

**MINUTES OF BOARD MEETING
TOWN OF MARION
MAY 12, 2025**

1. **Call to Order:** Jerrod Waterman, Chairman, called the regular Board meeting for the month of May to order at 6:34 p.m.

2. **Roll Call:** Present at the meeting were: Jerrod Waterman, Chairman; Tom Haile, Supervisor; Jonathan Knowles, Supervisor; Judi Boughton, Clerk and Laurie King, Treasurer.

Citizens who were in attendance of the meeting were: Chad Rogers from Prairie Sand & Gravel, Mary and Ray Kirschbaum, Lonny and Laurayne Fischer, Tiffany Waterman.

3. **Approval of Agenda:** A motion was made by Tom to leave the agenda items in the order posted. Jonathan seconded the motion. Motion carried.

4. **Proof of Publication of Meeting Notice:** Notice of the May 12, 2025, board meeting was published in the Boscobel Dial on Thursday, May 8, 2025. Notice of the May board meeting and agenda were posted at the town shop and on the town website on May 9, 2025.

5. **Minutes of Previous Meeting:** The Minutes of the April 15, 2025, annual meeting and board meeting were distributed to all who were present along with the May 1, 2025, special meeting minutes and, after everyone had a chance to review the minutes, a motion was made by Jonathan Knowles to approve them. The motion was seconded by Tom Haile. Motion carried.

6. **Treasurer's Report:** The Treasurer's report was prepared by Laurie King and read by Laurie as follows:

Checking	\$	2,378.42
Equipment fund savings		11,605.47
Red school house restoration		5,053.71
People's Money Market		164,119.45
Local Gov't Inv Pool		<u>25.94</u>
Total:	\$	183,182.99

7. **Citizen Input:** None.

8. **Old Business:**

- **Open Gravel Bids for Extended Gravel Bid Request for 2025 Gravel Projects and Award to Contractor:** There was a special meeting held on May 1, 2025, at 6:00 p.m. to open

and review gravel bids for the 2025 season. Due to only having received one bid at that time, the board extended the opportunity to submit gravel bids to today, May 12, 2025, at 6:30 p.m. The bids were opened and read out loud as follows:

- **Milestone Materials:** \$12.45 per ton delivered for ¾" gravel and \$12.25 delivered for Breaker run.
- **Prairie Sand & Gravel:** \$8.20 per ton delivered for ¾" gravel and \$8.20 per ton delivered for 3" breaker rock.

Tom made a motion to accept the bid from Prairie Sand & Gravel at \$8.20 per ton delivered, and Jonathan seconded the motion. Motion carried. Jerrod signed the contract with Prairie Sand & Gravel.

9. New Business.

- **Update on Seal Coating on Tower Road:** Jerrod said we are still waiting to get the gravel on the roadway and leveled off. When he went to look at it, there were some issues on the east side of the road where the trees were pulling dirt and rock away from the road. The trees have been cut off. They put concrete alongside the road, which was agreed on last year, and landowner, Shan Riggs, said there was too much debris and product. Jerrod has Bob Frey coming in with rip rap and Prairie Sand & Gravel will bring the gravel and breaker run. The seal coating will be done in June when we let them know we are ready for it. Lonny Fischer was present at the meeting and suggested placing straw ropes in the ditch line to slow down erosion. Jerrod thought riprap might be more of a solid solution and won't need mowing so thinks riprap is better for this situation.
- **Discussion on Hiring Additional Part-Time Patrolman:** Discussed additional part-time patrolman for tree clearing, brush clearing, mowing and snow plowing in wintertime. Ray Kirschbaum is present and interested in working as patrolman for the township, discussed getting a CDL. Jerrod discussed making a written commitment if the town were to contribute for CDL training. The CDL training course is \$2,750 and \$147 for permit prep course. Discussed if Lonny will still be working if we hired another part-time person. Lonny said he is willing to work on an as-needed basis but, other than that, he is done. Tom made a motion to hire a 2nd part-time patrolman to work on an as-needed basis. Jerrod seconded hiring an additional part-time patrolman. Motion carried.
- **Raymond Kirschbaum Application for Part-Time Patrolman:** Ray Kirschbaum was present at the meeting and expressed an interest in working as a patrolman for the township on an as-needed basis. Ray said he would be happy with working 3 to 4 hours per day. Jerrod said there is brush mowing, road side work, tons of things to do. Ray is also able to do maintenance. He would be interested in taking a CDL training course that costs \$2,750 along with a CDL prep training course of \$147 in order to obtain a CDL. A discussion was undertaken as to what the town would agree on for reimbursement for training, etc. Jerrod discussed offering to pay 50% of Ray's CDL training and prep. Total cost for Ray would be \$2,897; half of that being \$1,448.50 and this could be reimbursed

