

**MINUTES**  
**TOWN OF MARSHALL**  
**MONTHLY BOARD MEETING**  
**July 8, 2025**

The monthly meeting of the Town Board of Town of Marshall was held on Tuesday, July 8, 2025, in the Town Hall. Supervisor Sebranek called the meeting to order at 7:08 pm.

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

**Minutes:** Supervisor Rynes moved to approve the meeting minutes from the June 10<sup>th</sup> Monthly Board Meeting and the June 17<sup>th</sup> Special Board Meeting. Supervisor Sebranek seconded. Motion passed.

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

The quit claim deed for the land transfer of Spring Hill Cemetery was signed. The township and the Register of Deeds have a copy.

The Edward Jones account for Spring Hill Cemetery was transferred to the township.

A separate checking account for Spring Hill Cemetery was established at the bank.

The current mowing contractor was asked to continue mowing Spring Hill Cemetery for this season.

Discussion took place concerning a bank loan for the new tractor.

*A motion was made by Chair Durst to hire Westbrook Associated Engineers directly, starting in 2026, to complete the township culvert and bridge inspections, instead of contracting through Richland County. Supervisor Sebranek seconded. Motion passed.*

Discussion took place regarding (2) recent fire call bills.

The Statement of Account Care of Veterans' Graves forms were reviewed and signed.

The propane contract for 2025-2026 was reviewed and signed.

**FORMS, REPORTS & EMAIL INQUIRIES**

The WISLR 2026 Local Road Certification survey was completed on 6/17/25. Materials will be sent out in August.

The Municipal Retail License Report (Liquor & Tobacco), Form AT-827, was filed online at DOR on 6/20/25.

Election information was updated with the US Vote Foundation on 6/20/25.

On 6/20/25, an email inquiry from Tori Treadaway was completed.

June 941 Federal Tax Withholding was paid timely, online on 6/30/25.

June WT-6 State Income Tax Withholding was paid online on 6/30/25.

2<sup>nd</sup> Quarter 2025 Employer's Federal Tax Return 941 was mailed out on 7/6/25.

2<sup>nd</sup> Quarter 2025 Unemployment Insurance Tax and Wage Reporting was filed online on 7/7/25.

On 7/8/25, the 2025 projected income and expenses for Gillingham Ballpark were emailed to Josh Elder. Our annual projected expenses are \$1,800.00 and \$0.00 income. We should receive a maximum of \$300.00 in park aid from the Richland County Parks Commission.

**UPCOMING DATES**

The next town board meeting is Tuesday, August 12, 2025, at 7:00 pm.

Future town board meeting dates: Sept 9, Oct 14, Nov 11 and Dec 9.

**OLD BUSINESS**

All monthly bills from our June Town Board meeting were mailed out on 6/11/25.

The completed forms for Spring Hill Cemetery were mailed to Edward Jones on 6/16/25.

Resolution 2025-1, Spring Hill Cemetery Transfer, was posted online, at the town hall, shop and ballpark on 6/17/25.

Nature's Way was contacted on 6/17/25 to empty & clean the porta potty at the ballpark.

The voting machine was dropped-off at the County Clerk's office on 6/16/25 for annual maintenance and picked-up on 6/18/25.

The Board met on Tuesday, 6/17/25, to select a tractor to purchase from the bids received.

The Customer Purchase Agreement from Brooks Tractor was signed on 6/18/25.

The Clerk attended training at the Courthouse on 6/19/25 from 6-8 PM for Wisvote & Tax Calculation Prep.

A deposit check for \$15,000 was mailed out to Brooks Tractor on 6/27/25.

The floor in the Clerk's office was painted.

The gutter and downspout were installed at the town hall.

The mailbox for the town hall was received.

Supervisor Rynes 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.

Supervisor Rynes moved to accept the report. Supervisor Sebranek seconded. Motion passed.

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

The patching on Cribben Hill and Spry Hill Roads are complete. Ditch mowing has started. Adding water to the shop was mentioned.

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

**Richland County Fire/EMT/Ambulance/911:** No meetings were discussed.

**Correspondence:** Correspondence was reviewed.

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

Supervisor Sebranek moved to adjourn the meeting. Supervisor Rynes seconded. The meeting adjourned at 8:36 PM.

Katherine Berner, Clerk