

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

Town Board Meeting
September 15th, 2025 Minutes

The September 15th, 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 Clarbourn, Town Clerk – Sara Morin, and Treasurer - Sharri Loveless.

Also present: Attorney - Steve Koch, Road Supervisor – Greg Walbrandt, Deputy - Mathew Ludowise, Fire Chief – Trent Eichmann, Assistant Chief – Brad Soczka and 5 visitors.

Approval of Minutes: Supervisor – Jamie Morin made a motion to approve the August 18th, 2025 minutes as presented. Supervisor - David Clarbourn second the motion. Motion carried unanimously.

Treasurer's Report: \$1,140,953.32 in cash assets as of September 15th, 2025 per Treasurer - Sharri Loveless.

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

Clerk report: None.

Fire Chief's Report: Fire Chief – Trent Eichmann will send the updated dollar amounts for all fire expenses to Treasurer – Sharri Loveless.

Road Report: Road Supervisor – Greg Walbrandt has been keeping up with mowing the ditches and brush clearing. Seal coating for the selected roads has been completed. The project consisted of about ten miles of roads with the exception of Memorial Drive.

Public comment: None

Conditional Use Amendment - Lost Nation Farms, LLC. Parcel #GA435800001. W7214 Cty Rd H, Elkhorn, WI 53121. The Plan Commission approved without any concerns. Chairman – David Robers made a motion. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Frost Solutions: Discussed. Road Supervisor – Greg Walbrandt would like to pass at this time because the weather varies too much around the County.

Plantation Road – Speed Bumps: Road Supervisor – Greg Walbrandt explained the County can complete the double center lines and the fog lines for around \$1,200.00. The cost to install a sign that captures data would cost approximately \$5,000.00. Chairman – David Robers made a motion not to exceed \$1,500.00. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

New Street - Yeild/Stop Signs @ Elm, Forest & Park Streets: Road Supervisor – Greg Walbrandt suggested installing stop signs on Park Street to slow traffic down on all the streets that cross. This would be approximately fourteen signs in total. Supervisor – Jamie Morin made a motion to approve but not to exceed \$2,000.00. Chairman – David Robers seconded the motion. Motion carried unanimously.

2026 International HV507 – Proposed Loan: Road Supervisor – Greg Walbrandt has to get the final cost. Treasurer – Sharri Loveless would like to get three different loan payment options. Chairman – David Robers made a motion to approve three loan options. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Voss Road – Culvert: The culvert was sinking and needs to be replaced as soon as possible per Road Supervisor – Greg Walbrandt. The cost will be less than \$3,500.00. Chairman – David Robers made a motion not to exceed \$3,500.00. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Scott's Construction – Bill/Budget: Treasurer – Sharri Loveless would like to pay the Scott's Construction invoice in the amount of \$213,139.00. Chairman – David Robers made a motion. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

J. Ruegsegger – Tippecanoe Paving: Resident would like to pave the road because it's difficult to walk on and the gravel washes out. He presented the 2017 certified survey map to the Board. Supervisor – David Clarbours made a motion to approve with the use of the 2017 certified survey map along with finding the pins to properly install. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Recycling Units – Revised Recycling Ordinance: Chairman – David Robers made a motion to have Attorney – Steve Koch update the ordinance. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Fire Department Service Agreement: Discussed.

Employee Reviews Preparation: The Board would like this to be put on October's agenda in closed session prior to the monthly board meeting. Chairman – David Robers made a motion. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Appraiser – Quotes Approval: Supervisor – David Clarbours made a motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Lucida Report & Statement: Treasurer – Sharri Loveless explained the Town was in compliance with the bank during tax season and Lucida was notified. Supervisor – David Clarbours made a motion to create a cyber security policy with IT to be compliant. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

Credit Card – Bill Pay: Treasurer – Sharri Loveless to work with Clerk – Sara Morin to create a policy and procedure to present at the next meeting. Supervisor – David Clarbours made a motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Administrative Procedures – Real Estate Taxes: Supervisor – Jamie Morin made a motion to table. Chairman – David Robers seconded the motion. Motion carried unanimously.

Cemetery Committee – Create: Supervisor – Jamie Morin made a motion to accept the cemetery ordinance. Chairman – David Robers seconded the motion. Motion carried unanimously.

Operator's License's: Silver – Jamie Finneran, Camp Wandawega – Anthony Ward: Chairman – David Robers made a motion to approve as presented. Supervisor – David Clarbours seconded the motion. Motion carried unanimously.

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

Next Town Board Meeting date: October 20th, 2025 at 6:30 p.m.

Closed session, the Town Board will meet in closed session pursuant to Wis. Stats. Sec. 19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, Re: Accurate & Fire DUEs: Chairman – David Robers made a motion to go into closed session. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

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

*** Closed Session***

The Board discussed with Attorney – Steve Koch.

Supervisor – Jamie Morin made a motion to go into open session. Chairman – David Robers seconded the motion. Motion carried unanimously.

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


Open Session

Closed session items, Re: Accurate/Fire DUEs: Chairman – David Robers made a motion to transfer \$35,000.00 into fire DUEs account. Supervisor – Jamie Morin seconded the motion. Motion carried unanimously.

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

Meeting Adjourned.

Respectfully Submitted

A handwritten signature in black ink that reads "Sara Morin". The signature is fluid and cursive, with the first name "Sara" and last name "Morin" clearly distinguishable.

Sara Morin