over a period of 3 years to be paid at the December Board meeting in the amount of \$482.83 each year. The amount of \$482.83 would be paid for 3 years beginning in December of 2025 and totaling \$1,448.50. Ray's hourly wage will be \$16 per hour for normal patrolman work and \$20 per hour for plowing snow. Hours will be on an as-needed basis. A motion was made by Tom to hire Ray Kirschbaum as a part-time patrolman on an hourly basis at \$16 per hour for patrolman work and \$20 per hour for snow plowing. Jerrod seconded the motion, and he will start as soon as needed. Tom made a motion to reimburse Ray as stated above in the amount of \$482.83 each year to be paid at the December board meeting beginning December 2025 for 3 years as long as Ray is still working for the town for a total of \$1,448.50 in reimbursement. If Ray for some reason is no longer working for the town, then the agreement for reimbursement is void. Jerrod seconded the motion. Motion carried.

- **Update on Cold Patch from Scott's Construction:** Discussed they are pretty well coming up on getting done with patching. Tom said the edges is where there needs to be two people.
- **Follow up on Board Decision on Whether to Transfer Funds into Certificate of Deposits or Local Government Investment Pool:** The PSB savings accounts (equipment fund and red school house fund) that are at 0.1% interest require a minimum balance of \$100. Jonathan asked how money gets deposited in the LGIP. Laurie said it is not an easy process so would only want to do it about once a year. It would have to be a check sent to the LGIP. Electronically would be either through ACH or wire and PSB ACH fee is \$10 for next day or \$25 for same day and wire is \$25 fee. We would be looking at sending checks in mail to do any depositing in this. If we were looking to invest money from taxes, we could get more interest on it. Laurie would suggest using wire transfer as she is not keen on sending that amount through the mail. For the equipment fund and RSH, she would send a check. Transferring money back can be done online in their portal. Accounts would be building, general, equipment, red school house. The general account has zero currently. The building fund is the one that had the \$25 balance. The equipment account and red school house accounts can be added. Jonathan thinks we should do it. Transferring funds out is easier than transferring in. Monthly, she can pull out of that account. PBS money market account we have needs a \$1,000 balance. The upgraded one is \$10,000 but we don't have that account. Laurie could set up the money market to upgrade if chosen. There are no plans currently for use of the equipment balance. Money market can be taken down to \$1,000. Laurie recommended leaving \$20,000 in money market. Monthly she would be taking from LGIP and moving to checking to pay bills. Laurie and Judi discussed Laurie would be mailing out checks instead of Judi in order to ensure transfer has been made before checks go out. Tom made a motion to move equipment fund balance down to the \$100 minimum to LGIP and red school house down to the \$100 minimum to LGIP. Everything in the money market except \$20,000 will be moved to the LGIP. Jonathan seconded the motion.

