

**TOWN OF SUGAR CREEK
WALWORTH COUNTY, WISCONSIN**

Town Board Meeting
June 16th, 2025 Minutes

The June 16th, 2025 Sugar Creek Town Board meeting was called to order at 6:30p.m., at the Town Hall, by Chairman – David Robers.

All open meeting laws have been complied with for this meeting.

Present were Chairman – David Robers, Supervisor – Jamie Morin, Supervisor – David Clarbour, Town Clerk – Sara Morin, Absent Treasurer – Sharri Loveless.

Also present: Attorney – Koch, Road Supervisor – Greg Walbrandt, and 6 visitors.

Approval of Minutes: Supervisor – Jamie Morin made a motion to approve the May 19th, 2025 minutes as presented. Supervisor – David Clarbour seconded the motion. Motion carried unanimously.

Treasurer's Report: \$1,456,467.13 in cash assets as of June 16th, 2025 per Clerk – Sara Morin.

Approval of Bills: Supervisor – David Clarbour made a motion to approve as presented. Chairman – David Robers seconded the motion. Motion carried unanimously.

Clerk report: None.

Fire Chief's Report: None.

Road Report: Road Supervisor – Greg Walbrandt he's been mowing the ditches. M&E Tree Service assisted in trimming the trees alongside the roads. He washed all the trucks and completed the undercoat seal. Him and Chairman – David Robers met with a funeral company to discuss Millard Cemetery. He would like this on the agenda next month.

Public comment: None.

Open Road Bids: The Board reviewed all the bids that were submitted. Supervisor – Jamie Morin made a motion to accept Scott Construction's bid for LRIP project Charl Mar not to exceed \$40,000. Chairman – David Robers seconded the motion. Motion carried unanimously.

Old Lawnmower: Road Supervisor – Greg Walbrandt explained he would like to put the lawnmower for sale. He'll work with Supervisor – Jamie Morin to get a price and post it. Chairman – David Robers motioned to get the best price available. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Certified Survey Map – Roger Brummel Parcel #GA406400004, GSC1200002A, and GSC1200007A (Lot separation): Jeff Muenkel presented the CSM and explanation for the land separation. He will work with Road Supervisor – Greg Walbrandt to complete the culvert and driveway. Chairman – David Robers motioned to approve. Supervisor – David Clarbour seconded the motion with an agreement with Sugar Creek/Jeff Muenkel to install the driveway/road with a large enough culvert. Motion carried unanimously.

Plantation Road – Excessive Speeding: The residents explained there is excessive speeding. They suggested speed bumps be installed. Road Supervisor – Greg Walbrandt will get quotes for speed bumps. The Board would like the Town's engineer to decide the best location for speed bumps. Chairman – David Robers made a motion to get quotes for seasonal speed bumps. Supervisor – Jamie Morin seconded. Motion carried unanimously.

Appraiser – Quotes Approval: Chairman – David Robers motioned for the approval for the Town to post an add in the paper requesting proposals for appraisers. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Stallman Road Speed Limit Reduction: The Board reviewed the reports from the Walworth County Sheriff's Department. Supervisor – Jamie Morin motioned to reduce the speed limit to 45. Roads Supervisor – Greg Walbrandt to install a sign on each end. Chairman - David Robers seconded the motion. Motion carried unanimously.

Liquor License's - CLASS "B" FERMENTED MALT BEVERAGE AND "CLASS B" INTOXICATING LIQUOR (INCLUDING WINE): Chairman – David Robers motioned to approve as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

"CLASS A" INTOXICATING LIQUOR (INCLUDING WINE): Chairman – David Robers motioned to approve as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

CLASS "A" FERMENTED MALT BEVERAGE: Chairman – David Robers motioned to approve as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

CIGARETTE, TOBACCO AND ELECTRONIC VAPING DEVICE RETAIL: Chairman – David Robers motioned to approve as presented. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Operator's License's: Chairman – David Robers motioned to approve all as presented and to add Joel Ohman. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Payment on Advia Loan: Supervisor – David Clarbours motioned to approve payment of \$30,000. Chairman – David Robers seconded the motion. Motioned carried unanimously.

Operator's License – Term: The Board would like to keep the term at 1 year.

Briggs Road – Speed Limit & Signs: Resident expressed concerns. The sign that was down is now replaced in a better location.

Personnel Handbook: Supervisor – David Clarbours motioned to update/type up and add to agenda for approval once completed. Chairman – David Robers seconded the motion. Motion carried unanimously.

ADM Policy: Supervisor – David Clarbours would like a document written and printed on company letterhead indicating who has access to the account. Supervisor – David Clarbours motioned to approve. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously. The Board would like a policy to indicate how the funds can be spent etc. Supervisor – David Clarbours motioned to approve Attorney – Steve Koch to complete the policy for approval. Supervisor – Jamie Morin seconded the motion. Motion married unanimously.

Health Insurance 2024 Payments: Supervisor – David Clarbours motioned to have accountant make the necessary updates in QB. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Administrative Procedures: Supervisor Jamie Morin motioned to table. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

Quickbooks Online: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded. Motion carried unanimously.

Resolution – Cost Recovery: Chairman – David Robers motioned to table. Supervisor – Jamie Morin seconded. Motion carried unanimously.

Next Town Board Meeting date: July 21st, 2025 at 6:30 p.m.

Closed session the Town Board will meet in closed session pursuant to Wis. Stats. Sec.19.85 (1) (c) Considering employment, of any appointed employee over which the governmental body has jurisdiction or exercises responsibility. Re: Treasurer:

Roll Call Vote to Closed Session; Chairman – David Robers – Yes, Supervisor – Jamie Morin – Yes, Supervisor – David Clarbourn – Yes.

*** Closed Session***

Discussed. Roll Call Vote to Open Session; Chairman – David Robers – Yes, Supervisor – Jamie Morin – Yes, Supervisor – David Clarbourn – Yes.

Open Session

Closed session items, Re: Treasurer: None.

Motion to Adjourn: Supervisor – Jamie Morin motioned to adjourn. Chairman – David Robers seconded the motion. Motion carried unanimously.

Meeting Adjourned.

Respectfully Submitted



Sara Morin