting is Tuesday, April 8, 2025, at 7:00 pm.

Mine Training is Tuesday, April 8, 2025, at the Phoenix Center.

The Annual Town Meeting of Electors is Tuesday, April 15, 2025, at 7:00 pm.

Future town board meeting dates: May 13, June 10, July 8, Aug 12, Sept 9, Oct 14, Nov 11 and Dec 9.

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.

Patrolman Paasch continues to work on the Merry Hill Road project. Soon seeding and mulching will take place. He also plans to price out new backhoe tires.

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

**Richland County Fire/EMT/Ambulance/911:** The fire 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 Buroker moved to adjourn. Supervisor Sebranek seconded. The meeting adjourned at 8:59 PM.

Katherine Berner, Clerk