- **Follow up on Shed Cleanup and Opening Up Space for Equipment Storage in Upper Shed:** Jerrod said Tom is doing a good job getting stuff out of the upper shed and is still working at it.
- **Update on Spring Cleanup 2025:** Laurayne Fischer was present and said there were not as many people coming through cleanup as normal. Laurayne doesn't know if people were unaware or anything. They took in quite a few tires. Tom took 2 refrigerators and a washing machine to J&J and received \$121.00. Laurie asked if we wanted to put these funds in RSH or if we wanted to apply to tire removal. There were some tires that had rims on also. The tires were taken to J&J and they will be billing us for \$650 for taking the tires. Total collected was \$510. Put tin on the side of the recycling center where the garbage gets pulled out through the wire from animals. Henry Stoltzfus took care of and sent a bill.
- **Update on Recycling Center Rules and Taking Tires/Appliances, Etc. for Fall Cleanup:** At future cleanups, there will be absolutely no rims on tires. The board agreed there will be a limit of 8 tires altogether per household. Any other changes to cleanup list.
- **Follow up on Contacting Henry Stoltzfus in Regard to Removing Personal Property from Roadside on Town Hall Road:** Jerrod said he talked to Henry's wife, Nancy, when Henry was still in Mexico and then he talked to him on the day of cleanup and he is making an effort to clean up alongside the road. Jerrod told him it is a liability thing and to keep things off the right-of-way of the road.
- **Follow up on Cameras at Town Shop:** Tiffany will be ordering new cameras to put up at the shop. Jerrod was wondering if we wanted one with cards or the kind with a cell service. Jerrod does not know the cost. Board decided to go with the card reader as not sure about reception for cell service.
- **Review for Signature Nondisclosure Agreement in Compliance with Wisconsin Act 235 Requested by Catalis Tax and CAMA, Inc.:** Motion made by Tom to sign the Non-Disclosure Agreement with Catalis Tax & CAMA Inc. Jonathan seconded the motion. Jerrod signed the agreement.
- **Open Book Scheduled for Monday, June 2, from 9 AM to 11 AM. Board of Review Scheduled for Wednesday, June 11, 2025, from 6:30 PM to 8:30 PM:** The Board of Review times and dates were given to the board and all board members will be attending.
- **Training Requirement for Board of Review:** At least one board member needs to participate in the board of review training each year and each board member said they were willing to view the training.
- **Ordinance Designating Alternate Board of Review Member:** Tom made a motion to designate Laurayne Fischer as alternate board of review member. Jonathan seconded the motion, and the Ordinance to Appoint Alternate Member for Board of Review (Ordinance # 2025-001) was signed by Jerrod Waterman.

10. Future Agenda Items: Cameras, shop cleanup, seal coating update, update on LGIP and subaccounts. Cemetery and town hall corner (extend out tube).

- 11. Patrolman's Report:** Tom said we need to add about 8 feet onto a 30" tube on Tower Road that is slowly caving off. It is right up to the black top. This is on the outlet side. Need tube and band. Jerrod said since it is on Tower to put some breaker run on it or shale. Jerrod will call county tomorrow regarding tube.

Also, the blacktop keeps sinking into the first tube on Crown Hill Road. It has been filled three times this year and is actually dropping rocks and dirt into the tube. They want to dig down, put piece of steel across it and patch over that. Menno has one 5 x 9 piece of tin that he will sell for \$50. Talked about using skid steer.

Discussed the Amish that have cattle across from the phone booth on Tower Road would like to hook onto the town's water hydrant to get water for their cattle and are willing to pay for part of the town's electric bill in return. The board decided to not allow that.

Patrolman having trouble with the tractor staying in forward or reverse. Had this same problem last year also. No sensor or light goes on, just stops. Discussed changing out switch on tractor and if that doesn't fix it to get someone to look at it.

- 12. Correspondence:** Provided Wisconsin DSPS 2025 Uniform Dwelling Code Program Performance Audit for Brad Smrcina to the board for review.

- 13. Approval of Invoices:** A motion was made by Tom to approve the invoices. Jonathan seconded the motion. Tom made a motion to approve donations to Boscobel Rescue Squad in the amount of \$500 and Woodman 1st Responders in the amount of \$250. Jonathan seconded the motion.

Additional checks written out after the May 2025 board meeting and before the June 2025 board meeting are:

- None.

- 14. Adjournment:** Motion was made to adjourn the meeting by Tom. Jonathan seconded the motion, and the meeting was adjourned at 8:50 p.m. The June board meeting will be held on Monday, June 9, 2025, at 6:30 p.m.

Respectfully submitted,

Judith A. Boughton, Clerk